



The Nova Scotia Dietetic Association

Policy & Procedure Manual

Revised January 2016

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INTRODUCTION

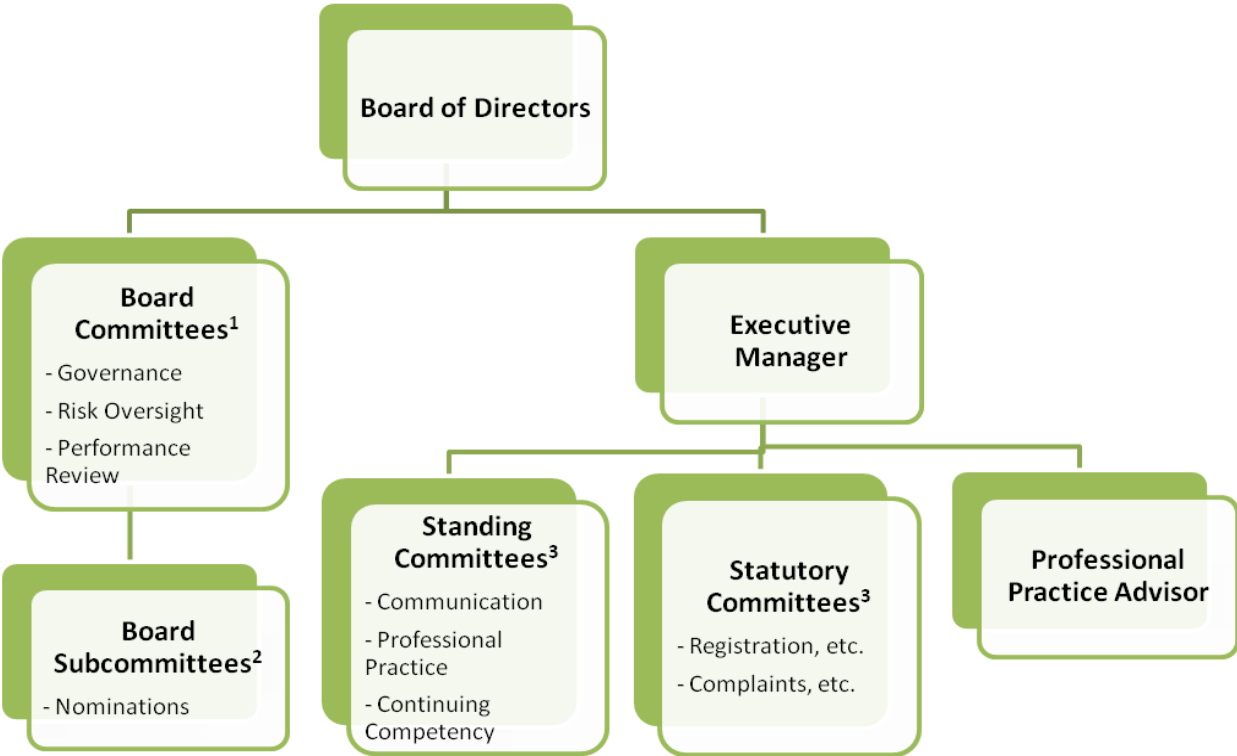
The policy and procedure manual has been written to:

- Assist with orientation by serving as a training tool for new staff and committee members ;
- Provide guidance for consistency and continuity in the management of the organization;
- Serve as a record of specific policies to direct decision-making.

The policy and procedure manual contains policies, procedures and reference material relevant to the Nova Scotia Dietetic Association.

Policies and procedures for the manual are issued by the board of directors. The Executive manager is responsible for the upkeep of the manual.

SECTION	Organization			
SUBJECT	Organizational Chart	Policy # 1.1		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board	Effective	Reviewed 9/20/15	Revised	Page 1/1



¹ membership consists of board members, invited expertise, executive manager (ex-officio)
² membership consists of RDs and public member (as per College bylaws – not yet in effect)
³ membership consists of RDs

SECTION	Organization			
SUBJECT	Files	Policy # 1.2		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board	Effective	Reviewed	Revised 9/20/15	Page 1/1

POLICY

All NSDA board members, committee members and employees shall maintain materials related to their duties in a confidential manner.

PROCEDURE

Outdated material must be maintained under the following schedule.

1. Board and committee members permanently delete electronic documents and shred hard copies of documents (e.g. emails, meeting notes) related to board or board committee work upon the end of their term. Include documentation stored online, for example Google docs, Dropbox.
2. Board and committee members must not print or save confidential information onto personal computers. Only download documents onto private computers. Delete downloaded files and clear web-browser history.
3. Executive manager houses all documents at the College office and on College computers.
4. Executive manager backs up electronic files (e.g. Quickbooks, database, files) on a monthly basis.
5. Financial documents are retained for seven years
6. Membership Files

Files are maintained and secured required by PIPEDA ([Appendix A](#)).
 Membership files are kept for a three-year period
 Members’ original documents (e.g. transcripts, CDRE results) are kept indefinitely.

SECTION	Organization
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SUBJECT	Declaration of Confidentiality	Policy # 1.3		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board Board of Directors	Effective 05-07-08	Reviewed 9/20/15	Revised	Page 1/1

POLICY

Board and committee members, and attendees at board and committee meetings, must agree to maintain confidentiality of College documents, discussions, decision processes and issues that relate to matters affecting the privacy of registrants and all other business of the College.

PROCEDURE

Prior to involvement on committees and attendance at board meetings, the member must agree to maintain confidentiality of College matters by signing the Declaration of Confidentiality ([Appendix B](#)).

SECTION	Organization			
SUBJECT	Role of Committee Chair	Policy # 1.4		
APPLICABLE GOVERNANCE DOCUMENT	Bylaws			
Consented to by Board	Effective 9/20/15	Reviewed	Revised	Page 1/1

POLICY

The committee chair leads meetings according to an agenda in a timely and organized manner in such a way to encourage participation and respectful debate.

PROCEDURE

The chair ensures that committee members have signed the confidentiality agreement form, have viewed the orientation video, and have received pertinent documents (terms of reference, act, bylaws, policies, and recent minutes).

The chair sets the agenda and circulates the agenda to committee members at least one week prior to the meeting.

The chair ensures there is quorum prior to the commencement of the meeting.

Bourinot's Rules of Order are followed during meeting proceedings.

Decisions are made by the chair calling for a motion. Motions are voted upon by members present.

SECTION	Organization			
SUBJECT	Meeting Minutes	Policy # 1.5		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board	Effective 9/20/15	Reviewed	Revised	Page 1/1

POLICY

Minutes are maintained as a record of all meeting proceedings, including meetings of the board of directors, committees, and annual general meetings.

PROCEDURE

Meeting attendance is documented.

The minutes capture sufficient detail to reflect the outcome of discussions and decisions.

Meeting minutes are circulated to committee members within two weeks of the meeting.

Subsequent meeting agenda has approval of the minutes as a standing item.

SECTION	Organization			
SUBJECT	Letterhead and Logo	Policy # 1.6		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board	Effective	Reviewed	Revised 9/20/15	Page 1/1

POLICY

Communication with the College logo and any official communication is approved or signed by the executive manager or president.

PROCEDURE

Communications expressing a board opinion or concern must receive prior approval by the president.

Correspondence on NSDA letterhead must be appropriately filed at the college office.

SECTION	Organization			
SUBJECT	Business Contingency Plan	Policy # 1.7		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board Board of Directors	Effective 10-7-2008	Reviewed	Revised	Page 1/1

The Nova Scotia Dietetic Association’s key objectives in a pandemic include: **maintain essential business operations** (registration, membership renewal, financial transactions); **provide information and support** with respect to the pandemic and professional practice to staff and members; and **maintain essential communications**.

POLICY

NSDA will respond in the case of a pandemic influenza outbreak by maintaining essential business operations and communications with members according to the *NSDA Pandemic Influenza Business Contingency Plan* ([Appendix C](#)) – currently under revision.

SECTION	Finance			
SUBJECT	Service Charge: NSF Cheques		Policy # 2.1	
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective	Reviewed 9/20/15	Revised	Page 1/1

POLICY

A service charge shall be charged for all non-sufficient fund (NSF) cheques.

The rate charged shall be \$25.

Procedure:

Action	Time	Responsibility
<ul style="list-style-type: none"> ○ Send invoice to issuer of cheque by email for the amount of NSF cheque plus service charge. Indicate payment must be received within 30 days. 	Within 5 days of receipt of NSF cheque	Executive Manager (EM)
<ul style="list-style-type: none"> ○ Failing a response, send invoice by registered mail and an explanation of the implications of non-payment (standing, failure to receive service for which payment was for, forfeiture of license). 	Within 12 days of receipt of NSF cheque	EM

SECTION	Finance			
SUBJECT	Book Keeping	Policy # 2.2		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 6/17/08	Reviewed 9/20/15	Revised	Page 1/1

POLICY

A full and accurate account of all receipts and disbursements by cost centre is maintained by the executive manager.

PROCEDURE

Action	Time	Responsibility
1.0 Record by cost centre all receipts and disbursements with exact date.	As received, within 30 days	Executive Manager
2.0 Retain all bills, invoices, and receipts.	As received	EM
3.0 Issue receipts for all money received and retain copies of receipts.	As received	EM
4.0 Issue cheques for all expenditures.	As received within 30 days	Treasurer & EM
5.0 Balance accounting books at the end of each calendar month. Record monthly receipts and disbursements by cost centre.	Within 30 days after each month	EM
6.0 Prepare financial year-to-date report	according to macro-agenda	EM

SECTION	Finance			
SUBJECT	Expense Reimbursement	Policy # 2.3		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/2012	Reviewed 9/20/15	Revised	Page 1/1

POLICY

- 1.0 Expenses will be reimbursed to board members, committee members or staff in accordance with budget allocations.
- 2.0 All requests for reimbursement of expenses must be submitted with a NSDA Request for Reimbursement Form to either the executive manager or treasurer.
- 3.0 Members may request reimbursement for expenses that require prepayment. For example: air tickets purchased in advance to obtain reduced fares; pre-registration to obtain reduced rates.

PROCEDURE

Action	Time	Responsibility
1. Complete and submit Request for Reimbursement Form. Attach all receipts. Include applicable taxes.	Within 30 days of incurring expenses (except for mileage – Policy: 2.7)	Members incurring expenses
2. Forward cheque to member.	Within 30 days of receipt of request form	Treasurer/Executive Manager

SECTION	Finance			
SUBJECT	Accommodation/Meal Allowances	Policy # 2.4		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/2012	Reviewed 9/20/15	Revised	Page 1/1

POLICY

Accommodations:

1. Hotel expenses are paid on the basis of a standard room unless unavailable. Members should seek reasonably priced accommodations, when possible.

Where it is possible to use a non-commercial accommodation, such as with family or friends, an allowance of \$40 per night will be paid. This allowance will enable the purchase of a thank you gift for the host.

A per diem rate of \$10/day will be paid when travelling overnight (e.g. to cover cost of incidentals, phone call home, hotel gratuities)

Meals:

- 1.0 Meal costs including applicable taxes are paid for the amount of the voucher to a maximum as follows:

Breakfast-	\$15.00	————— Or Brunch- \$ 30.00
Lunch-	\$ 20.00	
Dinner-	\$ 50.00	

Meal costs that exceed the above slated amounts can be approved by board according to justification. Alcoholic beverages cannot be claimed.

Procedure:

Action	Time	Responsibility
1. Follow procedure for Expense Reimbursement. (see policy VII-10)	Within 30 days	Board member or designate

SECTION	Finance			
SUBJECT	Travel Allowance	Policy # 2.5		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/12	Reviewed 9/20/15	Revised	Page 1/1

POLICY

Allowable travel expenses include:

- 1.0 Automobile travel from home/work to meeting place at the provincial government mileage rate.
 - Air/bus/train travel in the amount of the ticket. The most affordable ticket prices should be purchased (e.g. economy).
 - Travel from home/office to point of departure and from point of arrival to meeting place.
 - Parking cost at point of departure.

PROCEDURE

Action	Time	Responsibility
1. Follow procedure for Expense Reimbursement (see Policy 2.3).	Within 30 days	Board Member or designate

SECTION	Finance			
SUBJECT	Expenses – Committees	Policy # 2.6		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/12	Reviewed 9/20/15	Revised	Page 1/1

POLICY

Committee and board members shall be reimbursed as follows:

1. Telephone according to bills submitted with details of call.
2. Telephone conference call expenses according to bills submitted with justification.
3. Postage or printing expenses according to receipts submitted.
4. Fax expenses according to receipts, with details of transaction.
5. Courier expenses according to receipts, submitted with justification.
6. Typing and other office service expenses, according to bills and/or receipts, submitted with justification.
7. Other expenses related to committee operations which are included and approved in the current budget.

PROCEDURE

Action	Time	Responsibility
1. Follow procedure for Reimbursement (see Policy 2.3).	Within 30 days	Board member/Committee Chair/Executive Manager

SECTION	Finance			
SUBJECT	Expenses	Policy # 2.7		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/12	Reviewed 9/20/15	Revised	Page 1/2

POLICY

Board and committee members and staff shall be reimbursed for travel costs under the following guidelines:

Accommodations:

Accommodations shall be reimbursed when one, or more, of the following occurs:

1. travel begins prior to 0600 hours
2. return travel cannot be completed prior to 2200 hours.

Accommodations for the Board and the appointed Parliamentarian shall be covered for attendance at the Annual General Meeting.

Meals:

Meals shall be reimbursed when:

- 1.0 travel plus meeting time exceeds 8 hours-1 meal
- 2.0 travel plus meeting time exceeds 12 hours-2 meals
- 3.0 meeting occurs during a meal time.

Parking:

Parking costs which are incurred during Board of Directors meetings shall be reimbursed.

Travel:

Travel, in excess of 25 km round trip incurred for attendance at Board and Committee Meetings or approved meetings requiring Board or Committee Member attendance shall be reimbursed as per Policy 2.7.

SECTION	Finance			
SUBJECT	Expenses	Policy # 2.7		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 11/16/12	Reviewed 9/20/15	Revised	Page 2/2

Other:

When it is necessary to attend other meetings held in conjunction with Board meeting, the above policy applies.

All allowable travel expenses must be included in the budget for the respective cost centre.

All travel expenses not budgeted must receive Board approval before expenses are incurred.

PROCEDURE

Action	Time	Responsibility
1. Follow procedure for Reimbursement (Policy: Finance/Expenses)	Submit mileage expense for month within 30 days (example: expenses incurred during October must be submitted by November 30).	Board member
2. For unbudgeted expenses, or expenses beyond budget, obtain approval of Board.	Prior to incurring expenses	Board member

SECTION	Annual General Meeting			
SUBJECT	Elections	Policy 3.1		
APPLICABLE GOVERNANCE DOCUMENT	Bylaws			
Consented to by Board of Directors	Effective 10/10	Reviewed 9/20/15	Revised	Page 1/2

POLICY

Prior to the Annual General Meeting, the election of officers will take place through the use of an electronic poll. The results of the election will be announced at the Annual General Meeting of the College. Except as otherwise provided in the Bylaws, all elected officers will hold their positions for two years.

Elected board positions are:

- President-elect
- Treasurer
- Directors-at-large

There will be an election for any available board of director position(s) which received two or more nominations. It is the responsibility of the Nominations Committee Chair, in consultation with the members of the Nominations Committee, to organize the election.

PROCEDURE

Action	Time	Responsibility
The call for nominations for upcoming vacant board positions will be emailed to each college member, along with the Nomination Agreement Form and Nomination Profile Form.	January	Executive Manager
The Nomination Agreement Form and Profile Form will be returned to the NC Chair.	Prior to March board meeting	NSCDN member
The nominations for all upcoming vacant board positions will be presented to the board of directors for information.	March board meeting	NC Chair
In the event that a nomination is not received for an upcoming vacant board position, a second call for nominations is sent to members highlighting the remaining vacancy.	Immediately proceeding March board meeting	Registrar in consultation with NC Chair
The Nomination Agreement Form and Profile Form will be returned to the NC Chair.	Two weeks prior to AGM	NSCDN member

SECTION	Annual General Meeting			
SUBJECT	Elections	Policy 3.1		
APPLICABLE GOVERNANCE DOCUMENT	Bylaws			
Consented to by Board of Directors	Effective 10/10	Reviewed 9/20/15	Revised	Page 2/2

All nominees will be notified that either their nomination was the sole nomination for the position, and they will be elected by acclamation, or there was more than one nomination for the position and an election will be held.	Two weeks prior to AGM	NC Chair
In the event of an election, an online poll will be posted on the member's only side of the website. Notice of election will be sent to members via email, who will be instructed to cast their vote online by 12 p.m. the day prior to the AGM, at which time polls will close.	Two weeks prior to AGM	Executive Manager
The votes will be retrieved and tallied. The vote count will be kept confidential.	One day prior to AGM	Two scrutineers
In the event of a tie vote, polls will be reopened until 12 a.m. and an urgent email sent to all members asking those who have yet to vote to please do so by 12 a.m. Votes will be counted as outlined in 8.	One day prior to AGM	Registrar in consultation with NC Chair
At the appropriate time during the Annual Meeting, the newly elected board members will be presented.	AGM	NC Chair or designate

SECTION	Registration			
SUBJECT	Temporary Registration	Policy # 4.1		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 10-21-99	Reviewed 01-03-17	Revised 01-03-17	Page 1/2

POLICY

Individuals wishing to become NSDA members must make application to NSDA.

All applicants shall be required to pass the Canadian Dietetic Registration Examination (CDRE) unless they are presently a member in good standing of another Canadian regulatory body.

A category entitled Temporary Membership, as described in the NSDA by-laws, revised 2007, and shall be made available for individuals writing the CDRE who meet all other non-exemptible and exemptible requirements with the exception of the examination. All applicants are expected to write the next available sitting of the CDRE. The Registration Committee may grant an extension based on the written request of the applicant stating sufficient reason. The decision to grant an extension is solely determined by the Registration Committee and their decision is final.

In the case of failure of the CDRE, the applicant may request an extension of the Temporary Membership. They must be able to defend their request for an extension to the Registration Committee and show, if they are working, that they are in an environment that supports their professional development.

In the case of failure of the second attempt of the CDRE, the candidate's Temporary Membership is revoked and NSDA notifies their employer. Upgrading will be required before the third and final attempt at the CDRE is made.

Temporary Members shall have all rights and privileges of Members except: voting privileges; eligibility to be an officer or director; and use of designations as outlined in the Professional Dietitians Act. Temporary Members must use the designation Professional Dietitian (candidate), or P.Dt.(c).

Upon receiving a completed online application, and the payment of appropriate fees, paid in full, a temporary license to practice in Nova Scotia as a dietitian/nutritionist is granted.

SECTION	Registration			
SUBJECT	Temporary Registration	Policy # 4.1		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 10-21-99	Reviewed 01-03-17	Revised 01-03-17	Page 2/2

PROCEDURE

Action	Time	Responsibility
<p>1. Upon receipt of online application form, payment of application fee, temporary membership fee and required documents (original university transcripts*, original confirmation of accredited internship* and copy of birth certificate or passport), review application package and determine eligibility.</p> <p>*Original documents are submitted in a sealed envelope from the applicant or directly from the education institution.</p>	One week	Executive Manager (EM)
<p>2. Deposit application fees and prepare an official receipt in the name of the applicant if payment is made by interac e-transfer, cash, cheque or money order.</p>	One week	EM
<p>3. Confirm registration, license number, and inform re. exam procedures, send application receipt (if applicable*) and orientation package,^ assign a temporary membership number in the online register.</p> <p>*Receipt is accessed online if online payment is submitted ^Orientation package consists of the Code of Ethics and Orientation Handout</p>	2 to 3 weeks	EM

SECTION	Registration			
SUBJECT	Canadian Dietetic Registration Exam	Policy # 4.2		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 06-17-08	Reviewed 01-03-17	Revised 01-03-17	Page 1/1

POLICY

All Temporary Members must sit the next Canadian Dietetic Registration Exam (CDRE).

PROCEDURE

Action	Time	Responsibility
1. Send CDRE candidate notice of exam fee, date of exam, and link to the CDRE Preparation Guide.	Once eligibility for Temporary Membership has been determined.	Executive Manager (EM)
2. Send exam fees to the Alliance treasurer.	For submission twice per year (June and December).	EM

SECTION	Registration			
SUBJECT	Full license registration	Policy # 4.3		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 01-03-16	Reviewed	Revised	Page 1/1

Individuals registered in good standing in another Canadian jurisdiction are eligible for registration in the same license classification.

Individuals previously registered with NSDA who have passed the CDRE and are registered with a dietetic regulatory body and compliant with the applicable continuing competency program are eligible for registration in the same license classification.

Action	Time	Responsibility
1. Upon receipt of online application form, payment of application fee, and license fee, review application package and determine eligibility.	One week	Executive Manager (EM)
2. Contact other dietetic regulatory body for confirmation of registration in good standing and for copies of documents (transcripts, confirmation of accredited internship, exam results and name change). For Canadian jurisdictions, use the Labour Mobility Verification Form.	One week	EM
3. Deposit application fees and prepare an official receipt in the name of the applicant if payment is made by interac e-transfer, cash, cheque or money order.	One week	EM
4. Confirm registration, license number, and send application receipt (if applicable*) and orientation package,^ assign a membership number in the online register. *Receipt is accessed online if online payment is submitted ^Orientation package consists of the Code of Ethics and Orientation Handout	2 to 3 weeks	EM

SECTION	Registration			
SUBJECT	License Renewal	Policy # 4.4		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 06-17-08	Reviewed 01-03-16	Revised 01-03-17	Page 1/1

POLICY

Members are required to renew their license by March 31 of each year. Members are required to complete the renewal form, Continuing Competency Program (CCP) online learning log, update their professional portfolio, declare on the renewal form that their professional portfolio is up-to-date, and pay their renewal fees. The NSDA's executive manager will then grant renewal of the member's licence.

PROCEDURE

Action	Time	Responsibility
1.0 Update and send license renewal reminder to members by mail and email.	January 31.	Executive Manager (EM)
2.0 Arrange for pre-printing of license cards with the executive manager's signature and the registrant's name. Extra blank cards will be required.	March 1	EM
3.0 Deposit cheques into NSDA account.	Within two weeks of receipt	EM
4.0 Issue license to member	April 30	EM

SECTION	Registration			
SUBJECT	Late fee/forfeiture of license	Policy # 4.5		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
	Effective 06/17/2008	Reviewed 01-03-17	Revised 01-03-17	Page 1/1

POLICY

Members who have not renewed their license by May 15 automatically forfeit their membership and license to practice.

Any person who has forfeited membership may apply for re-admission as per [policy 4.10](#)

PROCEDURE

Action	Time	Responsibility
1.0 Send notice via registered mail that registration has not been renewed and that registration may be renewed only upon payment of a late registration penalty and any outstanding submission (payment of renewal fee, completion of renewal form and/or online learning log). Payment and CCP must be received by April 30.	April 15	Executive Manager(EM)
2.0 If registration has not been renewed by April 30, the member, and their employer (if working in NSDA's jurisdiction as a dietitian) are informed that membership will be forfeited on May 15.	April 30	EM
3.0 If registration has not been received by May 15 the member's name is removed from the register and the employer is notified.	May 15	EM
4.0 Publish names of forfeitures in the NSDA annual report.		EM

SECTION	Registration			
SUBJECT	Membership fees/partial reimbursement	Policy # 4.6		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 06/17/2008	Reviewed 01-03-17	Revised 01-03-17	Page 1/1

POLICY

Applications for new full license that are received after September 30, shall be considered for partial fee payment.

PROCEDURE

Action	Time	Responsibility
1. Determine applicable fee or refund <ul style="list-style-type: none"> a. If application is received after September 30 only a half year fee is paid. b. If a full licensed member resigns before September 30 they are entitled to a half year refund. 	Upon receipt	Executive Manager (EM)

SECTION	Registration			
SUBJECT	Resignations	Policy # 4.7		
APPLICABLE GOVERNANCE DOCUMENT				
	Effective 06/17/2008	Reviewed 01-03-17	Revised 01-03-17	Page 1/1

POLICY

NSDA shall inform members at the time of renewal that resignation must be received in writing.

PROCEDURE

Action	Time	Responsibility
1. Record date of resignation in register.	Upon receipt	Executive Manager (EM)
2. Publish resignations in annual report.		EM
3. Send acceptance of resignation signed by the EM with any appropriate refund of fees.	Upon approval	EM
4. Keep file for a three-year period, unless Nova Scotia is the point of entry into the profession and original documents are on file; these must be kept indefinitely.	Upon receipt	EM

SECTION	Registration			
SUBJECT	Use of Titles	Policy # 4.8		
APPLICABLE GOVERNANCE DOCUMENT	Professional Dietitians Act			
	Effective 11/30/09	Reviewed 01-03-17	Revised 01-03-17	Page 1/1

POLICY

Unauthorized individuals using protected titles are sent a cease and desist letter. A person not licensed under the Professional Dietitians Act may not use the titles or designations dietitian or nutritionist, or the initials P.Dt. or Dt.P, either alone or in combination with other words, letters, or descriptions as per Section 12(2) of the Act.

PROCEDURE

Action	Responsibility
1. Inform the individual and employer (if applicable) that they are in violation of the Act. If the individual is a regulated health professional, inform the relevant regulatory body of the violation.	Executive Manager (EM)
2. If individual does not comply within 20 days of receiving notice of violation, arrange for legal counsel to send letter.	EM
3. If individual remains in violation of the act 14 days after the employer receives notice of violation, NSDA has the right to have charges brought against the individual as per Section 12(3) of the Act.	EM

UNDER REVISION

SECTION	Registration			
SUBJECT	Acceptance of Applicants with Non-accredited Degree for Temporary Membership		Policy # 4.9	
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 02/12/2008	Reviewed 10-26-16	Revised	Page 1/1

POLICY

An applicant who has completed a non-accredited degree and an accredited dietetic practicum will be accepted for temporary membership upon confirmation of academic equivalency to an accredited degree.

PROCEDURE

Action	Time	Responsibility
1. Request a copy of the criteria the equivalency assessment was based upon and confirmation of the equivalency assessment outcome from the Chair of the university's dietetic program that completed the equivalency assessment.	Within two weeks of receipt of a complete application package.	Executive Manager
2. Compare university transcripts to criteria.	Within 30 days of receipt the supporting documentation.	Executive Manager and Registrar
3. Request course descriptions and syllabuses for comparison to the course criteria and/or Essential Competencies to Dietetic Practice, as deemed necessary.	Within 30 days of receipt the supporting documentation.	Registration Committee
4. Confirm acceptance for temporary membership with applicant.	Upon confirmation of the equivalency assessment.	Executive Manager

SECTION	Registration			
SUBJECT	Upgrading for Registration or Reinstatement	Policy # 4.10		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by the Registration Committee	Effective 02/03/2008	Reviewed 10-26-16	Revised	Page 1/4

POLICY

1. All applicants, including former registrants who re-apply, must meet the non-exemptible requirements as specified in Section 2 of the NSDA By-Laws, Revised 2007.
2. All applicants shall be required to pass the Canadian Dietetic Registration Examination (CDRE) unless they are presently a member in good standing of another regulatory body agreement) or if they wrote and passed the CDRE within three years of application.
3. If the applicant's dietetic training or the CDRE was written more than three years before the date of application, the applicant must:

Satisfy the Registration Committee that he/she has been registered as a dietitian in another jurisdiction as a member in good standing and has practised a minimum of 600 hours in three years immediately preceding the date of application or
 Have successfully completed academic upgrading and/or an upgrading practicum recommended by the Registration Committee to the Board of Directors.

1. The Registration Committee will provide the applicant with direction for completing the upgrading deemed necessary. The decision will be based on thorough consideration of the applicant's academic qualifications, practical training, related work experience, and evidence of continuing competence activities.

PROCEDURE

Action	Time	Responsibility
1. Request that the applicant submit a resume, a listing of practice hours in the last three years including the name of the employer, type of practice (clinical, administration, community, research, etc) and hours at each employment position, and documentation of competence activities based on the Essential Competencies for Dietetic Practice.	Within two weeks of receipt of application	Executive Manager
2. Review the documentation and meet with the candidate, if possible and appropriate, to determine if academic and/or practicum upgrading is necessary prior to writing the CDRE.	Within one month of receipt of documentation	Registration Committee

SECTION	Registration			
SUBJECT	Upgrading for Registration or Reinstatement	Policy # 4.10		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by the Registration Committee	Effective 02/03/2008	Reviewed 10-26-16	Revised	Page 2/4

Action	Time	Responsibility
<p>3. Determine the academic and/or practicum upgrading required based on the applicant's experience and the following guideline.</p> <p>Academic Upgrading: A minimum of one half-credit course (equal to 3 practice hours) is required for each 3-year period since lapse in practice or registration. 3 year lapse: one half-credit course Advanced Clinical Nutrition</p> <p>6 year lapse: two half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>or</u> Health Promotion or Population Health</p> <p>9 year lapse: three half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health</p> <p>12 year lapse: four half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>Over 12 years: five half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of</p>	<p>Within one month of making decision to require upgrading</p>	<p>Registration Committee</p>

SECTION	Registration			
SUBJECT	Upgrading for Registration or Reinstatement		Policy # 4.10	
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<p>Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>All courses must be advanced study (third or fourth year) from a DC accredited university or be approved by the Registration Committee.</p> <p>Academic upgrading must be started prior to the Upgrading Practicum, but can reasonably overlap with it.</p> <p>Upgrading Practicum</p> <p>The Registration Committee may require an upgrading practicum required.</p> <p>The Upgrading Practicum</p> <ul style="list-style-type: none"> - must include placement in Clinical Nutrition, - may include placement in Community and/or Food Service practice areas, - must be at least 12 weeks duration - must be arranged by the applicant and approved by Registration Committee prior to commencement, - may be extended as required to meet the unique learning and training needs of the applicant as determined by the applicant, supervising dietitian(s) and/or Registration Committee, - must be completed in Canada, - must be supervised by a dietitian(s) - must be confirmed by acceptable documentation of attainment of competencies. 		
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SECTION	Registration			
SUBJECT	Upgrading for Registration or Reinstatement	Policy # 4.10		
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<p>4. Provide the applicant with</p> <ul style="list-style-type: none"> - Reason(s) upgrading is required, as determined by the Registration Committee - Time frame* for completing required upgrading, as determined by the Registration Committee - the following documents: <i>Planning and Documenting your Upgrading Practicum</i> and <i>Supervising/Coordinating an Upgrading Practicum</i> (to be given to supervising dietitian). 	<p>Within two weeks of determining the upgrading requirements</p>	<p>Executive Manager</p>
<p>The Registration Committee will determine that academic and practical training upgrading requirements have been met by:</p> <ul style="list-style-type: none"> - reviewing original transcripts of successfully completed course(s); and - reviewing original verification from the supervising dietitian(s) that all aspects of the program design have been successfully completed and that required duration has been met. 	<p>Within 6 weeks of receipt of transcripts and verification.</p>	<p>Registration Committee</p>

UNDER REVISION

SECTION	Registration			
SUBJECT	Applications for Temporary Membership by Internationally Trained Applicants	Policy # 4.11		
APPLICABLE GOVERNANCE DOCUMENT				
	Effective 12/30/2009	Reviewed	Revised	Page 1/3

POLICY

The qualifications of internationally trained applicants will be assessed to determine if the applicant's academic and practical training are substantially equivalent to the requirements for registration obtained through Canadian dietetic accredited programs. Language proficiency in English, history of ethical and competent practice, good character and conduct, and eligibility to work in Canada will be assessed and pass of the CDRE will also be required.

Documentation submitted must be the original documentation or notarized copies. If documents are in a language other than English, notarized translations must be provided.

PROCEDURE

Action	Time	Responsibility
1. Preliminary Assessment of Academic Credentials The applicant must arrange for a preliminary assessment of academic credentials through World Education Services Assessment (WES). Internationally trained applicants must apply to WES for a preliminary assessment of academic credentials. The applicant must request the "Comprehensive Course by Course Report" and request that WES send the assessment certificate, original documentation and notarized copies directly to NSDA.	Prior to Application	Applicant

SECTION	Registration			
SUBJECT	Applications for Temporary Membership by Internationally Trained Applicants	Policy # 4.11		
APPLICABLE GOVERNANCE DOCUMENT				
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<p>2. Assessment of Academic Credentials</p> <p>The applicant submits application form, required fees and required documents, according to the Document Checklist. The Registration Committee will assess the content of courses to ensure that the credits substantially correspond to subject areas in Canadian accredited dietetic curriculum. The Registration Committee provides the applicant with written direction re. academic upgrading requirements. All internationally trained applicants must complete an advanced level clinical course, unless the Registration Committee deems otherwise. Documentation includes course syllabus/descriptions of all university courses and an Education Summary Form.</p>	<p>Upon receipt</p>	<p>Applicant</p> <p>Registration Committee</p>
<p>3. Assessment of Practical Training</p> <p>The Registration Committee will assess the applicant's program of practical training for equivalency to a Canadian accredited dietetic program. The applicant must request the program send NSDA the following information: length of the program, the types of experiences, the evaluation process, who supervises and evaluates the students (e.g. are they dietitians), what standards or competencies are used to develop or guide the program.</p>	<p>Upon receipt</p>	<p>Registration Committee</p> <p>Applicant</p>

SECTION	Registration			
SUBJECT	Applications for Temporary Membership by Internationally Trained Applicants	Policy # 4.11		
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<p>If the applicant completed non-accredited practical training, a competency attestation package must be submitted for the Registration Committee for assessment. The Registration Committee provides the applicant with written direction re. practicum upgrading requirements. Most applicants will be required to complete a practicum program to ensure knowledge and practical experience related to the Canadian health care system.</p>		
<p>4. Assessment of Language Proficiency</p> <p>English test (TOEFL) - computer score of 213 / internet score of 80 Test of Spoken English score of 50 or International English Language Testing System (IELTS) – total band score of 7</p>	Upon receipt	Applicant
<p>5. History of ethical and competent practice</p> <p>Documentation of past employment is on the application form. NSDA contacts past employers/regulatory bodies to confirm history of ethical and competent practice.</p>	Upon receipt	Executive Manager

SECTION	Registration			
SUBJECT	English Proficiency	Policy # 4.12		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by the Registration Committee	Effective 06/17/2008	Reviewed 10-26-16	Revised	Page 1/1

POLICY

The executive manager may subjectively assesses English proficiency and refer to the Registration Committee if needed for further assessment. The Registration Committee conducts interview to assess the applicant’s English proficiency, and bases its assessment on predefined criteria¹. Formal language testing could also be required if the Registration Committee is unable to reach consensus that the English proficiency is at a level to enable competent dietetic practice.

¹Criteria for assessment of English proficiency: written, spoken (articulation, grammar), comprehension, listening, and reading.

SECTION	Continuing Competency			
SUBJECT	Guidelines for Continuing Competency Submissions	Policy # 5.1		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
Consented to by Board of Directors	Effective 01/25/2009	Reviewed	Revised 09/12/12	Page 1/2

POLICY

Upon registration, full licensed members are issued their submission deadline and are required to initiate the Continuing Competency Program (CCP). All full licensed members are required to complete the CCP on a continuous basis.

The CCP will be posted on the NSDA website.

If a member fails to submit the required components of the CCP by the renewal deadline, the procedure shall be followed as for a member who fails to register by March 31 of each year (Reference: Policies V-40 and V-50).

PROCEDURE

Action	Time	Responsibility
<p>Issuance of submission deadline: For new members, a notice will be mailed indicating that the required components of the CCP are to be submitted in entirety by their individualized submission deadline.</p> <p>For renewing members, the Annual Renewal Reminder will be mailed indicating that the required components of the CCP are to be submitted in entirety by their individualized submission deadline.</p>	<p>Upon registration/upon pass of CDRE</p> <p>At least 45 days prior to the renewal deadline</p>	<p>Executive Manager (EM)</p> <p>EM</p>
<p>Receipt of CCP Submission</p> <p>If any of the required components are missing from the package, the member will be notified indicating what was missing and that the membership renewal package will not be processed until the entire package is received. The member shall be notified that their registration has not been renewed. Registration may be renewed upon payment of a late registration penalty, as established by the Board, and submission of the required components of the CCP. Both of these items must be received by April 30th.</p>	<p>April 15</p>	<p>EM</p>

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program Audit Process	Policy # 5.2		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board Board of Directors	Effective 01/25/2009	Reviewed	Revised 09/12/12	Page 1/2

POLICY

Approximately one third of the membership is audited annually.

Submissions are anonymous to auditors. If the auditor suspects they know the member (e.g. auditor is in close working or personal relationship with member), they must declare to prevent bias in the audit process. The submission will be assigned to a different auditor.

For fairness and consistency, auditors are trained on how to complete the audit.

Feedback will be sent to all members who have had their CCP submission audited.

Professional portfolios are randomly audited (5/year)

Criteria for referral review:

The CCP submission is incomplete:

Missing one or more evaluations of the six required goals

Evaluation form is incomplete: reflection on the outcome of the goal is not present or appears meaningless or trite, or has no relevance to dietetic practice
Content that on the whole is inadequate

Score less than 50%

At least 3 of the 6 goals are not competency goals and learning log does not appear to reflect continuing competency (e.g. impact of learning on practice is not evident)

PROCEDURE

Action	Time	Responsibility
Submissions are audited.	May 15	Auditor
Referral Review Two auditors review each submission that is labelled 'referral review' to prevent discrepancies/inconsistencies in the auditing process Member is required to submit professional portfolio within 60 days, is required to submit evaluations and learning log again the next year, and member is to seek a coach or can be assigned a	Upon audit	Auditor

coach to help them complete the CCP to an appropriate standard.		
All members are provided feedback: a copy of the audit tool (their score) and a letter summarizing strengths and weaknesses.	May 31	Executive Manager
Audit of professional portfolio member is notified to submit their professional portfolio within 60 days member is provided feedback if submission is considered unacceptable, consider the submission "referral review" and proceed to policy #5.3.	Sept. 30	Auditor

SECTION	Continuing Competency			
SUBJECT	Members who Require Monitoring Based on Unsatisfactory CCP Submissions	Policy #5.3		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board of Directors	Effective 01/25/2009	Reviewed	Revised 09/12/12	Page 1/2

POLICY

Members who require monitoring based on unsatisfactory CCP submissions will require follow up action to ensure compliance to the CCP. Upon review of the supporting documentation of competence activities, the Continuing Competency Committee may use discretion to require members to participate in mentoring activities, workshops, or complete modules to ensure compliance to the competency program.

PROCEDURE

Action	Time	Responsibility
1. Mail personalized letter to audited member who requires monitoring based on unsatisfactory CCP submission.	Within one month of audit	Executive Manager
2. Review the next year's submission for improvement.	by April 30	Executive Manager
3. If the submission is satisfactory, process renewal. If the submission is unsatisfactory, based on audit criteria, send personalized letter by registered mail to member indicating problem areas, specific suggestions for improvement, and follow up action: - request supporting documentation of competency activities by May 30 for review by QA Committee. The QA Committee may use discretion to require members to participate in mentoring activities, workshops, or complete modules to ensure compliance to the competency program. - request member re-submit competence plans for current year, if applicable	May 1 May 7	Executive Manager Continuing Competency Chair in consultation with QA Committee

- flag member's file to review next year's submission for improvement		
4. Renewal will not be processed until documentation has been received and accepted. If member does not comply by May 30, membership is forfeited.	May 30	Executive Manager

SECTION	Continuing Competency			
SUBJECT	Extension of CDT Submission due to Illness	Policy # 5.4		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Board Board of Directors	Effective 12/02/2008	Reviewed	Revised	Page 1/1

POLICY

If a member is unable to submit their Continuing Development Self-Directed Learning Tool (CDT) in entirety by March 31st due to personal or family illness, the member must request an extension in writing with supporting evidence/documentation from a physician by March 31st. The member's license will be renewed and an extension will be granted upon approval by the Registrar and/or Registration Committee.

If the extension is not approved, the complete CDT must be submitted by April 30 or Policy #4.5 will apply for late renewal.

If extension is granted, a complete CDT submission is required by September 30th. If the member is unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the Registrar by September 30th. If the extension is not approved, the member must submit their complete CDT by a deadline determined by the Registration Committee or forfeit their membership.

PROCEDURE

Action	Time	Responsibility
1. Upon receipt of the request for extension, consult with the Registrar to determine whether an extension will be granted.	Upon receipt	Executive Manager
2. If the extension is granted, inform the member, by email and registered mail, that the complete CDT is due by September 30 th and if the member is unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the Registrar. If the initial extension is not granted, inform the member by email and registered mail that the complete CDT must be submitted by April 30 or Policy #4.5 will apply for late renewal.	Upon decision	Executive Manager

Appendix A

Personal Information Protection and Electronic Documents Act

The following has been taken from Canada's Privacy Legislation developed by the Chartered Accountants of Canada (www.cica.ca/privacy, 2004):

Model Code for the Protection of Personal Information

Accountability: An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance with the following principles.

Identifying Purposes: The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

Consent: The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

Limiting Collection: The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

Limiting Use, Disclosure, and Retention: Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information must be retained only as long as necessary for the fulfillment of those purposes.

Accuracy: Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Safeguards: Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Openness: An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

Individual Access: Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Challenging Compliance: An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

APPENDIX B

Declaration of Confidentiality

I, _____, member of the Board and/or committee(s) of the Nova Scotia Dietetic Association, agree to maintain confidentiality of Association documents, discussions, decision processes and issues that relate to matters affecting the privacy of registrants and all other business of the Association.

Date

Name

Signature

Executive Manager/Committee Chair/President

Signature

Appendix C

Appendix D

Request for Reimbursement