



# NSDA Newsletter

January 2016

## President's Message

Happy New Year! I hope you all had a wonderful holiday season with friends and family.

2015 was a busy year for the NSDA board of directors. It has been a privilege to work with such a dedicated group of professionals who are committed to their work to strengthen our hybrid model of governance as we ensure effective governance. As the work being done by the three board committees continues to evolve, the committees have taken the opportunity to review and revise their respective terms of reference to reflect the progress on their key responsibilities since the committees were populated and to identify their committee goals for the coming year. The board committees include: *Risk Oversight*, chaired by Sarah MacDonald, *Governance and Nominations*, chaired by Melissa Campbell, and *Stakeholder and Public Relations*, chaired by Janice Terry.

In September, Jennifer Garus, executive manager, Melissa Campbell, president-elect, and I attended the annual CLEAR (Council on Licensure, Enforcement and Regulation) conference in Boston. This provided an opportunity to network, learn and share experiences with regulators from many different disciplines from North America, Europe and Australia. We were able to share what we learned with the board of directors at our board meeting in November, and have implemented changes at board meetings based on key learnings that we brought back with us.

I would like to thank all of the members who volunteer on operational committees with NSDA. The work that you do helps ensure that NSDA is able to continue to fulfill its mission to effectively regulate dietetic practice in the interest of Nova Scotians.

We look forward to receiving nominations for Honorary Life Members. This is a fantastic opportunity to recognize our colleagues in the profession. These awards will be presented at our AGM on May 6<sup>th</sup>, 2015 in Truro.

In closing, I want to wish you all a happy and healthy 2016.

Megan Austen  
President



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# Important Dates

- February 1      Online Renewal begins
- March 2        Nominations due for board positions and Honorary Life Membership Awards (see page 6 & 7)
- March 31       Membership renewal deadline
- May 6           Education Day & Annual General Meeting  
 Location: Truro (venue to be determined)  
 Agenda Highlights:  
 Evidence-based Practice & the Sale of Nutrition-related Products  
 Cultural Competence in Dietetic Practice  
 Interprofessional Practice  
 Mentorship - Facilitating a Community of Practice



# Call for Nominations - Opportunities on the Board

Please use the Nomination Agreement Form (pg 6) to nominate a colleague or commit yourself to a two-year term with the NSDA board of directors. The deadline for nominations is March 2, 2016.



## Opportunities for the 2016-2018 term:

- President-elect
- Treasurer
- Member at large

### The Role of the Board

The Board governs the organization and manages its affairs in order to meet the organization’s mandate, to regulate dietetic practice in the interest of Nova Scotians. It functions according to relevant legislation, regulations, bylaws, and policies. The Board maintains the most beneficial allocation of resources while advancing the college objects. The Board defines in its strategic plan what is to be accomplished consistent with the capabilities of the executive manager and committees to achieve these goals, and carries out its job with discipline, emphasizing strategic rather than short-term issues, policy rather than single events, and group rather than individual decisions.

*INNOVATION*

*TRUST*

*EFFECTIVENESS*

## Opportunities on the Board (continued...)

Participation on the Board is an opportunity to contribute to the leadership and decision-making that governs the organization, learn about professional self-regulation, practice competencies not normally performed in your area of practice, add professional experience to your resume, and enable getting to know dietitians in a variety of practice areas from around the province.

Varying experiences and perspectives contribute to worthwhile discussion and effective decision-making on any board. An orientation session presents an overview of self-regulation, board meeting procedures, and governance policies.

Typically, directors can expect to attend three in-person meetings throughout the year (held on a Friday evening and Saturday), an in-person meeting the day before the AGM, and occasional meetings by conference call. Ideally, nominees have a good understanding of professional self-regulation and are committed to decision-making in the public interest.



### The Role of President-elect

Automatically takes on the role of president at the completion of the incumbent president’s two year term. Assists the president and takes on the president’s role in their absence. Chairs the Governance Committee.

### The Role of Treasurer

Oversees the financial functioning of the organization, speaks for the budget in partnership with the executive manager, co-authorizes expenditures and co-signs cheques, meets with the executive manager and auditor to review financial statements for presentation to the Board and membership.

### The Role of Member at Large

The member at large attends and contributes at all board meetings and participates on a board committee which meets periodically by conference call.

## 2015-16 Board of Directors



- |                  |                         |
|------------------|-------------------------|
| President        | Megan Austen            |
| President-elect  | Melissa Campbell        |
| Treasurer        | Sue Conlan              |
| Members at large | Marsha Arnborg          |
|                  | Connie Foote            |
|                  | Rachel Graham           |
|                  | Shannan Grant           |
|                  | Judy Lowe               |
|                  | Sarah MacDonald         |
|                  | Leisje MacDougall-Young |
|                  | Janice Terry            |

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## Honorary Life Membership Award

The NSDA board of directors has established an Honorary Life Membership Award in recognition of dietitians who have made an outstanding contribution in the profession of dietetics or who have rendered distinguished or valuable service to the profession. The Board may grant an Honorary Life Membership by resolution and the majority vote of the Board. The award will be limited to three per year.

An Honorary Life Member must be a current or past member. The award consists of a lifetime membership in the organization and an award. Membership fees for the remainder of their career will be waived. The Honorary Life Membership is an associated class of membership. As an Honorary Life Member, attendance and participation at College meetings and on College committees is welcomed. Honorary Life Members will not have voting privileges or be eligible to hold a position on the Board. When the new *Dietitians Act* comes into effect, there will be an active practice and a non-active practice roster. According to the new regulations, an Honorary Life Member is entitled to remain in the active practice roster by participating in the Continuing Competency Program and maintaining the required number of active practice hours.

If you wish to nominate a colleague, complete a nomination form (pg. 7) and forward to NSDA by March 2.



A CCP submission extension may be granted due to medical reasons. A request for extension must be made before March 31 with a physician's note. [Click here](#) to view the policy. Contact NSDA for more information.

## 2016 Online Renewal

The online renewal system is being upgraded for the 2016 registration renewal. You will be issued a new username and password by email. If you have not been receiving regular emails from NSDA, please contact NSDA as soon as possible to update your current email address.

Key changes include a new online renewal form. You will be able to access it throughout the year to update your employment status, email address, etc. The Department of Health and Wellness has requested that regulatory bodies collect a Minimum Data Set. This information will enable the Department to collect information for workforce planning purposes. For example, the form will request that you provide your highest level of education, language(s) of work, certifications, employment postal code. There will also be an online learning log. You will be able to access it from your Smartphone, tablet, laptop or desktop to conveniently enter learning activities onto your learning log. It will not be accessed by NSDA until you submit it. Please read the renewal form carefully for renewal instructions. A late fee will apply if an incomplete renewal package is not received by midnight on March 31. Contact NSDA if you have any questions.

### Important Links

[2016 Revisions to the Continuing Competency Program](#)

[CCP Toolkit and Resources](#)

## VOLUNTEER OPPORTUNITIES

### CCP AUDITORS

If you are interested in auditing CCP submissions, contact Practice Advisor Amanda Connors at [aconnors@nsdassoc.ca](mailto:aconnors@nsdassoc.ca). There will be training and an opportunity to audit in pairs. Audits will be done between March and June 2016.



### REGISTRATION COMMITTEE MEMBERS

If you are interested in sitting on the Registration Committee, send letter of interest and resume to President-elect Melissa Campbell at [melissa.campbell@nshealth.ca](mailto:melissa.campbell@nshealth.ca)

**The Registration Committee's purpose is to oversee and facilitate an evidence-based, fair, timely, transparent and equitable process to register dietitians competent to practice. Specifically, the committee develops and monitors the effectiveness of policies and procedures, and upon referral by the executive manager, determines whether an applicant meets all criteria for registration. The committee assesses internationally educated dietitians' applications to determine whether upgrading and gap-training is required. For more information, please contact Executive Manager Jennifer Garus at [jgarus@nsdassoc.ca](mailto:jgarus@nsdassoc.ca) or 902-493-3034.**

### MENTORS FOR INTERNATIONALLY EDUCATED DIETITIANS

Internationally educated dietitians (IEDs) apply to NSDA and may require additional education and training to meet Canadian entry to practice competencies. Mentors provide IEDs support and guidance as they become familiar with the dietetic profession in Canada, as they proceed through their upgrading, and as they seek and find employment in their chosen field. For more information, please contact Executive Manager Jennifer Garus at [jgarus@nsdassoc.ca](mailto:jgarus@nsdassoc.ca) or 902-493-3034.

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301-380 Bedford Highway Halifax, NS B3M 2L4  
Phone: (902) 493-3034 [info@nsdassoc.ca](mailto:info@nsdassoc.ca)  
[www.nsdassoc.ca](http://www.nsdassoc.ca)



NSDA BOARD OF DIRECTORS  
NOMINATION AGREEMENT FORM

I, \_\_\_\_\_, agree to allow my name to stand for the  
NSDA board of director position of \_\_\_\_\_ for the 2016-2018  
term.

The following three NSDA members, in good standing, support my nomination.

1. \_\_\_\_\_  
Signature NSDA Registration Number

2. \_\_\_\_\_  
Signature NSDA Registration Number

3. \_\_\_\_\_  
Signature NSDA Registration Number

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
NSDA Registration Number

SCAN & EMAIL TO NSDA

info@nsdassoc.ca



HONORARY LIFE MEMBERSHIP  
NOMINATION FORM

I, \_\_\_\_\_, nominate  
\_\_\_\_\_ for the Honorary Life Membership Award.

The following three NSDA members support my nomination.

1. \_\_\_\_\_  
Signature NSDA Registration Number

2. \_\_\_\_\_  
Signature NSDA Registration Number

3. \_\_\_\_\_  
Signature NSDA Registration Number

**Include a written summary of the nominee's career and identify in detail why the nominee is worthy of the award.**

SCAN & EMAIL TO NSDA  
info@nsdassoc.ca