



Nova Scotia Dietetic Association Orientation for New Registrants

The Nova Scotia Dietetic Association (NSDA) is the regulatory body of the dietetic profession in Nova Scotia. By law, registration with NSDA is required before individuals can refer to themselves using a protected title: *dietitian* or *nutritionist*. NSDA's key responsibilities include registration, continuing competency, and to address complaints about registrants' practice. NSDA regulates the dietetic profession in the public interest to promote ethical, safe and competent dietetic practice.

Registration

Renewal

Registration is renewed annually. Renewal requirements include payment of the renewal fee, updating the online renewal application, and completion of the Continuing Competency Program's online learning log. An up-to-date professional portfolio must be maintained.

The renewal fee is \$155 for registrants who are renewing for the first time after writing the Canadian Dietetic Registration Exam (CDRE). Otherwise, the renewal fee is \$310. The deadline for renewal is March 31st. A late fee of \$155 applies if renewal requirements are incomplete by midnight on March 31st. Registration is forfeited if renewal requirements are incomplete on May 15th. If registration is forfeited, registrants must apply for reinstatement. Refer to the NSDA website (Dietitians/General Information) for information about reinstatement.

A paperless renewal process is in place; however you will receive a hard copy of the renewal reminder by mail. The complete renewal process can be completed on-line; although you have the option to mail your renewal fee by cheque or money order.

Resignation

To resign in good standing, submit your resignation in writing. Submission by email is acceptable. If you are moving to another province, it is important to register in the province where you intend to practice *before* resigning from NSDA. You are entitled to a refund of half of the renewal fee if notice of resignation is received by September 30th.

Continuing Competency



The Continuing Competency Program (CCP) supports registrants to remain qualified to practice throughout their career. The CCP Toolkit can be accessed on the NSDA website. Submission requirements are described in the Toolkit.

New registrants develop two competency goals and begin assembling their professional portfolio upon registration. Temporary members develop two goals and begin assembling their professional portfolio upon being notified of their successful completion of the national exam.

If you are unable to submit your CCP in entirety by March 31st due to personal or family illness, you must request an extension in writing with supporting documentation from a physician before March 31st.

The CCP Toolkit and resources are posted on the NSDA website under Dietitians/Competency Program. On an annual basis, 15% of CCP submissions are audited. Those audited receive individualized feedback. You may contact NSDA at any time to discuss your CCP submission and audit results.

Accountability

NSDA maintains a complaints process to address complaints about a dietitian's practice. Registrants must practice in accordance with the profession's standards of practice and code of ethics. *The Code of Ethics for Professional Dietitians* clearly defines the profession's ethical responsibilities and what types of behavior would lead to disciplinary action. Registrants should be familiar with the profession's standards of practice and *Code of Ethics for Professional Dietitians*; these documents outline the dietitian's accountabilities and responsibilities.



Communication

The NSDA website, newsletters, emails and annual reports communicate important information to you about dietetic regulation and practice. Newsletters and reports are circulated to members by email and then posted on the website. **It is important to update your online profile if your email address changes.** To do so, log on with your current email address, click on your name at the top right of the screen, and click Account.

A well known benefit of social media is the ease in which information can be exchanged. There is a Facebook group to enhance communication with registrants about regulatory related issues. Employment and continuing education opportunities are also be posted.

As with any social media site, there are risks because information is not private. Inappropriate or misinterpreted posts can harm the reputation and integrity of individual professionals or the profession. Posts will be monitored. If you have concerns, please contact NSDA directly. It is not intended to replace the networking opportunities that exist through [Dietitians of Canada](#) and the [Dietitians Network of Nova Scotia](#). Email info@nsdassoc.ca to join NSDA's private group.



Board of Directors & Staff

The board of directors sets the organization's strategic direction and makes decisions to govern the organization. Members are elected to the board for a two year term at the time of the annual general meeting.

The executive manager is an ex-officio member of the board, manages the operations of the organization and is NSDA's representative on the Alliance of Canadian Dietetic Regulatory Bodies and the Nova Scotia Health Professions Regulatory Network. The practice advisor supports committees and is a resource to answer your questions related to dietetic practice and regulation.

Annual General Meeting

The annual general meeting (AGM) is held in April or May. Year-to-year, the location of the meeting varies to offer registrants from around the province an opportunity to attend. An education session on a regulation-related topic is also held on the day of the meeting. A month before the AGM, you will receive notice of the meeting, a call for nominations for board positions, and a notice of motion (if applicable). If you are not able to attend the meeting to cast your vote, complete a proxy form and send it to NSDA to indicate whether you wish the secretary or a colleague to vote on your behalf at the meeting. The secretary will vote in favour of the motion. If your colleague is voting on your behalf, make sure they understand your stance on the motion or any potential amendments. The proxy form will be sent to registrants in advance of the AGM. The president chairs the AGM according to Bourinot's Rules of Order. Rules of order ensure that the meeting flows in a smooth, orderly fashion. They allow the minority to be heard, but majority to rule. Information about the rules are distributed at the AGM.



Volunteer with NSDA

Whether two days or twenty years into practice, registrants can benefit from involvement on the Board and/or NSDA's committees. Participation offers an opportunity to learn about professional self-regulation, is possible from anywhere in the province by teleconference and in-person meetings, enables getting to know dietitians in a variety of practice settings from around the province, facilitates the practice of competencies not normally performed in your area of practice, adds professional experience to your resume, and provides an opportunity to contribute to the decision-making that affects the regulation of the profession. Dietitians' input and participation is an essential element of a self-regulating profession. New board and committee members are offered an orientation to the organization.

Contact NSDA

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