

Nova Scotia Dietetic Association Continuing Competency Program Policies

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Submissions	Policy # 5.1		
APPLICABLE GOVERNANCE DOCUMENT	Professional Dietitians Act 11(2) NSDA Bylaws 4			
Approved by Board of Directors	Effective 01/25/2009	Reviewed	Revised 11/24/17	Page 1/2

POLICY

1. Upon the issuance of a full license, registrants are notified of their CCP submission deadline. Their submission deadline shall be at renewal. Upon registration, registrants are advised to assemble their professional portfolio, set two learning goals, and begin documenting learning activities and learning outcomes.
2. Temporary members who pass the May exam, are required to submit their first CCP by the next renewal deadline.
3. Temporary members who pass the November exam are required to submit their first CCP by the subsequent renewal deadline.
4. New registrants who come to NS from another province are required to submit their first CCP by the next renewal deadline.
5. The CCP Toolkit and resources are posted on the NSDA website under Dietitians/Competency Program.
6. If a registrant fails to submit the required components of the CCP by the renewal deadline, the procedure (Policy #4.5) shall be followed for a registrant who fails to renew by March 31 of each year [as per Professional Dietitians Act 11(2)].

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SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Audit Process		Policy # 5.2	
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 01/25/2009	Reviewed	Revised 11/24/17	Page 1/2

POLICY

Fifteen percent of the membership’s CCP submissions are audited annually through random selection and based on screening for satisfactory completion.

Auditors are NSDA registrants who volunteer to audit. For consistency and correctness, all auditors are trained on how to complete the audit. Returning auditors (who have not audited for two years) are required to upgrade or engage in training again.

Every effort will be made to keep submissions confidential and anonymous to auditors. If the auditor suspects they know the registrant (e.g. auditor recognizes the information contained in the submission and is in close working or personal relationship with registrant), they must declare to reduce bias in the audit process. The submission will be assigned to a different auditor.

Feedback will be sent to all registrants who have had their CCP submissions audited.

Purposeful auditing of portfolios will occur on a case by case basis. Circumstances to warrant, **but not guarantee**, the need to conduct an audit of a registrant’s portfolio are not limited to, but include those who consistently renew late, and those who achieve an unsatisfactory score on their CCP submission. An unsatisfactory submission is incomplete or has an audit score below 50%.

If a registrant’s submission is unsatisfactory, NSDA will audit the registrant’s subsequent submission. Upon notification of audit results, support will be offered to the registrant to facilitate understanding the expectations of the CCP. A license will not be renewed if the subsequent submission is unsatisfactory.

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PROCEDURE

Action	Time	Responsibility
Auditors are recruited and trained.	March	Practice Advisor
Submissions are screened for completeness according to Policy 5.1. When a screening deems a submission complete, but unsatisfactory, the submission will be flagged for audit. The remainder of submissions for audit will be determined through random selection. To identify registrants for whom their submissions will be audited, registrants' license numbers will be randomly generated from an online random digit generator.	March - April	Staff
Submissions are audited.	By May 30	Auditor
<p>A. Satisfactory Review: Feedback will be sent to all registrants who have had their CCP submission audited indicating the overall quality of their submission.</p> <p>B. Unsatisfactory Review: Unsatisfactory audit results are not limited to, but include an incomplete submission or a score below 50%.</p> <p><i>Submissions Sent for Referral Review</i> Two trained auditors review each submission that is labelled 'referral review' (unsatisfactory) to prevent discrepancies/inconsistencies in the auditing process</p> <p>If the submission remains unsatisfactory based on the scores from two independent auditors, the Continuing Competency Committee will review the submission and give the Practice Advisor further direction.</p> <p>A personalized letter will be sent by registered mail to the registrant indicating problem areas, specific suggestions for improvement, and follow up action(s):</p> <p>NSDA may require one or more of the following:</p> <ul style="list-style-type: none"> ● request supporting documentation of competency activities (professional portfolio) within 60 days. ● request registrant makes improvements and re-submit competence plans for current year, if applicable. 	<p>By June 30</p> <p>By June 30</p>	<p>Practice Advisor</p>

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Jurisprudence e-Learning Module	Policy # 5.3		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 11/24/17	Reviewed	Revised	Page 1/1

INTRODUCTION

The Jurisprudence e-Learning Module is a mandatory component of the Continuing Competency Program. The Module supports dietitians to maintain a current understanding of the regulatory, provincial and federal requirements related to dietetic practice in Canada. The Module provides dietitians with information related to legislation, standards and guidelines that govern dietitians’ conduct, in particular the Professional Dietitians Act, provincial legislation, standards of practice, code of ethics related to dietetic practice in Nova Scotia. It is an open-book series of quizzes. The sources for answers to the Module’s quiz questions are found within the Module or referenced within the Module.

POLICY

Successful completion of the Jurisprudence e-Learning Module is a score of 100%. Registrants will have unlimited attempts to score 100% on the online quizzes.

Upon the launch of the Module, all registrants will complete the Module by the renewal deadline of the fiscal year the Module is launched. All registrants must successfully complete the Jurisprudence e-Learning Module every five years. The Module can be completed anytime during the fifth year, and the deadline for completion of the Module is the license renewal deadline of the fifth year.

All new registrants must complete the Jurisprudence e-Learning Module within the first year of registration with the NSDA. The deadline for completion of the Module is the same as the CCP submission deadline for new full licensed registrants as per policy 5.1, however if a full license is issued less than four months prior to the renewal deadline, the deadline shall be the subsequent year.

The completion of the Module by each registrant will be tracked and the next deadline for completion will be communicated to registrants according to this policy. A license will not be renewed until the Jurisprudence e-Learning Module is successfully completed. If the Module is completed after the deadline, a late fee will apply.

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SECTION	Continuing Competency			
SUBJECT	Extension of CDT Submission due to Illness	Policy # 5.4		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by 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