



The Nova Scotia Dietetic Association

Policy & Procedure Manual

Latest revision: October 2018

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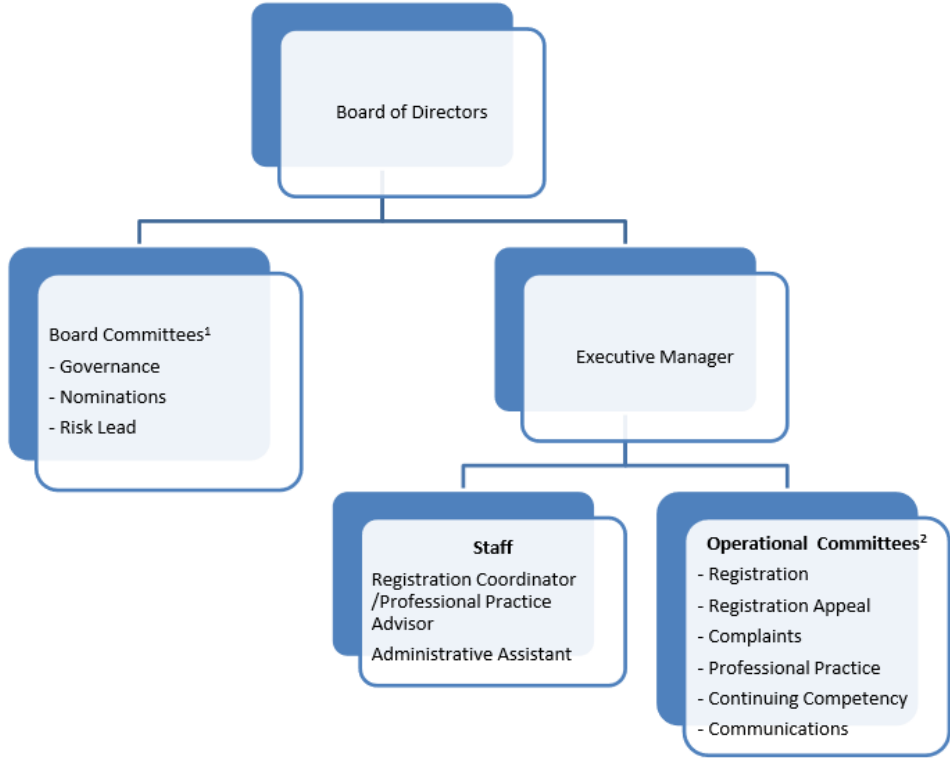
INTRODUCTION

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 includes policies, procedures and reference material relevant to the Nova Scotia Dietetic Association.

SECTION	Organization			
SUBJECT	Organizational Chart	Policy # 1.1		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by board of directors	Effective	Reviewed 9/20/15	Revised 11/24/17	Page 1/1



¹ membership consists of board members and executive manager (ex-officio)

² membership consists of registrants and staff (ex-officio)

SECTION	Organization			
SUBJECT	Files	Policy # 1.2		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Executive Manager	Effective	Reviewed	Revised 9/20/15; 12/14/17	Page 1/1

POLICY

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Outdated material must be maintained under the following schedule.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. NSDA staff house all documents at the NSDA office and on NSDA computers in a secure and confidential manner.
4. NSDA staff backs up electronic files (e.g. Quickbooks, files) monthly.
5. Financial documents are retained for seven years
6. Registrants' files are stored for a three-year period and registrants' original documents (e.g. transcripts, CDRE results) are kept indefinitely.

SECTION	Organization			
SUBJECT	Declaration of Confidentiality	Policy # 1.3		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Executive Manager	Effective 05-07-08	Reviewed 9/20/15	Revised 11/10/17	Page 1/1

POLICY

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

PROCEDURE

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

SECTION	Organization			
SUBJECT	Role of Committee Chair	Policy # 1.4		
APPLICABLE GOVERNANCE DOCUMENT	Bylaws			
Approved by Executive Manager	Effective 9/20/15	Reviewed	Revised 11/10/17	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

1. The chair ensures that committee members have signed the Confidentiality Agreement Form ([Appendix A](#)) and have received pertinent documents (terms of reference, act, bylaws, policies, and recent minutes).
2. The chair sets the agenda and circulates the agenda to committee members at least one week prior to the meeting.
3. The chair ensures there is quorum prior to the commencement of the meeting.
4. Bourinot’s Rules of Order are followed during meeting proceedings.
5. 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				
Approved by Executive Manager	Effective 9/20/15	Reviewed	Revised 12/14/17	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

1. Meeting attendance is documented.
2. The minutes capture sufficient detail to reflect the outcome of discussions and decisions.
3. Meeting minutes are circulated to committee members and the executive manager within two weeks of the meeting.
4. Subsequent meeting agenda has approval of the minutes as a standing item.

SECTION	Organization			
SUBJECT	Letterhead and Logo	Policy # 1.6		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Executive Manager	Effective	Reviewed 11/10/17	Revised 9/20/15	Page 1/1

POLICY

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

PROCEDURE

1. Communications expressing a board opinion or concern must receive prior approval by the president.
2. Correspondence on NSDA letterhead must be appropriately filed at the NSDA office.

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

Under revision

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*.

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
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)
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:

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:

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:

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 3/4/17	Page 1/2

POLICY

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

Accommodations:

Unless otherwise approved by the board/executive manager, accommodations shall be reimbursed when one, or more, of the following occurs:

- travel begins prior to 0600 hours
- return travel cannot be completed prior to 2200 hours
- circumstances are such that impact driver safety

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

Meals:

Meals shall be reimbursed or provided when:

- travel plus meeting time exceeds 8 hours-1 meal
- travel plus meeting time exceeds 12 hours-2 meals
- 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 3/4/17	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
1. 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
2. The Nomination Agreement Form and Profile Form will be returned to the NC Chair.	Prior to March board meeting	NSCDN member
3. The nominations for all upcoming vacant board positions will be presented to the board of directors for information.	March board meeting	NC Chair
4. 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
5. 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

6. 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
7. 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
8. The votes will be retrieved and tallied. The vote count will be kept confidential.	One day prior to AGM	Two scrutineers
9. 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
10. 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)			
Approved by the Registration Committee	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)			
Approved by the NSDA Board of Directors	Effective 10-21-99	Reviewed 05-11-18	Revised	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	Renewal of Temporary Membership	Policy # 4.2		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
Approved by the NSDA Board of Directors	Effective 06-23-17	Reviewed	Revised 05-11-18	Page 1/1

Policy

Temporary members who have unsuccessfully written the Canadian Dietetic Registration Exam (CDRE) may apply for a renewal of their temporary membership. A candidate may only request renewal of temporary membership after the first failure. Renewals will not be considered after second and subsequent failures.

Acceptance will be based on meeting all the following criteria:

- The candidate meets all criteria for initial registration as a temporary member according to the Professional Dietitian’s Act and Bylaws, and
- The candidate has regular communication with a professional dietitian as a mentor. The mentor has current experience in the relevant practice area, and
- If the mentor is not employed at the candidate’s work setting and if the candidate is employed in a clinical setting (provides direct client care including medical nutrition therapy), an onsite regulated health professional agrees to serve as a support to the candidate to appropriately address professional practice issues, and
- The mentor(s) confirm to the executive manager that they are aware of the candidate’s exam results and declare their willingness to serve as mentors, and
- The candidate and mentor(s) agree to document the nature and timing of the communication that takes place between themselves. The documentation is signed by the temporary member and mentor(s).

If the executive manager does not approve the renewal, the candidate may appeal the decision to the Registration Committee.

It is the candidate’s responsibility to find mentorship.

SECTION	Registration			
SUBJECT	Registration through labour mobility	Policy # 4.3		
APPLICABLE GOVERNANCE DOCUMENT	NSDA Bylaws (2007)			
Approved by the Registration Committee	Effective 01-03-16	Reviewed 6-24-18	Revised 6-24-18	Page 1/1

Individuals registered in good standing in another Canadian jurisdiction are eligible for registration in the same license classification (under the Agreement on Internal Trade).

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. For Canadian jurisdictions, use the Labour Mobility Verification Form. The Form is only valid for one month from the date of completion.	One week	EM
3. Deposit application fees.	One week	EM
4. Confirm license number and send orientation package. ^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)			
Approved by the Registration Committee	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)			
Approved by the Registration Committee	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				
Approved by the Registration Committee	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			
Approved by the Registration Committee	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

SECTION	Registration			
SUBJECT	Upgrading for Registration or Reinstatement	Policy # 4.10		
APPLICABLE GOVERNANCE DOCUMENT	Professional Dietitians Act			
Approved by the Registration Committee	Effective 02/03/2008	Reviewed 06-24-18	Revised 06-24-18	Page 1/4

POLICY

1. All applicants, including former registrants who re-apply, must meet the non-exemptible requirements as specified in Section 9 of the Professional Dietitians Act.
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.
3. If the applicant is not registered with another Canadian dietetic regulatory body and if the applicant's dietetic training or the CDRE was written more than three years before the date of application, the applicant must:
 - (a) 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 and has met the regulatory body's continuing competency program requirements or
 - (b) Have successfully completed academic upgrading (minimum grade of B- or 70%) and/or an upgrading practicum recommended by the Registration Committee.
4. The Registration Committee will provide the applicant with direction and a timeline 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 06-24-18	Revised 06-24-18	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. 0-3 year lapse: one half-credit course Advanced Clinical Nutrition</p> <p>4 -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>7--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>10-12 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	
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by the Registration Committee	Effective 02/03/2008	Reviewed 06-24-18	Revised 06-24-18	Page 3/4

<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 PDEP 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		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to by Registration Committee	Effective 02/03/2008	Reviewed 06-24-18	Revised 06-24-18	Page 4/4

<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>

SECTION	Registration			
SUBJECT	Eligibility to write the Knowledge Competency and Assessment Test (KCAT)	Policy # 4.11		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by the Registration Committee	Effective 12/30/2009	Reviewed	Revised 11/03/17	Page 1/3

POLICY

The qualifications of internationally trained applicants will be assessed to determine if the applicant's academic and practical training are reasonably related 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.

To be eligible to write the KCAT, an applicant must demonstrate

- completion of a degree and practicum reasonably related to dietetics, and
- appropriate language proficiency.

PROCEDURE

Action	Time	Responsibility
<ol style="list-style-type: none"> 1. The Registration Committee will review documentation to determine the applicant's eligibility. 2. Table 1 describes the eligibility criteria and lists the documents that an applicant must provide as evidence of meeting the eligibility criteria. Acceptable alternatives to the required documents are also indicated. 3. An applicant must demonstrate that they have made attempts and are unable to access the required documents before the acceptable alternative documentation will be considered. 	Prior to Application	Applicant

<p>4. If the applicant completed education and/or practical training which did not address all three areas of practice, they may be counseled about the probability that the KCAT will identify this area of practice as a gap. The candidate may choose to complete course work in the missing area of practice prior to the KCAT or they may choose to take the KCAT first, so that they are armed with complete information about gaps that must be filled when start taking courses.</p> <p>5. Unsuccessful applicants will be advised of the right to appeal the eligibility decision.</p> <p>6. Appeals of KCAT eligibility will be considered by the Registration Appeals Committee.</p> <p>7. History of ethical and competent practice Documentation of past employment is on the application form. NSDA contacts past employers/regulatory bodies to confirm history of ethical and competent practice.</p>		
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Table 1. Required Documents and Acceptable Alternatives for Demonstrating Eligibility to Write the KCAT

Criteria being evaluated	Required Document	Acceptable Alternative
1. Undergraduate degree reasonably related to dietetics, food or nutrition.	World Education Services Assessment (sent directly to NSDA) confirming that the transcript/degree are authentic and that the level of the degree is at least equivalent to a bachelor's (undergraduate) degree in Canada AND Official Transcript (sent directly to NSDA by the institution or WES).	Proof that the applicant was accepted into a Canadian graduate degree, if the admission requirements for the graduate degree include completion of an undergraduate degree. In exceptional circumstances the applicant may make a declaration about their education.

<p>2. Practical training in dietetics, OR Completion of required education/training qualifies the applicant to practice and/or be officially recognized as a dietitian in the country of training.</p>	<p>Official Transcript or letter (sent directly to NSDA by the institution or WES) showing practical training was completed as part of the degree OR Official letter from the university, regulatory body or hospital (sent directly to NSDA by the institution) which confirms that the applicant's education qualifies them to practice as a dietitian in the country where the institution is located.</p>	<p>In exceptional circumstances, proof of dietetic practice in another jurisdiction may be accepted as an alternative for proof of practical training. In exceptional circumstances, the applicant may make a declaration about their practical training or dietetic practice.</p>
<p>3. Language Proficiency</p>	<p>IELTS (Academic) overall band score of 6.5 (report must be sent directly to NSDA from the institution) or TOEFL IBT report with overall Score of 79. (report must be sent directly to NSDA from the institution)</p> <p>NSDA's English language requirement for licensure: TOEFL – computer score of 213/internet score of 80 and test of spoken English score of 50 Or IELTS – total band score of 7</p>	<p>Proof (sent directly from the institution to NSDA) that English was the primary language of instruction in the applicant's primary, secondary or postsecondary schooling.</p>

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 assess 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	Continuing Competency Program (CCP) Submissions	Policy # 5.1		
APPLICABLE GOVERNANCE DOCUMENT	Professional Dietitians Act 11(2) NSDA Bylaws 4			
Consented to 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)].

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Audit Process	Policy # 5.2		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to 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.

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Jurisprudence e-Learning Module	Policy # 5.3		
APPLICABLE GOVERNANCE DOCUMENT				
Consented to 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.

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

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 B

Terms of Reference: Registration Committee

General mandate: The Registration Competency Committee is a statutory standing committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent and equitable process to register dietitians competent to practice.

Specifically, the Registration Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate
- Upon referral by the executive manager, determining whether an applicant meets all the criteria for registration in an applicable registration and license category

The activities of the Registration Committee shall be conducted in accordance with the Act, Bylaws and relevant NSDA policies.

Specific responsibilities:

- Establish policies that address assessment for registration
- Establish or endorse methods and tools to assess the competence of applicants
- Establish the proficiency level of English required for registration
- Establish the information required from applicants/members that demonstrates capacity, competence, capability and character to safely and ethically practise dietetics
- Use discretion to grant one extension to candidates after failure of the registration examination
- Define acceptable supervision of candidate members
- Provide written reasons to applicants when registration or a license has been refused, and when conditions or restrictions have been imposed on a license without the applicant's consent

Frequency of meetings: The Registration Committee will meet at the call of the Chair four times per year to a maximum of 12 meetings per year.

Size and membership of committee: The Board appoints the committee chair. The Board appoints members of the Registration Committee. The committee will consist of not fewer than three dietitians. The Committee will strive to have broad representation from various practice settings, including university representation.

Quorum: A quorum at any Registration Committee meeting shall be the majority of its membership. All decisions require the vote of a majority of the Committee.

Ability to retain expert resources: The Registration Committee retains the right to consult experts in the field of professional regulation.

Reporting obligations: The Registration Committee reports to the executive manager.

Annual evaluation of the committee's effectiveness: The Registration Committee completes a committee evaluation in accordance with the Board's macro agenda.

Each member of the Committee has all the rights, powers, privileges and immunities of a commissioner appointed pursuant to the Public Inquiries Act.

Revised: October 2018

Vision

Trust and excellence in regulation and practice

Mission

In the public interest, NSDA regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

Values

Innovation
Trustworthy
Effectiveness
Ethical
Accountability

Appendix C

Terms of Reference: Continuing Competency Committee

The Continuing Competency Program (CCP) is a regulatory tool to ensure dietitians maintain competency to practice in a safe, ethical, and competent manner. The Program also supports registrants to maintain their competence to practice dietetics. It is a proactive approach to continuing competence¹ to promote effective practice through lifelong learning. The Program reflects NSDA's vision, mission, and values.

General mandate: The Continuing Competency Committee is a standing advisory committee established by the board of directors. Its purpose is to establish a CCP and relevant policies for approval by the board of directors.

Specific responsibilities: The Continuing Competency Committee is responsible for

- Maintaining a current understanding of trends in professional regulation as they pertain to continuing competency.
- Monitoring, evaluating, and revising the CCP.
- Identify the need for education resources to support registrants to effectively complete the Program.
- Developing an audit tool.
- Participating in the audit process.
- Developing and monitoring policies and procedures relevant to the CCP.

The activities of the Continuing Competency Committee shall be conducted in accordance with the Act, Bylaws and relevant policies.

Frequency of meetings: The Continuing Competency Committee will meet at the call of the Chair a maximum of six meetings per fiscal year.

Membership and size of committee: The board of directors appoints committee members for a two-year term. The Chair maintains a succession plan to ensure experienced and new perspectives. The committee consists of 5 to 7 full licensed dietitians.

Reporting obligations: As an operational committee, the Continuing Competency Committee reports to the executive manager. Meeting minutes are sent to the executive manager after each meeting.

Annual evaluation of the committee's effectiveness: The Continuing Competency Committee completes a committee evaluation annually in June.

¹Continuing competence is the ongoing ability to integrate the appropriate knowledge, skill, judgement, and attitude required to practice safely, ethically, and effectively.

May 2017

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