

Continuing Competency Program Policies & Procedures

Updated October 2024

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SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Learning Plan Submissions		Policy # 1	
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009)			
Approved by Board of Directors	Effective 2/11/23	Reviewed	Revised 24/10/24	Page 1/2

POLICY

1. Upon the issuance of an active practice license, dietitians are notified of their CCP submission deadline. The submission deadline is the license renewal deadline. Upon registration, dietitians are advised to complete the self-assessment, set two learning goals, and begin documenting learning activities.
2. Candidate dietitians who pass the Canadian Dietetic Registration Exam (CDRE) in May are required to submit their first CCP by the next renewal deadline.
3. Candidate dietitians who pass the CDRE in November are required to submit their first CCP learning log by the subsequent renewal deadline.
4. Dietitians who come to Nova Scotia under labour mobility from another province are required to submit their first CCP by the next renewal deadline. Those who register after October 31 have the option of submitting a condensed learning plan for one learning goal.
5. When dietitians return to active practice, they are due to complete the CCP (including learning plan and jurisprudence quiz) at the next renewal deadline. Those returning to active practice after October 31 have the option of submitting a condensed learning plan for one learning goal.
6. If a dietitian fails to submit the required components of the CCP by the renewal deadline, the procedure shall be followed for a late renewal.
7. Dietitians shall maintain verification documentation of learning activities until the end of the next licensing year.

PROCEDURE

Action	Responsibility
Issuance of Submission Deadline Upon issuance of an active practice license, a notice will be emailed indicating that the required components of the CCP are to be submitted in entirety by the license renewal deadline.	Staff
For renewal, the Annual Renewal Instructions will be emailed and posted on the NSCDN website three months in advance of the renewal deadline indicating that the required components of the CCP are to be submitted in entirety by the renewal deadline.	Staff
Receipt of CCP Submission <i>Complete CCP Submissions:</i> All CCP submissions will be screened for completeness prior to the issuance of the license renewal. Completeness is screened by reviewing that the jurisprudence quiz has been successfully completed and that there are two learning plans, each containing at least one learning activity. As renewals are processed, the online renewal system notifies dietitians of whether their renewal has successfully been processed or whether it is incomplete. <i>Incomplete/Late Submissions:</i> The dietitian will be notified about what was missing from their CCP submission and that their registration will not be renewed until their submission is complete.	Staff

SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Learning Plan Audit Process		Policy # 2	
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 02/11/23	Reviewed	Revised 24/10/24	Page 1/2

POLICY

Fifteen percent of dietitians' CCP learning plan submissions are audited annually through random selection and based on screening for satisfactory completion.

Auditors are NSCDN dietitians 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. Two trained auditors review each submission that is labelled unsatisfactory to prevent discrepancies/inconsistencies in the auditing process.

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

Feedback will be sent to all dietitians who have had their CCP learning plans audited.

Dietitians receiving unsuccessful audit results are encouraged to meet with staff.

Dietitians who submitted an unsuccessful CCP have two options:

1. Resubmit the learning plan by July 30.
2. Have their next CCP submission audited. The subsequent audit requires a document audit, submitting verification documentation for each learning activity. The dietitian is not considered in good standing while the most recent learning log is unsatisfactory. If a dietitian moves to the non-active roster prior to submitting a subsequent learning log, their standing will indicate such. A license will not be renewed if the subsequent submission is unsatisfactory.

PROCEDURE

Action	Time	Responsibility
Auditors are recruited and trained.	February	Staff
Submissions are screened for completeness according to Policy #1. When a screening deems a submission complete, but unsatisfactory, the submission will be flagged for audit. Late submissions will be audited. The remainder of submissions for audit will be determined through random selection. To identify dietitians for whom their submissions will be audited, their license numbers will be randomly generated from an online random digit generator.	December - March	Staff
Submissions are audited.	By May 1	Auditor
<p>A. Satisfactory Review: Feedback will be sent to all dietitians who have had their CCP learning plan 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 learning plan or an audit score below 50%.</p> <ol style="list-style-type: none"> 1. If one or both auditors deem a learning plan submission unacceptable, the submission is sent to the Continuing Competency Committee (CCC) for review and a final audit. 2. Staff will send the dietitian a letter advising that the CCC has deemed their submission as unacceptable. The dietitian will receive the personalized letter by email with a read receipt. If the email is not opened within 5 business days, the letter will be sent by registered mail. 3. The letter will indicate problem areas, specific suggestions for improvement, and follow up action(s), if required. 4. The dietitian is advised to meet with NSCDN staff to review program requirements. 5. The dietitian's learning plans will be audited during the next renewal period. The subsequent audit requires a document audit, submitting verification documentation for each learning activity if the 	By June 30	Staff

<p>subsequent learning plan is deemed unacceptable, the dietitian's renewal application will not be processed.</p> <p>6. A dietitian may resubmit their CCP learning plans by July 30. The resubmitted learning plans may be sent to auditors for final review, based on the discretion of the NSCDN. Step 5 is optional for dietitians. If the resubmission is acceptable, the dietitian's subsequent CCP learning plans will not be automatically audited.</p>		
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SECTION	Continuing Competency			
SUBJECT	Continuing Competency Program (CCP) Jurisprudence Quiz		Policy # 3	
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 2/11/2023	Reviewed	Revised 24/10/24	Page 1/1

INTRODUCTION

The jurisprudence quiz is a mandatory component of the Continuing Competency Program (CCP). The quiz supports dietitians to maintain a current understanding of the regulatory, provincial and federal requirements related to dietetic practice in Canada. The quiz provides dietitians with information related to legislation, standards and guidelines that govern dietitians' conduct, in particular the Dietitians Act, provincial legislation, standards of practice, and code of ethics. It is an open-book quiz.

POLICY

Successful completion of the CCP jurisprudence quiz is a score of 80%. Dietitians will have unlimited attempts to score 80% on the online quiz.

Dietitians will complete the quiz by the annual renewal deadline.

A license will not be renewed until the jurisprudence quiz is successfully completed. If the quiz is completed after the deadline, a late fee will apply.

SECTION	Continuing Competency			
SUBJECT	Extension of CCP Submission Due to Illness		Policy # 4	
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 02/11/2023	Reviewed	Revised 04/05/24	Page 1/1

POLICY

If a dietitian is unable to complete their Continuing Competency Program (CCP) submission (including the learning plans and jurisprudence quiz) by the renewal deadline due to personal or family illness, the dietitian must request an extension in writing. Supporting evidence/documentation from a regulated health professional may be requested for submission by the renewal deadline. The dietitian's license will be renewed, and an extension will be granted upon approval by the Registrar or Registration Committee.

If the extension is not approved, the complete CCP must be submitted by February 28.

If the extension is granted, a complete CCP submission is required by August 31. If the dietitian is unable to meet this deadline, a written request for an extension with supporting evidence/documentation must be sent to the Registrar by August 31. If the extension is not approved, the registrant must submit their complete CCP by a deadline determined by the Registration Committee.

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	Staff
2. If the extension is granted, inform the dietitian by email with read receipt that the complete CCP is due by August 31 and if they are 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 with read receipt that the complete CCP must be submitted by February 28.	Upon decision	Staff

Appendix A: 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 dietitians 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 NSCDN'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 dietitians 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 3-5 times/year and may meet more if required.

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 active practice licensed dietitians.

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

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

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