SELF-ASSESSMENT GUIDELINES

Self-assessment provides applicants with a systematic way to reflect on their practice, to confirm the areas of practice where they perform well, and to identify areas they want to maintain, develop or enhance. Completing this process contributes to continuous practice improvement.

The self-assessment process is made up of two components:

1. Professional Portfolio
2. Self-assessment Relative to Standards of Practice

1. Professional Portfolio

A Professional Portfolio provides a record of an applicant’s practice, and makes it easier for applicants to assess their practice and to plan their professional development. The Portfolio may have other uses (e.g., preparing for job/promotion interviews). Once established, a Portfolio is readily maintained and updated.

A Professional Portfolio may include, but is not limited to:
- a current résumé or curriculum vitae
- job description(s) or brief summary(ies) of the responsibilities of a position or positions held
- professional performance assessment(s) from employer(s), colleague(s), client(s), mentor(s), etc.
- letters of thanks or support from students, colleagues, or clients/clients' families
- letters of reference
- resources developed
- policies and procedures to standardize practice
- announcements of, or handouts or citations of proceedings from presentations at professional meetings
- announcements of or handouts from presentations to colleagues on conferences attended
- copies of published journal or professional newsletter articles
- evidence of professional volunteer service (e.g., Board, committee or working group participation)
- evidence of awards, certificates, diplomas and degrees conferred
- formal education transcripts for baccalaureate and post baccalaureate studies
- evidence of completion of dietetic internship and/or professional certificate programs
- journaling, scrapbook or other documentation outlining search for or pursuit of areas of interest
- other documents of personal relevance.
2. Self-assessment Relative to Standards of Practice (use Self-assessment forms)

1. Complete or update a Self-assessment Relative to Standards of Practice
   - Applicants applying for reinstatement after being away from the register for **less than 3 years** retain their updated self-assessment in their personal records.
   - Applicants completing a self-assessment for the **first time** or applying for reinstatement after being away from the register for **3 years or more** must submit a copy of the self-assessment with their application.

2. Maintain a copy of the self-assessment. Once reinstated to the register, registrants will use this document as the basis for ongoing planning learning plans as part of their online Continuing Competence Program.

Self-assessment is a systematic way for applicants to compare their practice to CDBC Standards of Practice. Working through the Self-assessment can help applicants identify their strengths and professional development goals to maintain or develop their knowledge and skills.

Applicants may want to complete the self-assessment independently or with mentors, colleagues or peers (collective input can help identify professional development options and opportunities).

The seven Standards of Practice¹ are:

**Standard 1**: A Registered Dietitian assumes accountability and responsibility in the provision of competent, safe, ethical and professional practice.

**Standard 2**: A Registered Dietitian communicates and interacts clearly and effectively with individuals and groups.

**Standard 3**: A Registered Dietitian applies current research and best practice findings when delivering services.

**Standard 4**: A Registered Dietitian provides effective direct client care services to achieve appropriate goals.

**Standard 5**: A Registered Dietitian provides effective food and nutrition initiatives to meet the community and population health needs of individuals and communities.

**Standard 6**: A Registered Dietitian manages foodservice systems in an effective and efficient manner.

**Standard 7**: A Registered Dietitian applies effective and appropriate organizational management systems and principles.

Each Standard of Practice has several indicators illustrating how the standard can be applied. **Note:** Standards 1, 2 and 3 are applicable to all applicants. Standards 4 to 7 are applicable to applicants practicing in specific scope of practice areas.

¹ The CDBC Standards of Practice were approved by the Board in February 2008 to form Schedule B of the bylaws. The Standards of Practice were developed through registrant, Board, and committee adaptation of the Essential Competencies for Dietetic Practice produced by the Alliance of Canadian Dietetic Regulatory Bodies (2006). **Revisions** approved by the CDBC Board on **May 15, 2009**.
Completing the Self-assessment Relative to Standards of Practice forms

Step 1: Review the Standards of Practice and Indicators using the Self-assessment forms.

Step 2: Applicants may make notes about their professional performance indicating any areas where they want to maintain or develop their abilities/performance for each indicator under all Standards that apply to their area of practice (e.g., professionalism, communications, clinical practice – Standards 1, 2 and 4).

Step 3: Applicants indicate with a “yes”, “no” or “not applicable” if they need to take action/are addressing the indicator or not.

Applicants may decide which of the areas requiring action have priority to plan their learning goals.

Applicants must select a minimum of three different standards/ indicators of practice.

For example, Dietitian 1 may select:
- standard 1: indicator 5
- standard 2: indicator 3 and,
- standard 4: indicator 1.

Dietitian 2 may select:
- standard 1: indicator 3
- standard 1: indicator 4 and,
- standard 1: indicator 6.

Applicants who select three different indicators within the same standard of practice must differentiate the learning goals for each indicator.

Example 1
- As you make notes on your performance per Standards of Practice 2 (A Registered Dietitian communicates and interacts clearly and effectively with individuals and groups), Indicator 3 (Provides education to meet the learning needs of clients, groups and others, including but not limited to: clients, care givers, students, dietetic interns, other professionals, employees), you indicate wanting to learn how to become a more effective preceptor.
- You indicate “yes”, that you want to address this standard/indicator through your learning.

Example 2
- As you review Standard of Practice 5, you realize this standard does not apply to your former and/or your upcoming practice.
- You indicate “not applicable” for all standard 5 indicators.

Please refer to the online Sample CCP for Reinstatement: Clinical Dietitian for an example of a self-assessment from the perspective of a dietitian planning to return to clinical practice.