

Guide to the Continuing Competence Requirements for Reinstatement



College of Dietitians of British Columbia

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Please note:

- Review of an application for reinstatement may take more than three months. Applicants are advised to start approximately six months before the date they plan to return to work.
- Applicants may not practice dietetics or use the protected title 'dietitian' until their application is approved.

INTRODUCTION

As the regulatory authority for dietitians in British Columbia, the College of Dietitians of British Columbia (CDBC) is responsible under the *Health Professions Act* for establishing and maintaining a continuing competency program to promote high practice standards.

In accordance with CDBC bylaw 53(1)(a);

“A former CDBC applicant whose registration is not suspended or cancelled under section 39 of the [Health Professions] Act and who has been out of practice for less than three years may be restored to the full register by the registration committee where the applicant provides proof of meeting the continuing competence program required under section 52”.

The *Continuing Competence Program*, based on the CDBC Standards of Practice per Schedule B of the bylaws (www.collegeofdietitiansbc.org), fulfills the legislative requirement and supports the College’s mandate to serve and protect the public. Requiring applicants for reinstatement to fulfill the *Continuing Competence Requirement for Reinstatement* likewise fulfills CDBC’s legislative requirements.

This *Guide to the Continuing Competence Requirement for Reinstatement* was developed to assist former CDBC registrants applying for reinstatement to the register to meet the requirements of the continuing competence program. The guide was adapted from the *Professional Development Guide* (PDG) for the CDBC *Continuing Competence Program*¹.

BACKGROUND

The *Continuing Competence Program* and the *Continuing Competence Requirement for Reinstatement* are two of CDBC’s quality assurance initiatives designed to promote quality practice for the public’s protection. Other initiatives include:

- Code of Ethics
- Standards of Practice
- Practice Guidelines
- Complaint process

Protection of the public requires that registered dietitians (RDs) maintain and apply current knowledge. The *Continuing Competence Program* and *Continuing Competence Requirement for Reinstatement* were developed to assist planning for relevant professional development. CDBC has chosen a self-determined, reflective approach to professional development planning rather than a system of passive learning (e.g., documentation of attendance at or participation in learning activities) as this approach promotes deeper and more personally relevant learning (Stoddard, 2004).

By working through the *Guide to Continuing Competence Requirement for Reinstatement*, applicants reflect on their performance relative to the CDBC *Standards of Practice*. Based on this assessment, applicants decide what they want to learn and how they want to learn it. The process enables applicants to demonstrate ongoing growth and development of their professional knowledge and skills, and provides a systematic way to document how their learning/development activities can and will impact their practice.

¹ The *Professional Development Guide* for the CDBC’s *Continuing Competence Program* was approved by the Board in November 2006, implemented for all applicants on April 1, 2007 and revised in April 2008.

PRINCIPLES

The CDBC is committed to the following principles in developing the *Continuing Competence Program* and *Continuing Competence Requirement for Reinstatement*:

- Contribute to protection of the public by ensuring applicants comply with appropriate standards of dietetic practice
- Provide self assessment and documentation tools that are straight-forward, easy-to-follow, and time efficient for applicants to use
- Value and encourage continuing development and lifelong learning
- Value all types of learning related to dietetics
- Use a fair and transparent process of document review/ assessment
- Evaluate the continuing competence programs on a regular basis.

REPORTING REQUIREMENTS

Former CDBC registrants applying for reinstatement to the register are required to:

	See page:
1. Complete the <i>Professional Portfolio</i>	7
2. Complete the <i>Self Assessment Relative to the Standards of Practice</i>	8
3. Develop a <i>Professional Development Plan</i>	9
1. Record Standards of Practice and Indicators	9
2. Identify learning goals for each standard/ indicator	9
3. Identify learning activities to address the learning goals	9
4. Describe contribution to practice	10
5. Indicate progress	10

Forms related to the *Continuing Competence Requirement for Reinstatement* are available in this Guide or as documents downloadable from the CDBC website (www.collegeofdietitiansbc.org) under *Registration*.

What to Submit

Submit to the CDBC for review your:

- *Professional Portfolio*
- *Self Assessment Relative to Standards of Practice*
- *Professional Development Plan*
- Reinstatement Application Form
- any Appendices for Reserved Actions.

APPLICATION REVIEW PROCESS

1. Quality Assurance Committee Review

Complete Applications

Applicants whose continuing competence submissions are **complete** are informed they have met the continuing competence requirement for reinstatement.

Upon approval of an applicant's continuing competence requirement, the Quality Assurance Committee informs the Registration Committee (this initiates review of the Reinstatement Application).

Incomplete Applications

Applicants whose submissions are **incomplete** receive feedback on their submission and instructions to submit further specified documentation.

Complete Second Submissions

Applicants whose second submissions are **complete** are informed they have met the continuing competence requirement for reinstatement.

Incomplete Second Submissions

Applicants whose second submissions are **incomplete** are informed that they are not eligible for reinstatement to the register, and are advised that complete documentation must be submitted before eligibility for reinstatement can be confirmed.

2. Registration Committee Review

- Registration Committee members review a summary of reinstatement information and approve applications at in-person meetings or by email ballot.
- Reinstatement applicants are informed when their application is approved.

Upon Approval of Reinstatement

Reinstated registrants are added to the Public Register on the website and sent a registration certificate and fee receipt. Applicants approved for reinstatement to the CDBC register will be assigned to *Continuing Competence Program* groups with a designated reporting period. An applicant's personal portfolio and other documents completed for the reinstatement application may be used in fulfilling the initial steps of the *Continuing Competence Program*.

Note:

- Quality Assurance Committee and the Registration Committee reviews of an application for reinstatement may take more than three months (particularly if the continuing competence submission is not complete). Applicants are advised to start approximately six months before the date they plan to return to work. The review criteria are the same as those used for the College's Continuing Competence Program.
- Applicants may not practice dietetics or use the protected title 'dietitian' until their application is approved.
- If approval is not granted within the three-year period since the last registration date, applicants are reviewed under a different set of criteria (see section 53(2) of the CDBC bylaws).

REFERENCES

Alliance of Canadian Dietetic Regulatory Bodies. 2006. The Essential Competencies for Dietetic Practice.

College of Dietitians of Alberta. 2005. Reviews and Review Criteria.

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Health Regulatory Organizations of British Columbia. 2008. Essential Tools & Skills to Manage Effective Continuing Competence Programs.

Stoddard L. 2004. Educating for Human Greatness. Brandon, VT: Holistic Education Press.