



COLLEGE OF DIETITIANS
OF ALBERTA

Q&A from the CCP Updates 2020-2021 Webinar (January 2020)

During the live presentation of the College's webinar "Continuing Competence Program Updates 2020-21: Utilizing *Standards of Practice* Indicators", the College received a number of great questions from regulated members. We have included the questions and the College's responses below. We encourage all regulated members to review this Q&A for the Continuing Competence Program (CCP) update webinar ([available here](#)) as well as the information found on the College website under [For Dietitians – Registration Renewal](#) for more information.

Please note that this webinar, as with all previously delivered webinars, is archived on the College website for your viewing for 365 days following the event. It will be available until January of 2021.

Q Can you please provide a copy of the slides?

A The link to the webinar and a copy of the slides has been posted on the College website under [For Dietitians – Regulated Member Resources](#), College Webinars.

Q Are these worksheets found in the professional section of the college website?

A For assistance with the 2019/2020 CCP submission, the College has posted the CCP Workbook and Examples on our website under [For Dietitians – Registration Renewal – Important Resources for Renewal and CCP](#).

In mid-February 2020, the College will post the updated CCP Workbook and Examples for 2020/2021 CCP submissions.

Q I'm wondering how many indicators we have to consider per standard?

A Each Standard has multiple indicators. Using the Self-Assessment in the CCP Workbook, reflect on each indicator as it applies to your practice. Make notes, where could you improve or learn? Identify a priority (if appropriate) from each Standard, choosing two at the end of the process to focus your learning on for the coming year. If you hold restricted activity authorization(s), you must also identify one learning goal for each restricted activity you perform.

Consider as many as is relevant to you, however a thoughtful review will be helpful in making the process personally meaningful.

FAQ from the CCP Update Webinar (January 2020)

Q I'm wondering if you might provide some suggestions as to how to keep the self-assessment process timely if the expectation is to "jot notes" under all 15 standards and all sub indicators?

A Particularly this year, as the *Standards of Practice* are brand new for CCP purposes, it will be helpful to spend some time reviewing the indicators and considering how they apply to your practice. This will help ensure that your learning plans are well thought out and meet your learning needs. It will also help ensure that you are fully aware of and in compliance with the new *Standards of Practice*.

The College does not wish to make the Self-Assessment a make-work project, but we want it to meaningfully contribute to the enhancement of your practice. It is hoped that learning goals and learning activities align with your workplace performance development goals, so the Practice Profile Reflection, when completed prior to the Self-Assessment, also plays a role when considering learning plans for the coming year.

Ultimately, it is the responsibility and choice of the regulated member to determine how much time and effort they invest in completing the Practice Profile Reflection and Self-Assessment.

Q Are learning goals expected to follow the SMART goal format in future?

A SMART goals certainly make sense, however the College does not require demonstration that goals are written in a SMART format. Because learning plans relate to a specific indicator (S), should lead to a benefit to practice/or enhancement of competence (M), should be attainable within the coming year (activities within the competence plan year) (A and T), and should be relevant (R) to your practice (practice profile; chosen indicator), most learning goals and plans will automatically follow SMART principles.

Q In the event of an audit, do you accept electronic files (for back up learning for example) or do you require printed copies?

A Starting this coming year, the College will be accepting electronic files to support learning plans for those regulated members selected for an audit of their CCP submissions. More information will be coming after renewal.

Q Can you show us the new website today or should we self-explore?

A All regulated members were informed by direct email on November 13, 2019 that the new Registrant Database is live and available for them to access. The College also included notice in the Winter 2019 newsletter on December 19, 2019. You can access more information online under [News & Events – CDA Newsletter – College Briefings](#).

If you have not already done so, the College strongly encourages you to access the [Registrant Database](#) to review your profile, including your Continuing Competence Program learning goals found under My Learning. The College has posted a [Guide for Using the Registrant Database](#) to assist you. A separate **Guide for Registration Renewal** will be available to all regulated members in mid-February 2020.

FAQ from the CCP Update Webinar (January 2020)

Q I'm a new registrant with the College so do I have to complete CCP?

A Regulated members who were registered on the General Register before October 1, 2019 are required to complete a minimum of two 2019/2020 CCP learning plans for submission during Renewal (in March 2020). You will also be required to identify your CCP learning goals for the upcoming year (2020/2021).

If you were approved to the General Register after October 1, 2019, you are not required to submit 2019/2020 CCP learning plans during Renewal. You will begin the Continuing Competence Program effective April 1, 2020 with submission of your upcoming (intended) CCP learning goals for 2020/2021 during Renewal.

The same process above applies to regulated members who received restricted activity authorizations. If you received authorization before October 1, 2019, you will be required to submit a 2019/2020 CCP learning plan for the RA. If authorization was approved after October 1, 2019, you will not be required to submit a CCP learning plan for 2019/2020 but will be required to identify a learning plan for 2020/2021.

Q I will be going on maternity leave during the upcoming year. What do I need to do to make sure I fill out the CCP appropriately?

A CCP is handled the same way when on maternity leave. At renewal, in March 2020, you will complete 2019/2020 learning plans online by adjusting indicators, learning activities and/or benefit to practice as appropriate, and by inserting your reflection on learning. Completion of the reflection signifies the end of the 2019/2020 CCP year.

At renewal in March 2020 you will also identify indicators/learning plans for the upcoming year (April 1, 2020 – March 2021). You will identify and undertake learning activities to meet your learning goals, and in March 2021 you will enter your reflections on learning.

Q As part of my job, I spent quite a bit of my work and personal time completing training for Connect Care. Can I use this as a learning activity towards a CCP learning goal for the past year?

A Completing Connect Care training would not be a “learning goal”. However, it might be a learning activity. To answer this question, ask yourself if it was a job requirement (in order to do your job), OR if it contributed to your competence as a regulated health professional. Was learning to use Connect Care one activity, that along with other activities, contributed to your learning on a particular topic? That topic or indicator would serve as the focus (learning goal) of your learning plan.