

COLLEGE

Briefings

Summer 2021 Edition

Articles in this Edition:

- College Focuses on Reconciliation
- College Office
- COVID-19 Pandemic Resources
- Registration Renewal 2021/2022 Completed
- CCP Review Audit & Document Audit
- College Council effective April 1, 2021
- Annual Report 2020
- Updated Resources for Regulated Members
- Canadian Dietetic Registration Examination (CDRE)
- Hearing Tribunal Decision
- Opportunities for Dietitians
- Make sure you receive CDA emails
- Ensuring your Profile is Current

College Focuses on Reconciliation

Supporting Truth and Reconciliation in our field and in our organizations and our institutions is more important than ever and is one of the strategic initiatives of the College of Dietitians of Alberta (CDA) Council and Executive Leadership. Over the past two years, CDA has focused on reconciliation and has recently partnered with indigenous consultant Askiy Consulting to help guide us as we move forward.

Over the next couple of weeks, regulated members will be asked to participate in a survey to help CDA determine Dietitians' understanding of reconciliation and to determine what resources CDA can develop to assist our regulated members in their daily practice in working with indigenous peoples. CDA will focus on partnerships and relationship building with indigenous people and their communities and focus on the College mandate and what its reach is as it relates to building reconciliation. We look forward to working with our regulated members as we move forward on our journey.

College Office

As the province re-opens, the College of Dietitians of Alberta (CDA) will continue to operate a virtual office until further notice.

- The College remains accessible by phone or email each weekday (Monday-Friday) from 9:00am to 4:00pm. If we are unable to assist you when you call the main office number 780-448-0059, please leave a message, or send an email. We will address all questions or requests as soon as we can. We thank you for your patience.
- The College office location in downtown Edmonton is open **by appointment only** as necessary.
- Please contact Lisa Omerzu to discuss options for mail/delivery.

For General Inquiries & Registration Questions, please contact Lisa Omerzu, Executive Assistant & Registration Coordinator at execasst@collegeofdietitians.ab.ca

For Practice Questions & Continuing Competence Questions, please contact Shannon Mackenzie, Director of Professional Practice at ppc@collegeofdietitians.ab.ca

For Complaints & Concerns, please contact Doug Cook, Executive Director & Registrar at registrar@collegeofdietitians.ab.ca

COVID-19 Pandemic Resources

Throughout the pandemic, the College has continued to provide resources and information to regulated members through email and posts on our website. You are encouraged to review the resources online, which recently include:

- Providing Dietetic Services Under Eased Pandemic Restrictions (7/9/2021)
- Information on Second dose for AstraZeneca/COVISHIELD recipients (6/3/2021)
- UPDATE: Vaccine rollout expanding to front-line health-care workers (4/14/2021)
- Alberta Health: COVID-19 Vaccine Q&A for Healthcare Practitioners (March 2021)

All resources and information from the College can be found on the College website on the [Home](#) page, under [Regulated Member Resources](#) as well as within [News & Events](#).

Registration Renewal 2021/2022 Completed

As we entered a new registration year, the College had 1,307 regulated members renew their registration. The College also had 8 regulated members on the Temporary Register for a total of 1,315 regulated members as of April 1, 2021.

Practice permits and official tax receipts are available on the [Login for Regulated Members](#) under "Download Registration". The College archives previous year's permits and receipts.

- Regulated members are encouraged to have their practice permit available for inspection when requested by employers and the public, as required under the *Health Professions Act*. Employers and the public can also verify registration by accessing the Public Register of the College at <https://cdav6.alinityapp.com/Client/PublicDirectory>
- Official tax receipts include the breakdown of practice permit fees to include GST paid.

CCP Review Audit & Document Audit

During Registration Renewal, Continuing Competence Program (CCP) submissions were completed by all regulated members for 2020/2021. The College is completing the CCP Review Audit and Document Audit process for 2021 but wishes to provide all regulated members with some important information on updates to the audit process.

- A **review audit** is an internal College process of ensuring regulated members' reflections match and are appropriate to their set learning goals. Every year, the College randomly selects one third of regulated member submissions for review audit.
 - NEW: For any regulated members part of the competence sample for the current Review Audit, you will see this selection noted in your [Login for Regulated Members](#) under "My Audits". Please note, no action is required from you unless you are contacted by the College.
- A **document audit** includes a request from the College to submit CCP Workbook materials in addition to documentation/verification of completed learning activities. The College randomly selects 10% of all reviewed programs for a document audit review, which includes a review of submitted documentation along with online CCP submissions.
 - NEW: For any regulated members selected for Document Audit, in addition to having a record noted in your "My Audits" section online, you would also have received an email in early May requesting the required documentation. The College will now communicate by email rather than letter mail when requesting audit documentation.
 - NEW: Should you be selected for a document audit, you will be required to submit materials to the College electronically. Therefore, as you complete your competence learning each year, you may wish to compile and save your learning verifications digitally to allow for easy submission when requested.
- You are required to retain all CCP documentation for three years, should you be asked to submit these materials to the College for review at any time. It is therefore essential that you keep accurate and complete records.

Under the *Health Professions Act*, all regulated health colleges are required to have a Continuing Competence Program in place. It is the legislated mandate of the College to ensure regulated members maintain their professional competence related to practice. It is the

professional responsibility of every regulated member to ensure that they are completing their CCP each year and are maintaining complete and accurate records.

Further information on the Continuing Competence Program, including information to assist you in completing the program requirements throughout the year, can be found on the College website under the [For Dietitians section](#).

College Council effective April 1, 2021

In response to *Bill 30: Health Statutes Amendment Act*, effective April 1, 2021, the College Council has been reduced to ten (10) councillors: five (5) regulated members and five (5) public members.

Jillyan Jay, Chair
Kathryn Taxbock, Chair-Elect
Kenton Delisle, Councillor
Raelyn Baker, Councillor
Kelly Anne Erdman, Councillor
Julie Davis, Public Member
Geoff Rabbie, Public Member

Annual Report 2020

The College has posted the Annual Report for 2020/2021 online. [Click here](#) to access the report (under About Us – Annual Reports).

Updated Resources for Regulated Members

The College has completed a review and revision of resources for regulated members. They have been posted on the College website under [For Dietitians – Regulated Member Resources](#), and include:

- Professional Practice Handbook for Dietitians in Alberta (revised April 2021)
- Regulated Member Handbook (revised March 2021)
- Guidelines for Recommending Vitamin D Supplementation and Dietetic Practice (updated April 2021)

Canadian Dietetic Registration Examination (CDRE)

May 2021 Sitting of the CDRE

For all candidates who wrote the May 2021 sitting of the Canadian Dietetic Registration Examination (CDRE), the College provided results on June 23, 2021.

If you have any questions regarding the CDRE or registration with the College, please contact Lisa Omerzu, Executive Assistant & Registration Coordinator at the [College office](#).

November 2021 Sitting of the CDRE

This is a notice to all candidates for the November 22-23, 2021 sitting of the Canadian Dietetic Registration Examination (CDRE), the Alliance of Canadian Dietetic Regulatory Bodies (the body that administers the national CDRE) will continue to offer the CDRE through online, remote proctoring with ProctorU.

The CDRE Fee is \$600.00 (no GST). Payment of the exam fee must be received before a candidate is pre-registered for the November 2021 CDRE.

The exam will be accessible from a candidate's personal computer in a quiet setting. A webcam, speakers and stable live Internet connection are required. **Candidates should review ProctorU's technology requirements here (<https://www.proctoru.com/proctoru-live-resource-center#what>). Once scheduled for the CDRE, candidates will be able to log-on to an account with ProctorU to test their technology's ability to connect with the online remote proctor system.**

All candidates will receive information via emails from the College office on scheduling the exam as well as links to helpful resources.

If you have any questions regarding the CDRE, please check out our [website here](#) or contact Lisa Omerzu, Executive Assistant & Registration Coordinator at the [College office](#).

Hearing Tribunal Decision

The College of Dietitians of Alberta held a Hearing Tribunal in May 2021. The decision of the hearing tribunal is available on the College website under [Complaints – Hearing Notices and Decisions](#).

Opportunities for Dietitians

The College posts events and opportunities on the website, under [News & Events](#). Please check back often for new postings and any updates.

Making sure you receive CDA emails

The College office primarily communicates with regulated members through email and through information provided on the College website. To ensure that you are receiving all important communications from the College office in a timely manner, please ensure that you have added **CDA Administration (office@collegeofdietitians.ab.ca)** to your safe sender list or address book.

You may be able to complete this process on your own through your email account or, should you have an email address tied to an organization, you may need to contact your I.T. department to ask them to put the College email on your "whitelist", "safe" or permitted email sender list.

What is a "Whitelist" or "Safe Senders List"?

Adding our sending domain (collegeofdietitians.ab.ca) to your list of accepted email senders (often referred to as a "whitelist", "safe list", or "list of privileged senders") will ensure that you receive College communications from all College email addresses.

Failure to receive emails from the College does not excuse missed deadlines or requirements for maintaining your registration.

Ensuring your Profile is Current

The College reminds all Dietitians that as regulated professionals, you have a duty to update your profile within 30 days of any change in the information required for the College's Register. This includes changes to your legal name, contact information (phone and email), mailing address, and employment information. You may update your profile information online by logging onto the [Login for Regulated Members](#) to complete a Profile Update.

If any information found on the [Public Register](#) is inaccurate or incomplete, please [contact the College office](#) to request a correction.

College of Dietitians of Alberta Suite 1320, 10123 99 Street, Edmonton, Alberta T5J 3H1
Telephone (780) 448-0059 Fax (780) 489-7759 Toll Free 1-866-493-4348
Email: office@collegeofdietitians.ab.ca Website: www.collegeofdietitians.ab.ca



**COLLEGE OF DIETITIANS
OF ALBERTA**

The College of Dietitians of Alberta office is located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.