



**COLLEGE OF DIETITIANS  
OF ALBERTA**

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**STANDARD OF PRACTICE  
Continuing Competence Program Requirements**

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June 2022



## Standard. Continuing Competence Program Requirements

### Standard

Registered Dietitians maintain competence in practice through self-directed continuing competence planning in order to provide safe, ethical **professional services**<sup>1</sup>. Registered Dietitians demonstrate compliance with College Continuing Competence Program Requirements, by participating in and complying with the program, **review audits**, **document audits** and as requested by the Registrar.

### Indicators

#### 1. Continuing Competence

To demonstrate this Standard, Registered Dietitians on the General Register must complete the following to the satisfaction of the Registrar annually:

- a) A **Practice Profile**
- b) A **Self-Assessment** using the *Standards of Practice*
- c) A **Competence Plan** that states:
  - i. continuing competence/learning goals for the registration year (including additional goals for each authorized restricted activity, if applicable)
  - ii. activities to be undertaken during the year to achieve the continuing competence learning plan goals.
- d) A Written record of the continuing competence activities carried out during the registration year
- e) A **Competence Plan Evaluation**, written as a reflection on the achievement of the continuing competence goals and ways the practice has been enhanced by these activities
- f) Keep records of all Continuing Competence Program components for a minimum of three years
- g) Workshops or study modules related to the regulated member's practice, as required by council.

#### 2. Reviews

The Registrar or Registration Committee must periodically select regulated members for a review and evaluation (audit) of all or part of the member's continuing competence program. To demonstrate this Standard, Registered Dietitians selected for review and/or document audit must:

- a) Submit documents as requested
- b) Answer questions from the Registrar or Registration Committee with respect to any aspect of the regulated member's continuing competence program
- c) Undertake any additional **corrective actions** related to the member's continuing competence program as directed by the Registrar or Registration Committee. Additional actions may include:
  - i. revision and re-submission of online program reflections
  - ii. re-submission of learning activity verification
  - iii. re-submission of document audit components

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<sup>1</sup> Words in the Glossary are **bolded** the first time they appear in each Standard.

### 3. Evidence to the Committee

When evidence provided to the Registrar, as per Indicators 1 and 2 above, is unsatisfactory resulting in audit requirements not being met, Registered Dietitians must comply with the follow-up actions at the discretion of the Registrar, that may include:

- a) Directed review audit the following year;
- b) Successful completion of continuing competence program requirements or professional development activities;
- c) Successful completion of any examinations, testing, assessment, training, education or counselling to enhance competence in specified areas;
- d) To practice under the supervision of another regulated member;
- e) Limitation of practice to specified procedures or practice settings;
- f) To report to the Registrar / Registration Committee on specified matters on specified dates;
- g) To refrain from supervising the practice of regulated members;
- h) Evidence of competence gained in a specific area.

### 4. Failure to comply

Failure to comply with Indicators 1, 2, and 3 above may lead to a complaint being filed by the Registrar with the Complaints Director for unprofessional conduct.

### Practice Outcome

**Clients** can expect Registered Dietitians to provide safe, ethical, competent professional services.

### Related Standards of Practice (2018)

- Competence
- Professional Practice Obligations
- Record Keeping

### Glossary

**Clients** refer to an individual, family, substitute decision-maker, team member, group, agency, stakeholder, government, employer, employee, business, organization, community, or population who is the direct or indirect recipient(s) of the Registered Dietitian's expertise.<sup>2</sup>

**Corrective Actions** refers to possible follow-up actions determined by the Registrar following a review or document audit when a regulated member's continuing competence plan does not meet the requirements. Corrective follow-up actions include but are not limited to: submission of the practice profile, revision and resubmission of online program components such as learning goals, verification documentation supporting learning activities, and/or reflections on learning.

**Competence Plan** refers to an annual Learning Plan which outlines two Continuing Competence Learning Goals, Benefits to Practice, Learning Activities (Activity Record) and Reflection on Learning. The Competence Plan also includes additional Learning Plans for each Restricted Activity a regulated member is authorized to perform.

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<sup>2</sup> Adapted from College of Dietitians of Alberta. (2008). *Code of Ethics*. Available from: <https://collegeofdietitians.ab.ca/>

**Competence Plan Evaluation** refers specifically to the reflections on learning the regulated member completes at the end of the learning cycle. Each reflection on learning includes a summary of what the member learned, how it was applied in practice and/or how the member's competence has been enhanced by completing the learning goal.

**Document audits** refer to the process of auditing a regulated member's entire Continuing Competence Learning Plan (as for Review audits), including the uploaded verification of learning activities documentation.

**Practice Profile** refers to a regulated members defined professional practice profile where they can reflect on their practice role, challenges and changes that will affect current and future competence. The Practice Profile is an optional component of the annual CCP process, however may be requested as part of a document audit. Completion of the Practice Profile may assist in focussing learning on activities that relate to a dietitians practice.

**Professional services** refer to "all actions and activities of a dietitian in the context of their professional practice."<sup>3</sup>

**Review audits** refer to the process of auditing regulated members' CCP Learning Plans to ensure they are adequately completed, and that reflections match and are appropriate to their set learning goals.

**Self-Assessment** refers to both the tool and the process for identifying learning needs for the upcoming registration year. The Self-Assessment is based on the *Standards of Practice*; regulated members are asked to reflect honestly on each indicator and to identify if each is either: a) an area for development and learning, or b) not identified for learning at this time.

## Resources

- College of Dietitians of Alberta. (2022). *Continuing Competence Program (CCP) Manual*. Available from: <https://collegeofdietitians.ab.ca/>
- College of Dietitians of Alberta. (2018). *Standards of Practice*. Available from: <https://collegeofdietitians.ab.ca/>
- College of Dietitians of Alberta. (2008). *Code of Ethics*. Available from: <https://collegeofdietitians.ab.ca/>
- Province of Alberta. (2004). *Registered Dietitians and Registered Nutritionists Profession Regulation*. Available from: <https://open.alberta.ca/publications>

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<sup>3</sup> College of Dietitians of Alberta. (2008). *Code of Ethics*. Available from: <https://collegeofdietitians.ab.ca/>