

COLLEGE

Briefings

March 2023 Edition

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Registration Renewal 2023 is now open!

As of March 1, the College registration renewal has opened within the [Registrant Portal](#). All regulated members on the General Register will be required to complete one of the following online processes in March 2023:

- If you intend to renew your registration with the College for 2023/2024, you will be required to Update Registration to the General Register (renewal). Completion of the Profile Update, Continuing Competence Program and Renewal Form will be required before submission of the practice permit fee (\$598.50).
- If you wish to resign your registration in good standing effective April 1, 2023, you will be required to Update Registration to the Inactive Register (resignation). Completion of the Profile Update and Resignation Form (along with upload of a resignation letter) will be required before submission and approval.

The College emailed all regulated members on the General Register on February 22, 2023 with further information on completing registration renewal.

Contacting the College Office

The College asks that if you need to [contact the College office](#) with questions or any issues that may arise, please do so by phone (780-448-0059) or email (office@collegeofdietitians.ab.ca). Please leave a message if we are unable to answer your call and we will respond by phone or

email as soon as possible. We thank you for your patience as we support all regulated members through the renewal period.

Continuing Competence Program (CCP)

All regulated members renewing their registration for 2023/2024 will be required to complete the following CCP steps:

- On Tab 2: Submit 2022/2023 Learning Plans which includes the following fields: learning goal, benefit to practice, activity record, and reflection on learning,
- On Tab 3: Click on link to complete a CCP Self-Assessment online for the 2023/2024 competence year and select indicators for upcoming learning plans, and
- Return to Tab 3: Create 2023/2024 Learning Plans which includes the following fields: learning goal and benefit to practice.

Remember, when writing reflections this year, you only need to include what you learned from your activities, and how your practice has been enhanced (how you are more competent in practice) as a result of incorporating your learning.

Because of these updated processes, we strongly encourage you to plan for additional time to complete these online requirements and to complete early in the renewal period to ensure you have enough time to complete and submit.

Resources to Assist You

We encourage you to refer to the information provided on the College website under the [For Dietitians - Registration Renewal](#) section including [Continuing Competence Program](#) pages and [Important Resources for Renewal and CCP](#) when completing the online forms. The College has made a variety of resources available to you when completing the annual renewal processes, including a Guide for Using the Registrant Portal, Demo Videos for the Registrant Portal, Help sections throughout the Online Forms, the Continuing Competence Program (CCP) Manual, CCP Infographic for Renewal 2023, and lastly, the [Frequently Asked Questions](#) page for helpful information regarding Registration Renewal and the Continuing Competence Program.

Registrant Portal now has Two-Factor-Authentication Security

Two-Factor-Authentication (2FA) is a critical security feature for protecting the accounts and sensitive information of users (registrants) within the College's [Registrant Portal](#), beyond the standard username and password combination. Two-Factor-Authentication is a feature you are likely already familiar with. It has been mandatory for many years on online accounts for shopping, banking, and other platforms including Google and Apple. Two-Factor-Authentication adds an extra layer of security by requiring users to enter a unique code sent to their email account to complete their login process.

Effective March 1, 2023, the College's Registrant Portal (Alinity) will require Two-Factor-Authentication for each user. The second form of authentication will involve the generation of a one-time security code on the Alinity server which will be sent to the user at their email address on file within their profile. One-time security codes are valid for 30 minutes, after which a new verification code will need to be requested. Once you have logged in, the code will automatically be sent. Please check your email; you do not need to request a new code.

After the user enters the code correctly the device they are using is authenticated and they won't receive additional prompts until their device changes (access made on an unrecognized device) or the previous authentication has expired (authentications are valid for 180 days).

- You will not only need access to your username and password, but also to the email address attached to the account. If your email address has changed and you have not updated your profile, please [contact the College office](#) to update your email address. Once College staff have updated your email address, you may then complete the 2FA process for accessing your online account.

Two-Factor-Authentication is well established as an essential component of security best practices. The College of Dietitians of Alberta is committed to protecting the privacy and security of your personal information.

Professional Practice: Declaring Dietetic Practice Hours

All regulated members are required to declare dietetic practice hours each year when completing registration renewal. To maintain currency to practice, 600 practice hours are required over the previous three consecutive years (registration years). The College's Statement on Current Practice can be found on the website under [Regulated Member Resources](#).

Generally, any hours of work (i.e. performing tasks for pay or as a volunteer) in the areas of dietetics, food, nutrition, health, wellness, public/population health, healthcare leadership/management, etc. are counted towards dietetic practice hours. Another way to look at it: if your status as a regulated health professional (RD) was required and led to you being hired for that position, these hours count towards your declared practice hours.

For any practice related questions including practice hours, please contact Shannon Eklund, Director of Professional Practice by phone at 780-448-0059 or email at ppc@collegeofdietitians.ab.ca.

Working Group for Reconciliation *Standard of Practice*

Reconciliation is a priority action area of the College of Dietitians of Alberta's Council, and we have informed regulated members of our reconciliation work as it progresses. We are pleased to share the College Council has put together a working group for the development of a *Reconciliation Standard of Practice*. The working group, along with indigenous consultant, Askiy Consulting, will begin development of a standard in March. The work is expected to take approximately four to five months.

Four Indigenous Alberta RDs have graciously stepped forward to work with the College in the development of a *Reconciliation Standard of Practice*. Over the next several months, the working group will review relevant resources, develop the *Standard of Practice*, and send the draft Standard out for regulated members' review, and stakeholder consultation.

Regulated members will receive a survey in the coming months, requesting their feedback and comments on the draft Standard.

If you have any questions, please contact Doug Cook, Registrar at 780-448-0059 or by email to registrar@collegeofdietitians.ab.ca.

University of Alberta Integrated Dietetic Internship's Update for Dietitians: Change to Course Sequencing – Internship Placements

[Edmonton, AB – March 2023] - The University of Alberta Dietetics Specialization Program is changing the sequencing of courses to support students and preceptors in the internship/practicum environment. Effective immediately, students will complete the 4-week practicum course, NUTR 483: Introductory Professional Practice in Clinical Dietetics in their 4th year of the Dietetics Specialization Program in tandem with all of their other practicum courses. This approach replaces the previous course sequencing structure which saw students enroll in NUTR 483 at the end of their 3rd year.

The changes to the course sequencing within the Dietetics Specialization Program will allow students to complete all of their undergraduate, classroom-based courses before moving into their internship/practicum placements. This is expected to enhance the knowledge-based that students bring into NUTR 483 and support student success. The change is also designed to support preceptors by decreasing the time needed for instruction of foundational knowledge. It will also allow NUTR 483 placements to be spread out across the year, rather than consolidating all of these placements into one, 4-month period in the spring/summer.

As part of the course sequencing change, NUTR 482: Introduction to Professional Practice will be moved to the final term of the student's 3rd year just before the start of the student's internship year. NUTR 482 prepares students for entry into the Program's internship/practicum courses and is best placed right before students move out to placements.

The net effect of this change is that students will now complete all of the internship/practicum courses in their 4th (final) year of the Dietetics Specialization Program.

Dietetic students at the University of Alberta have been advised of this change and have adjusted their timetables accordingly. As a result of the change to our course sequencing, preceptors who traditionally host students for NUTR 483 placements can expect to receive few (if any) student placement requests from May 2023 to March 2024 (inclusive). NUTR 483 placements will resume in May 2024 (with placement requests being sent to preceptors in the winter of 2024).

Preceptors associated with internship/practicum placements in food service and management, population and public health nutrition and advanced clinical are not impacted by the changes in course sequencing. Placements in these practice areas will continue as usual across 2023-early 2024.

CONTACT:

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Contacting the College Office

The College office hours are Monday-Friday from 9:00am to 4:00pm. College staff are available by phone or email during regular business hours. If we are unable to assist you when you call

the office, please leave a message, or send an email. We will address all questions or requests as soon as possible.

The College office is open by appointment only. Please call the College office at 780-448-0059 to schedule an appointment. The College may have limitations in place for the health and safety of any visitors and the College staff.

Doug Cook, Registrar & Executive Director
Lisa Omerzu, Executive Assistant & Registration Coordinator
Shannon Eklund, Director of Professional Practice

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](#) or [Find a Dietitian Directory](#) is inaccurate or incomplete, please [contact the College office](#) to request a correction.

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.

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.

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**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.