

COLLEGE

Briefings

Summer 2023 Edition

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Use of Nutritionist Title

The College of Dietitians of Alberta is pleased to announce that with the proclamation of *Bill 46: Health Statutes Amendment Act*, regulated members of the College on the General and Courtesy Registers are now able to use the title “Nutritionist”. Members on the Temporary Register will continue to use “Dietitian” only. In 2016, Part 10 of the *Health Professions Act* was amended to protect the “Nutritionist” title, which meant the College could protect the title, but members were not able to use it. The title is not protected in all provinces.

The College has worked diligently to protect the title in Alberta but there are still non-regulated people misusing “Nutritionist” as a title. It is every regulated member’s responsibility to protect the integrity of the profession by reporting title misuse to the College. If you come across anyone misusing title, please send information on who and where they are misusing title (name, contact information, links to misuse, screenshots of misuse, etc.) to the College office at office@collegeofdietitians.ab.ca. Once we receive this information, the College will investigate the reported title misuse and if we have contact information for the individual, send a cease-and-desist letter.

We do encourage regulated members that use the “Nutritionist” title to also identify themselves as members of the College of Dietitians of Alberta to ensure the public can differentiate between regulated and non-regulated individuals.

If you have any questions, please contact the [College office](#).

Annual Report 2022

The College has posted the Annual Report for 2022/2023 online. Click here to access the report (under [About Us – Annual Reports](#)).

Save the Date: College Webinar “Regulation: Odds and Ends”

The College will be holding a webinar in Fall 2023 titled “Regulation: Odds and Ends”, which will cover topics including using the Nutritionist title, private practice resources, virtual practice in Canada, currency and declaring dietetic practice hours, professional liability insurance and more.

We ask that you Save the Date for **Monday, September 18, 2023**, from **12:00 to 1:00pm**. Further information on the webinar including access will be provided in August 2023.

Working Group for Reconciliation *Standard of Practice*

The Reconciliation Standards Working Group continues their work on a *Standard of Practice* for Reconciliation. The group expects to have a draft ready for regulated member consultation before the end of summer. College members will have an opportunity to provide feedback on the proposed standard before it goes to government for stakeholder consultation. We greatly appreciate the contributions of the working group and look forward to having the Reconciliation *Standard of Practice* in place.

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

Standard of Practice: Prevention of Female Genital Mutilation

The Alberta Government introduced *Bill 10: Health Professions (Protecting Women and Girls) Amendment Act* in 2022 to address female genital mutilation within the *Health Professions Act*. As part of the Bill, each health regulatory college was required to develop *Standards of Practice* respecting female genital mutilation within 12 months of Bill 10 coming into force.

The College developed a *Standard of Practice: Prevention of Female Genital Mutilation* and provided it to the Alberta Government for review. The Standard was approved in May 2023.

All regulated members should review the Standard, available on the College website under [About Us – Regulatory Documents](#), to ensure they are familiar with the prohibition of female genital mutilation and duty to report requirements.

Restricted Activities Update 2023

Effective March 31, 2023, the *Health Professions Act* was amended to move profession restricted activities from the *Government Organization Act* to the *Health Professions Restricted Activity Regulation*. This move updated a few items with regards to restricted activities:

- The legislation section numbers and wording of some restricted activities for the dietetic profession were amended. They are now:
 - 59(1)(a) “to insert or remove instruments, devices, fingers or hands beyond the point in the nasal passages where they normally narrow or beyond the pharynx for the purposes of inserting or removing nasoenteric tubes, if in the provision of nutrition support the regulated member is providing enteral nutrition.”
 - 59(1)(b) “to insert instruments, devices, fingers or hands into or remove them from an artificial opening in the body if, in the provision of nutrition support, the regulated member provides enteral nutrition to patients and inserts or removes gastrostomy or jejunostomy tubes.”
 - 59(1)(c) “to prescribe a Schedule 1 drug for the purpose of providing nutrition support.”
 - 59(1)(d) “to prescribe parenteral nutrition if the regulated member is providing nutrition support and the member is authorized to prescribe a Schedule 1 drug.”
 - 59(1)(e) “to prescribe and administer oral diagnostic imaging contrast agents if, in the provision of medical nutrition therapy, a regulated member performs a video fluoroscopic swallowing study or assists with the study.”
 - 59(1)(g) “to distribute without payment, for the purposes of nutritional support or medical nutrition therapy, drugs regulated by the Pharmacy and Drug Act and pursuant to a prescription, if required by the Pharmacy and Drug Act.”
- Members on the General and Courtesy registers are permitted to hold authorization for restricted activities. This means that any Temporary registrants may continue to train for authorization but will not be issued a restricted activity authorization until they submit the Competency Indicator Checklist for the Restricted Activity AND they hold General registration.

The Competency Indicator Checklists have been updated to reflect these changes but the competencies themselves remain the same. Therefore, the College will continue to accept completed forms previously provided by regulated members. If any regulated member currently training or who intends to begin training would prefer to obtain the updated form for your RA training, please email Lisa Omerzu at execasst@collegeofdietitians.ab.ca to request the updated RA form.

If you are no longer actively training for restricted activity authorization, please send an email to the College office advising of this and we will remove the RA training from your profile. It is essential that the College office have current information on your profile for restricted activity training. In the future, if you wish to pursue RA authorization, you may contact the College office to request the necessary forms.

If you have any questions, please feel free to contact the [College office](#).

Tips for Completing CCP in 2023/2024

This past March, all regulated members renewing their registration for 2023/2024 were required to complete a CCP Self-Assessment online which created a list of Recommended Indicators used when selecting indicators for their 2023/2024 Learning Plans.

Now that your Learning Plans for 2023/2024 have been created including learning goals and intended benefits to practice, the College would like to provide a few tips to assist you moving forward through the current registration year.

- When you complete a CCP Self-Assessment, it is automatically linked to a Learning Plan. This link allows you to manage your selected indicators within a Learning Plan through the applicable CCP Self-Assessment. To determine which CCP Self-Assessment is linked to a Learning Plan, open a completed CCP Self-Assessment and above the Recommended Indicators (in the Learning Goals section), there will be a Registration Year listed which tells you which Learning Plan has been linked to a specific CCP Self-Assessment.
- The CCP Self-Assessment will always show as Available but that DOES NOT mean you need to complete it. It is available throughout the year for new registrants or RDs that have been granted a new Restricted Activity Authorization. For most regulated members, the only time you will need to complete the CCP Self-Assessment is when prompted on Tab 3 of the Renewal form.
- A completed CCP Self-Assessment will automatically attach to an open Learning Plan. This means if you complete a CCP Self-Assessment outside of renewal, it will attach to the Current Year's CCP Learning Plan and overwrite a previous CCP Self-Assessment.
- Under My Learning, you can access your "Current (not submitted)" Learning Plans for 2023/2024. This form is an open, live form and can be edited and modified at any time throughout the year.
- As you complete learning activities, the College encourages you to update your Learning Plans online. If you log activities within the Activity Record section as they occur, you won't have to log the records during renewal in 2024, saving you time with the process.
- If your Learning Goals change throughout the year, you can update the selected Standard and Indicator within the completed CCP Self-Assessment that is attached to your Learning Plan. On the Home page of the Registrant Portal, under My Self-Assessments, you can access your completed CCP Self-Assessments. When you open a completed CCP Self-Assessment, above the Recommended Indicators, you can confirm the Registration Year of the Learning Plan that CCP Self-Assessment has been linked to. Once you are in the CCP Self-Assessment tied to the 2023/2024 Learning Plan (typically, the last completed record) you can change the indicators selected. Changes saved here will automatically update your Learning Plans. You can then update the Learning Goal and Activity Record information to reflect the new goal.
- When you have completed a CCP Self-Assessment, it will ask you to select two (2) mandatory learning goals from the *Standards of Practice* for your learning plans. If you have a restricted activity authorization, please select an additional learning goal for each RA. If you select more indicators than required, the first 2 from the selected indicators will show on your Learning Plans. You are not permitted to submit more than the required learning plans.
- As you complete Learning Activities, the College recommends that you keep electronic copies of verification for your activities. Should you be selected for a Document Audit, you would be asked to upload the verification of each learning activity logged on your learning plans. Ensuring you keep current records of your learning activity verifications should assist in this process.

Resources to Assist You

The College has several resources available on our website to assist you with completing Continuing Competence Program requirements. Specifically, all regulated members should ensure they have read the **Continuing Competence Program (CCP) Manual** and the **Guide for Using the Registrant Portal**. We encourage you to refer to the information provided on the

College website under the [Continuing Competence Program](#) pages and [Important Resources for Renewal and CCP](#).

Questions?

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

Tips for Keeping Your Profile Current in 2023

This past March, all regulated members renewing their registration for 2023/2024 were required to review their Profile to ensure it was correct and current.

The College would like to provide a few tips to assist you in keeping your profile current with the College, as required under legislation.

- You can review your Profile at any time throughout the year. Once logged into the Registrant Portal, click on My Profile. You can review the information displayed to ensure it is correct. If there are any areas that need updates, you can then click Update Profile along the top to open a Profile Update Form for completion.
- Under provincial health legislation, the College is required to have a registrant's full legal name (including middle names) within the database. If your name changes, you can request a name change with the College by completing a Profile Update and uploading a copy of government issued photo ID with the name change reflected (for example, drivers license, passport).
- If you update your email address on file with the College, please remember that this action DOES NOT update the email tied to your login credential. To complete the update of your login username, please contact the College office by email or phone and we can complete that process for you. It is preferred to have your login credential match your email on file as password reset requests are sent to the login email instead of email on file for communications; if you do not have access to the email tied to login, you will not be able to receive password reset emails.
- Under the Employment section, please ensure that any employment records displaying on your profile are current. We have noticed that some profiles have duplicate records for the same organization, or multiple locations listed for the same employer. We only require your primary work site for your record, for each employer. If there are duplicates or records that need to be removed, you can do so my adding an end date to the record.
 - If you are no longer in an employment position displaying on your profile, please edit the record and add an end date to the employment record. The record will remain on your profile until practice hours are declared during renewal in 2024. It is your responsibility as a professional to ensure that the employment information captured on your profile is correct.
 - Please ensure that you have current Supervisor Information on file. If your supervisor has changed, or there is no supervisor listed, please edit the record to add the correct information.
 - For each employment record on file, the Organization listed should be the primary location that you practice out of (primary work site). Please ensure that this Organization field is correct. If it is incorrect, you will need to [email the College office](#) with the name and location that you practice out of and we will update the record for you.
 - If you work out of multiple locations but hold one employment position, we only require ONE employment record for the primary work site. For example, if you are

employed as a full-time dietitian with your employer but you rotate out of 3 sites, we only need one employment record on your profile for the primary work site. You would track all dietetic practice hours accrued over the 3 sites under the single employment record.

- If you are in Private Practice, please note, we only require ONE employment record for your Private Practice. We do not require additional employment records for organizations you may have contracts with. All services provided as a Private Practice Dietitian can be tracked under your one employment record. If you have multiple employment records for contract positions, please remove them from your profile (by adding an end date) and ensure that you have one Private Practice employment record moving forward.
- If you are on leave (medical, maternity, etc.), the College asks that you communicate this by email or phone, so that a note with your leave dates can be added to your file. When declaring practice hours each year, if you are on leave, the number of hours may be lower than usual. Having a note on file assists the College office in accounting for the low hours.

Resources to Assist You

The College has several resources available on our website to assist you with using the Registrant Portal. Specifically, all regulated members should refer to the **Guide for Using the Registrant Portal**, as found online under [Regulated Member Resources](#).

Questions?

For any administrative questions, please contact Lisa Omerzu, Executive Assistant and Registration Coordinator by phone at 780-448-0059 or email at execasst@collegeofdietitians.ab.ca.

Continuing Competence Program (CCP) Audit Process

The College's Continuing Competence Program (CCP) audit process began in May 2023 and will wrap up this summer. For any regulated members selected for Audit, you will see this selection noted in your [Registrant Portal](#) under "My Audits". Please note, no further action is required from you unless you are contacted by the College.

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

Canadian Dietetic Registration Examination (CDRE)

For all Temporary regulated members who completed the **May 18-19, 2023**, sitting of the Canadian Dietetic Registration Examination (CDRE), the College anticipates receiving the results by early July.

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](#).

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

College's Registrant Portal

Ensuring Your Profile is Current

All Dietitians, as regulated professionals, have a duty to ensure their profile information with the College is updated 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 should update your profile information online by logging onto the [Registrant Portal](#) 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.

Two-Factor-Authentication Security

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. The College's [Registrant Portal](#) (Alinity) requires Two-Factor-Authentication for each user. For information on this process and how to complete the steps to validate your browser, please refer to the **Guide for Using the Registrant Portal** found online under [Regulated Member Resources](#).

Ensuring you Receive CDA Emails

To ensure you receive all important communications from the College office in a timely manner, please add **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.