

# COLLEGE

## *Briefings*

Winter 2025 Edition

### Articles in this Edition:

- Important announcement from the Council Chair of the College of Dietitians of Alberta
- Registration Renewal 2025/2026 is approaching
- Professional Liability Insurance (PLI) Information
- Professional Practice Article: Records Management
- External Notice: Registered Dietitians Association of Alberta (RDAA)
- External Continuing Education: AHS Breastfeeding Course
- External Survey: Dietitians' Knowledge, Attitudes, and Confidence in Providing Lactation Support
- External Research Study Recruitment: Virtual Care for Gestational Diabetes
- Contacting the College Office
- College's Registrant Portal

### Important announcement from the Council Chair of the College of Dietitians of Alberta

On January 28, 2025, on behalf of Laura White, Chair of Council, the College office emailed an announcement to all regulated members and stakeholders of the College. You can view the announcement on the College website under News and Events [here](#).

### Registration Renewal 2025/2026 is approaching

Registration Renewal 2025 will be available online from **March 1 to March 31, 2025**. Whether you are renewing your registration for 2025/2026 or resigning your registration in Alberta, both processes are completed within the same registrant portal and will require a response from you.

In mid February, you will receive an email with important information to prepare you for completing the online process. There are a few items to highlight now:

- In advance of renewal, you can access, review, and edit your **Continuing Competence Program (CCP)** Learning Plans for 2024/2025 under My Learning along the left sidebar. You may wish to finalize your learning plans before renewal, so you have less information to enter when completing your renewal form. Refer to the Demo Videos and CCP Manual available online for more information. If you have questions regarding CCP, please reach out as soon as possible.

- When you access the Registrant Portal, under My Exams, if **the Jurisprudence Learning Module** is showing as Available, you will be required to complete it before you can submit your renewal. Refer to the Demo Video for more information.
- With the Alberta Government's move to create a singular health care system with four specialized provincial health agencies, organization names and information within your profile may change. If your employment record contains incorrect information (e.g. name of organization, address of workplace) that you are unable to edit yourself, please notify the College by email with the correct information and we can correct on our end. You do not need to delete the employment record; we will edit the record for you.
- The College recommends you complete your online registration renewal early in March to ensure that if you have any questions or should you encounter any difficulties, the College office will have a reasonable amount of time to assist you. **Due to the volume of questions and inquiries the College receives each year from over 1,400 members, we attempt to respond in a timely manner, but we cannot guarantee an immediate response for questions received in the final week of March before the renewal deadline.**

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, and lastly, the [Frequently Asked Questions](#) page for helpful information regarding Registration Renewal and the Continuing Competence Program.**

### **Professional Liability Insurance (PLI) Information**

Beginning April 1, 2025, all practicing registrants must obtain and maintain their own Professional Liability Insurance (PLI), also known as errors and omissions insurance, for their professional capacity as a Registered Dietitian or Registered Nutritionist. **This new requirement is above and beyond employer-provided insurance.** The PLI policy must meet the following requirements:

- must either be occurrence based (provides coverage based on when the incident occurred, regardless of when the claim is filed) or be claims based (provides coverage only if the claim is filed during the policy period) with an extended reporting period of a minimum of two (2) years purchased.
- must be a minimum of \$2,000,000 (two million dollars) per occurrence/claim.
- must be held personally by the registrant, with the name of the insured and the registrant being the same. Employer provided coverage is not acceptable.
- must carry the insurance throughout the registration year and the registrant must notify the College of any change to professional liability insurance coverage.

All fees or costs for obtaining and maintaining professional liability insurance are the responsibility of the registrant.

On the College Website, under [For Dietitians – Liability Insurance](#), the College has a list of insurance providers to consider. We do not endorse any providers, and the list is not exhaustive.

### **Q&A**

We have received a few questions since our last article in the Fall 2024 College Briefings newsletter. See information below.

#### ***I'm currently on leave. Do I need to have PLI while on leave or just when I return to work?***

Any regulated member of the College of Dietitians of Alberta, who is practicing, is required to hold professional liability insurance coverage. If you are a non-practicing member (ie. on parental or medical leave, not in practice), you are not required to hold PLI while non-practicing but would be required to hold coverage when resuming practice.

#### ***Are PLI costs tax deductible?***

Regulated members can claim their practice permit fees and their Professional Liability Insurance fees, if they are not reimbursed by their employer.

#### ***If I am registered with CDA but am not practicing in Alberta, do I have to have PLI?***

If you provide dietetic services in Alberta, you are required to have PLI insurance. If you are residing and providing services outside of Alberta, this would not be a requirement for maintaining your registration with CDA.

### **Submitting Proof of PLI to CDA**

Effective April 1, when all practicing registrants are required to have third-party PLI, regulated members will have the ability to update their profile in a section for Insurance, where the insurance provider, policy number, effective and expiry dates of the policy can be populated.

This section will be required for any registrants who have an employment status of Dietetic (ie. Employed (Dietetic)). If you have an employment status that is non-practicing (ie. Not Employed or Employed – On Leave (Dietetic)), declaration of an insurance policy is optional.

The College may request proof of professional liability insurance coverage through random audits, so regulated members should ensure they retain copies of their policies.

### **Professional Practice Article: Records Management**

An article published in the Edmonton Journal, November 28, 2024, reported an increase in “abandoned health records alongside an ‘alarming’ trend of ‘snooping’ employees misusing health information for unauthorized purposes, according to the latest annual report by the province’s privacy commissioner” ([Alberta health records being abandoned and misused: report | Edmonton Journal](#)), which constitute breaches of the *Health Information Act (HIA)*.

The article went on to say that these breaches put the health information of Albertans at risk. Abandoned practices left both paper and electronic health information unattended.

Health information in Alberta is governed by the [Health Information Act \(HIA\)](#), [Personal Information Protection Act \(PIPA\)](#), and [Freedom of Information and Privacy Protection Act \(FOIP\)](#).

Registered Dietitians are obligated to comply with one or more of these Acts, depending on their area of employment.

**Abandoning records and inappropriately accessing client health information is never appropriate.** Contravention of confidentiality obligations may constitute unprofessional conduct, as defined in the [\*Health Professions Act \(HPA\)\*](#).

**The College reminds members of their professional obligations regarding accessing, collecting, maintaining/retaining, storing, sharing and disposing of client health information:**

From the *Code of Ethics*, Section 2.3 Confidentiality:

“2.3 Confidentiality

- (1) The dietitian respects the confidentiality of information obtained in providing professional services.
- (2) The dietitian discloses confidential information only when the client consents to disclosure, when disclosure is required or permitted by law, or when disclosure is necessary to protect the client or another individual from harm. See Duty to Report.
- (3) The dietitian avoids indiscreet or public conversations about the client or their treatment.
- (4) The dietitian does not access information in databases or records about individuals who are not clients or information that is not required to provide professional services.
- (5) The dietitian limits access to professional records by others to preserve confidentiality of information.”

From the *Code of Ethics*, Section 3.4 Records:

“3.4 Records

- (1) The dietitian makes and retains complete, accurate records of professional services and signs and dates records that they create.
- (2) The dietitian stores and disposes of paper, electronic and other records in a manner that ensures the security and confidentiality of the records.
- (3) The dietitian plans for the proper transfer or disposition of records when closing practice or in case of their death.”

According to Standard 11 Privacy and Confidentiality, of the *Standards of Practice*, Dietitians will:

- “b) Access and collect only the client information that is essential to carry out the provision of safe, competent, ethical services.
- c) Use physical, technical, and administrative safeguards (e.g., locked filing cabinets, passwords, encrypting documents, laptops, and PCs) to protect paper-based, audio, video, electronic, or other client information.”

According to Standard 14 Record Keeping, of the *Standards of Practice*, Dietitians will:

- “b) Maintain, retain, share, transport, store, and dispose of all paper and/or electronic documentation and records in compliance with applicable legislative, regulatory, and organizational/employer requirements.

- c) Secure all personal client information through appropriate use of physical, technical, and electronic safeguards to protect the privacy and confidentiality of client information.
- f) Plan for and ensure the transfer or disposition of records when leaving a position or ceasing to practice.”

To ensure compliance with the *HIA* and other relevant legislation, and the College’s *Standards of Practice* and *Code of Ethics*, all dietitians must be aware of and comply with the above requirements in the access, collection, maintenance, retention, sharing, transporting, storage, and disposal of client health information to avoid allegations of professional misconduct. Please also refer to employer or organization policies and guidelines for additional record keeping requirements.

Regulatory Documents, including the College’s *Standards of Practice* and *Code of Ethics*, can be accessed through the College website under [About Us – Regulatory Documents](#).

### **External Notice: Registered Dietitians Association of Alberta (RDAA)**

Dietitians in Alberta now have an exciting opportunity to unite under the newly established Registered Dietitians Association of Alberta (RDAA). This professional association has been created to empower and connect dietitians across our province.

In 2020, changes to Alberta’s *Health Professions Act* mandated the separation of professional associations from regulatory colleges. As a result, dietitians were left without a local organization dedicated to advocacy, professional development, and fostering community. The RDAA was founded to address this need and to provide a strong, unified voice for dietitians in the healthcare landscape.

Dietitians are invited to join the RDAA as founding members to help shape the future of the profession in Alberta. Membership offers an opportunity to contribute to the development of advocacy efforts, access professional resources, participate in networking opportunities, and engage in continuing education initiatives. The association aims to create a vibrant and supportive community where dietitians are recognized as leaders in nutrition and health.

More information about the RDAA’s vision and how to get involved can be found at [www.rdaa.ca](http://www.rdaa.ca).

Joining the Registered Dietitians Association of Alberta (RDAA) as a founding member offers a unique opportunity to shape Alberta’s first professional association exclusively dedicated to dietitians. Founding members will play a pivotal role in establishing a strong foundation for advocacy, professional development, and community support.

Founding members’ contributions will directly support key start-up initiatives, such as developing digital infrastructure and creating frameworks for professional development and advocacy. Becoming a founding member is an investment in the future of dietetics in Alberta - a step toward building a strong, sustainable association that empowers dietitians to lead and thrive.

### **External Continuing Education: AHS Breastfeeding Course**

AHS is excited to share the launch of the latest module in the [AHS 20-Hour Breastfeeding Course, Breastmilk Expression & Supplementary Feeding!](#) This 2-hour module is accredited by the University of Calgary Cumming School of Medicine Office of Continuing Medical Education & Professional Development and available through their [Online Self-Learning Portal](#).

Please see the promotional poster here and share this information with your networks.

You can reach out to Sheila McDonald [sheila.mcdonald@albertahealthservices.ca](mailto:sheila.mcdonald@albertahealthservices.ca) with any questions.

### **External Survey: Dietitians' Knowledge, Attitudes, and Confidence in Providing Lactation Support**

This is an invitation to participate in a short survey regarding your knowledge, attitudes and confidence in delivering lactation support in practice. It is your choice whether you complete the survey or not. This survey was developed by Alberta Health Services dietitians in partnership with NUTR 400/450 students at the University of Alberta.

The survey will take 10-15 minutes of your time to complete. It is anonymous with no means to identify you. Your responses will be kept confidential and will be combined with other responses for data analysis. Submission of the survey will be taken as consent to have your responses included in the data set.

Survey closes on February 10, 2025.

An information sheet with more details is available [here](#). This research has been approved by the REB at the University of Alberta (Ethics number: Pro00147120).

If you have any questions about the survey, please contact:

Cristine Kitzman  
Email: [cristine.kitzman@albertahealthservices.ca](mailto:cristine.kitzman@albertahealthservices.ca)  
Phone: 587-771-2916

Please use the link below to be connected to the survey.

[https://redcap.link/Lactation\\_Support\\_in\\_Alberta](https://redcap.link/Lactation_Support_in_Alberta)

### **External Research Study Recruitment: Virtual Care for Gestational Diabetes**

From the Diabetes in Pregnancy Research Team at the University of Calgary:

Are you providing healthcare for patients with gestational diabetes at work? We would like to hear from you! Our study seeks healthcare provider perspectives on virtual care (i.e., care

provided over the phone, email, or video conference). Your participation would be through a focus group or interview. Interested? Apply here (<https://forms.office.com/r/vzfgmcdkk6>).

### **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 or send an email to [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca) 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 (*he/him*)

Lisa Omerzu, Executive Assistant & Registration Coordinator (*she/her*)

Shannon Eklund, Director of Professional Practice (*she/her*)

### **College's Registrant Portal**

#### Resources for Regulated Members

The College has a variety of resources available for regulated members to refer to when using the Registrant Portal, including a Guide for Using the Registrant Portal, Demo Videos for the Registrant Portal, Help sections throughout the Online Forms, and the Continuing Competence Program (CCP) Manual. The resources can be found under [For Dietitians – Regulated Member Resources, Registrant Portal Resources](#).

#### 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](#) 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.