

**SELF ASSESSMENT RELATIVE TO STANDARDS OF PRACTICE
SAMPLE: CONSULTANT DIETITIAN**

STANDARD 1: A dietitian assumes accountability and responsibility in the provision of competent, safe, ethical, and professional practice.

SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Practices in accordance with provincial legislation. (Health Professions Act, Dietitians Regulation and CDBC bylaws)	Have read all these references recently. Bookmarked on web browser in case I need to consult them.	N
2. Practices in compliance with professional standards, practice guidelines and codes, including but not limited to: CDBC Codes of Ethics, Standards of Practice, Practice and Interpretive Guidelines, Continuing Competence Program.	Yes and same as above. Have to submit my Professional Development Plan in October.	N
3. Provides services within their scope of practice and personal competence, including but not limited to, Reserved Act registration, insertion of feeding tubes, dysphagia assessments.	Yes, nothing significant to update for now.	N
4. Obtains informed consent when required.	Yes, have a form developed and use with each new client.	N
5. Records client and other information in a clear, concise and timely manner.	Need to make client files electronic.	Y
6. Manages information appropriately in accordance with legislation, including but not limited to: <i>Freedom of Information and Protection of Privacy Act, Personal Information Protection Act</i> , other health information acts.	Need to make sure my electronic client files respect PIPA and FOIPA, especially as it relates to contracts with regulatory bodies.	Y
7. Integrates principles of sound financial management into practice as appropriate.		N
8. Incorporates appropriate continuous quality improvement programs into practice including, but not limited to: audits, surveys, variance analysis.	In progress, to be further developed next CCP cycle.	N
9. Incorporates relevant risk management strategies into practice, including but not limited to: disaster, pandemic, contingency, strike/lock out, threat, supply/service disruptions.	NA	N

* Refer to Glossary for definition.

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STANDARD 2: A dietitian communicates and interacts clearly and effectively with individuals and groups.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Adapts verbal and written communication styles to meet the needs and level of understanding of others.	Yes	N
2. Uses appropriate information gathering skills to compile accurate, comprehensive and relevant information, including but not limited to: interviews, meetings, focus groups, surveys.	Yes, will benefit from upgrade of indicator 5 below.	N
3. Provides education to meet the learning needs of clients, groups and others, including but not limited to: clients, care givers, students, dietetic interns, other professionals, employees.	Yes, planning to get ready for an intern for next CCP cycle.	N
4. Facilitates teamwork, including but not limited to: clients, care givers, agencies, employees, colleagues, other professionals.	Yes, need to maintain lines of communication open with all clients.	N
5. Uses effective counselling and listening skills.	Would like to upgrade counselling/ listening skills for sports nutrition counselling.	Y

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STANDARD 3: A dietitian applies current research and best practice findings when delivering services.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Demonstrates competence in all areas of current practice.	Yes	N
2. Acquires and applies new knowledge, skills and abilities to all areas of practice.	Yes, when relevant.	N
3. Acts as a credible and reliable source of current food and nutrition information.	Yes	N
4. Applies critical thinking skills in problem solving and decision making.	Yes	N
5. Manages change in professional practice.	Yes, weekly readings.	N

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April 2008

STANDARD 4: A dietitian practicing in the area of direct client care effectively provides services to achieve appropriate nutrition goals.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Uses a client centered approach.	Yes	N
2. Collaborates with others, including subject matter experts, to contribute to client care.	Yes, liaise with other health professionals/ experts as necessary.	N
3. Draws relevant conclusions from nutrition assessment data.	Yes	N
4. Identifies nutrition goals and develops nutrition care plans to achieve planned outcomes.	Yes	N
5. Coordinates implementation of nutrition care plans.	Yes	N
6. Assesses client progress in achieving planned outcomes.	Yes	N
7. Evaluates effectiveness of nutrition care plans in achieving planned outcomes.	Yes	N
8. Refers clients to other professionals and/or agencies as needed.	Yes, refer to other health professionals/ experts as necessary.	N

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STANDARD 5: A dietitian practicing in the area of community and population health effectively provides food and nutrition initiatives that meet the needs of individuals and communities.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Provides nutritional health promotion and disease prevention information, including but not limited to: food, food security, policy development information.	NA	N
2. Consults with and provides nutrition information to appropriate individuals and groups, including but not limited to: individuals, groups, schools, agencies, outreach workers, other professionals.	NA	N
3. Conducts needs assessments and utilizes the data to aid in the planning, development, implementation and evaluation of food and nutrition programs and policy development.	NA	N

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STANDARD 6: A dietitian practicing in the area of foodservice administration manages foodservice systems in an effective and efficient manner.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Manages the planning, production and distribution/service of food.	NA – no food industry contract at this time	N
2. Maintains currency in all areas of food services, including but not limited to: consumer needs, menu planning, aesthetic characteristics of foods, available equipment, staff skill level, budget restrictions.	NA	N
3. Manages the materials management system in an effective, efficient, and ethical manner.	NA	N
4. Coordinates workflow within constraints of the facility.	NA	N
5. Complies with legislation and regulations relating to workplace safety and sanitation.	NA	N

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STANDARD 7: A dietitian practicing in the area of organization management effectively applies appropriate management systems and principles.		
SELF-ASSESSMENT INDICATORS	NOTES	PLANS TO PLANS ADDRESS? (Y/N)
<i>My client* group(s):</i> athletes, government, professional associations, and food industry.		
1. Manages effectively and appropriately directs the work of others.	Yes, indirect contact with clients' employees at times.	N
2. Develops, implements and evaluates organizational policies and procedures.	Yes, internal. Will need to upgrade next CCP cycle.	N
3. Complies with and ensures compliance with appropriate federal, provincial and municipal government regulations.	Yes, see Standard 1.	N
4. Manages human resources in a fair, ethical and effective manner, including but not limited to staffing requirements, job descriptions, recruiting, hiring, retention strategies, scheduling, allocating work load, progressive discipline, performance evaluations.	NA at this time, self-employed with no employees of my own. I follow these principles for drafting realistic contract proposals and when interacting with clients' employees.	N
5. Manages services and material resources in an effective, efficient and responsible manner.	Need to become more proficient at contract negotiation.	Y
6. Develops and implements risk management evaluation/continuous quality improvement programs.	Yes, but work in progress... Will further develop next CCP cycle.	N

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APPENDIX 5 – SAMPLE PROFESSIONAL DEVELOPMENT PLAN: CONSULTANT DIETITIAN

Reminder: To be filled in throughout the reporting period. Submit at the end of the reporting period. Registrants must report **at least three learning goals** that address **three different standards and/or indicators**. Each learning goal must be completed by **at least two learning activities**.

Make as many copies of this form as you need to record your learning goals and activities.

NAME:		GROUP #:	DATE:						
GOAL#	STANDARD/ INDICATOR#	LEARNING PLAN: LEARNING GOALS/ACTIVITIES/ CONTRIBUTION TO PRACTICE	LEARNING PLAN PROGRESS STAGE					Comments/ Reason for Suspension	
			Preliminary	Intermediate	Substantial	Completed	Suspended		
1	Standard 1/ Indicator 5	<p>Goal: Learn about electronic client file models used in healthcare.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Research electronic healthcare client file models. • Liaise with other colleagues in private practice to gather recommended formats. • Develop client e-files. <p>Contribution to practice: Upgrading of practice to electronic model to follow current trend in healthcare and eliminate paper records.</p>	✓						
2	Standard 1/ Indicator 6	<p>Goal: Refresh knowledge of PIPA and FOIPA.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Read PIPA/ FOIPA online. • Research tools for private practice set-up of electronic files as they relate to PIPA/FOIPA rules. • Summarize information and modify electronic files as relevant to meet legislation. <p>Contribution to practice: Ensuring new electronic client files are in line with PIPA/FOIPA legislation.</p>		✓					Have read PIPA and FOIPA online and reviewed CDBC's Privacy Legislation for Private Practitioners

Preliminary Progress: have developed a plan
Completed: all activities complete and integrated in practice

Intermediate: have started working on plan
Suspended: work on plan discontinued

Substantial: nearing completion of plan

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3	Standard 2/ Indicator 5	<p>Goal: Upgrade counseling/listening skills in sports nutrition.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Research the web for journal articles about athlete counseling approaches. • Summarize information and select strategies to implement. • Practice new skills with training partner and review. • Practice new skills with clients and monitor effectiveness: motivation/ satisfaction. <p>Contribution to practice: Offering upgraded counselling/ listening skills to sports nutrition clients.</p>					✓	Will work on this goal at a later time as next contracts do not relate to sports nutrition

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4	Standard 7/ Indicator 5	<p>Goal: Want to improve contract negotiation skills.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Research/find interactive negotiation workshop. • Attend workshop. Practice with experienced sales person. • Practice negotiation skills before signing next two contracts (Sept/ Nov 08). <p>Contribution to practice: Negotiate contracts more efficiently/confidently.</p>			✓			<p>Attended negotiation workshop at Royal Roads University.</p> <p>Practiced negotiating with family friend who is a car dealer.</p>

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