

CONTINUING COMPETENCE PROGRAM

for Registrants of
The College of Dietitians of BC

PROFESSIONAL DEVELOPMENT GUIDE



January 2012

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INTRODUCTION TO THE PROGRAM

This document is an introduction and guide to the *Continuing Competence Program (CCP)* for registrants of the College of Dietitians of BC (CDBC). The *Continuing Competence Program* was developed through consultation with registrants and informed by the experiences of other professional associations' competency programs, both in dietetics and other health professions.

The *Continuing Competence Program* began April 1, 2007. During the phase-in period (2007 to 2010), registrants became familiar with completing and submitting the required documents. Since April, 2010, all registrants follow a rotating cycle, submitting documents for review every three years. Refer to the Calendar on page 5.

CONTINUING COMPETENCE PROGRAM COMPONENTS

The *Continuing Competence Program* has three components:

COMPONENT	ACTIONS REQUIRED
1. Self Assessment <ol style="list-style-type: none"> 1. Professional Portfolio (optional) 2. Self Assessment Relative to Standards of Practice 	<ul style="list-style-type: none"> ➤ Update online annually ➤ Retain in the event of an audit
2. Professional Development Plan <ol style="list-style-type: none"> 1. Recording Standards of Practice and Indicators 2. Identifying learning goals 3. Identifying learning activities 4. Describing contribution to practice 5. Tracking progress 	<ul style="list-style-type: none"> ➤ Update online annually ➤ Submit every three years
3. Declaration of CCP Participation	<ul style="list-style-type: none"> ➤ Record annually with online registration renewal

ABOUT THE PROFESSIONAL DEVELOPMENT GUIDE

By working through the *Continuing Competence Program Professional Development Guide* (PDG), registrants reflect on their performance relative to the CDBC Standards of Practice, and based on this assessment, decide what they want to learn and how they want to learn it. Through this process, registrants demonstrate ongoing growth and development of their professional knowledge and skills, and have a systematic way to document how their learning/development activities impact their practice.

RATIONALE

As the regulatory authority for dietitians in British Columbia, the CDBC is responsible under the *Health Professions Act* for establishing and maintaining a continuing competency program to promote high practice standards. The *Continuing Competence Program* fulfills this legislative requirement and supports the College's mandate to serve and protect the public. The *Continuing Competence Program* is based on the CDBC Standards of Practice, stated in Schedule B of the bylaws.



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C OMPETENCE

P ROGRAM

BACKGROUND

The *Continuing Competence Program* is one of several quality assurance initiatives of the CDBC designed to promote quality practice for the public's protection. Other initiatives include:

- Code of Ethics
- Standards of Practice
- Practice Guidelines
- Complaint process

Protection of the public requires that registered dietitians (RDs) maintain and apply current knowledge. The *Continuing Competence Program* and the *Professional Development Guide* were developed to assist planning for and reporting of relevant professional development. CDBC has chosen a self-determined, reflective approach to professional development planning rather than a system of passive learning (e.g., documentation of attendance at or participation in learning activities). This approach was chosen as it promotes deeper and more personally relevant learning (Stoddard, 2004).

PRINCIPLES

The CDBC committed to the following principles in developing the *Continuing Competence Program*:

- The *Continuing Competence Program* contributes to protection of the public by ensuring registrants comply with appropriate standards of dietetic practice
- Providing *Continuing Competence Program* tools (i.e., the *Professional Development Guide*) that are straight-forward, easy-to-follow, and time efficient for registrants to use
- Valuing and encouraging continuing development and lifelong learning
- Valuing all types of learning related to dietetics
- Using a fair and transparent process of document review/assessment
- Evaluating the *Continuing Competence Program* on a regular basis.

INSTRUCTIONS FOR USING THE PROFESSIONAL DEVELOPMENT GUIDE

To fulfill the requirements of the *Continuing Competence Program*, registrants refer to the relevant sections/forms in the *Professional Development Guide* to:

- Assemble a professional portfolio (this step is highly recommended, although not mandatory)
- Conduct a self assessment of performance relative to the Standards of Practice
- Summarize the results of the self assessment to identify target areas for personal professional development
- Prepare personalized learning plans by identifying existing and/or potential professional development activities that correspond to target areas
- Document evidence of participation in relevant professional development activities
- Track progress toward achievement of learning goals
- Complete and submit an annual online declaration of participation in the *Continuing Competence Program*
- Submit for review every three years a Professional Development Plan.

Professional Development Guide components are available as documents downloadable from the CDBC website and the online CCP.

www.collegeofdietitiansbc.org

CALENDAR: 2012-2015

Find your CCP reporting group year at <https://pacific.alinity.com/cdbc/webclient/>

DATE	2013 GROUP	2014 GROUP	2015 GROUP
October 31, 2012	Submit Professional Development Plan (PDP)		
November 2012	Receive acknowledgement of receipt of PDP		
December 2012	Receive notification of successful completion of program		
by March 31, 2013	Check the “Declaration of CCP Participation” box during online registration renewal		
April 1, 2013	Begin a new 3-year reporting period ending March 31, 2016: <u>2016 GROUP</u>		
October 31, 2013		Submit Professional Development Plan (PDP)	
November 2013		Receive acknowledgement of receipt of PDP	
December 2013		Receive notification of successful completion of program	
by March 31, 2014	Check the “Declaration of CCP Participation” box during online registration renewal		
April 1, 2014		Begin a new 3-year reporting period ending March 31, 2017: <u>2017 GROUP</u>	
October 31, 2014			Submit Professional Development Plan (PDP)
November 2014			Receive acknowledgement of receipt of PDP
December 2014			Receive notification of successful completion of program
by March 31, 2015	Check the “Declaration of CCP Participation” box during online registration renewal		
			Begin a new 3-year reporting period ending March 31, 2018: <u>2018 GROUP</u>

PARTICIPATION REQUIREMENTS

All registrants will participate in the program annually as described on the Calendar on page 5.

Registrants will:

- Work through the *Self-assessment Relative to Standards of Practice*
- Prepare a *Professional Development Plan*
- Submit their *Professional Development Plan for review* by October 31 the year before their reporting deadline.

GROUP ASSIGNMENT

Registrants were initially assigned to one of three cohorts by birth date to balance reporting groups at the beginning of the *Continuing Competence Program*.

New registrants, including reinstating registrants are now assigned to a CCP reporting group by initial registration or reinstatement date. This parameter is consistent to all new or returning registrants and allows completion of a three-year reporting cycle.

The CDBC will inform new registrants of their reporting group upon registration.

SELF ASSESSMENT
PERSONAL
PROFESSIONAL DEVELOPMENT
ANNUAL DECLARATION OF
PARTICIPATION

REFERENCES

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