

APPENDIX 1 – SAMPLE CONTINUING COMPETENCE PLAN FOR REINSTATEMENT: CLINICAL DIETITIAN

SAMPLE SELF ASSESSMENT RELATIVE TO STANDARDS OF PRACTICE			
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> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.			
1	Practices in accordance with provincial legislation. (<i>Health Professions Act, Dietitians Regulation and CDBC bylaws</i>)	I am aware of the legislation but could use a refresher.	Y
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.	I was once very familiar with these but need to update myself to see what is new.	Y
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.	I am very careful about where my skill level is at and would not practice outside of my scope and my own abilities.	N
4	Obtains informed consent when required.	I am aware that informed consent is necessary before nutrition services are delivered.	N
5	Records client and other information in a clear, concise and timely manner.	I know that standards for client records vary by workplace; I would be careful to follow the standards/instructions of my workplace.	N
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.	I have been reading about health information acts on the internet. I need to ensure that I follow these acts once employed and per #5, that I maintain information as required by the workplace.	N
7	Integrates principles of sound financial management into practice as appropriate.	I am acutely aware of the need to integrate financial planning and management into daily practice; I am a careful planner of budgets at home and see how this can carry over to the workplace. I would need to learn about the financial parameters in place at my workplace.	N
8	Incorporates appropriate continuous quality improvement programs into	I have developed many QI approaches to assess tray service/intake in my previous jobs. This is very familiar to me.	N

	practice, including but not limited to: audits, surveys, variance analysis.		
9	Incorporates relevant risk management strategies into practice, including but not limited to: disaster, pandemic, contingency, strike/lock out, threat, supply/service disruptions.	I understand the principles involved in risk management and the importance of site specific application of these principles; I'd learn more about this once in a workplace.	Y?

* Refer to Glossary for definition.

STANDARD 2: A dietitian communicates and interacts clearly and effectively with individuals and groups.			
Self-Assessment Indicators	Notes		Plans to address? (Y/N)
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.			
1	Adapts verbal and written communication styles to meet the needs and level of understanding of others.	I have been on the advisory council of the 'Baby Time' at the community centre and have had much practice in that setting of adapting my communication style to suit the various groups involved (parents, politicians, parks and recreation staff, etc.)	N
2	Uses appropriate information gathering skills to compile accurate, comprehensive and relevant information, including but not limited to: interviews, meetings, focus groups, surveys.	I am very familiar with many ways of gathering information based on my previous work and with work on committees related to the community centre.	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.	I have no formal training in assessing learning styles but I definitely know how important it is. This is something I'd like to pay more attention to and learn about when I get back to work to see how it applies in the work environment (with clients, staff, students, etc.)	Y
4	Facilitates teamwork, including but not limited to: clients, care givers, agencies, employees, colleagues, other professionals.	I am all about teamwork based on my accomplishments with volunteer work at the community centre. I know that this skill will be useful in a clinical dietitian position.	N
5	Uses effective counselling and listening skills.	Counselling is my favourite aspect of work as a dietitian. I have well developed listening skills, integral to the counselling role.	N

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STANDARD 3: A dietitian applies current research and best practice findings when delivering services.			
Self-Assessment Indicators	Notes	Plans to address? (Y/N)	
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.			
1	Demonstrates competence in all areas of current practice.	I endeavour to demonstrate competence; I am careful to practice according to my knowledge and skills, and in accordance with laws and regulations.	ongoing
2	Acquires and applies new knowledge, skills and abilities to all areas of practice.	I am a keen learner, constantly reading and reflecting on new developments as they relate to dietetics (even though I have been off work for 2 years)	N
3	Acts as a credible and reliable source of current food and nutrition information.	I think I am up to date on food and nutrition information and am always able to respond to questions from friends/fellow volunteers.	N
4	Applies critical thinking skills in problem solving and decision making.	I enjoy exploring issues and challenges from multiple angles to arrive at optimal solutions.	N
5	Manages change in professional practice.	I manage change in my daily life juggling family and volunteer commitments; I know that this will transfer to the paid work environment.	N

* Refer to Glossary for definition.

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 address? (Y/N)	
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.			
1	Uses a client centered approach.	I have always been acutely aware of balancing client needs for information/services and providing nutrition information required for a given situation. I'd like to learn more about what 'client centred' means to see if I have been 'off base' or 'on track' with how I think of this concept.	Y
2	Collaborates with others, including subject matter experts, to contribute to client care.	I enjoy collaboration to optimize solutions to client care challenges.	N
3	Draws relevant conclusions from nutrition assessment data.	I have always been and remain skilled in synthesizing nutrition assessment information to make appropriate care decisions.	N
4	Identifies nutrition goals and develops nutrition care plans to achieve planned outcomes.	I believe in simple, carefully designed nutrition care goals; complicated plans don't achieve the desired outcome, in my experience.	N
5	Coordinates implementation of nutrition care plans.	I am skilled in coordinating care plans with food/nutrition and other services/personnel.	N
6	Assesses client progress in achieving planned outcomes.	I particularly enjoy monitoring client progress to learn how to best make care plans.	N

7	Evaluates effectiveness of nutrition care plans in achieving planned outcomes.	As per 6, this is an aspect of nutrition care that I really enjoy. I have done many projects gathering data to assess effectiveness of care and have written on this subject. I look forward to getting back to it.	N
8	Refers clients to other professionals and/or agencies as needed.	Per #5, appropriate referrals are integral to coordinated care.	N

* Refer to Glossary for definition.

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 address? (Y/N)
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.		
1	Provides nutritional health promotion and disease prevention information, including but not limited to: food, food security, policy development information.	Not applicable
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.	
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.	

* Refer to Glossary for definition.

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 address? (Y/N)
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.		
1	Manages the planning, production and distribution/service of food.	Not applicable
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.	
3	Manages the materials management system in an effective, efficient, and ethical manner.	
4	Coordinates workflow within constraints of the facility.	
5	Complies with legislation and regulations relating to workplace safety and sanitation.	

* Refer to Glossary for definition.

STANDARD 7: A dietitian practicing in the area of organization management effectively applies appropriate management systems and principles.		
Self-Assessment Indicators	Notes	Plans to address? (Y/N)
<i>My client* group(s):</i> I have been on maternity leave, then raising my child. I plan to look for a position as a clinical dietitian in a general hospital or in long term care.		
1	Manages effectively and appropriately directs the work of others.	Not applicable
2	Develops, implements and evaluates organizational policies and procedures.	
3	Complies with and ensures compliance with appropriate federal, provincial and municipal government regulations.	
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.	
5	Manages services and material resources in an effective, efficient and responsible manner.	
6	Develops and implements risk management evaluation/continuous quality improvement programs.	

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SAMPLE PROFESSIONAL DEVELOPMENT PLAN: CLINICAL 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: _____ **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	1:1	Goal: Make sure I practise in accordance with BC legislation: Health Professions Act, Dietitians Regulation and CDBC bylaws. Activities: <ul style="list-style-type: none"> • Conduct search for appropriate resources on internet and on CDBC website. • Journal about implications of this legislation to me and all dietitians in BC and how we practice. • Invite at least two practicing dietitians to discuss further. • Apply to everyday practice once I return to work. Contribution to practice: Safe and competent practice of dietetics after being away on maternity leave.		✓				Have reviewed internet/ CDBC resources; will complete upon return to work

Preliminary Progress:
Completed:

have developed a plan
all activities complete and integrated in practice

Intermediate:
Suspended:

have started working on plan
work on plan discontinued

Substantial:

nearing completion of plan

GOAL#	STANDARD/ INDICATOR#	LEARNING PLAN: LEARNING GOALS/ACTIVITIES/ CONTRIBUTION TO PRACTICE	LEARNING PLAN PROGRESS STAGE					Comments/ Reason for Suspension
			Preliminary	Intermediate	Substantial	Completed	Suspended	
2	1:2	Goal: Update my knowledge of dietetic practice standards, and practice guidelines and codes.						Will complete after discussing with colleagues/ beginning work
		Activities: <ul style="list-style-type: none"> • As per #1, review CDBC Standards of Practice, Code of Ethics, Continuing Competence, and complaint process. • Review Reserved Acts guidelines • Journal about implications of standards and guidelines to me and all dietitians in BC and how I/we practice. • Discuss with at least two colleagues and adapt practice if necessary. 			✓			
		Contribution to practice: Make sure I am updated regarding practice standards, guidelines and codes before beginning work.						

Preliminary Progress:
Completed:

have developed a plan
all activities complete and integrated in practice

Intermediate:
Suspended:

have started working on plan
work on plan discontinued

Substantial:

nearing completion of plan

GOAL#	STANDARD/ INDICATOR#	LEARNING PLAN: LEARNING GOALS/ACTIVITIES/ CONTRIBUTION TO PRACTICE	LEARNING PLAN PROGRESS STAGE					Comments/ Reason for Suspension
			Preliminary	Intermediate	Substantial	Completed	Suspended	
3	2:3	Goal: Learning how to assess learning styles						Will complete by implementing to practice
		Activities: <ul style="list-style-type: none"> Do an internet search on this topic and look at the PEN pathway related to nutrition education. Based on findings about assessing learning styles, I'll journal about how to apply this information when working with coworkers, clients, and students. I will network with dietitians who have an interest in this area and see if we can share information among ourselves or more broadly. 			✓			
		Contribution to practice: Gradually incorporate assessment of learning styles to client interviews and use to tailor client teachings.						

Preliminary Progress:
Completed:

have developed a plan
all activities complete and integrated in practice

Intermediate:
Suspended:

have started working on plan
work on plan discontinued

Substantial:

nearing completion of plan

GOAL#	STANDARD/ INDICATOR#	LEARNING PLAN: LEARNING GOALS/ACTIVITIES/ CONTRIBUTION TO PRACTICE	LEARNING PLAN PROGRESS STAGE					Comments/ Reason for Suspension
			Preliminary	Intermediate	Substantial	Completed	Suspended	
4	4:1	Goal: Learn about client centeredness.						
		Activities: <ul style="list-style-type: none"> • Conduct an internet and journal article search on what client-centeredness means in dietetics and other health and human services. • Journal about my findings about implications for my own practice; how this relates to work with clients, coworkers, students, the public. 	✓					
		Contribution to practice: Integrate new concepts of client-centeredness as it applies to client counseling and other work-related interactions.						

Preliminary Progress:
Completed:

have developed a plan
all activities complete and integrated in practice

Intermediate:
Suspended:

have started working on plan
work on plan discontinued

Substantial:

nearing completion of plan