

CONTINUING COMPETENCE PROGRAM

for Dietitians in BC

INTRODUCTION & GUIDE



NOVEMBER 2015

TABLE OF CONTENTS

INTRODUCTION TO THE PROGRAM	1
CONTINUING COMPETENCE PROGRAM COMPONENTS	1
ABOUT THE PROFESSIONAL DEVELOPMENT	2
RATIONALE	2
BACKGROUND	3
PRINCIPLES	3
GENERAL INSTRUCTIONS	4
CALENDAR: 2017-2019	5
PARTICIPATION REQUIREMENTS	6
GROUP ASSIGNMENT	6
REFERENCES	7

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 CCP was developed through consultation with Dietitians and informed by the experiences of other professional associations' competency programs, both in dietetics and other health professions.

The CCP began April 1, 2007. During the phase-in period (2007 to 2010), Dietitians became familiar with completing and submitting the required documents. Since April, 2010, all registrants follow a 3-year 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	
1. Professional Portfolio (optional)	➤ Update online annually
2. Self-assessment Relative to Standards of Practice	➤ Retain in the event of an audit
2. Professional Development Plan	
1. Choosing Standards of Practice	
2. Describing learning goals	➤ Update online annually
3. Recording learning activities	➤ Submit every three years
4. Describing contribution to practice	
5. Tracking learning plan progress	
3. Declaration of CCP Participation	➤ Record annually with online registration renewal

ABOUT THE PROFESSIONAL DEVELOPMENT GUIDE

By working through the CCP, Dietitians 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, Dietitians 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 competence program to promote high standards of practice. The CCP fulfills this legislative requirement and supports the College's mandate to serve and protect the public. The CCP is based on the CDBC Standards of Practice, stated in Schedule B of the bylaws.

CONTINUING

COMPETENCE

PROGRAM

BACKGROUND

The Continuing Competence Program (CCP) 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
- Patient Relations Program
- Jurisprudence Examination, and
- Complaint Process

Protection of the public requires that Dietitians maintain and apply current knowledge. The CCP was 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 CCP:

- The CCP contributes to protection of the public by ensuring registrants comply with appropriate standards of dietetic practice
- Providing CCP tools (e.g., the Professional Development Plan Guidelines) 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 and assessment
- Evaluating the Continuing Competence Program on a regular basis.

GENERAL INSTRUCTIONS

To fulfill the requirements of the CCP, Dietitians refer to the relevant sections in the online program:

- Assemble a professional portfolio (this step is highly recommended, although not mandatory)
- At the beginning of the reporting period, conduct a self-assessment of performance relative to the Standards of Practice
- Identify key Standards of Practice and Indicators for personal professional development
- Prepare learning plans for each key Standard of Practice/Indicator by identifying existing and/or potential professional development activities that correspond to specific areas of dietetic practice
- Record participation in relevant professional development activities
- Track status progress toward achievement of learning goals (i.e. “Preliminary”, “Intermediate”, “Substantial”, “Completed” or “Suspended”)
- Complete and submit an annual online declaration of participation to the CCP
- At the end of the three year reporting period, submit a Professional Development Plan for review online.

CCP components are available as documents downloadable from the CDBC website and the online CCP (SkillSure® Solution).

www.collegeofdietitiansofbc.org

CALENDAR: 2017-2019

Find your CCP reporting group year by logging into your [CDBC Account](#)

DATE	2017 GROUP	2018 GROUP	2019 GROUP
October 31, 2016	Submit Professional Development Plan (PDP), reporting on Learning Activities completed from April 1, 2014 to March 31, 2017		
December 2016	Receive notification of successful completion of program		
By March 31, 2017	Check the “Declaration of CCP Participation” box during online registration renewal		
April 1, 2017	Begin a new 3-year reporting period ending March 31, 2020; now part of 2020 Group		
October 31, 2017		Submit PDP, reporting on Learning Activities completed from April 1, 2015 to March 31, 2018	
December 2017		Receive notification of successful completion of program	
By March 31, 2018	Check the “Declaration of CCP Participation” box during online registration renewal		
April 1, 2018		Begin a new 3-year reporting period ending March 31, 2021; now part of 2021 Group	
October 31, 2018			Submit PDP reporting on Learning Activities completed from April 1, 2016 to March 31, 2019
December 2018			Receive notification of successful completion of program
By March 31, 2019	Check the “Declaration of CCP Participation” box during online registration renewal		
			Begin a new 3-year reporting period ending March 31, 2022; now part of 2022 Group

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 CCP.

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 informs new registrants of their reporting group upon registration.

SELF ASSESSMENT

PERSONAL

PROFESSIONAL DEVELOPMENT

ANNUAL DECLARATION OF

PARTICIPATION

REFERENCES

College of Dietitians of Alberta. 2005. Reviews and Review Criteria.

College of Dietitians of British Columbia. 2012. Bylaws. Schedule A. Code of Ethics.

College of Dietitians of British Columbia. 2016. Bylaws. Schedule B. Standards of Practice.

College of Dietitians of Ontario. 2006. Self-Directed Learning Tool Aggregate Results.

Health Regulatory Organizations of British Columbia. 2008. Essential Tools & Skills to Manage Effective Continuing Competence Programs.

Partnership for Dietetic Education and Practice (PDEP). 2013. The Integrated Competencies for Dietetic Education and Practice.

Stoddard L. 2004. Educating for Human Greatness. Brandon, VT: Holistic Education Press.