

# SELF-ASSESSMENT GUIDELINES

## 1. Professional Portfolio (optional)

Preparing a **Professional Portfolio** is highly recommended. A portfolio provides a record of a dietitian's practice, and makes it easier for dietitians to assess their employment and professional activities and to plan their professional development.

The portfolio may have other uses (e.g. preparing for job/ promotion interviews, on-line professional profile, etc.) Once established, a portfolio is readily maintained and updated.

A **Professional portfolio** may include, but is not limited to:

- a current résumé or curriculum vitae
- job description(s) or brief summary(ies) of the responsibilities of a position or positions held
- professional performance assessment(s) from employer(s), colleague(s), client(s), mentor(s), etc.
- letters of thanks or support from students, colleagues, clients or clients' families
- letters of reference
- resources developed
- policies and procedures to standardize practice
- announcements of or handouts from presentations to colleagues about conferences attended
- copies of published journal or professional newsletter articles
- evidence of professional volunteer service (e.g., Board, committee or working group participation)
- evidence of awards, certificates, diplomas and degrees conferred
- formal education transcripts for baccalaureate and post baccalaureate studies
- evidence of completion of dietetic internship and/or professional certificate programs
- journaling, scrapbook or other
- documentation outlining search for or pursuit of areas of interest to explore
- completed Professional Development Plans and,
- other documents of personal relevance.

## 2. Self-assessment Relative to Standards of Practice

Self-assessment provides dietitians with a systematic way to compare their practice to CDBC Standards of Practice. It also helps identify areas where dietitians perform well, as well as others they want to maintain, develop or enhance. Completing this process is the first step towards identifying continuing education learning goals for the Professional Development Plan.

## **The Standards of Practice\* are:**

### **Professional and Ethical Practice**

1. A Dietitian practices dietetics in compliance with legislation and organizational requirements.
2. A Dietitian practices within the CDBC scope of practice.
3. A Dietitian maintains competence in their practice area.
4. A Dietitian acts ethically in their professional interactions and while providing professional services.
5. A Dietitian practices in compliance with privacy legislation.
6. A Dietitian provides information and obtains informed consent prior to the provision of professional services.
7. A Dietitian maintains professional boundaries at all times.
8. A Dietitian identifies and manages any real, perceived or potential conflict of interest.

### **Communication and Collaboration**

9. A Dietitian communicates in a clear, concise and respectful manner.
10. A Dietitian contributes to the provision of quality professional services as a member of the clients' interprofessional team.
11. A Dietitian provides professional services concurrently with another provider from the same or a different profession only when the concurrent provision of services is beneficial to the client.

### **Client-centered Services**

12. A Dietitian provides quality professional services that reflect the unique needs, goals, values and circumstances of the client.
13. A Dietitian seeks information and incorporates an evidence-informed approach to their practice.
14. A Dietitian uses critical thinking to obtain assessment data, determine practice problems, plan, implement and evaluate professional services.
15. A Dietitian maintains clear and accurate records that document communications and the provision of professional services.

### **Leadership, Organization and Service Delivery**

16. A Dietitian leads and organizes effective and timely delivery of services.
17. A Dietitian who promotes their own or organizational services through media communicates in a professional and accurate manner.

\*Each Standard is described in greater detail in the Standards of Practice, Indicators and Outcomes Guide. Performance indicators describe how a dietitian's practice is assessed by the College and practice outcomes describe client expectations of a dietitian's practice.

## Completing the Self-assessment Relative to Standards of Practice

### Step 1

At the beginning of each CCP cycle, dietitians carefully review the Standards of Practice and Indicators (Self-assessment section of the online CCP).

Dietitians can complete the self-assessment independently or with mentors, colleagues or peers (collective input can help identify professional development options and opportunities).

### Step 2

Dietitians click “yes” for standards/ indicators they plan to work on during their 3-year CCP cycle. Here, dietitians can also make brief notes about their professional performance indicating areas of strength and where they want to maintain or develop their abilities/performance.

Note: any standard/indicators marked “yes” will automatically display in blue as goals to be addressed in the Professional Development plan.

Dietitians select “no” or “not applicable” for performance indicators that do not require action or are not applicable to their practice.

A minimum of 3 different indicators must be selected every CCP cycle (each cycle is 3 years). For example, dietitians may choose:

- three different indicators within the same standard of practice (e.g., Standards 4.1, 4.2 and 4.3) or
- three different standards and indicators (e.g., Standards 1.3, 2.3 and 4.3)

### Step 3

Dietitians update their self-assessment annually during their 3-year CCP cycle.