

## Quality Assurance Program Framework

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### Authority

[Health Professions Act](#), sections 16(2)(e), 26.1, 26.2, and [CDBC bylaws](#), s. 56-59.

### Background

According to section 16(2)(e) of *Health Professions Act* [the Act], one of the CDBC's main objectives is to: "establish and maintain a continuing competency program to promote high practice standards amongst registrants". The CDBC Quality Assurance Program fulfills this legislative requirement and supports the College's mandate to serve and protect the public.

### Quality Assurance Program

#### 1. Continuing Competence Program (CCP)

The CCP requirement begins when a Dietitian registers as a Full registrant and follows a three-year cycle. The CCP requirement continues with registration renewal on April 1, on a three-year basis and ends on March 31 of the third year.

By working through the CCP, Dietitians reflect on their performance relative to the CDBC Standards of Practice, and based on this assessment, determine a minimum of three learning plans that relate to three different standards/indicators of practice at the beginning of each CCP cycle. [Standards of Practice](#) form Schedule B of the CDBC bylaws and are founded on the national [Integrated Competencies for Dietetic Education and Practice](#).

Dietitians have three years to work on and complete their learning plans, which form the Professional Development Plan. 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.

In the third year of the CCP, Dietitians submit their Professional Development Plan online to the CDBC. Each learning plan must meet the Quality Assurance Committee (QAC)'s Assessment Criteria. Dietitians receive a general assessment letter to confirm completion of the CCP requirement or alert them to any errors or omissions. Dietitians have two attempts to complete the Professional Development Plan and satisfy the QAC's [Assessment Criteria](#).

#### Random Audit Selection Process

Each year, ten percent (10%) of Professional Development Plans submitted for review are randomly selected for audit by a randomization software. Dietitians are not be selected for audit if they:

- have already been audited in the previous CCP cycle
- notify the CDBC they have moved to another jurisdiction or
- notify the CDBC they are retiring with no plans to submit a Professional Development Plan nor renew their registration

Dietitians selected for an audit receive a general assessment letter as well as individualized detailed feedback. Incomplete Professional Development Plans after a second attempt will be forwarded to the QAC for review.

## **2. Review by the Quality Assurance Committee**

### **Second Failed Attempt**

The QAC will review and provide direction on second missed attempts of the Professional Development Plan. The QAC may ask the registrant to:

- explain their difficulty in meeting the Assessment Criteria and,
- provide documentary evidence of the continuing education reported in the Professional Development Plan

Documentary evidence of continuing education consists of a Professional Portfolio as defined in the [CCP Self-assessment Guidelines](#). The Portfolio will be reviewed by an assessor appointed by the QAC for accuracy, currency and completeness to support the continuing education reported in the Professional Development Plan.

During that time, registrants remain registered in Full while completing a third Professional Development Plan submission. The QAC will provide the registrant with a written evaluation of the third Professional Development Plan submission and Portfolio review.

### **Third Failed Attempt**

After a failed third attempt, the registrant will meet with the QAC or a panel of the QAC to review challenges in meeting the [Assessment Criteria](#) and documentary evidence requirements.

The Quality Assurance Committee may:

- appoint an assessor to evaluate the registrant's professional ability during an interview and review of workplace documentation or
- require the completion of the CDBC Self-assessment Process (CSAP) to identify gaps in knowledge and skills. The CSAP consists of:
  - a competence self-assessment questionnaire and scored case studies and/or,
  - a practical competence assessment (scored case-based panel interview)

The CSAP is administered on a cost-recovery basis at the expense of the registrant, in accordance with [Schedule D, Fees](#).

Upon review of the assessor's report and/or the competence assessment results, the QAC will provide the registrant with written recommendations for remediation, if necessary.

## **3. Remediation**

Remediation will consist of recommended course work and/or practical training. The registrant will have an opportunity to discuss the QAC's recommendation for remediation, completion timeline and need for competence re-assessment.

The registrant will remain registered in Full while completing remediation.

## **4. Notice to Inquiry Committee**

In accordance with s. 26.2 of the *Health Professions Act* and s. 59 of the CDBC bylaws, the Quality Assurance Committee may notify the Inquiry Committee if it has reasonable grounds to believe a registrant has committed an act of professional misconduct, demonstrated incompetence, has a physical/mental condition that impairs their ability to practice or poses a threat to the public.

### **References**

1. BC Health Regulators. August 2017. Environmental Scan on Quality Assurance Programs (not published).
2. BC Laws. [Health Professions Act](#). Sections 26.1 and 26.2; accessed January 12, 2018.
3. [CDBC Bylaws](#). Sections 56-59 and Schedules A and B; accessed January 12, 2018.
4. CDBC. Continuing Competence Program. [Assessment Criteria](#); accessed January 12, 2018.
5. College of Occupational Therapists of BC. [Quality Assurance Program Framework](#). March 2016; accessed January 15, 2018.
6. Partnership for Dietetic Education and Practice. [Integrated Competencies for Dietetic Education and Practice](#). 2013; access January 15, 2018.

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