

Supervision After Canadian Dietetic Registration Examination Failure

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Authority: CDBC Bylaws section 43.

Background:

In accordance with the CDBC bylaws, section 43, the CDBC grants temporary registration to applicants for a period of up to one year (renewable once) who have not met Full Registration examination requirements but who:

- a) have proven to the satisfaction of the Registration Committee that they can be reasonably expected to successfully complete the Canadian Dietetic Registration Examination and the Jurisprudence Examination; and
- b) in the opinion of the Registration Committee, may practice without any risk to public health; and
- c) meet all other registration requirements

The Canadian Dietetic Registration Examination (CDRE) verifies that a Dietitian is competent to practice dietetics across Canada. Temporary registrants of the CDBC must write the CDRE at the first scheduled sitting following their registration and pass the CDRE, in order to satisfy the College that they fulfill all of the qualifications for full registration.

A temporary registrant who fails the first official CDRE attempt may practice only under direct supervision by a full registrant, unless otherwise specified by the Registration Committee.

Policy:

- 1) The CDBC will inform temporary registrants who failed the exam in writing as soon as CDRE results are available.
- 2) The CDBC will permit a temporary registrant, who has failed the CDRE, to practice only under the direct supervision of a CDBC full registrant only.
 - a) Permission to resume practice is granted by the CDBC, to a temporary registrant, after review and approval of a submitted *Attestation of Competence Agreement for Supervised Dietetic Experience form* (see appendix 1).
 - i) Approval of supervision is determined by CDBC staff.
 - b) A temporary registrant must not resume practice until the CDBC has granted permission in writing.
- 3) The temporary registrant must have a signed *Attestation of Competence Agreement for Supervised Dietetic Experience* between herself/himself and a CDBC full registrant.

- a) The temporary registrant is responsible for ensuring that an appropriate supervision agreement is in place between herself/himself and the supervisor
- 4) The supervisor must be:
 - i) a current, full registrant, of the CDBC, in good standing; and
 - ii) actively working in the temporary registrant's area of practice; and
 - iii) available for daily, in person oversight and evaluation and for the temporary registrant to consult and or collaborate as needed; and
 - iv) licensed to practice the appropriate restricted activities if the temporary registrant's practice area includes enteral or parenteral nutrition support; and
 - v) willing and able to evaluate the temporary registrant as performing dietetic activities independently, legally, safely and competently to the level expected of an entry-level Dietitian, who poses no risk of harm to the public; and
 - vi) free of any conflict of interest regarding the temporary registrant, including personal relationships such as friendships or family.
- 5) The temporary registrant is supervised according to the:
 - a) Integrated Competencies for Dietetic Education and Practice; and
 - b) CDBC bylaws, Schedule A – Code of Ethics; and
 - c) CDBC bylaws Schedule B – Standards of Practice
- 6) Direct supervision must be in place until the temporary registrant successfully completes the CDRE.

APPENDIX 1

ATTESTATION OF COMPETENCE AGREEMENT FOR SUPERVISED DIETETIC EXPERIENCE

Introduction:

Full registrants of the College of Dietitians of BC (CDBC) may be asked to attest to the competence of a candidate who is pursuing registration with the CDBC or has limits/conditions on their practice. This may include attestation of competence for:

- an individual seeking re-entry to the dietetics profession, who needs to complete practical training upgrading to meet the current competencies; or
- an internationally educated individual seeking entry to the profession who must complete practical training upgrading to meet the current competencies for practicing dietetics in Canada; or
- a current or former temporary CDBC registrant who requires supervision after an unsuccessful attempt at the Canadian Dietetic Registration Examination (CDRE); or
- a current or former temporary CDBC registrant who must complete practical training upgrading requirements set out by the CDBC Registration Committee in order to re-attempt the CDRE; or
- an individual who must complete practical training upgrading to meet requirements set out by the CDBC Inquiry Committee in order to address issues arising from a formal complaint.

Purpose:

The College of Dietitians of BC's (CDBC's) *Attestation of Competence Agreement for Supervised Dietetic Experience* establishes appropriate supervision expectations between candidates who require supervision of dietetic practice and full registrants of the CDBC.

Instructions:

1. Please complete Section 1 – Candidate and Section 2 – Dietitian Supervisor.
2. Submit the completed agreement to the CDBC – info@collegeofdietitiansbc.org
3. The candidate must not proceed with the dietetic experience or resume any dietetic employment until the CDBC has approved the agreement in writing.

Section 1 – Candidate:

Name: _____ CDBC Registration # (if applicable): _____
Anticipated Dates for Supervision: Start: _____ End: _____

Primary area of practice: _____

Responsibilities of the Candidate

1. I am responsible for organizing my *Attestation of Competence Agreement for Supervised Dietetic Experience*.
2. I will conduct myself in accordance with the CDBC's bylaws, the Schedule A – Code of Ethics and Schedule B – Standards of Practice.
3. I will provide the College with the name of a full registrant who has agreed to supervise me.
4. I shall initiate a first meeting with my Dietitian Supervisor to review the supervision expectations as outlined by the Registration Committee or the Inquiry Committee.
5. I will seek the advice from my Dietitian Supervisor daily and will follow her/his direction.
6. I will co-operate with my Dietitian Supervisor.
7. If, for any reason, my Dietitian Supervisor is not able to provide supervision, I will notify the College immediately and provide the name of another RD who is willing to supervise me.
8. I am aware that this supervised experience may be extended beyond the minimum number of hours specified, as necessary, in order for me to demonstrate safe, ethical and competent practice.
9. I understand my responsibilities as the candidate in this agreement.

Signature: _____

Date: _____

Section 2 – Dietitian Supervisor:

Name: _____

CDBC Registration # _____

Primary area of practice: _____

Responsibilities of the Dietitian Supervisor

1. I will supervise the candidate listed above in her/his overall performance of this dietetic experience, in accordance with the Integrated Competencies for Dietetic Education and Practice, the CDBC's Bylaws, Schedule A – Code of Ethics and Schedule D – Standards of Practice.
2. I will evaluate the candidate as performing dietetic activities independently, legally, safely and competently to the level expected of an entry-level Dietitian who poses no risk of harm to the public.
3. I will notify the CDBC immediately if the candidate is not compliant with the supervision requirements or any other conditions on her/his supervised dietetic experience permit.
4. Before the candidate begins the dietetic experience, I will orient her/him to any applicable legislation, policies and/or procedures related to the practice area(s) included in this experience (e.g. Freedom of Information and Privacy Protection Act; Personal Information Protection Act, etc.).
5. I will be physically present to supervise the candidate each day. When I am not physically present, I will be available for consultation and advice, at all times, via telephone or internet.
6. In the event that I am away on vacation, because of illness, or for any other reason, for a period of greater than one week, I will ensure that another full registrant of the College is available, in my place, to carry out the terms of this agreement. I will first obtain approval from the CDBC for another full registrant of the College to act as a direct supervisor.
7. If applicable, the activities performed by the candidate will be fully and accurately described in the CDBC's *Self-Directed Practicum Placement Guide*.
8. I am aware that the candidate's supervised experience may be extended beyond the minimum number of hours specified by the CDBC, as necessary, for the candidate to demonstrate safe, ethical and competent practice.
9. In the event that I have concerns regarding the candidate's competency to practice dietetics in any respect, I will report my concerns immediately to the CDBC.
10. I understand the responsibilities of the Dietitian Supervisor in this agreement.

Signature: _____

Date: _____

Signing an Attestation of Competence form carries significant responsibility. *It is a serious offence to sign off competencies for a candidate if you are not confident this candidate is competent to practice dietetics to the level expected of an entry-level Dietitian who poses no risk of harm to the public.* The CDBC Registration and Inquiry Committees review attestations and rely on the attesters to confirm that the candidates have attained safe and competent levels of practice.

CDBC use only: Approved by: _____	Date: _____
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