



**COLLEGE OF  
DIETITIANS OF MANITOBA**  
Registered Dietitians. Promoting Standards

# Continuing Competence Program Handbook

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# Continuing Competence Program Handbook

## Table of Contents

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<b>1. INTRODUCTION TO CDM CONTINUING COMPETENCE PROGRAM .....</b>	<b>2</b>
WHAT IS CONTINUING COMPETENCE? .....	2
OVERVIEW OF CDM CONTINUING COMPETENCE PROGRAM .....	2
<b>2. SELF ASSESSMENT .....</b>	<b>3</b>
<b>3. PROFESSIONAL LEARNING GOALS AND ACTIVITIES.....</b>	<b>4</b>
GOALS FOR PROFESSIONAL DEVELOPMENT.....	4
SELECTING PROFESSIONAL DEVELOPMENT OPPORTUNITIES .....	5
ACTIVITIES THAT DO NOT QUALIFY FOR CC PROGRAM .....	5
INSTRUCTIONS .....	7
<b>4. JURISPRUDENCE LEARNING MODULES.....</b>	<b>9</b>
<b>5. CONTINUING COMPETENCE PROGRAM AUDIT .....</b>	<b>10</b>
<b>6. CONTINUING COMPETENCE PROGRAM SCREENING .....</b>	<b>11</b>
<b>7. CC and JURISPRUDENCE FAQ.....</b>	<b>12-15</b>
<b>8. APPENDIX A – EXAMPLE OF A CC SUBMISSION .....</b>	<b>16</b>

# 1. INTRODUCTION TO CDM CONTINUING COMPETENCE PROGRAM

## WHAT IS CONTINUING COMPETENCE?

Competence is more than the accomplishment of discrete and isolated tasks. Rather, it involves the interaction and integration of knowledge, critical thinking, judgment, attitudes, skills, values and beliefs. It also includes the ability to generate learning and evolve and adapt to changing situations and different environments.

When you enter the dietetics profession your competence is measured by the *Canadian Dietetics Registration Examination*. You are required to remain competent throughout your career.

Maintaining competence is the responsibility of each professional. Participating in professional development activities contributes to achieving continued competence as do other activities you undertake such as self-assessment and performance appraisals with your employer. Each individual dietitian is accountable for their own practice, for setting goals for professional development and undertaking professional development activities to meet those goals.

Regulatory bodies are required by government to implement continuing competence programs to provide reasonable assurance to the public that the members who are licensed to practice as dietitians are competent.

## OVERVIEW OF CDM CONTINUING COMPETENCE PROGRAM

The CDM Continuing Competence (CC) Program is a program to monitor each dietitian's participation in professional development activities. It is not possible for such a monitoring program to guarantee competence; however, it is a reasonable method for CDM to use for granting continued licensure.

Each member must submit their completed Continuing Competence Program on an annual basis in order to receive renewal of their CDM licensure.

As of the 2020-2021 renewal year, there are two components to CDM CC program:

- A. Each member must set goals for professional development and undertake activities to meet those goals.
- B. Each member must complete any required jurisprudence learning modules.

## 2. SELF-ASSESSMENT

Reflecting on where you are in your professional development and where you would like to be in the future is an important component of professional development.

Assessing your areas of strengths and areas for further development can assist you in formulating professional development goals. Your professional development activities will be guided by your professional development goals.

Dietitians are held accountable to the [Professional Standards for Dietitians in Canada](#). These standards, as well as the [Integrated Competencies for Dietetic Education and Practice](#) and [Code of Ethics for Registered Dietitians](#) can be used to determine areas for further improvement.

Dietitians practice in very diverse areas. The knowledge and skills you need to further develop will depend upon the area you practice in and your goals for the future

## 3. PROFESSIONAL LEARNING GOALS AND ACTIVITIES

### GOALS FOR PROFESSIONAL DEVELOPMENT

When writing your goals, consider the SMART criteria and include as many of these components as you can in your goals:

Specific	Be specific as possible
Measurable	Is it possible to measure your goal? How will you know if you achieved your goal?
Achievable	Be realistic and consider what activities you can undertake to meet your goal.
Results	Can you identify an outcome of your goal? Will you be able to demonstrate the result of your learning?
Time	Can you define a time frame for your goal?

Ensure that your goals relate to professional development and not personal or career development. The [example of CC submission](#) illustrates professional development goals as they relate to increasing knowledge or skills in specific areas related to dietetic practice.

Personal/career goals such as establishing a career or networking with colleagues do not relate to your competence and should not be included with your CC program submission.

Some goals may take several years to achieve, or an individual may find that although they planned on working on a specific goal this year, circumstances prevented that and yet it is still a goal they have planned for themselves.

The goals you submit may or may not be completed in a one-year period. Thus, it is acceptable to carry over a goal from one year to the next.

## SELECTING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Dietitians should select professional development opportunities that will assist them in achieving their goals.

The criteria an activity should meet include:

1. It is at a professional level.
2. It is related to dietetic practice.

*This may include your current area of practice or an area you are planning to practice in (e.g. a registered dietitian is currently working in a term position in a community setting however would like to work in a tertiary care centre so a course in enteral and parenteral nutrition could be appropriate).*

3. You can demonstrate the benefit to your professional development (e.g. *a course on using new technology for education would be relevant to someone who educates clients and who could consider implementing the new technology into her/his practice*).

As dietitians' practice in a wide variety of practice settings, it is not possible to compose an inclusive list of appropriate activities. Use professional judgment in determining appropriate activities to meet your goals.

In light of the extraordinary circumstances resulting from the COVID-19 pandemic, an exception has been approved to allow professional learning activities related to the pandemic response to be included in your CC submission for this renewal year, even if they are not related to the practice of dietetics.

These activities could include any additional training, orientation, and/or refreshers that were completed as a result of redeployment/reassignment and taking on additional responsibilities during the pandemic.

Please note:

- Activities must be at a professional level
- Include in your relevance to practice that the activity **relates to the COVID-19 pandemic**
- Professional learning activities related to the practice of dietetics must also be included in your submission

## ACTIVITIES THAT DO NOT QUALIFY FOR CC PROGRAM

Activities that are targeted towards the general public are not considered appropriate for submission. These types of activities may be beneficial to expand your knowledge in an area outside of your practice (e.g. a dietitian practicing in a management position attends a public forum on osteoporosis) or may be necessary to assist you in your practice (e.g. a dietitian in private practice reads fad diet books to discuss with clients) but they are not at a level that is judged to be professional development.

Some learning activities may be required by your employer but may not be related to your professional development as a dietitian (e.g. fire safety training, orientation, working groups for accreditation). These are not accepted as professional development activities for your CC Program submission.

It is not possible to develop a comprehensive listing of activities that are not acceptable, however the following are some examples of activities that are not accepted for submission for the CDM CC Program:

### Activities geared to the public, such as:

- Computer classes
- Healthy Vegetarian Eating
- Keeping Your Skeleton Happy
- Growing Local Conference
- Food Handler Training Certificate – levels 1 and 2
- Walmart Diabetes Day
- Nutrition Month presentations and displays
- Reading books written for the general public
- Watching videos or movies geared to the general public
- Personal interest courses – e.g. CPR training, pre-retirement planning, cooking classes
- Media interviews (*can claim any professional level research completed in preparation for interview*)
- Presentations to the public (*can claim any professional level research completed in preparation for presentation*)

### Employer/Safety Related Activities

- Fire Safety Training
- Mock Disaster Training
- Non-Violent Crisis Intervention
- Accreditation working groups
- Orientation

### Other

- DC membership
- Language Training
- Fitness Leadership certification
- Networking with colleagues

- Phone calls with colleagues
- Regular meetings with staff or colleagues (*note that if a specific professional development activity occurred as part of a meeting, this can be specifically documented and submitted, but should not be reported simply as a meeting*)
- Teaching a course. The time spent teaching is considered employment. You may submit the research that was done in order to prepare for the course or if it is a course you have taught before you may submit the research done to update a specific lecture.
- Courses taken for upgrading and/or remediation as required by the Board of Assessors.
- Any course work, workshops, seminars, completed during dietetic internship/practicum.
- Any course work done as a registration requirement is not eligible for CC, including the CDRE.

Each member is responsible for maintaining their records, submitting 15 points annually and ensuring that professional development activities are submitted only once. For example, if you have 20 points of professional development for the 2019-2020 year, you may report 15 points now and report the five points the following year. However, if you report all 20 this year, you will need to report 15 new points the following year.

If you have questions about whether an activity will meet program guideline, please contact CDMs  
[Professional Practice Coordinator](#)

## Instructions

1. Login to the [CDM website](#)
2. Click on 'My Continuing Competence'

### **Goals:**

- The goals that you have been working on from the past reporting year will appear.
- To enter your future goals, click on "Add Future Goal". A page entitled "Professional Development Goals - Future" will appear.
- Enter your first goal and when completed, save it. You will notice that a page will come up stating "added a future goal". For your subsequent goals, complete the same steps. You must submit a minimum of two goals per year.
- When you have completed entering your goals, click on "My Continuing Competence".

**Summary of Professional Development Activities:**

*Activities recorded must have taken place between February 1 of two years prior, to January 31 of this year and must not have been previously submitted. If you choose to carry over points, those professional development activities **must not** be reported at this time as activities must only be reported once.*

- Click on the “Add Activity” icon. A page entitled “Add a Professional Development Activity” will appear.
- Complete required fields for each activity.
- **Point Value** - The [CC Guidelines for Points Allocation](#) is provided as a general reference. Some courses such as those offered by Dietitians of Canada and those accredited by the Commission on Dietetic Registration (CDR) in the US, will have a point or credit value assigned. If you are unsure, please contact the College for guidance.
- **Which professional development goal does this activity support?** If the activity is not related to one of your goals, you may leave this section blank.
- **Type of Activity.** e.g. webinar, online course, seminar, workshop.

Please list the sessions for all conferences, where sessions are offered. For example, DC Conference, Diabetes Canada Professional Conference.

- **Relevance to Practice.** Please indicate the knowledge you gained in completing the activity, how the activity is relevant to your practice, how the activity impacted your practice / professional development? (If it did impact your practice / professional development). There is a limit of 500 characters for this section.
- Once you have completed your first activity, press “**Save**”. Once saved, you will see a message indicating “your activity has been updated”, and you can proceed to enter your next activity.
- Once you have completed inputting all your activities for this renewal submission, **PRINT YOUR SUBMISSION** and then click on the “submit” button located at the bottom of this page.
- **RECORDS ARE TO BE KEPT FOR SEVEN (7) YEARS.**
- Once your CC has been submitted, it will be displayed in your past activities archive.

## IMPORTANT:

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- Read all the instructions before completing your submission.
- You are required to meet the CC Program requirements as part of your CDM license renewal.
- **Current and Future Goals for Professional Development *must*** be submitted with your renewal.
- **Summary of Professional Development Activities *must*** be submitted with your renewal.
- **Relevance to Practice *must*** be submitted with your renewal.
- **Retain your supporting documentation** for submission in case you are selected for random audit.
- You are required to declare that all CC activities have been completed, the information is accurate, and activities have not been previously submitted.

## 4. JURISPRUDENCE LEARNING MODULES

It is important that all health professionals have an understanding of jurisprudence: the laws and standards that relate to their practice. Many health regulatory colleges have jurisprudence programs to provide education for their registrants and help ensure that they practice within the boundaries of the law. The College of Dietitians collaborated with several other health regulators in Manitoba to develop a shared jurisprudence learning module on the topic of social media.

**This module is a mandatory component of the CC program and must be completed by January 31.**

**INSTRUCTIONS** (Note: the module is viewed best on a desktop, laptop or tablet)

1. Login to the [CDM website](#)
2. Click on "My Jurisprudence"
3. Click on "Play"
4. Click "next" (desktop/laptop) or the right arrow (tablet) to advance to the next slide, once the narration is complete.
5. You may go back to review information again and then fast forward through the slides that have already been viewed.

#### A few tips about the module:

- It will take approximately 1½ to 2 hours to go through all the information in the module.
- You may start and stop at your convenience, however, must use the same device in order to resume where you left off.
- **The quiz at the end must be completed.**
- A certificate of completion will be displayed once you have completed the quiz. You may keep a printed copy or screenshot of this certificate for your own records however, you are NOT required to send this to the College.
- The College will be able to track completion of the module.
- In the event of a discrepancy between the certificate of completion and the records of the College, the College records will stand.
- **You may claim 2 points for this activity in your CC submission.**

## 5. CONTINUING COMPETENCE PROGRAM AUDIT

Each year 5% of the submissions will be randomly selected for audit.

Members who are randomly selected for audit will be notified by email and will be required to submit supporting documentation as listed on the [CC Guidelines for Points Allocation](#).

Members will be required to submit the above documentation with 14 days of the date of the audit. The submissions randomly chosen for audit are reviewed by the Continuing Competence Audit Committee.

Once the audit is completed, members are notified of the results, in writing.

CC submission that do not meet program requirements may be forwarded to the Board of Assessors for review. Members will be asked to submit additional information (if required) prior to review by the Board of Assessors.

Members will be notified of the decision of the Board of Assessors, in writing.

Decision of the Board of Assessors may be appealed to Council. Appeals must be submitted within 7 days of being notified of the decision of the decision of the Board of Assessors.

## 6. CONTINUING COMPETENCE PROGRAM SCREENING

Prior to the renewal deadline, all CC Program submissions (except those selected for random audit) are reviewed by the Continuing Competence Screening Committee to ensure that program guidelines have been met.

The purpose of the screening is to:

1. Ensure that members have submitted a minimum of two professional development goals for the reporting year and two professional development goals for the upcoming year.
2. Ensure that activities reported on 'Summary of Professional Development Activities' meet the criteria for acceptable professional development activities.
3. Ensure that each member has submitted a minimum of 15 points of acceptable professional development.

Submissions that do not meet the above screening criteria may be forwarded to the Board of Assessors for review. Members will be asked to submit additional information (if required) prior to review by the Board of Assessors.

Members will be notified of the decision of the Board of Assessors, in writing.

Decisions of the Board of Assessors may be appealed to Council. Appeals must be submitted within 7 days of being notified of the decision of the Board of Assessors.

## 7. FREQUENTLY ASKED QUESTIONS

### CC FAQ

- Q. *How can I set goals when I do not know what activities I will be able to undertake in the upcoming year?*
- A. The goals you set should be related to your goals for your professional development. With expanding opportunities using technology or reading appropriate literature, it should be possible to meet at least a portion of a goal that you set during the reporting period. It is not necessary to finish a goal within one year.
- Q. *If I participate in a professional development activity that does not relate to one of the goals I set, do I have to set a goal for that activity?*
- A. Opportunities may present themselves during the year which are very applicable to your professional development. If you had not set a goal related to an activity you do not need to 'work

backwards' and set another goal. Simply record this activity and leave 'Meets Goal 1-4' blank for that activity.

*Q. Can I submit more than 15 points one year and submit less than 15 the next year?*

A. No. Each year you must submit 15 points for professional development activities. If you choose to report more than 15 points for a given reporting year, you must still submit 15 points the following year.

*Q. How do I "carry-over" points?*

A. Each member is responsible for recording their professional development activities and reporting the required number of points from their total activities. Activities for a given reporting year can be accomplished during the previous TWO years. For example, activities to be reported in January 2021, can be accomplished between April 1, 2019 and January 31, 2021.

If you wish to carry over points, you must remember to report them only ONCE. For example, if you participate in a professional development activity in June 2020, you may report that activity on your Continuing Competence submission in January 2021, or you may NOT report it at that time and "carry-over" the points from that activity on report in on your Continuing Competence submission in January 2022.

*Q. How do I know if an activity is professional development or part of my daily work?*

A. Professional Development activities are generally planned activities chosen to meet set goals. As described previously, some activities may present themselves and fit well with your overall professional development even though they do not fit within a specified goal you had set.

Activities such as consulting with a colleague regarding a question, whether it be in person, by phone, or by email, is part of providing appropriate nutritional care or ensuring optimal nutritional care for your individual clients - this is **not** professional development.

Preparing a presentation using materials and resources you have available to you that does not require any additional research on materials on your part is **not** professional development. Participating in activities such as general lifestyle/healthy living classes may be part of your personal development but does **not** qualify as professional development. It is not possible to list an inclusive list of activities that do or do not qualify. Use the [CC Guidelines for Points Allocation](#) form and the "Activities that do not qualify for CC program" as a guide.

If you wish clarification about the merit of a specific activity, contact CDMs  
[Professional Practice Coordinator](#)

*Q. How can I fully support my goals if only allowed to submit a maximum of 25 points?*

A. It is not the purpose of the Continuing Competence Program to do a complete audit of each member's professional development activities. Each member is responsible for ensuring their own competence and undertaking whatever activities may be necessary to maintain continuing competence. The CC program looks at a "snapshot" of each member's professional development activities to ensure that they are undertaking appropriate types of activities. Many members will undertake much greater than 25 points of activities in order to meet their goals. As there is no specific point value that can guarantee competence, the program has determined that 15 points per year is a reasonable expectation based on the requirements of other dietetic colleges and other similar continuing competence programs.

*Q. Is it possible to "catch-up" points versus carry over?*

A. No. In order to receive membership renewal with the College of Dietitians of Manitoba you must submit a minimum of 15 points **each** reporting year.

*Q. Can courses be split between two years? For example, I took a course that was allocated 30 CPE hours thorough the Commission on Dietetic Registration. Can I claim 15 points this year and 15 next year for this course?*

A. No, you cannot split points between renewal years. You must claim **all** points from the course in one reporting year.

## JURISPRUDENCE FAQ

*Q: Why do I need to understand jurisprudence?*

A: Dietitians must understand the laws and standards that relate to their practice. Increased awareness will help dietitians to practise within the boundaries of the law and ultimately lead to greater client safety

*Q: Who is required to complete the jurisprudence learning module?*

A: All dietitians must complete any required jurisprudence learning modules as part of their continuing competence requirements for registration renewal.

*Q: When do I need to complete the module?*

A: You must complete the module by January 31 in order to renew your registration in March.

*Q: How long does it take to complete the module?*

A: The module will take approximately 1 ½ - 2 hours to complete. There are links to external information and additional information that may increase the time required.

*Q: Does the module meet the requirements of the CDM Continuing Competence (CC) program?*

A: Yes, the module meets the requirements of the CDM CC program.

*Q: How many points can I claim for completing the module?*

A: Dietitians may claim 2 points for completing the module.

*Q: Can I complete the module on my phone?*

A: The module is not optimized to view on a cell phone. It is best viewed on a desktop, laptop or tablet.

*Q: Do I have to complete the module at one time?*

A: No, you can pause the module and resume later, provided you are using the same device. You will not be able to use different devices to complete the module.

*Q: Can I use different devices to complete the module? For example, if I start it at work and get called away, can I resume the module at home, where I left off?*

A: You can stop the module and come back to it later, provided you are using the same device. You will not be able to use different devices to complete the module.

*Q: Will I be tested on my knowledge?*

A: There is a quiz at the end of the module with practice scenarios and questions requiring a response. The rationale for each response is provided. Your score will not be reported to the College.

*Q: Can I re-do the module to get a better score?*

A: You can re-do the module as many times as you like. However, the College is only recording completion data. Your score will not be reported to the College.

*Q: Do I need to submit the certificate of completion to the College?*

A: You do not need to submit the certificate of completion. The College recommends that you take a screenshot or print a copy for your records.

*Q: Will I need to submit a certificate in the event that I am selected for audit of my CC submission?*

A: If your CC submission is selected for audit, the College will have a record that the module has been completed. No further documentation is required.

## 8. Example of a Completed CC Program Submission

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### My Continuing Competence

#### Goals for Professional Development 2020-2021

List the goals you have been working towards over the current year, April 1 to January 31.

You must submit a minimum of 2 goals for each year.

ADD GOAL

1. Develop skills in media relations by attending one workshop and reading at least two articles.
2. Development management and leadership skills in the area of legislation and regulations.
3. Obtain more knowledge in benchmark concepts and their application in food service administration by attending at least one seminar.

#### Goals for Professional Development 2021-2022

What goals are you planning to work towards in the *upcoming year*, February 1 to January 31? If your goals change during the upcoming year you may submit additional goals or a revised list of goals with your next year's submission.

ADD FUTURE GOAL

1. Enhance knowledge of diabetes prevention, especially in First Nations populations by attending at least one seminar on this topic.
2. Improve understanding of teaching principles and improve skills by attending a seminar and doing individual reading.

## Professional Development Activities to be Submitted for 2020-2021

Members are required to submit 15 professional development points (to a maximum of 25 points)



### IMPORTANT

Activities submitted must have taken place between April 1, 2019 and January 31, 2021 and must not have been previously submitted. It is each member's responsibility to maintain their records and submit 15 points annually.

[ADD ACTIVITY](#)

## Professional Development Activities to be Submitted for 2018-2019

Title and Description of PD Activity	Speaker & Host  (if applicable)	Date of Activity	Duration (hours)	Point Value	Professional Standard	Meet Goal
Employee Recognition Workshop	WRHA	05/12/19	3	3	3	3

### Relevance to Practice:

The Employee Recognition workshop was very helpful in providing suggestions for creative recognition which I can implement with my staff.

Media and the Message Workshop	DC	10/02/19	7	7	2,4	2
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List of Sessions Attended: 1. What to say  
2. What not to say 3. Communication roadblocks 4. How to handle misunderstandings

### Relevance to Practice:

This hands-on workshop not only provided good information on preparing for a media interview but also increased my awareness of the importance of developing your own message. It provided excellent tips on how to get your message across during an interview. The hands-on training and feedback were extremely valuable and will increase my confidence and comfort level in providing media interviews.

Provincial Conference – Ethical Choice & Accountability in Health Care	MB Health	11/14/19	1	1	2, 6	3
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**Relevance to Practice:**

The Ethical Choice session increased by understanding of the complexity of decisions that are made in my work environment and factors that should be considered when making difficult decisions. This is very relevant to decisions I face with regards to employees and I will use the tools from the session in making future decisions.

Fundamental of personnel law for managers and supervisors. List of sessions attended: 1. Law for managers 2. Personnel law for employees 3. Changing policies and procedures 4. Progressive discipline.	Human Resources Council	12/01/19	7	7	2,3,4	3
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**Relevance to Practice:** This conference provided an excellent foundation of the important laws that impact on my area of work in terminology and examples that were relevant to my work setting. I found the session on progressive discipline most beneficial and will use this information to adapt some of my policies and procedures.

**TOTAL POINTS:**

**18 POINTS**

### Submit your Continuing Competence for 2020-2021

You must submit your complete Continuing Competence Program goals and activities to the College by January 31 annually to receive renewal of your license.



**IMPORTANT:** Submit your continuing competence **only once** per year, April 1 – January 31

\* Yes, I have completed by Continuing Competence Program goals and activities.

**SUBMIT**