

CDM CONTINUING COMPETENCE PROGRAM GUIDELINES FOR POINTS ALLOCATION

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

Activities should meet the following criteria:

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*).

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

COVID – 19 related 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:

- All 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

CATEGORY/ACTIVITY	POINTS	INFORMATION TO INCLUDE WITH CC SUBMISSION	DOCUMENTS TO SUBMIT FOR AUDIT ONLY
CDM Jurisprudence Learning Module	2 points		No documents required
Web based learning e.g., webcasts, podcasts, webinars	1 per hour of professional subject matter		No documents required
Online Courses Craving Change Facilitator Training Manitoba Indigenous Cultural Safety Training	As outlined by course (cannot split points over more than one reporting year) 5 points 8-10 points		Proof of course completion / copy of certificate
Ground rounds, lectures, in-service education	1 per hour of professional subject matter		No documents required
Workshops/Seminars	1 per hour professional subject matter		Verification of participation
Conferences/Symposia e.g., DC Conference, CSCN Conference, DC Education events	1 per hour of professional subject matter,	<i>If reporting > 3 points, list specific sessions attended in your CC submission under 'Title of Activity'</i>	Verification of participation Copy of program outline indicating sessions attended.
Certification / Recertification e.g., CDE, ASPEN *Note: claim once certification/recertification completed. Cannot claim preparation (i.e., course to prepare for exam) separately from exam. **Craving Change is listed under 'Online Courses'	15		Copy of certificate
Peer Reviewed Professional Reading Including: • Peer Reviewed Journals • Clinical Practice Guidelines • PEN	½ per article Maximum of 6 points per year *Note: If the article has a quiz or evaluation, such as the CPE articles in the Journal of the Academy of Nutrition and Dietetics, points may be claimed as outlined in article	Provide topic and article reference in your CC submission	No documents required

CATEGORY/ACTIVITY	POINTS	INFORMATION TO INCLUDE WITH CC SUBMISSION	DOCUMENTS TO SUBMIT FOR AUDIT ONLY
Presentations to Professionals	4 If presentation is repeated, points can only be counted once		Presentation outline and bibliography of research
Journal Club (list topic in your CC submission) 1. Preparation and presentation 2. Participation only	2 Per hour of professional subject matter 1 per hour of professional subject matter	Provide topic and article reference on your CC submission	No documents required
Research Conducting Research as sole principal or co-investigator This category includes: 1. Conducting research 2. Writing paper for peer review 3. Oral presentation 4. Poster presentation Investigator must have participated substantially in the conception and design of the work, analysis of data and writing of the report. Examples of research include qualitative research studies and descriptive epidemiological research, clinical trials, case control studies, cohort or follow up studies or outcome research	15		Copy of research paper including introduction, purpose of research, methodology, discussion of results, summary and references. Sponsoring / funding institution information
Academic Courses Undergraduate, graduate or post graduate level in an area related to dietetics Auditing an academic course	15 Course must be complete prior to submission 8		Official transcripts and copy of certificate

CATEGORY/ACTIVITY	POINTS	INFORMATION TO INCLUDE WITH CC SUBMISSION	DOCUMENTS TO SUBMIT FOR AUDIT ONLY
Professional Education 1. Research for preparing new case studies, updating teaching materials 2. Developing CDRE exam questions	1 per hour of professional subject matter 1 per hour of professional subject matter Maximum of 4 points per year		Copy of new materials developed and bibliography of research Documentation of participation
Writing for publications 1. Writing for PEN 2. Reviewing for PEN 3. Book review for professional press	10 per practice question 5 per section reviewed 3 per book review		Copy of article or book review, including bibliography of research Copy of letter/email requesting RD be reviewer
Practice-related, professional self-care activities	1 per hour of professional subject matter Maximum 2 points/year		Documentation of participation.
Professional Committee Experience 1. Council member 2. Committee Chair 3. Committee Member	2 2 1 Maximum 4 points / year	Relevance to practice must include description of knowledge gained/impact on practice.	No documents required