

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PO Box 7022 Riverview, N.B. E1B 4T8 |  | p. 506-386-5903  f. 506-450-9375 |  | registrar@adnb-nbad.com  www.adnb-nbad.com |

Continuing Competence Program

Member Workbook 2018

Table of Contents

[Program Requirements 2](#_Toc501020984)

[Overview of the CCP Workbook](#_Toc501020985)

[CCP Annual Timeline](#_Toc501020986)

[Step 1 – Self-Assessment 3](#_Toc501020987)

[Self-Assessment Tool](#_Toc501020988)

[Step 2 – Learning Goals 13](#_Toc501020989)

[Key points to remember about your learning goals](#_Toc501020990)

[How to create SMART goals](#_Toc501020991)

[Step 3 – Activity Log 14](#_Toc501020992)

[How to keep an activity log](#_Toc501020993)

[Supporting Documentation](#_Toc501020994)

[Step 4 – Self-Reflection 16](#_Toc501020995)

[Continuing Competence – Goal 1 17](#_Toc501020996)

[Learning Goal](#_Toc501020997)

[Activity Log](#_Toc501020998)

[Self-Reflection](#_Toc501020999)

[Continuing Competence – Goal 2 18](#_Toc501021000)

[Learning Goal](#_Toc501021001)

[Activity Log](#_Toc501021002)

[Self-Reflection](#_Toc501021003)

[Quality Assurance Audit Process 19](#_Toc501021004)

[Summary 19](#_Toc501021005)

[Need help? 20](#_Toc501021006)

[Appendix A – Additional Activity Log 21](#_Toc501021007)

# Program Requirements

The New Brunswick Association of Dietitians (NBAD) Continuing Competence Program (CCP) is structured to support and ensure you as an Active or Temporary Member continuously update your dietetic competence.

Dietetic competence is the ongoing ability to integrate the appropriate dietetic knowledge, skill, judgement and professionalism required to practice safely and ethically in a specific practice area. As a member of the NBAD, it is your responsibility to maintain professional competence throughout your career as a Registered Dietitian. This is required by the NBAD Act, Regulations, By-Laws, Policies, as well as NBAD Code of Ethics.

NBAD’s mandate is public protection and to ensure the population receives the very best level of practice from you as a Registered Dietitian. The CCP is based on the NBAD Act, Regulations,   
By-Laws and Code of Ethics as well as the Standards of Practice and Essential Competencies for Dietetic Practice adapted with the Integrated Competencies for Dietetic Education and Practice (ICDEP). As an Active or Temporary Member of NBAD, you need to maintain a learning portfolio as documentation of your commitment to lifelong learning and improving competence as a healthcare professional.

## Overview of the CCP Workbook

The CCP Workbook has four components:

**Step 1: Self-Assessment**

This is a crucial step in the process because learning will only be meaningful and impact your practice if it relates to your learning needs.

**Step 2: Learning Goals**

As a result from your Self-Assessment (Step 1), set **two** relevant SMART goals for the coming year.

**Step 3: Activity Log**

Complete your learning activities.

Maintain a leaning Activity Log of all your learning activities and keep supporting documentation.

**Step 4: Self-Reflection**

Through critical reflection, evaluate your development of professional competencies.

|  |  |
| --- | --- |
|  | **Using the CCP Workbook**  The CCP Workbook is sent to all members before the end of October of each year. It is also posted on the NBAD website. You should download a copy of the CCP Workbook to complete all four steps of the CCP.  Your CCP Workbook is part of the required submission documents to be sent to NBAD when selected for audit. |

## CCP Annual Timeline

Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.

Step 4 – Self-Reflection on 2017 goals  
Step 1 – Self-Assessment for 2018  
Step 2 – Learning Goals for 2018

Audit Process

Step 3 – Activity Log for 2018 goals

As part of the online registration renewal between February 15 to March 31, you will enter your self-reflection for the past year’s achievement of learning goals on the online CCP submission. You will also set your learning goals for the upcoming year and will be able to update them throughout the year.

# Step 1 – Self-Assessment

Self-assessment is a systematic way for you to reflect on your practice using the adapted NBAD Standards of Practice and Essential Competencies for Dietetic Practice. The *Self-Assessment Tool* helps you identify your strengths and areas of practice that require an update of your knowledge and skills. You can complete the *Self-Assessment Tool* independently or with mentors, colleagues or peers. It is required to use the *Self-Assessment Tool* annually.

|  |  |
| --- | --- |
| **Standards of Practice** | **Applicable, but not limited to:** |
| Standard 1: Professional Practice  Standard 2: Communication and Collaboration | All members |
| Standard 3: Nutrition Care | Members practicing in the area of client care |
| Standard 4: Population and Public Health | Members practicing in the area of community and population health |
| Standard 5: Management | Members practicing in the area of organization management and of foodservice systems management |

|  |  |
| --- | --- |
|  | **How to complete your self-assessment**   * Complete the *Self-Assessment Tool* to reflect upon the profession's expectations for practice is key in assisting you to identify your learning goals each year. * Other documents that may also serve to assist you in self-assessment and determine meaningful goals are: NBAD Code of Ethics, ICDEP and best-practice guidelines pertinent to current dietetic practice. * If you are planning to change your scope of practice, it is important to proactively update knowledge, skills and judgement in the new area of practice. |

## Self-Assessment Tool

For each Standard of Practice, there are Practice Competencies and related Performance Indicators. Following each Practice Competency, you will find columns that allow you to assess your practice and identify areas for further development. For each Performance Indicator, check the boxes that are applicable to you.

|  |
| --- |
| **C = Competent:** have the knowledge / skills required to provide competent, safe, professional service  **D = Desire for improvement:** would like to further enhance knowledge / skills  **NA = Not applicable:** does not apply to my current practice |

Please note that the term **ʺclientʺ** may mean an individual, family, designated prosecutor, group, agency, government, employer, employee, business, organization or community who is the direct or indirect recipient of the Registered Dietitian’s expertise.

**Standard 1: Professional Practice**

Demonstrate professionalism.

This standard applies for all members.

**Practice Competencies**

**Competency 1.1 Complies with federal, provincial / territorial and regulatory requirements relevant to dietetic practice**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.1.1** Practices in compliance with applicable federal provincial / territorial and regulatory legislation, regulations, bylaws and policies.  *May include: health profession acts, protection for person in care acts, advanced health care directives act, health information protection acts, freedom of information and protection of privacy acts, etc.* |  |  |  |
| **1.1.2** Practices in compliance with regulatory scope of practice, standards of practice and codes of ethics. |  |  |  |
| **1.1.3** Maintains client integrity, confidentiality and privacy. |  |  |  |
| **1.1.4** Obtains informed consent as required prior to providing services. |  |  |  |
| **1.1.5** Provides services considering the best interests of the individual and his needs. |  |  |  |

**Competency 1.2 Practices according to organizational requirements.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.2.1** Provides services in compliance with designated role and job description within practice setting. |  |  |  |
| **1.2.2** Practices in compliance with applicable policies and directives specific to practice settings. |  |  |  |

**Competency 1.3 Practices within limits of individual level of professional knowledge and skills.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.3.1** Reflects upon and articulate individual level of professional knowledge and skills. |  |  |  |
| **1.3.2** Addresses situations beyond personal capacity by consultation, referral, or further learning. |  |  |  |

**Competency 1.4 Addresses professional development needs.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.4.1** Does self-assessment to identify learning needs. |  |  |  |
| **1.4.2** Develops and pursue a learning plan. |  |  |  |
| **1.4.3** Integrates learning into practice. |  |  |  |

**Competency 1.5 Uses a systematic approach to decision making.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.5.1** Makes and justify decisions in consideration of ethics, evidence, contextual factors and client perspectives. |  |  |  |
| **1.5.2** Applies ethical principles. |  |  |  |
| **1.5.3** Takes responsibility for decisions and actions. |  |  |  |

**Competency 1.6 Maintains a client-centered focus.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.6.1** Respects client rights, dignity and uniqueness. |  |  |  |
| **1.6.2** Determines client perspectives and needs. |  |  |  |
| **1.6.3** Integrates client perspectives and needs into practice activities. |  |  |  |
| **1.6.4** Identifies services and resources relevant to client needs. |  |  |  |

**Competency 1.7 Manages time and workload effectively.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.7.1** Prioritizes professional activities and meet deadlines. |  |  |  |
| **1.7.2** Manages time and workload on a day to day basis. |  |  |  |

**Competency 1.8 Uses technologies to support practice.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.8.1** Uses appropriate technology applications to seek and manage information relevant to practice.  *May include: software, multimedia, web casts, videoconferencing, electronic charting, etc.* |  |  |  |

**Competency 1.9 Ensures appropriate and secure documentation.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.9.1** Documents relevant information accurately and completely, in a timely manner. |  |  |  |
| **1.9.2** Maintains security and confidentiality of records. |  |  |  |
| **1.9.3** Applies organizational requirements for record keeping. |  |  |  |
| **1.9.4** Documents in accordance with legal and organizational requirements. |  |  |  |

**Competency 1.10 Assesses and enhances approaches to dietetic practice.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.10.1** Reflects on and evaluates own current practice. |  |  |  |
| **1.10.2** Assesses quality of services provided and identifies opportunities for improvement. |  |  |  |
| **1.10.3** Recognize the importance of new knowledge to support or enhance practice. |  |  |  |
| **1.10.4** Seeks new knowledge that may support or enhance practice activities. |  |  |  |
| **1.10.5** Proposes modifications to increase the effectiveness of practice activities. |  |  |  |
| **1.10.6** Engages in activities to gain new knowledge, skills and behaviors to meet professional competence goals. |  |  |  |
| **1.10.7** Applies new knowledge, skills and behaviors to practice. |  |  |  |

**Competency 1.11 Contributes to advocacy efforts related to nutrition and health.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.11.1** Identifies and participate in advocacy opportunities and activities in dietetic practice. |  |  |  |
| **1.11.2** Identifies and participate in opportunities for advocacy relevant to practice setting. |  |  |  |

**Competency 1.12 Applies current research and evidence based practice findings into services provided.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **1.12.1** Evaluates current research and evidence based practice findings to determine the reliability and credibility of information. |  |  |  |
| **1.12.2** Determines applicability of current research and evidence based practice findings to practice setting. |  |  |  |
| **1.12.3** Applies research and evidence based practice findings to improve practice. |  |  |  |

**Standard 2: Communication and Collaboration**Communicate effectively and practice collaboratively.

This standard applies for all members.

**Competency 2.1 Selects appropriate communication approaches.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.1.1** Identifies and addresses barriers to communication.  *May include: literacy issues, cultural issues, lack of understanding, interruptions, physical distractions, fear, etc.* |  |  |  |
| **2.1.2** Adapts communication style to meet needs and level of understanding of individuals and groups.  *May include: face-to-face, telephone, group meeting, letter/memo, e-mail, etc.* |  |  |  |
| **2.1.3** Uses appropriate medical, dietetics and practice setting-related terminology. |  |  |  |

**Competency 2.2 Uses effective written communication skills.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.2.1** Edits written material for style, spelling and grammar. |  |  |  |
| **2.2.2** Writes clearly and concisely, in a manner responsive to the needs of the reader(s). |  |  |  |
| **2.2.3** Writes in an organized and logical fashion. |  |  |  |
| **2.2.4** Provides accurate and relevant information in written material. |  |  |  |
| **2.2.5** Ensures that written material facilitates communication. |  |  |  |
| **2.2.6** Adapts written materials to meet needs and level of understanding of individuals and groups. |  |  |  |

**Competency 2.3 Uses effective oral communication skills.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.3.1** Speaks clearly and concisely, in a manner responsive to the needs of the listener(s). |  |  |  |
| **2.3.2** Uses appropriate tone of voice and body language. |  |  |  |
| **2.3.3** Recognizes and respond appropriately to non-verbal communication. |  |  |  |
| **2.3.3** Facilitates two way communications. |  |  |  |

**Competency 2.4 Uses effective interpersonal skills.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.4.1** Communicates in a respectful manner. |  |  |  |
| **2.4.2** Communicates empathically and demonstrates empathy to clients. |  |  |  |
| **2.4.3** Establishes rapport in communication. |  |  |  |
| **2.4.4** Applies counselling principles. |  |  |  |
| **2.4.5** Applies principles of negotiation and conflict management. |  |  |  |
| **2.4.6** Seeks effective ways to respond and provide feedback. |  |  |  |
| **2.4.7** Uses active listening techniques. |  |  |  |

**Competency 2.5 Contributes to the learning of others.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.5.1** Assesses the prior knowledge and learning needs of others. |  |  |  |
| **2.5.2** Selects and implements appropriate educational strategies. |  |  |  |
| **2.5.3** Selects learning resources and their appropriate use in practice. |  |  |  |
| **2.5.4** Develops learning resources. |  |  |  |
| **2.5.5** Establishes and assesses learning outcomes. |  |  |  |
| **2.5.6** Develops and delivers effective group educational sessions. |  |  |  |

**Competency 2.6 Contributes productively to teamwork and collaborative processes.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **2.6.1** Contributes to dietetics knowledge in collaborative practice. |  |  |  |
| **2.6.2** Uses expertise of other health care providers as it is a key element in dietetic practice. |  |  |  |
| **2.6.3** Facilitates interactions and discussions among team members. |  |  |  |
| **2.6.4** Contributes to shared decision making. |  |  |  |

**Standard 3: Nutrition Care**Provide services to meet the nutrition-care needs of individuals.

This standard applies to all members practicing in the area of client care.

**Competency 3.1 Assesses nutrition-related risks and needs.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **3.1.1** Uses appropriate nutrition risk screening strategies. |  |  |  |
| **3.1.2** Identifies relevant assessment data to collect to perform a nutrition assessment. |  |  |  |
| **3.1.3** Obtains perspective of client, family or relevant others. |  |  |  |
| **3.1.4** Obtains and interprets relevant medical, demographic, psycho-social and health behavior history. |  |  |  |
| **3.1.5** Obtains and interprets food and nutrient intake data. |  |  |  |
| **3.1.6** Identifies client learning needs related to food and nutrition. |  |  |  |
| **3.1.7** Obtains and interprets anthropometric data. |  |  |  |
| **3.1.8** Obtains and interprets biochemical data and results from medical tests and procedures. |  |  |  |
| **3.1.9** Obtains and interprets information from mealtime / feeding observations. |  |  |  |
| **3.1.10** Identifies signs and symptoms of nutrient deficiencies or excesses. |  |  |  |
| **3.1.11** Obtains and interprets nutrition-focused physical observation data. |  |  |  |
| **3.1.12** Identifies signs and symptoms of dysphagia. |  |  |  |
| **3.1.13** Identifies chewing, swallowing and feeding problems. |  |  |  |
| **3.1.14** Performs calculations to determine nutritional requirements. |  |  |  |
| **3.1.15** Identifies methods to integrate assessment findings and identify nutrition problems. |  |  |  |
| **3.1.16** Integrates assessment findings to Identify nutrition problem(s). |  |  |  |

**Competency 3.2 Develops nutrition care plans.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **3.2.1** Prioritizes nutrition care goals based upon risk and available resources. |  |  |  |
| **3.2.2** Selects appropriate nutrition interventions. |  |  |  |
| **3.2.3** Selects appropriate textural and therapeutic diet modifications. |  |  |  |
| **3.2.4** Develops or modifies meal plans based on clients nutrition needs. |  |  |  |
| **3.2.5** Determines supplementation needs. |  |  |  |
| **3.2.6** Develops and implements strategies for disease prevention and management. |  |  |  |
| **3.2.7** Determines appropriate formula and feeding route for clients. |  |  |  |
| **3.2.8** Develops clients support and educational plans. |  |  |  |
| **3.2.9** Selects appropriate strategies for monitoring and assessment of nutrition care plan outcomes. |  |  |  |

**Competency 3.3 Manages implementation of nutrition care plans.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **3.3.1** Identifies ways to implement nutrition interventions. |  |  |  |
| **3.3.2** Implements nutrition interventions. |  |  |  |
| **3.3.3** Identifies the roles of team members in supporting the implementation of a care plan. |  |  |  |
| **3.3.4** Identifies strategies to communicate nutrition care plan with client, interprofessional team and relevant others. |  |  |  |
| **3.3.5** Coordinates implementation of care plan with client, interprofessional team and relevant others. |  |  |  |
| **3.3.6** Provides nutrition education and counselling. |  |  |  |

**Competency 3.4 Evaluates and modify nutrition care plan as appropriate.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **3.4.1** Evaluates client progress in achieving plan outcomes. |  |  |  |
| **3.4.2** Identifies factors impacting the achievement of outcomes. |  |  |  |
| **3.4.3** Identifies necessary changes to nutrition care plan. |  |  |  |
| **3.4.4** Implements changes to nutrition care plan. |  |  |  |

**Standard 4: Population and Public Health**Promote the nutrition health of groups, communities and populations.

This standard applies to all members practicing in the area of community and population health.

**Competency 4.1 Assesses food and nutrition related issues of groups, communities and populations.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **4.1.1** Identifies information needed to assess food and nutrition-related issues of a group, community or population. |  |  |  |
| **4.1.2** Obtains and interprets food and nutrition surveillance, monitoring and intake data. |  |  |  |
| **4.1.3** Obtains and interprets health status data. |  |  |  |
| **4.1.4** Obtains and interprets information relating to the determinants of health. |  |  |  |
| **4.1.5** Obtains and interprets information related to food systems and food practices. |  |  |  |
| **4.1.6** Identifies relevant group, community or population assets and resources. |  |  |  |
| **4.1.7** Integrates assessment findings to identify priorities for population health approaches related to food and nutrition. |  |  |  |

**Competency 4.2 Develops population health plan.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **4.2.1** Identifies appropriate goals and objectives for population health related to food and nutrition. |  |  |  |
| **4.2.2** Identifies appropriate strategies to meet goals and objectives for population health. |  |  |  |
| **4.2.3** Develops action plan for population health. |  |  |  |
| **4.2.4** Identifies strategies and timelines to monitor and evaluate effectiveness of action plan. |  |  |  |

**Competency 4.3 Implements population health plan.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **4.3.1** Contributes to the coordination and delivery of population health activities related to food and nutrition. |  |  |  |

**Competency 4.4 Evaluates and modifies population health plan as appropriate.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **4.4.1** Contributes to evaluating the effectiveness of population health activities for a group, community or population. |  |  |  |
| **4.4.2** Proposes modifications to population health activities to increase effectiveness. |  |  |  |
| **4.4.3** Evaluates effectiveness and recommends improvements for community based food and nutrition programs/services. |  |  |  |

**Standard of Practice 5: Management**Manage programs, projects and services related to dietetics.

This standard applies to all members practicing in the area of management.

**Competency 5.1 Assesses strengths and needs of programs and services related to dietetics.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **5.1.1** Utilizes strategic and operational planning principles to analyze goals, objectives and activities of programs or services related to dietetics. |  |  |  |
| **5.1.2** Identifies relevant assessment information. |  |  |  |
| **5.1.3** Obtains and interprets stakeholder perspective. |  |  |  |
| **5.1.4** Obtains and interprets financial information. |  |  |  |
| **5.1.5** Obtains and interprets relevant standards and compliance information. |  |  |  |
| **5.1.6** Obtains and interprets nutritional, cultural, physical and other demographic client information. |  |  |  |
| **5.1.7** Obtains and interprets stakeholder satisfaction information. |  |  |  |
| **5.1.8** Obtains and interprets human resource management information. |  |  |  |
| **5.1.9** Obtains and interprets technical / equipment resources information. |  |  |  |
| **5.1.10** Analyzes or integrates information to develop goals and objectives for food and nutrition services and programs. |  |  |  |

**Competency 5.2 Manages programs and projects.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **5.2.1** Identifies appropriate goals and objectives for a program or project. |  |  |  |
| **5.2.2** Identifies strategies to meet goals and objectives for a program or project. |  |  |  |
| **5.2.3** Develops an action plan for a program or project. |  |  |  |
| **5.2.4** Develops a budget for a program or project. |  |  |  |
| **5.2.5** Contributes to a marketing plan for a program, event, or product. |  |  |  |
| **5.2.6** Coordinates implementation of an action plan for a program or project. |  |  |  |
| **5.2.7** Provides orientation and direction to staff or volunteers. |  |  |  |
| **5.2.8** Provides training or education to staff or volunteers. |  |  |  |
| **5.2.9** Contribute to staff or volunteer recruitment activities. |  |  |  |
| **5.2.10** Contributes to organizational planning or development activities. |  |  |  |
| **5.2.11** Develops a plan to monitor expenditures, equipment and materials usage relative to budget and activity plan. |  |  |  |

**Competency 5.3 Manages food services.**

| **Performance Indicator** | **C** | **D** | **NA** |
| --- | --- | --- | --- |
| **5.3.1** Identifies the food service needs of a client group based upon their nutritional, cultural and physical characteristics. |  |  |  |
| **5.3.2** Identifies human, financial, technical and equipment resources required for the provision of food services. |  |  |  |
| **5.3.3** Creates and modifies menus using menu planning principles. |  |  |  |
| **5.3.4** Contributes to purchasing, receiving, storage, inventory control, and disposal activities for food products. |  |  |  |
| **5.3.5** Contributes to food production and distribution activities. |  |  |  |
| **5.3.6** Contributes to improvement initiatives related to food services. |  |  |  |
| **5.3.7** Contributes to activities related to compliance with health and safety requirements. |  |  |  |
| **5.3.8** Demonstrates knowledge of approaches to marketing food service. |  |  |  |

# Step 2 – Learning Goals

Your learning goals are based on the results of your self-assessment which identify areas of practice needing updates on your knowledge and skills to meet specific Performance Indicators within the adapted NBAD Standards of Practice and Essential Competencies for Dietetic Practice.

Your self-assessment may reveal several Performance Indicators for further development. Although, two learning goals are required to be submitted annually for auditing purposes, NBAD recognizes that members achieve more than two learning goals per year.

## Key points to remember about your learning goals

* Goals must be completed within the CCP year.
* Goals must be written as SMART goals (see *How to create SMART goals*).
* Goals must relate to enhancing knowledge and skills in a specific area related to dietetic practice. Goals should not be to complete a work related task (for example, leading a committee is a task related goal, not a learning goal).
* Goals are not based on waiting for an activity (for example, a conference). The CCP is about **planning ahead** to enhance learning and hence competence.
* Goals may change throughout the year; select a new learning goal(s) related to other Performance Indicators that were identified for further development.

|  |  |
| --- | --- |
|  | How to create SMART goals Use the SMART goal description below to help guide you when writing your learning goals.  **Specific –** Explain what you will learn and why.  **Measurable –** What will your outcome of this learning activity be? Once your learning goal is reached, how will you measure or evaluate what you have learnt?  **Achievable –** Be specific of how you will learn (i.e. course, webinar, journals, etc.).  **Realistic –** How does it relate to your dietetic practice and is it realistic for the timeframe given?  **Timely –** Set a timeline for when the goal should be achieved. |

# Step 3 – Activity Log

After determining your learning goals, you must plan activities in order to achieve your goals throughout the upcoming year. You may find it helpful to consider the following in order to identify how your practice will be affected or enhanced:

* Skills you will be able to demonstrate
* Your ability to act as a resource person
* Items you will develop (presentations, resource materials, etc.)
* Reports you will write
* Presentation you will deliver
* Recommendations you will be able to make

An important element of your CCP Workbook involves keeping track of your learning activities on an ongoing basis by completing your *Activity Log* and collecting supporting documentation. **Your learning activities must be completed during the CCP year (April 1 to March 31).**

**Learning activities may include, but are not limited to the following:**

|  |  |
| --- | --- |
| * Journal club / study group * Courses / residency * Case studies / rounds * Networking / discussion groups * Professional group activities / meetings / committee work | * Self-directed research / journal reviews * Conferences / workshops / education sessions * Job shadowing * Consultation with other health professionals / peers * Hands-on experience |

|  |  |
| --- | --- |
|  | How to keep an activity log  * Complete the *Activity Log* and list all of your learning activities related to your learning goals. List your additional learning activities that are not related to your current learning goals in the *Appendix A – Additional Activity Log*. * In the event of having to revise your learning goals, keeping a list of all your learning activities throughout the year will assist you in identifying other goals that you achieved. * We encourage you to reflect on your learning activities. Reflection is a purposeful activity in which you analyze experiences or skills in order to learn and improve dietetic practice. You can keep a reflection journal where you note learning experiences.   **Here are some points to help you guide through your reflection on your learning activities1**:  **Description –** What was your learning activity?  **Feelings –** What were you thinking and feeling?  **Evaluation –** What was good and bad about the experience / learning activity?  **Analysis –** What did the experience / learning activity bring you?  **Conclusion –** What have you learned? How else you could have responded to the experience?  **Action Plan –** How will the experience / learning activity affect your future practice?  1Adapted from University of Birmingham Library Services Academic Skills Centre. A short guide to reflective writing; 2015. Available from: https://intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/ documents/public/Short-Guide-Reflective-Writing.pdf |

## Supporting Documentation

One of the program requirements is that you are able to prove your learning activities related to your identified learning goals by providing supporting documentation in the event of an audit.

**What is supporting documentation?**

* Copies of certificates
* Copies of the overview of the programs (learning objectives or topics covered)
* Copies of receipts
* References to Internet sites
* References or abstracts to journal articles
* References to other learning sources (focus group notes, book cover and table of contents, webinar screen shot, etc.)
* Hands-on learning activities journal (list of activities completed, mentoring activities, ongoing self-refection, etc.)

|  |  |
| --- | --- |
|  | **How long are you required to retain the CCP Workbook and supporting documentation?**  NBAD may request to review your CCP Workbook and supporting documentation at any time. Keep them for a **minimum of five years**. **You are responsible for the retention of your documentation.** |

# Step 4 – Self-Reflection

When completing this step, you are required to reflect on the impact that your learning activities have had and will have on your practice and enhancement of competence.

|  |  |
| --- | --- |
|  | **How to complete a self-reflection**   * Describe an overview of the new knowledge / skills acquired. * Describe how the knowledge / skill was applied in practice and how practice and competence as a Registered Dietitian has been enhanced. If you were not able to apply your new knowledge / skill, describe how it will impact your practice in the future. * How did working on this Performance Indicator and goal influence my practice or will influence your practice? * How do you know you are more competent in your practice? * If you already applied your knowledge / skill, what kinds of feedback have you received that helps you to know you are more competent, and from whom have you received the feedback? |

# Continuing Competence – Goal 1

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name:       NBAD Registration Number: | | CCP Year: April 1, 2018 – March 31, 2019 | |
| This Continuing Competence Goal relates to: | Standard 1: Professional Practice  Standard 2: Communication and Collaboration  Standard 3: Nutrition Care  Standard 4: Population and Public Health  Standard 5: Management | | Competency Number:  Performance Indicator Number:  (refer to Step 1 – *Self Assessment Tool*) |

## Learning Goal

**Specific to the noted Performance Indicator, my SMART learning goal is:**

## Activity Log

|  |  |  |
| --- | --- | --- |
| **Date** | **Description of Learning Activity** | **Verification / Reference** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Self-Reflection

**To what extent has your learning affected your professional growth?**

|  |  |
| --- | --- |
| Developed program / process / product | Improved work environment |
| Enhanced accountability | Increased confidence |
| Enhanced critical thinking / decision making | Increased knowledge / skill / competence |
| Improved communication skills | Review, reinforcement or update of knowledge |
| Change in perception, understanding, awareness, insight or philosophy | Professional skills developed |
| Identified further need for information or action |  |

**Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal (maximum 500 words):**

# Continuing Competence – Goal 2

|  |  |  |  |
| --- | --- | --- | --- |
| Member Name:       NBAD Registration Number: | | CCP Year: April 1, 2018 – March 31, 2019 | |
| This Continuing Competence Goal relates to: | Standard 1: Professional Practice  Standard 2: Communication and Collaboration  Standard 3: Nutrition Care  Standard 4: Population and Public Health  Standard 5: Management | | Competency Number:  Performance Indicator Number:  (refer to Step 1 – *Self Assessment Tool*) |

## Learning Goal

**Specific to the noted Performance Indicator, my SMART learning goal is:**

## Activity Log

|  |  |  |
| --- | --- | --- |
| **Date** | **Description of Learning Activity** | **Verification / Reference** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Self-Reflection

**To what extent has your learning affected your professional growth?**

|  |  |
| --- | --- |
| Developed program / process / product | Improved work environment |
| Enhanced accountability | Increased confidence |
| Enhanced critical thinking / decision making | Increased knowledge / skill / competence |
| Improved communication skills | Review, reinforcement or update of knowledge |
| Change in perception, understanding, awareness, insight or philosophy | Professional skills developed |
| Identified further need for information or action |  |

**Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal (maximum 500 words):**

# Quality Assurance Audit Process

Each registration year, to ensure members are compliant with the CCP, 20% of members shall be selected randomly for audit of their competence program. Please review carefully the audit process as per NBAD Policy 8.1.2:

# Summary

|  |  |
| --- | --- |
|  | **1.** When selecting a goal, choose only one Performance Indicator from your  self-assessment to base each goal around.  **2.** Ensure your goal is a learning goal.  **3.** Write your goal with SMART characteristics in mind.  **4.** Complete learning activities within the CCP year (April 1 to March 31).  **5.** During reflection, please be clear and concise in your writing. Avoid the use of acronyms or terms that may not be understood by others.  **6.** Ensure your goals and learning activities are not job related duties or responsibilities.  **7.** Between February 15and March 31, transfer relevant information from the  CCP Workbook to the online CCP submission fields when renewing registration.  **8.** Retain your completed CCP Workbooks and supporting documentation for a minimum of five years. |

# Need help?

The Quality Assurance Committee members are volunteer Registered Dietitians who can offer you coaching and assistance on the CCP process. Please submit your questions to [qacomite@gmail.com](mailto:qacomite@gmail.com) .

**Examples of coaching and assistance offered:**

* Advice on writing SMART learning goals
* Advice on identifying learning needs and outcomes
* Advice on writing self-reflection
* Explanation on the CCP submission and audit process

# Appendix A – Additional Activity Log

Use this table to keep track of your additional learning activities throughout the continuing competence year.

|  |  |  |
| --- | --- | --- |
| **Date** | **Description of Learning Activity** | **Verification / Reference** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |