

New Brunswick  
ASSOCIATION OF DIETITIANS



L'ASSOCIATION DES DIÉTÉTISTES  
du Nouveau-Brunswick

# Dietetic Intern Orientation Manual



Created: July 2019

Revised: July 2020

## Information Sources

### New Brunswick Association of Dietitians (NBAD)

**Mailing Address:**

608 Pine Glen Rd  
Riverview, New Brunswick E1B 4X2

**Phone:** (506) 386-5903

**Fax:** (506) 450-9375

**Email:**

Executive Director and Registrar  
Nicole Arsenault Bishop, MSc, R.D.  
[registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com)

NBAD President  
[president@adnb-nbad.com](mailto:president@adnb-nbad.com)

### Continuing Education Opportunities and Resources

Dietitians of Canada – [www.dietitians.ca](http://www.dietitians.ca)

### NBAD Documents

For paper copies of *An Act Respecting the New Brunswick Association Dietitians (Dietitians Act)*, Regulations, By-Laws or Code of Ethics, contact the NBAD office. These documents are available online at <http://www.adnb-nbad.com/resources/>

### Office of the Integrity Commissioner of New Brunswick

Custodians, which includes health care providers, have the obligations to handle people's personal information and the obligations to handle personal health information in accordance with the following laws and regulations:

*Right to Information and Protection of Privacy Act*

*Personal Health Information Privacy and Access Act*

<https://oic-bci.ca/>

## About NBAD

NBAD is the regulatory body for Dietitians and Dietetic Interns in New Brunswick. In order for individuals to refer to themselves as a *Registered Dietitian*, *Registered Dietitian (Candidate)* or *Dietetic Intern*, registration with the NBAD is required by law.

NBAD's mandate is to regulate and maintain excellence in dietetic practice for the protection of the people of New Brunswick. Regulation helps to ensure that the public receives safe, ethical and competent dietetic service.

## Key Responsibilities of NBAD

### 1. Interpret dietetic scopes of practice, including advanced practices

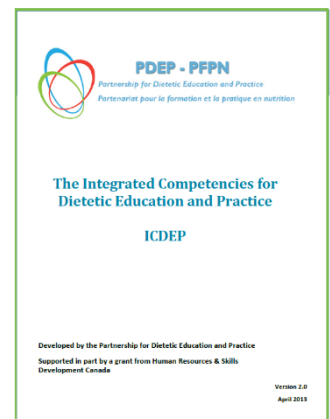
*Tip – The definition of NBAD's "practice of dietetics" is on page 2 of the [Dietitians Act](#).*

### 2. Establish, maintain, and enforce standards for:

- a. Entry to practice
- b. Continuing competence
- c. Professional practice and code of ethics/conduct

### 3. Ensure dietetic education and training programs meet requirements for registration

*Tip – Visit [www.pdep.ca](http://www.pdep.ca) to understand more about the Partnership for Dietetic Education and Practice (Dietetic Program Accreditation Standards and Competencies for Dietetic Education and Practice).*



### 4. Assess and register qualified applicants

### 5. Protect professional titles and designations

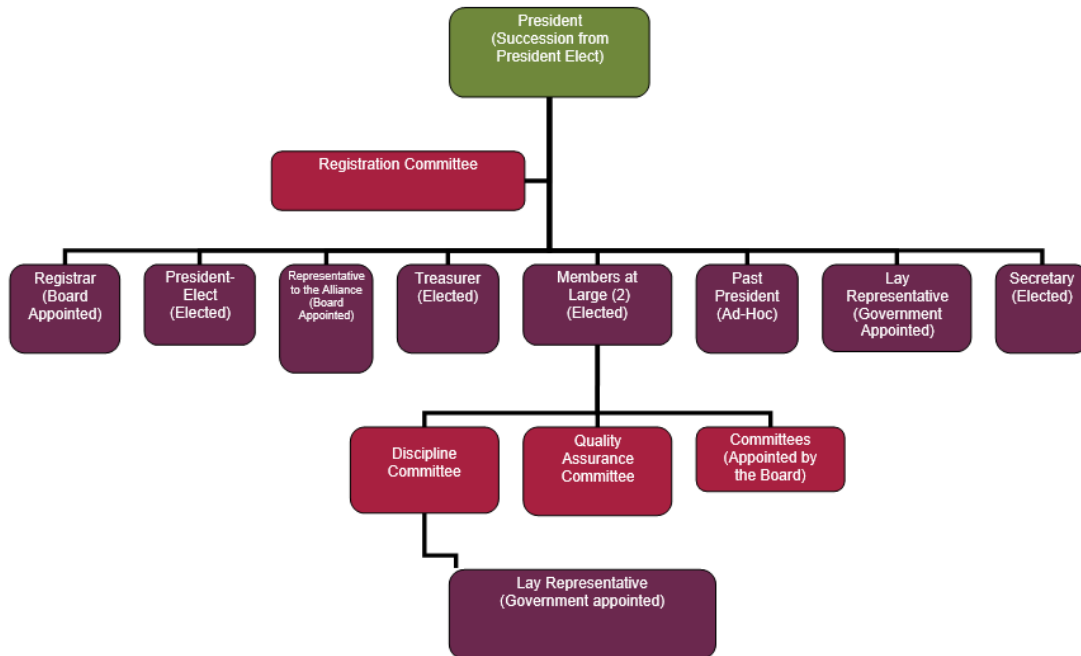
### 6. Investigate and resolve complaints about dietetic practice and conduct which include:

- a. Professional misconduct
- b. Incompetence
- c. Unfit to practice
- d. Breach of Code of Ethics
- e. Violation or failure to comply with the Dietitians Act, Regulations or By-Laws

*Tip – Read [Regulation IV – Breaches of Code of Ethics](#) and [Regulation V – Conflict of Interest](#) to understand standards you must comply to.*

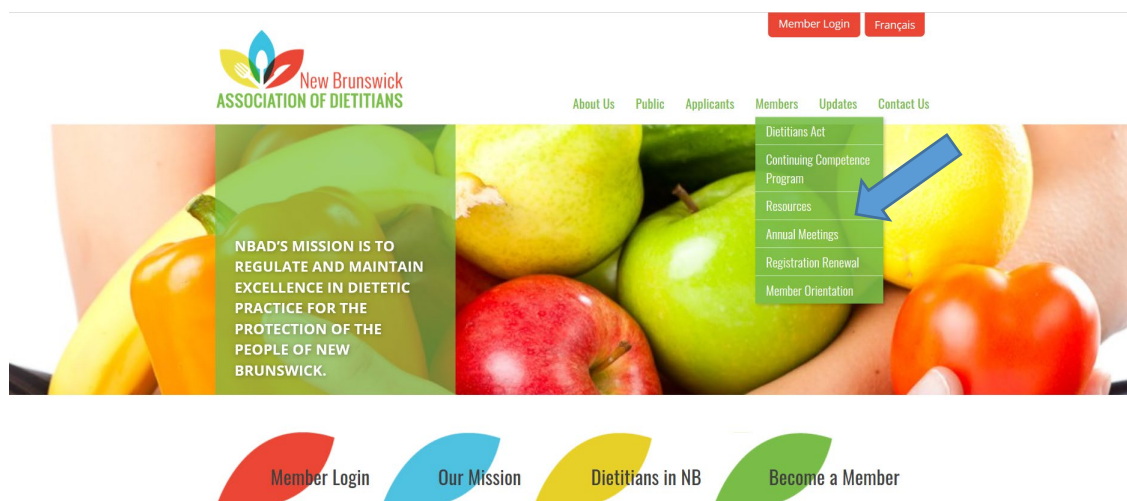
## NBAD Organizational Chart

The NBAD Board of Directors and members of committees are all volunteers (exception: Executive Director/Registrar is paid position). Volunteers are Registered Dietitians with the exception of Lay Representatives who are people that are appointed by the Minister of Health of New Brunswick to represent the public.



## Important Documents

All documents that members must comply to, such as the *Dietitians Act*, Regulations, By-Laws, Code of Ethics and positions statements can be found on the NBAD Website under "Members" and then "Resources".



## Regulation of Dietetic Interns

The regulation of Dietetic Interns has been in effect since May 2016. This amendment made the By-Laws consistent with the *Dietitians Act*, s.12(4); “Any person who is enrolled as a dietetic intern at an accredited dietetic internship program or in a dietetic education program may perform the tasks, duties and functions constituting part of her course of study, subject to such condition, limitations and restrictions as may be prescribed”.

As Dietetic Interns are required to practise dietetics, as defined by the *Dietitians Act*, and as all of those practising dietetics are required to be registered with the Association this membership class allows the Association to comply with the Act.

Being a member of NBAD, the public can contact the Association and make a complaint against a Dietetic Intern if he or she failed to comply with the Dietitians Act, Regulations, By-Laws, Policies and Code of Ethics and the Registrar shall follow the disciplinary measures as stated in the *Dietitians Act*.

Finally, this membership classification allows the Association to fulfill its mandate by authorizing all applicants seeking practical dietetics experience in a practice setting in New Brunswick. This pertains to all routes of entry to practice, including internationally educated dietitians seeking licensure in New Brunswick, as well where licenses have been suspended due to disciplinary proceedings or second failure of the Canadian Dietetic Registration Examination and applicants seeking practical experience as mandated by the Association.



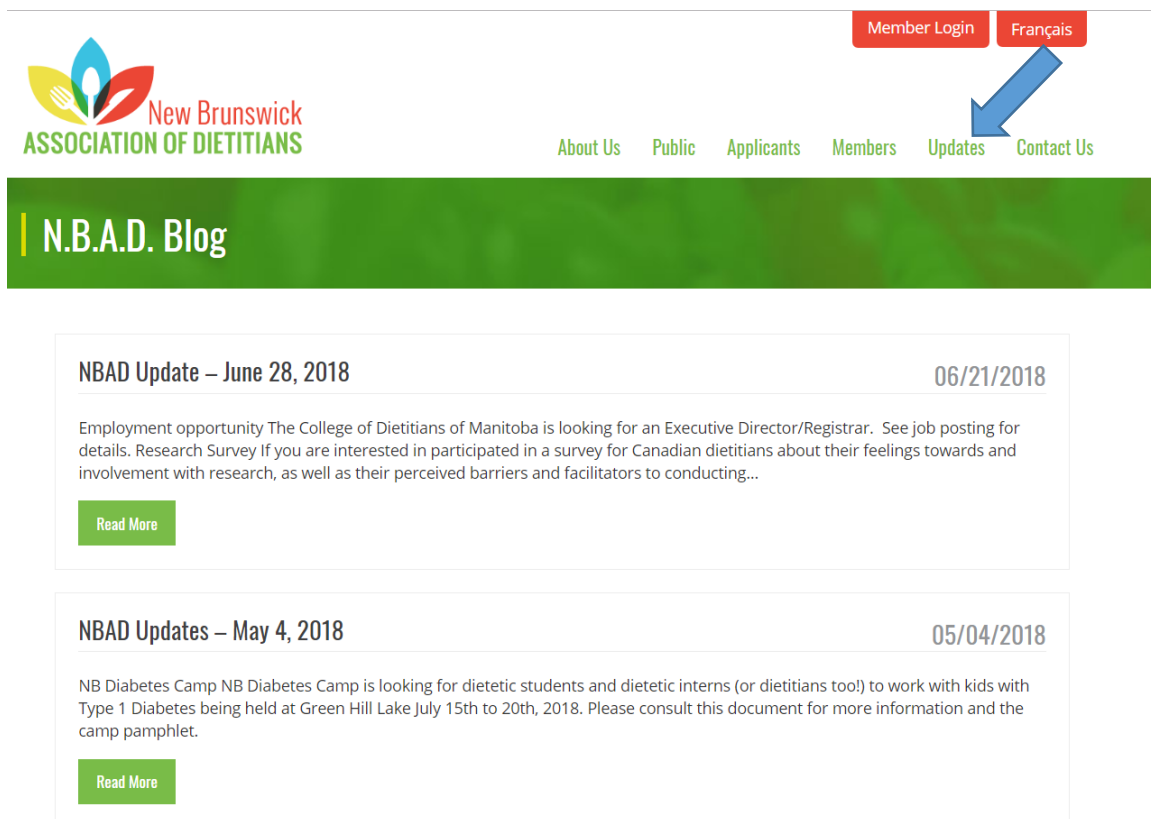
## Privileges and Conditions of a NBAD Dietetic Intern

1. **Protected Titles and Designations:** "Dietetic Intern", "Interne en diététique", "Stagiaire en diététique", "D.I.", "I.D." and "S.D." are titles and designations that can only be used by those who are registered as a Dietetic Intern member of NBAD.

*Note: Designations are not commonly used/known and we recommend to use the protected title when referring yourself to others and when signing your dietetic notes.*

2. **NBAD Updates and Newsletters:** As a member of NBAD, you will receive NBAD Updates, newsletters and other communication from the Registrar. This can include continuing education opportunities, job postings, surveys, etc.

You can also access the past NBAD Updates on the NBAD Website under "Updates".



The screenshot shows the top navigation bar of the New Brunswick Association of Dietitians (NBAD) website. The logo is on the left, and the navigation links are on the right. A blue arrow points to the 'Updates' link. Below the navigation bar is a green banner with the text 'N.B.A.D. Blog'. Below the banner are two blog posts, each with a title, date, and a 'Read More' button.

Member Login Français

About Us Public Applicants Members Updates Contact Us

**N.B.A.D. Blog**

**NBAD Update – June 28, 2018** 06/21/2018

Employment opportunity The College of Dietitians of Manitoba is looking for an Executive Director/Registrar. See job posting for details. Research Survey If you are interested in participated in a survey for Canadian dietitians about their feelings towards and involvement with research, as well as their perceived barriers and facilitators to conducting...

[Read More](#)

**NBAD Updates – May 4, 2018** 05/04/2018

NB Diabetes Camp NB Diabetes Camp is looking for dietetic students and dietetic interns (or dietitians too!) to work with kids with Type 1 Diabetes being held at Green Hill Lake July 15th to 20th, 2018. Please consult this document for more information and the camp pamphlet.

[Read More](#)

3. **Annual General Meeting and Education Session:** Every year in June, NBAD hosts its Annual General Meeting (AGM). The AGM is open to the public and is also made available through videoconference at several sites across the province. Dietetic Interns can attend the AGM; however, they may not vote.



Following the AGM, there is typically an education session organized by the Dietitians of Canada and the New Brunswick Dietitians in Action. All members are notified of the AGM and education session at least one month prior to the event. Registration is required.

### Great opportunity to network!



(pictures from NBAD's 60<sup>th</sup> anniversary AGM and Education Session, Riverview, N.B., May 11, 2018)

4. **Quality Assurance Program:** Dietetic Interns are exempt from the NBAD Quality Assurance Program (Continuing Competence Program). Only Temporary and Active Members participate in this program.
5. **Board of Directors and Committees:** Dietetic Interns are not eligible to hold offices on committees or the Board of Directors of NBAD.

## Dietetic Intern Policies

There are two policies that directly relate to Dietetic Interns:

- [Policy 6.2.11 – Dietetic Intern Registration](#)
- [Policy 6.4 – Dietetic Interns who are Interacting with the Public Outside of Internship Structure](#)

As a NBAD Dietetic Intern, you are responsible for complying with these policies. Please review them carefully.

## Use of Term #RD2BE

Please read the letter below that was sent out to all NBAD members and Atlantic dietetic university programs regarding the use of protected titles by Dietetic Interns and students.

September 6<sup>th</sup>, 2017

### **Re: Use of Term #RD2BE**

Dear members,

It has come to the attention of the New Brunswick Association of Dietitians (Association) that some individuals are using the title/hashtag/term "RD2BE" on social media.

In the province of New Brunswick, the abbreviation "RD" is protected in *An Act Respecting the New Brunswick Association of Dietitians*. The term "RD" may only be used by those individuals that have met the requirements and that are registered with the Association as a Registered Dietitian. That is, only those that are registered with the Association as a Registered Dietitian may use the title "RD" in any form.

When used by non-registrants (including dietetic interns) with adjectives such as "aspiring", "future" or "2BE", the title is misleading to the public as it implies that the individual has knowledge and expertise that has not been acquired.

Our Association has legal protection over the use of the term "RD" and will protect against fraudulent use or misrepresentation.

If you have any questions or concerns about this, please contact the office of the Association of Dietitians of New Brunswick directly.

Sincerely,



Nicole Arsenault Bishop, MSc, RD  
Executive Director and Registrar



## NBAD Member Account

It is your professional responsibility to keep your NBAD Member Account up to date with the accurate email address, phone number, mailing address, legal name, etc.

To learn how to access your NBAD Member Account and make changes to your online profile, [click here](#).

## Dietetic Intern Membership and Fee

Registration will expire after one calendar year from the date of issue and may be extended in the practical experience extends beyond that date.

If your practical experience rotation changes (dates, location, site coordinator/site mentor, etc.), please advise the Registrar at [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com). A written confirmation by your Internship Coordinator will be required.

Applicants will pay a flat fee equal to the administration fee (\$100) and only those registered as a Dietetic Intern prior to January 1, 2019 will have their fees applied against registration fees when they apply to be a member of the Association.

## After Your Internship, the Next Step

The Canadian Dietetic Registration Examination (CDRE) is a requirement for registration as a dietitian in Canada in all provinces except Quebec. Successful completion of the CDRE enables entry into the dietetic profession via registration with the dietetic regulatory body in the Canadian jurisdiction where you have chosen to practice. It is not an exit exam from an internship or practical training program. It is designed to confirm competence to practice dietetics – this means that your practice-based knowledge and your ability to employ critical thinking by analyzing, interpreting and applying knowledge are at the level of minimal competence and that you are safe to practice.

To become a Temporary Member of NBAD, you must:

- Complete and submit the [“New Canadian Trained” Application Form](#);
- Submit the additional documents listed on the Application Form;
- Submit payment of the appropriate registration fees;
- Complete and submit the [CDRE Application Form](#); and,
- Submit payment of the CDRE.

If you are applying to another province, visit the College's/Association's website for instructions on how to apply. When filling out their application, indicate that you were a

member of NBAD as a Dietetic Intern. They may require verification that you were a member in good standing.

For more information about the CDRE, read the CDRE Preparation Guide available on the NBAD Website under “Applicants” and then “Canadian Dietetic Registration Examination”.

## Questions

If you have any questions about your Dietetic Intern membership, the Temporary membership process or any other regulatory-related topic please contact the Registrar at [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com) or (506) 386-5903.