



New Member Orientation Manual

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Information Sources

New Brunswick Association of Dietitians (NBAD)

Mailing Address:

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Riverview, New Brunswick E1B 4X2

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Email:

Executive Director and Registrar
Nicole Arsenault Bishop, MSc, R.D.
registrar@adnb-nbad.com

NBAD President
president@adnb-nbad.com

Continuing Education Opportunities and Resources

Dietitians of Canada – 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

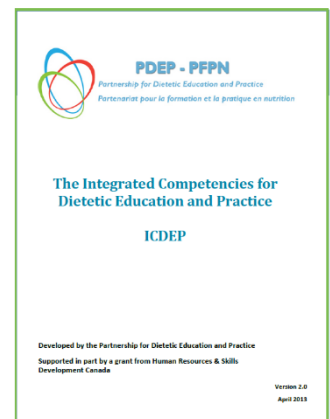
Tip – The definition of NBAD's "practice of dietetics" is on page 2 of the [Dietitians Act](#).

2. Establish, maintain, and enforce standards for:

- Entry to practice;
- Continuing competence;
- Professional practice and code of ethics/conduct.

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

Tip – Visit 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

NBAD has six (6) classes of membership:

- **Dietetic Intern** – individuals completing dietetic practical experience in New Brunswick;
- **Temporary Member** – individuals who meet the admission standards with the exception of [Regulation 1.1.3 Examination](#) as they are waiting to write the [Canadian Dietetic Registration Examination \(CDRE\)](#);
- **Courtesy Member** – individuals who are fully registered and in good standing with another Canadian dietetic regulatory body and qualify to have a courtesy registration to practice dietetics in New Brunswick (minimum 30 days to a maximum of 120 consecutive days);
- **Active Member** – individuals who have meet all admission standards as outlined in the [Regulation I](#);

- **Retired Member** – individuals who have held membership in NBAD for a minimum of five (5) years and who has retired from active practice of dietetics;
- **Honorary Member** – individuals who are granted honorary membership in recognition of distinguished service or valuable contribution to the dietetic profession. Approval of honorary membership is by resolution of the Board and members at an annual meeting. Charter members of NBAD at the time of Incorporation (1958) became Honorary Members when they retired from practice.

5. Protect professional titles and designations

Consumers choose the type of health service providers they wish to use and the use of professional titles helps them to make informed choices. Protected titles assure the public that health professionals authorized to use these titles are competent to practice and adhere to the standards of practice and codes of ethics of their professional regulatory body. Titles distinguish between qualified practitioners who are members of regulated colleges/associations and others who perform similar services who are not regulated by a college/association. They ensure that unregulated individuals may not represent themselves as a member of a college/association.

As per the [Dietitians Act](#), section 12(3), the following are protected titles and abbreviations that **Active Members with NBAD can use:**

Protected English Titles:

- Dietitian
- Dietician
- Registered Dietitian
- Registered Dietitian-Nutritionist
- Professional Dietitian

Protected English Abbreviations:

- R.D.
- R.D.N.
- P.Dt.

Protected French Titles:

- Diététiste
- Diététicienne
- Diététiste professionnelle
- Diététicienne professionnelle
- Diététiste-nutritionniste
immatriculée
- Diététicienne-nutritionniste
immatriculée
- Diététiste immatriculée
- Diététicienne immatriculée

Protected French Abbreviations:

- Dt.P.
- Dt.N.I.
- Dt.I.
- ou toutes autres désignations
représentant ce titre

And all other designation representing the title.

As per [By-Law IV](#), **Temporary Members of NBAD can only use** the following titles and abbreviations:

Protected English Titles:

- Registered Dietitian-Nutritionist (Candidate)
- Registered Dietitian (Candidate)

Protected English Abbreviations:

- R.D.N. (Candidate)
- R.D. (Candidate)

Protected French Titles:

- Diététiste-nutritionniste immatriculée (candidate)
- Diététiste immatriculée (candidate)

Protected French Abbreviations:

- Dt.N.I. (candidate)
- Dt.I. (candidate)

Please note that the abbreviation for candidate (c) cannot be used by Temporary Members.

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.

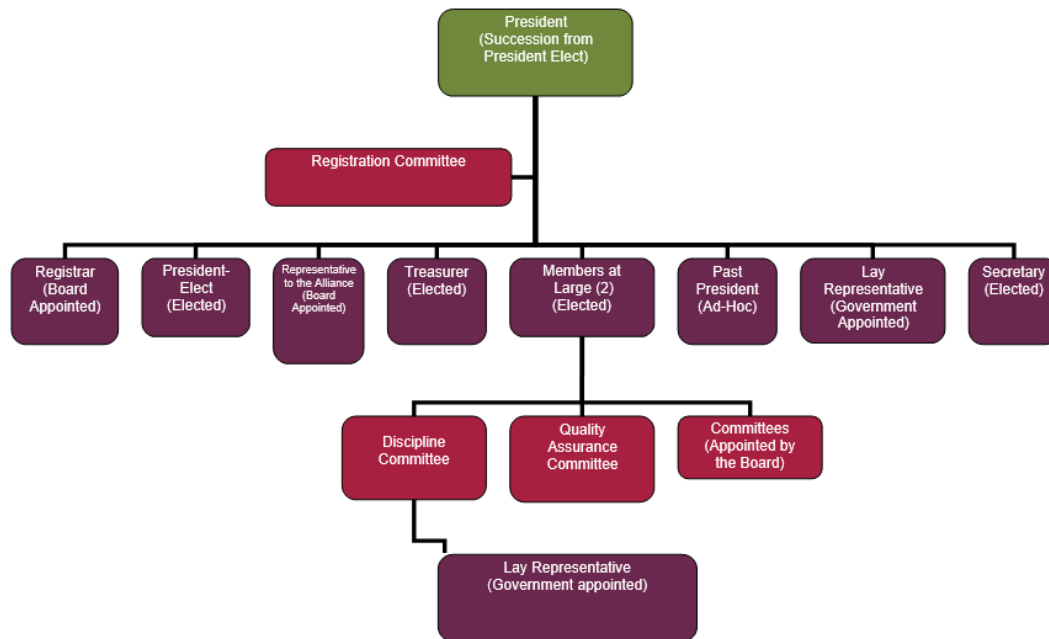
NBAD maintains a disciplinary process to hear public complaints about a dietitian's practice. Members must practice in accordance with the profession's standards of practice and code of ethics. The [NBAD Code of Ethics](#) clearly defines the profession's ethical responsibilities and what types of behavior would lead to disciplinary action.

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

Tip – Read “Discipline” section in [Dietitians Act](#), pages 18-25.

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.



Board Operations

The Board of Directors sets the strategic direction of NBAD and makes decisions to govern the Association. The NBAD Strategic Plan is posted [online here](#) ("Members" tab on main menu, then "Annual General Meeting" on drop-down list). Members are elected to the [Board of Directors](#) for a two-year term at the Annual General Meeting with the exception of the President-Elect position which is a six-year succession term.

The Executive Director is an ex-officio member of the Board of Directors and manages the day-to-day operations of the Association, sits on all committees and is NBAD's representative at the Alliance of Canadian Dietetic Regulatory Bodies and the New Brunswick Health Professions Regulatory Network. The Executive Director is a resource to answer your questions and discuss issues with you related to dietetic practice and regulation.

Annual General Meeting (AGM)

The AGM is held in June. Year-to-year, the host location of the meeting varies to offer members from around the province an opportunity to attend. We do also have videoconference sites across the province for others to join in during the meeting. Following the AGM, there is typically an education session organized by the Dietitians of Canada and the New Brunswick Dietitians in Action.

A month before the AGM, you will receive notice of the meeting and a notice of motion(s) to vote on (if applicable). If you are not able to attend the meeting to cast your vote, complete a proxy form and send it to NBAD to indicate whether you wish the Secretary or a colleague to vote on your behalf at the meeting. The Secretary will vote in favour of the motion. If your colleague is voting on your behalf, make sure they understand your stance on the motion or any potential amendments. The proxy form will be sent to all members in advance of the AGM.



Who can vote?

Active Members, Retired Members and Honorary Members can vote. All other types of members can attend the AGM; however, they cannot vote.

Great opportunity to network!



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

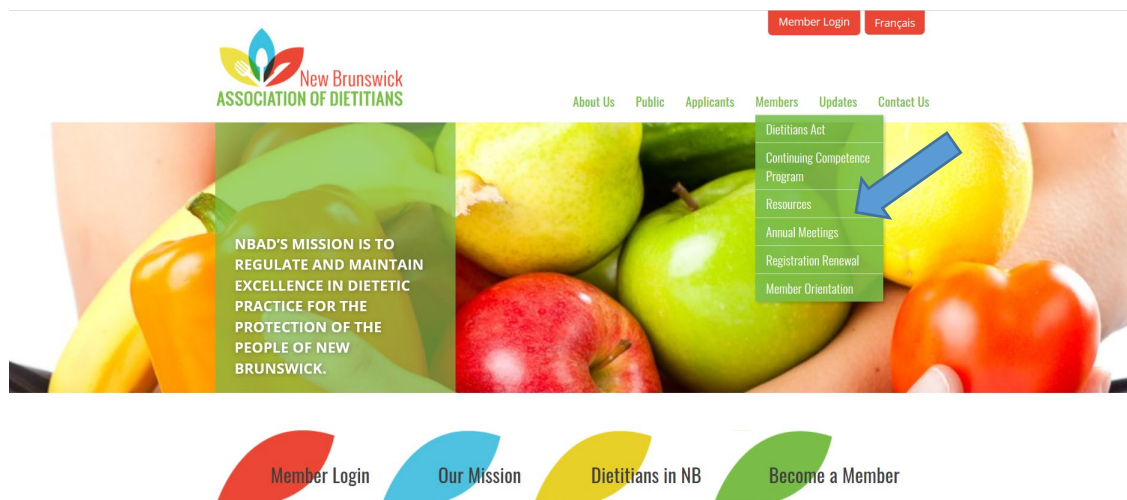
Volunteering

The Board of Directors invites you to get involved with NBAD as your Association depends upon on member participation. Whether two days or twenty years into practice, members can benefit from involvement on the Board and/or its committees. Participation offers an excellent opportunity to learn about professional self-regulation, is possible from anywhere in the province by teleconference and in-person meetings, enables getting to know dietitians in a variety of practice settings from around the province, facilitates the practice of competencies not normally performed in your area of practice, adds professional experience to your resume, and provides an opportunity to contribute to the decision-making that affects the regulation of the profession.

This is an exciting time for the Association as we embark on many new initiatives, all to support a strong profession in the coming decades. Keep an eye for an email in early spring announcing Board of Directors or Committee openings!

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”.



Registration Renewal

Renewal:

All registration certificates expire on March 31.

In accordance with [section XIV – Finance of the NBAD By-Laws](#) regulated members must renew their registration and pay the prescribed annual fees on or before the 31st day of March. The registration renewal period is from March 1 to March 31 of each year. Registration renewal is done online through your NBAD Member Account. Members will receive a renewal guide by email on March 1 with step by step instructions.



After 11:59 pm on March 31, all members whose renewal (CCP learning plan, profile update, practice update and/or fees) are past due will be suspended. A member who has been suspended shall pay a reinstatement fee equal to one years' registration fee.

Registration fee by-law changes are voted by members at that Annual General Meeting. Consult XIV – Finance of the [NBAD By-Laws](#) to know the upcoming registration fees.

The screenshot shows the NBAD Member Account interface. On the left is a sidebar with navigation links: Home, Download certificate, My documents, My learning plans, Update profile, and Member directory. The main content area is titled 'Complete Your Renewal' and features a red arrow pointing to a 'Renew' button. Below this, there are sections for 'Active' and 'Retired' members, each with a 'Renew' button. The 'Active' section states: 'Active Members shall be entitled to use the title Registered Dietitian or Registered Dietitian-Nutritionist, to use the designation R.D. or R.D.N., to vote at any meeting of the Association and to hold office or be a member of a committee.' The 'Retired' section states: 'Retired Members are entitled to vote, can be committee members but not an officer or director of NBAD; will receive notice of meetings, and copies of publication issued by the Association.' Below these sections is a 'Registration' section showing 'Active' status, 'Effective' date of 12-Jun-2018, and 'Expires' date of 31-Mar-2019, with a 'Certificate' button. To the right, there is a 'My invoices' section with a table showing an invoice for 05-Apr-2018 with a total of \$445.00 and a due amount of \$0.00. Below the table, it says '1 invoice(s)'. There is also an 'Announcements (0)' section with the text 'No announcements'.

Date	Total	Due
05-Apr-2018	\$445.00	\$0.00

1 invoice(s)

Announcements (0)
No announcements

Resignation:

It is important to let us know if you intend to resign in order to avoid suspension or revocation of your registration. The majority of the suspensions and revocations are for non-payment of fees when members have neglected to advise NBAD that they were not renewing their membership. NBAD policies and procedures require that all suspensions and revocations be placed in the member's file and made public on the NBAD Newsletter (Registry Report) and on the [NBAD Public Member Directory](#).

If you wish to resign from NBAD, you can do so by sending an email or a letter to the NBAD office stating your intention to resign from the Association, the date on which your resignation will take effect and the reason for resigning (e.g. retirement, moving to another province/country, changing careers, etc.).

If you are moving to another province, it is important to register in the province where you intend to practice *before* resigning from NBAD. There are no refunds for registration fees.

Continuing Competence Program (CCP)

NBAD has the responsibility to the public to ensure members are maintaining professional competencies related to their scope of practice throughout their career. To fulfill its mandate, NBAD is obligated to ensure all Temporary and Active members participate in the Continuing Competence Program (CCP) annually.

The CCP requires dietitians to record continuing education throughout the year and report to NBAD office on annual basis. To maintain your registration with NBAD, your CCP submission will be part of the online renewal process between March 1 and March 31 of each year.



CCP Member Workbook:

CCP Member Workbook is sent to all Temporary and Active Members by the Registrar before the end of October of each year. This workbook, along with other CCP resources are posted on the [NBAD website](#) under “Members” from the main menu and then “Continuing Competence Program” from the drop-down menu.

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

Step 4: Self-Reflection

Through critical reflection, evaluate your development of professional competencies.

CCP Submission for New Members:

Temporary or Active Members registered between April 1 and September 30:	Temporary or Active Members registered between October 1 and March 31:
<ul style="list-style-type: none">• You must participate in the CCP for the current registration year (CCP Steps 1 to 4);• The deadline to submit and achieve your learning goals (CCP Steps 1 to 4) is the same deadline as the registration renewal on March 31 at 11:59 pm;• We strongly encourage you to determine your two learning goals now (CCP Steps 1 and 2) to allow you sufficient time to complete the other CCP Steps (CCP Steps 3 and 4) during this year;• During registration renewal, you will be required to submit your CCP of the current registration year (CCP Steps 1 to 4) and submit two new learning objectives for the following registration year (CCP Steps 1 and 2).	<ul style="list-style-type: none">• You are exempt of the CCP for the current registration year. You will start participating in the CCP the following registration year;• The deadline to submit your learning goals (CCP Steps 1 and 2) for the following registration year is the same deadline as the registration renewal on March 31 at 11:59 pm;• Throughout the following registration year, you will be required to complete the other CCP Steps (CCP Steps 3 and 4). The submission of your CCP Steps 3 and 4 will be required during the following registration renewal (deadline March 31 at 11:59 pm).

Audit Process of the CCP (Policy 8.1.2):

To verify participation in the quality assurance program, **20% of Active and Temporary Members will be audited each year randomly.**

Members selected for the audit will be notified **on April 1** by email that their CCP documents will be audited. Members are required to submit their documents by mail to the NBAD office **by May 1 (post-marked).**

This process of auditing will be completed by **July 1** except in cases where the member is referred to the Board of Directors for nonparticipation or a member has been granted an extension.

Nonparticipation of the CCP (Policy 8.1.3):

In the case where a member does not participate in the CCP Program, the Registrar will send a written notice to the member advising them that the following measures may be taken if the matters are not addressed by the deadline determined by the Registrar:

- a. Suspension of license
- b. Supervision/mentorship
- c. Mandatory upgrading

Request for extension of the CCP (Policy 8.3):

Requests for extension for the CCP will be considered for significant and long-standing illness of member's, members spouse or child, or for catastrophic events.

The request must be in writing by **February 15**. Requests may not be considered after deadline. The Registrar will consider all requests on an individual basis.

If the extension is not approved, the member must complete the CCP and must documents must be submitted online no later than **March 31 as part of the online renewal process**.

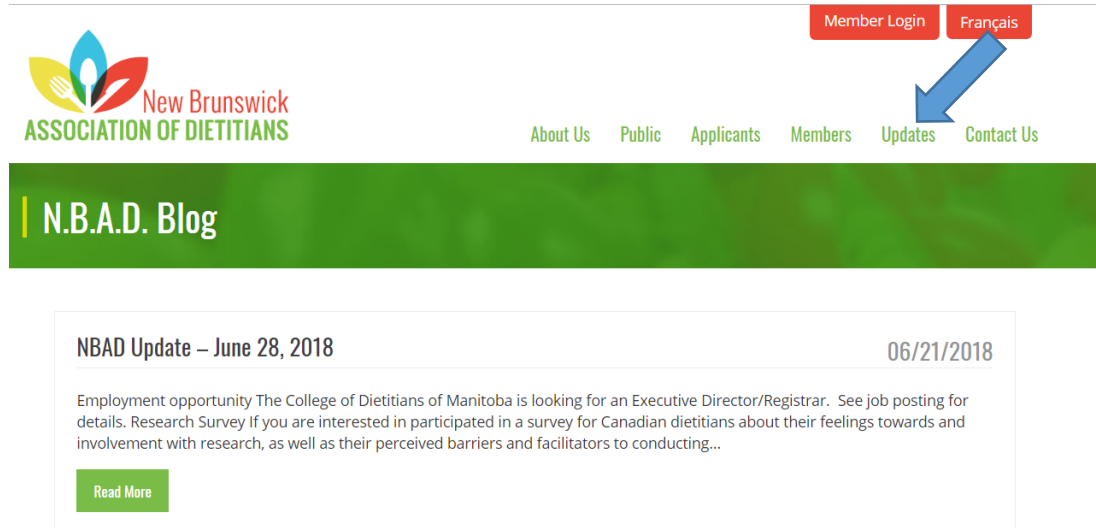
If an extension is granted, the Member's complete CCP submission is required by a date determined by the Registrar.

Communication

The NBAD website, updates, newsletters and annual reports are used to communicate important information to you about dietetic regulation and practice. **It is important to update your NBAD Member profile if your email address changes.**

NBAD Updates:

Updates are sent on average every 1-2 months by email in your preferred language of correspondence. Updates include information on continued education opportunities, employment opportunities, surveys, and other important information for members. You can also access the past Updates on the NBAD website under "Updates".



NBAD Newsletters:

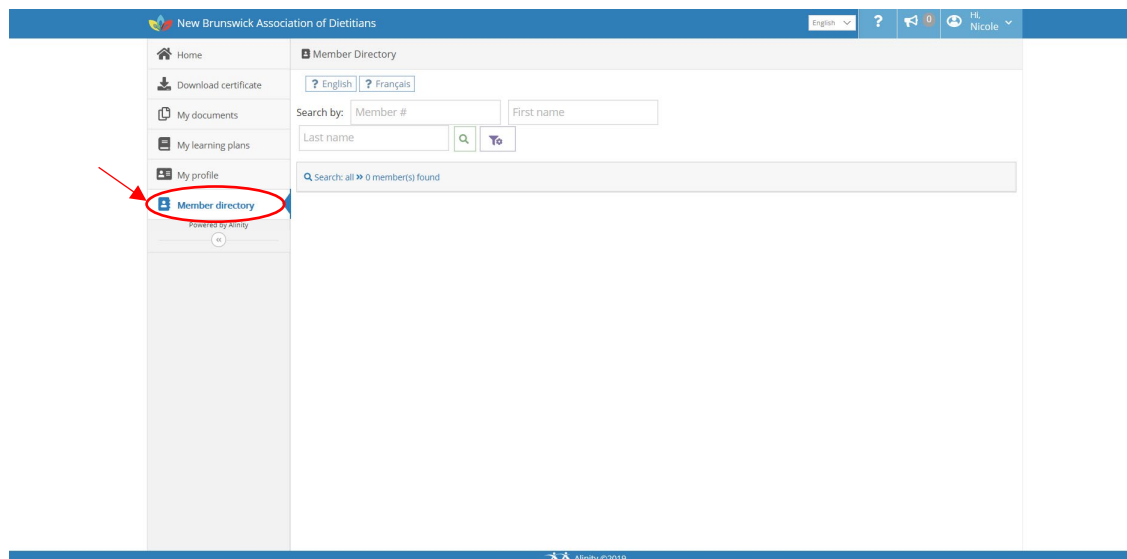
Newsletters are circulated by email quarterly and then posted on the website. Newsletters include updates from each NBAD Committee, new and resigning members' updates and other important information from the Board of Directors.

NBAD Annual Reports:

Annual reports are also circulated by email once per year following the AGM and then posted on the [NBAD website](#). This includes the Registrar's Report, the President's Report, Committee Reports, registry statistics and financial statement.

Member Directory:

To network with other dietitians, an online member directory is made available through your NBAD Member Account. Permission to share your email with other members is obtained on the application form and annual renewal form; however, please contact the NBAD office at any time if you would like to add or change your preferences related to this directory.



Media Dietitians Directory:

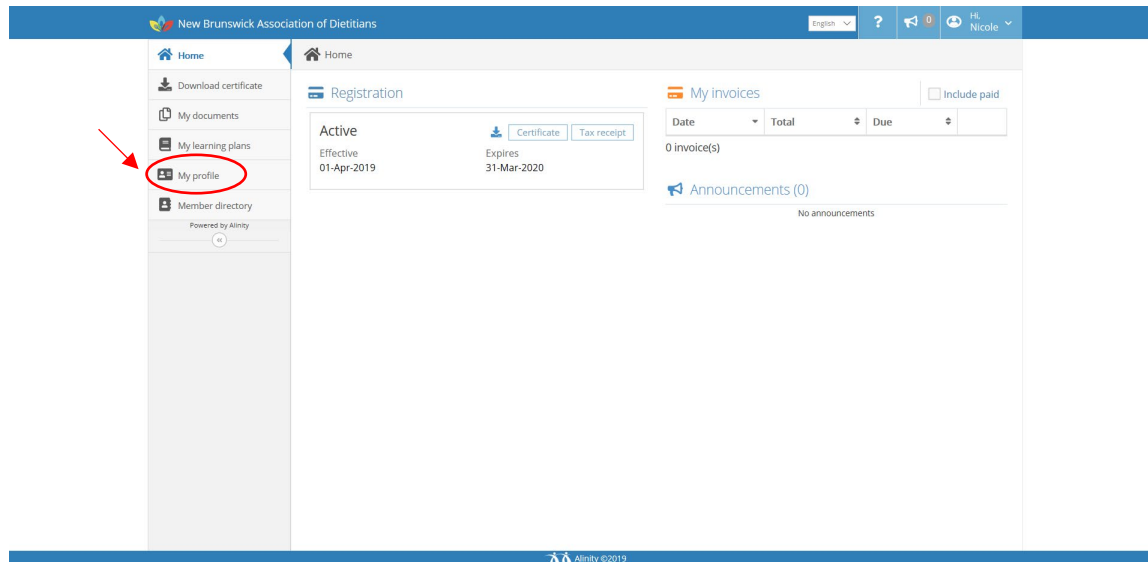
A directory of NBAD Registered Dietitians available for journalists' inquiries and other media relations is accessible to the public on the [NBAD website](#) under "Public" from the main menu and then "Media Dietitians" from the drop-down menu. Permission to post this information is obtained from members on the application form and the annual renewal form; however, please contact the NBAD office at any time if you would like to add or change your information related to this directory.

Private Practice Dietitians Directory:

A directory of NBAD Registered Dietitians offering private practice services is available to the public on the [NBAD website](#) under "Public" from the main menu and then "Private Practice Dietitians" from the drop-down menu. Permission to post this information is obtained from members on the application form and the annual renewal form; however, please contact the NBAD office at any time if you would like to add or change your information related to this directory.

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.



Becoming a Mentor

As the NBAD Code of Ethics states under Principle 7.0, Registered Dietitians have the mandate *to support the training and education of future members of the profession*. If you are interested in welcoming a Dietetic Intern, know that there are internship programs in New Brunswick and in the Maritimes who are always interested to have new placements to offer to their students in our province.

For more information, please contact:

Université de Moncton – Integrated Internship Program

Sonia Bérubé, Nutrition & Dietetic Professional Practice Coordinator

sonia.berube@umoncton.ca

(506) 858-3762

The Moncton Hospital – Post-Degree Internship

Jill Thibodeau, Manager, Clinical Nutrition

jill.thibodeau@HorizonNB.ca

(506) 857-5408

Acadia University – Partially Integrated Internship Program

Connie Foote, Dietetic Practicum Coordinator

connie.foote@acadiau.ca

902-585-1367

Mount Saint Vincent – Partially Integrated Internship Program

Judy Fraser Arsenault, Internship Education Program Coordinator

Judy.fraser.arsenault@msvu.ca

(902) 457-6145

St. Francis Xavier University – Partially Integrated Internship Program

Laura Reid, Dietetic Educator

lreid@stfx.ca

(902) 867-5039

Nova Scotia Health Authority – Post-Degree Internship

Marilyn Cipak, Director, Central Zone, Nutrition & Food Services

Marilyn.cipak@nshealth.ca

(902) 473-6366

University of Prince Edward Island – Partially Integrated Internship Program

Jill Saunders, Professional Practice Coordinator (Dietetics)

jasaunders@upeu.ca

902-628-4371

Resources for Mentors:

- [Preceptor Education Program](#)
- [Dietitians of Canada Preceptor Education – eLearning Course for Dietitians](#)
- [Consortium national de formation en santé – Art of Supervising Trainees](#)
- [University of British Columbia Preceptor Resources – Dietetics Program](#)

Dietetic Interns

As per NBAD's By-Law I and II, individuals seeking practical dietetics experience in a practice setting in New Brunswick are required to be registered as a Dietetic Intern with NBAD.

Notifying the Association's office of Dietetic Interns:

- **Dietetic education programs in New Brunswick** shall send the list of individuals who have been accepted into their internship program each year to the Association's office. This list will serve as verification that the applicant is enrolled in a dietetic education program;
- It is mandatory that **Registered Dietitians registered with the Association to notify the Association's office of requests** from applicants seeking practical dietetic experience in New Brunswick;
- In cases where **individuals from outside New Brunswick** seek to complete a rotation as part of their out of province Internship, the Association's office requires

written verification from the applicant's internship director before the applicant's application will be processed.

Please consult the NBAD website [Dietetic Intern Directory](#) to confirm that your intern is registered with NBAD *prior to* commencing their internship rotation. If he or she is not registered, please communicate with NBAD's office immediately.

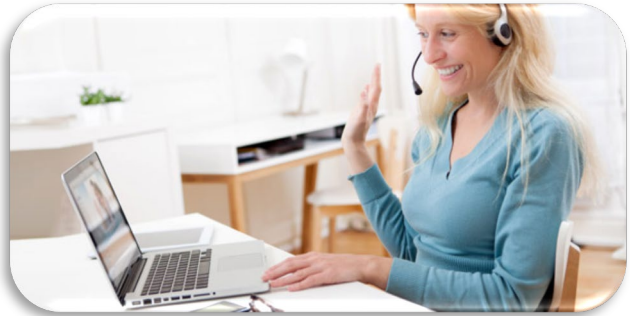
It is the responsibility of Dietetic Interns, supervising Dietitians and Internship Directors to notify the Association of any misconduct or breach of professional standards that is in contravention to the regulatory framework found in the Association Act, Regulations, By-laws, and Code of Ethics.

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](#)

Telepractice

If you wish to do electronic practice (provision of dietetic service via internet, email, telephone, videoconference or other electronic means to the public and to individual clients), please contact the provincial regulatory body which your patient/client resides as each provincial regulatory body has different policies regarding electronic practice (i.e. restricted activities, membership requirements, etc.). Consult the [NBAD Cross Border Dietetic Practice Position Statement](#).



Questions

If you have any questions about your registration, the CCP or any other regulatory-related topic please contact the Registrar at registrar@adnb-nbad.com or (506) 386-5903.

Inspired from NSDA Orientation for New Members and CDA Member Handbook