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| Policy | Continuing Competence Program Audit | | |
| Section | Quality Assurance Program | Number | 8.1.1 |
| Approved | November 2015 | Last Reviewed | October 2015, April 2018, May 2020, March 2022 |
| Last Revision | October 2015, April 2018, May 2020, March 2022 | | |
| References | | | |
| Act | Regulation | By-Law | Policy |
| 4.1(B) | ii | | |
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POLICY

Each year, 20% of Active and Temporary Members’ Continuing Competence Program (CCP) submissions shall be selected for audit. The purpose of the CCP audit is to:

- Verify that members’ self-reported learning activities were completed;
- Evaluate the content of members’ learning goals to:
 - Ensure that member submissions meet requirements;
 - Provide members with feedback to improve future submissions;
- Evaluate the CCP and tools and identify potential areas for improvement or education needs regarding the program requirements.

PROCEDURE

1. Each registration year, 20% of members shall be selected for audit of their CCP portfolio.
2. The list of members to be audited will include:
 - a. Any new members who qualified for registration through labour mobility from the Ordre des diététistes-nutritionnistes du Québec (ODNQ) that has yet to successfully complete either the Canadian Dietetic Registration Examination or at least one component of ODNQ’s Quality Assurance Program; and
 - b. Members who have been continuously registered with NBAD for the past 5 years and who have not been selected for audit during that same time period; and
 - c. Members selected at random from the list of Active and Temporary members.
3. Members who participated in the previous year’s audit and received a result of “No further action required”, will not be included in the random selection for the current year.
4. Members will be notified by email that they have been selected for audit. The email notification will be sent on **April 1** and will include instructions about how to submit supporting documents.
5. A member who has been selected for the audit may request an extension as set out in Policy 8.3.2.

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6. Members selected for audit will be required to submit the supporting documents for all learning activities listed in their CCP submission.
7. The Registrar will send the names of those selected for the audit to the Quality Assurance Committee (QA Committee) during the first week of April. If a QA Committee member is in conflict with a member being audited (knows the member well, supervises the member, etc.), the Committee member will notify the Registrar so that the portfolio can be audited by another QA Committee member.
8. Members of the QA Committee perform the audit and will review the members’ online CCP submission along with supporting documents to verify that:
 - a. Self-reported learning activities have been completed, and
 - b. The member’s CCP submission meets the requirements set out in Policies 8.1 and 8.1.2.
9. Members of the QA Committee may consult the member’s previous CCP submissions within the past five years.
10. Upon completing the review of each member’s CCP submission and supporting documents, the auditors will identify one of three possible outcomes:
 - a. No further action required – The member’s submission met all requirements set out in policies 8.1 and 8.1.2.
 - b. Minor feedback – The auditors have identified feedback to improve the overall quality of the member’s submissions and to ensure they meet all CCP requirements in the future.
 - c. Further action required – The deficiencies are significant enough that it is not clear to the auditors that the member’s competence as a dietitian was enhanced as a result of the learning activities. In exceptional circumstances, the QA Committee may require the member to participate in the audit next year.
11. If the audit finds that a member did not complete a learning goal, further action will be required (the member must submit one or two learning goals).
12. The Registrar will notify members who participated in the audit of their results. Results will be communicated through email by May 31.

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13. If the outcome of the audit requires the member to take additional action, the deadline for completing the additional action is September 30.
14. The auditors will adhere to NBAD’s Committee Members Code of Conduct Policy 2.2.4.
15. NBAD will provide the membership with a summary of the results of the audit. The audit result of individual member’s submission will not be shared publicly.

Note: NBAD uses the terms Quality Assurance Program and Continuing Education Program interchangeably