

Policy	Evaluation of Continuing Competence Program Portfolios		
Section	Quality Assurance Program	Number	8.1.2
Approved	May 11, 2020	Last Reviewed	March 2022
Last Revision	March 2022		
References			
Act	Regulation	By-Law	Policy
6 (3) j	II		

POLICY

This policy sets out the criteria to be used by members of the Quality Assurance Committee (QA Committee) for evaluating members' Continuing Competence Program (CCP) submissions as part of the annual CCP audit.

PROCEDURE

1. Auditors will review the entire CCP submission (learning goals, activity description and self-reflection) to understand the learning that the member wanted to achieve and what competencies they were intending to address.
2. To be deemed acceptable, a member's CCP submission must contain:
 - a. Two clearly written learning goals related to dietetic practice.
 - b. Learning activities in sufficient quantity and quality to enable achievement of both identified objectives.
 - c. Supporting documents testifying to the member's participation in all reported learning activities.
 - d. A self-reflection clearly demonstrating the achieved learnings and their impact on the members' competencies.
3. CCP submissions will require feedback or resubmission if it does not meet one or more of the requirements in section 2. The following are additional examples of when feedback or resubmission may be required:
 - a. The learning goal describes a work-related task or project that the member will complete, but does not clearly identify what knowledge, skills, or judgment (competencies) the member will develop or improve in order to complete the work task or project.
 - b. A learning goal has not been completed and the member has not submitted an alternative learning goal that has been completed.
 - c. The learning activities for a learning goal provide basic, general knowledge, which does not add significantly to the member's competence as a dietitian.

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- d. The author of a learning activity is not academically or experientially qualified to provide meaningful education on the subject matter.
- e. The reported learning activities do not support the achievement of the learning goal.
- f. An incomplete self-reflection that does not demonstrate to the auditor both the learnings achieved and their impact on the member's competencies.

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