

Saskatchewan Dietitians Association Continuing Competence Program

As part of the mandatory continuing competence program of the Saskatchewan Dietitians Association, you are required to complete a self-assessment and develop a learning plan that includes the minimum of two goals. By March 31 of each year, you are required to report on your learning plan from the past year and submit a new learning plan.

Annually 5% of the membership is selected to participate in an audit whereby they are required to submit detailed information about their goals and the activities they undertook to complete those goals. If you are selected for the audit, you will be provided with details regarding what you are required to submit to SDA for review.

Below are some examples of the type of documentation you should be retaining for the continuing competence program.

Documentation to Support Learning Activities

Documentation to support the learning activities pursued in order to achieve the goals set out in the annual learning plan may include but are not limited to:

- Certificates of courses/workshops/lectures or seminars attended or completed
- Agendas and minutes of meeting attended
- Degrees or diplomas
- Record of completion of academic study or certification courses
- Documentation of discussions had with peers or colleagues as a method of learning
- References of journal articles and texts read along with a summary of insights gained from the materials
- Documentation of the discussion from journal clubs as well as a summary of the insights gained from the material
- A summary of the information and insights gained from in-services and rounds
- A documentation of peer feedback
- Documentation or evidence to substantiate that the learning goals have been achieved (i.e. success indicators).

These indicators/examples may include but is not limited to:

1. A written report
2. Presentations given
3. Publications
4. A new or revised policy and procedure
5. An audit of the members skill or ability to perform in a certain manner
6. Survey results
7. A grant proposal
8. A research proposal established
9. An example of a product developed using a specific computer application
10. Evidence of passing of a certification exam
11. Documentation describing a new program that is developed
12. A new or revised educational pamphlet
13. Documentation of peer feedback

The following represents a list of voluntary records which members are suggested to retain for a period of 5 years in effort to assist them to demonstrate their commitment to ongoing learning and continuing competence:

1. A current resume including educational background, work experience, accomplishments to date and skills that they are proficient in; and
2. A list of certificates or recognition /awards attained; and
3. A list of degree or certificate programs which the member is currently pursuing; and
4. A list of professional organizations in which the member holds a current membership; and
5. A list of presentations given; and
6. A list of the member's publications; and
7. A list or brief description of volunteer work; and
8. A list of learning activities pursued that may not have been associated with learning goals identified in the member's annual learning plan but reflects incidental learning (for example, courses, conferences, workshops, in-services, informal meetings, journal clubs, networking with dietitians, etc.)