



**Saskatchewan  
Dietitians  
Association's  
Regulatory Bylaws  
2010**

## **Saskatchewan Dietitians Association's Regulatory Bylaws 2010**

Any previous bylaws are repealed on the date these bylaws come into force in accordance with the provisions of the Act.

The following are the regulatory bylaws for the Saskatchewan Dietitians Association:

### **Bylaw 1 – Membership**

#### **Section 1. Categories of Membership**

1. Membership in the Association shall consist of the following categories:
  - (a) Full Practicing Member;
  - (b) Restricted Member; and
  - (c) Temporary Member

#### **Section 2. Full Practicing Member**

1. A Full Practicing Member in the Association shall be:
  - (a) limited to a Dietitian to whom a Full Practicing Licence is issued by the Association in accordance with the Act; and
  - (b) granted upon completion of the prescribed application form and payment of the fees set by the Board.
2. A Full Practicing Membership entitles a person to the following privileges:
  - (a) to be licensed to practice dietetics in Saskatchewan;
  - (b) to vote and hold office in the Association;
  - (c) to have a voice and a vote at the annual and special meetings of the Association;
  - (d) to be appointed to Committees of the Association;
  - (e) to receive a copy of the Association's documents appropriate for distribution;
  - (f) to receive the publications of the Association; and
  - (g) to use the title Dietitian, Professional Dietitian, Registered Dietitian and/or initials P.Dt. and/or R.D.
3. A Full Practicing Member carries obligations including but not limited to the following:
  - (a) to adhere to the Code of Ethics adopted by the Association;
  - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
  - (c) to comply with the Continuing Competence Program set out by the Association; and
  - (d) to notify the Registrar of any change in name, address and/or employment status.

#### **Section 3. Restricted Member**

1. A Restricted Membership will be granted to applicants waiting to write the Canadian Dietetic Registration Examination or registration examination approved by the Board. The Restricted Membership shall:
  - (a) be limited to an applicant who has satisfied the registration requirements set out in Section 19(2) of the Act, and the applicant has applied to take the next scheduled Canadian Dietetic Registration Examination or registration examination approved by the Board, or the applicant has taken the examination and is awaiting results;
  - (b) be granted upon completion of the prescribed application form and payment of the fees set by the Association.
2. A Restricted Membership entitles a person to the following privileges:
  - (a) to practice dietetics up to 12 weeks after the Member has written the Canadian Dietetic Registration Examination or registration examination approved by the Board or until the results are received by the exam agency;
  - (b) entitled to the use of the titles Professional Dietitian (Candidate), Registered Dietitian (Candidate) and the initials P.Dt.(Candidate) and R.D (Candidate);
  - (c) to have a voice, but no vote, at the annual and special meetings of the Association;
  - (d) to receive a copy of the Association's documents appropriate for distribution; and
  - (e) to receive the publications of the Association.

3. A Restricted Member carries obligations including, but not limited to, the following:
  - (a) to adhere to the Code of Ethics approved by the Association;
  - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
  - (c) to comply with the Continuing Competence Program set out by the Association;
  - (d) to notify the Registrar of any change in name, address and/or employment status; and
  - (e) any other obligations approved by the Board and/or the Association.
4. A Member who holds a licence equivalent to a Restricted Licence with another Canadian Dietetic Regulatory Body who is in good standing with that body may be eligible to receive a Restricted Licence with the expectation that he/she will write the next scheduled Canadian Dietetic Registration Examination or registration examination approved by the Board.
5. A Member who holds a Restricted Membership may be granted a Full Practicing Licence when the Member successfully completes the Canadian Dietetic Registration Examination or registration examination approved by the Board and any other requirements necessary to obtain a Full Practicing Licence.

#### **Section 4. Temporary Membership**

1. A Temporary Membership shall be limited to Dietitians in good standing with a Canadian Dietetic Regulatory Body who requires registration on a temporary basis for a specified purpose approved by the Registrar.
2. A Temporary Licence shall be granted upon approval of the prescribed application form and payment of the fees set out by the Association.
3. A Temporary Membership entitles a person to the following privileges:
  - (a) to practice dietetics subject to restrictions imposed and for the period specified on the Temporary Licence approved by the Registrar;
  - (b) to have a voice, but no vote, at the annual and special meetings of the Association;
  - (c) is entitled to use the title Professional Dietitian; Registered Dietitian and the initials P.Dt. and R.D.
  - (d) to receive a copy of the Association's documents appropriate for distribution;
  - (e) to receive the publications of the Association; and
  - (f) any other obligations approved by the Board/Association
4. A Temporary Membership carries obligations including, but not limited to, the following:
  - (a) to adhere to the *Code of Ethics* approved by the Association;
  - (b) to use established Professional Standards adopted by the Association as a guide for the practice of dietetics;
  - (c) to comply with the Continuing Competence Program set out by the Association; or
  - (d) SDA will request confirmation from the member's home Regulatory Body that the member is in compliance with the continuing competence program;
  - (e) to adhere to the restrictions approved by the Board; and
  - (f) to notify the Registrar of any change in name, address and/or employment status.
5. A Temporary Licence will be revoked if the person fails to abide by the restrictions set out for them.

#### **Section 5. Change of Status**

Restricted Members may become Full Practicing Members of the Association upon payment of the required fee, compliance with the Act and the current Bylaws and the policies governing registration.

### **Bylaw 2 – Registration**

#### **Section 1. Information Collected**

1. Applicants in all membership categories are required to provide the following information which includes, but is not limited to:
  - (a) demographic, educational and training information as set out by the Registration Committee; and
  - (b) practice information as set out by the Registration Committee.
2. The Association may release such information in a summarized or statistical

form so that it is not possible to relate the information to any particular identifiable person without the consent of the licensed member or applicant whose information it is.

**Section 2. Initial Registration**

1. A person applying for initial registration as a Dietitian will be accepted for membership in the Association, subject to meeting the following requirements:
  - (a) completion of one of the following University programs in nutrition and/or dietetics approved by the Board:
    - i) Baccalaureate;
    - ii) Master's; or
    - iii) Doctoral degree
  - (b) completion of one of the following programs approved by the Board:
    - i) Dietetic Internship (may or may not be integrated into a Baccalaureate Degree),
    - ii) Practicum Training Program, or
    - iii) Graduate Competency Documentation Route for individuals with a Master's or Doctoral Degree
  - (c) completion of the requirements for academic and practical training within 3 years prior to the date of application;
  - (d) completion of the Canadian Dietetic Registration Examination or registration examination approved by the Board;
  - (e) completion of the prescribed forms and paid the prescribed fees; and
  - (f) if the applicant has not written the Canadian Dietetic Registration Examination or registration examination approved by the Board the applicant may apply for a Restricted Licence.
2. A person who is registered with another Canadian Dietetic Regulatory Body will be accepted for registration in the Association without further assessment if he/she:
  - (a) is a Member in good standing and has no current restrictions on their practice or disciplinary actions pending;
  - (b) has met the language fluency requirement as set by the Board; and
  - (c) has completed the prescribed forms and paid the prescribed fees.
3. A person who is a graduate from a university in another country or who does not fall under sub-section 1 or 2 of this Bylaw will be accepted for registration in the Association if the Board is satisfied that:
  - (a) the academic standards and curriculum of instruction fixed by the University for the teaching of dietetics is at least equivalent to those of a Canadian University;
  - (b) the practical training program completed is equivalent to a Canadian Accredited Dietetic Internship or Canadian Practicum Training Program;
  - (c) academic and/or practical training requirements have been met within 3 years prior to the date of application;
  - (d) the Canadian Dietetic Registration Examination or registration examination approved by the Board has been successfully completed;
  - (e) there are no current restrictions on their practice and there are no disciplinary actions pending against that person; and
  - (f) the prescribed forms have been completed and the prescribed fees have been paid;
  - (g) if the applicant has not written the Canadian Dietetic Registration Examination or registration examination approved by the board the person applying may apply for a Restricted Licence.
4. The Registrar may require applicants in subsection 1 and 3 to complete one or more of the following:
  - (a) prior learning assessment;

- (b) language fluency assessment;
  - (c) learning modules;
  - (d) practicum;
  - (e) practical experience assessments;
  - (f) competence assessments;
  - (g) examinations; and/or
  - (h) any other assessment or program requested by the Registrar.
5. For the purpose of determining that qualifications are met in subsection 1 and 3, the Registrar may employ testing services, national dietetic standards organization assessment experts, or other persons to assist with assessing applicants when deemed necessary.
  6. All applicants for registration must provide evidence of having good character by submitting any of the following, on the request of the Registrar:
    - (a) a statement by the applicant as to whether the applicant is currently being investigated or has previously been disciplined by another regulatory body;
    - (b) a statement as to whether the applicant has ever been convicted of a criminal offence; and/or
    - (c) any other evidence deemed necessary.

### **Section 3- Refusal of Registration**

1. When the Registrar refuses an application for registration, the applicant shall be so informed by registered mail within thirty days of the refusal. Such an applicant shall be advised of the right to request reconsideration in accordance with subsection (2) below.
2. Any applicant whose registration has been refused by the Registrar may have the application reconsidered by making a request, stating the reasons, in writing, not more than 30 days after receipt of notification of the refusal. The Board shall, thereupon reconsider such application and either order the applicant's registration or refuse the application. The decision of the Board shall be transmitted to the applicant by registered mail within seven days from the date of the decision and such decision shall be final.

## **Bylaw 3 - Licence to Practice**

### **Section 1. Proof of Practice**

1. Every Dietitian shall, before practicing dietetics in Saskatchewan, apply for and obtain a licence.
2. An applicant who is registered shall submit annually a learning plan for the upcoming year and a completed learning plan from the past year according to Regulatory Bylaw 4.
3. A licensed Member who applies for renewal of their licence must provide information related to whether they have been convicted of a criminal offense since registration and other information related to whether the Member continues to be in good standing.
4. Subject to registration and the payment of the appropriate fees, completion of the application form and otherwise complying with these bylaws, every person who is registered with the Association shall be entitled to receive a licence to practice dietetics in the Province of Saskatchewan, signed by the Registrar.

### **Section 2. Full Practicing Licence**

1. A Full Practicing Licence shall cover the period from the date of issue to March 31st subsequent, may be granted to individuals who have registered pursuant to Regulatory Bylaw 2, Section 2 and that:
  - a) have successfully completed the Canadian Dietetic Registration Examination or registration examination approved by the Board; or
  - b) are licensed to practice and are in good standing with another Canadian Dietetic Regulatory Body.
2. Subject to terms and conditions, regarding disciplinary measures, set out by the Board, the Registrar may issue a Full Practicing Licence.
3. A person will be registered and obtain a Full Practicing Licence prior to practicing.

### **Section 3. Restricted Licence**

1. A Restricted Licence may be granted to individuals who have registered and are waiting to write the Canadian Dietetic Registration Examination, or registration examination approved by the Board or awaiting the results of the examination.
2. A person will be registered and obtain a Restricted Licence prior to practicing.
3. The Restricted Licence will expire 12 weeks after the date the individual wrote the registration examination or when the results are received from the exam agency.
4. If a member with a restricted license fails the Canadian Dietetic Registration Exam or registration examination approved by the Board on their first attempt, the restricted member may apply for an extension of their Restricted Licence. The extension may be granted for a period of time that extends to 12 weeks following the next sitting of the Canadian Dietetic Registration Exam or registration exam approved by the SDA Board.
5. If a member with a restricted license fails the Canadian Dietetic Registration Exam or registration exam approved by the Board on their second attempt, the Member's restricted licence will be revoked and they will not be eligible for a Full Practicing License until they pass the examination. They must pass the examination within four years or three attempts of being deemed eligible to write. After the second failure, proof of upgrading to the satisfaction of the Registration committee, will be required before a third and final attempt at the registration examination.

### **Section 4. Temporary Licence**

1. A person will be registered and obtain a Temporary Licence prior to practicing.
2. A Temporary Licence may be issued to a person wishing to practice dietetics in Saskatchewan for a period not to exceed 3 months. It may be renewed at the discretion of the Registrar.
3. During the duration of the Temporary Licence the member must remain registered with the Canadian Dietetic Regulatory Body that they were registered with at the time of application.
4. The Registrar may issue a Temporary Licence.
5. The Temporary Licence so issued shall state the limitations imposed on practice by the Registrar.

### **Section 5. Renewal of Licence**

1. Subject to the payment of the appropriate fees and completion of the annual renewal form, every licence issued to a Dietitian or Dietitian (Candidate) will expire on March 31 of each year. All applicants for renewal must have met the requirements as outlined in Bylaw 4, Section 1.
2. All applicants must provide evidence of having good character by submitting any of the following, on the request of the Registrar:
  - (a) a statement by the applicant as to whether the applicant is currently being investigated or disciplinary action is being taken by another regulatory body;
  - (b) a statement as to whether the applicant has ever been convicted of a criminal offence; or
  - (c) any other evidence deemed necessary.
3. Where no application has been received by the Registrar for the renewal of a licence to practice at the end of designated business hours of the last working day on or before March 31st, the Registrar shall forward a second renewal notice by registered mail. The second notice shall include a copy of the Bylaws related to the renewal of a licence to practice and notice of the late fee required to be submitted with the renewal application.
4. The annual licensing year shall begin on April 1 and shall end on March 31 of the following year.

### **Section 6. Loss of Licence**

1. A Dietitian who fails to renew a licence to practice by April 30th of the current year shall lose their licence and their name shall be removed from the register.
2. Any Member who loses a licence to practice, and believes there is good reason why the licence should not be lost, may appeal in writing to the Registrar by May 31st of the current year.
3. Any Member with a Restricted Licence who fails the Canadian Dietetic Registration Examination or registration examination approved by the Board twice will have their Restricted Licence revoked.

4. The Disciplinary Committee will make recommendations to the Board for loss of licence of a Member due to disciplinary action.
5. A dietitian who pays the licensing fee and does not submit the other requirements for renewal of a licence as outlined in Bylaw XII, Section 5 will have his or her name forwarded to the Professional Conduct Committee. The Professional Conduct Committee may issue a temporary suspension until these registration renewal requirements are met.

**Section 7. Re-entry**

1. After three years of not being registered with a Canadian Dietetic Regulatory Body and/or practicing as a dietitian and/or has not completed the Continuing Competency Program, the applicant shall be required to complete academic upgrading, practical training and/or complete the Canadian Dietetic Registration Examination or registration examination approved by the Board prior to obtaining a license.

**Bylaw 4 - Continuing Competence Program**

**Section 1. Submission of the Learning Plan and Learning Plan Outcomes**

1. As part of the continuing competence program, for each reporting year, members are required to:
  - a) complete the Self Assessment Tool and Learning Plan as approved by the Board;
  - b) submit a copy of their Learning Plan for the reporting year by March 31<sup>st</sup>; and
  - c) submit a copy of their Learning Plan Outcomes from the previous reporting year by March 31<sup>st</sup> along with any changes to that Learning Plan.
2. Continuing competence program activities must be in accordance with the dietetic practice and professional guidelines as outlined by the document: "Dietitians of Canada Professional Standards for Dietitians in Canada" Revised 2000.
3. Members are required to retain a Professional Development Portfolio which includes documentation to verify completion of the Self-Assessment Tool, Learning Plans, Learning Plan Outcomes, Learning Plan Change Forms as well as all supporting documentation of learning activities for a period of five years (starting in 2006).
4. Members may apply to the Professional Standards Committee for an extension for the submission of their Learning Plan, which will be addressed on a case by case basis. The letter requiring an extension must be received by the Registrar by February 28<sup>th</sup> to be considered.
5. Members will be notified that their Learning Plan and Learning Plan Outcomes have been received and will be reviewed by the Professional Standards Committee.
6. Any member who does not comply with the requirements outlined in 1:
  - a) shall receive, by registered mail, a notice of late fee along with a report stating that the requirements set out by the Professional Standards Committee were not met; and
  - b) will be required to provide a written response with the late fee by April 30<sup>th</sup>.

**Section 2. Learning Plan and Learning Plan Outcomes Review**

1. The Professional Standards Committee shall:
  - a) review Members' Learning Plans and Learning Plan Outcomes annually; and
  - b) forward a report of this review to the Registrar annually by June 1<sup>st</sup>.
2. If a member's submission does not meet requirements, the member will receive a written report by registered mail, outlining any deficiencies to his or her Learning Plan. The member will have 30 days in which to respond to the Professional Standards Committee. If the member does not respond within 30 days, his or her name will be forwarded to the Professional Conduct Committee.
3. A random, paper-based Audit will be conducted annually on 5% of the membership. The Audit will include a review of the member's annual Learning Plan, Learning Plan Outcomes, Self-Assessment Tool and Professional Development Portfolio as evidence of the member's commitment to the principles of the Continuing Competence Program.

## **Bylaw 5 – Statutory Committees**

### **Section 1. Statutory Committees**

The Statutory Committees of the Association are:

- (a) the Professional Conduct Committee; and
- (b) the Discipline Committee.

### **Section 2. Professional Conduct Committee**

1. The Professional Conduct Committee is established as per section 24, 25, and 26 of the Act and shall conduct its affairs as set out in the Act.
2. In the event of a conflict of interest, the involved Member of the Professional Conduct Committee will step down, and the Board will appoint a replacement to deal with the specific complaint.
3. The Committee shall notify, in writing, the Member who is the subject of an allegation that a complaint has been received and ask for a written response within 30 days.
4. Following receipt of the written response from the Member or if the Member fails to respond within 30 days, the Committee may proceed with an investigation pursuant to section 25 of the Act.
5. The Committee shall notify, in writing, the person who made the complaint that the allegation will be reviewed.
6. The Committee may take appropriate action including:
  - (a) resolution of the matter with the consent of the complainant and the member who is the subject of the investigation;
  - (b) refer the matter to the Discipline Committee for handling;
  - (c) request any person to answer any questions and to produce any records, notes, books, papers, or any other documents or items in the person's possession or under their control that are or may be relevant to the report or conduct to be investigated; and
  - (d) with the consent of the person producing them, copy and keep copies of any of the documents or items that are produced under clause (c).

### **Section 3. Discipline Committee**

1. The Discipline Committee is established as per section 27 of the Act and will conduct its affairs as set out in the Act.
2. In the event of a conflict of interest, the involved Member of the Discipline Committee will not be involved in the hearing, and the Board will appoint a replacement to deal with the specific hearing.
3. Without limiting the generality of section 22 of the Act, the Discipline Committee may find a Member guilty of professional incompetence who:
  - (a) endangered the safety of a client;
  - (b) wrongfully abandoned a client;
  - (c) failed to comply with any applicable law respecting the collection, use, handling or disclosure of personal information (including, without limitation, personal health information);
  - (d) failed to maintain or falsified any client record;
  - (e) failed to inform an employer of the dietitian's inability to accept specific responsibility in areas where special training was required or where the dietitian did not feel competent to function without supervision;
  - (f) failed to report serious incompetence of a Member or colleague; or
  - (g) failed without reasonable cause to respond to inquiries from the Association regarding professional incompetence.
4. Without limiting the generality of section 23 of the Act, the Committee may find a Member guilty of professional misconduct who:
  - (a) guarantees a cure either verbally or in writing or by advertising or otherwise;
  - (b) advertises, promotes, and/or does other marketing activities that are inaccurate and are misleading to the public and without limiting the foregoing directly or indirectly:
    - (i) misrepresent facts;



- (ii) compare either directly, indirectly or by innuendo, the Member's services or ability with that of any other practitioner or clinic, or promises or offers more effective service or better results than those available elsewhere;
- (iii) deprecate another Member or clinic with respect to service, ability or fees;
- (iv) create an unjustified expectation about the results the Member can achieve;
- (v) be made under any false or misleading guise, or takes advantage, either physically, emotionally, or financially of any patient, or uses coercion, duress, or harassment;
- (vi) be incompatible with the best interests of the public or Members, or tends to harm the standing of the dietetic profession generally;
- (vii) contain any testimonial or discloses the names of clients; or
- (viii) contain any reference to a specific brand of drug, device, or equipment.
- (c) abused a client physically, sexually, verbally or psychologically;
- (d) engaged in the practice of dietetics, when the ability to perform any act in such practice is impaired by alcohol or drugs;
- (e) influenced a client to change the client's last will and testament;
- (f) misappropriated property belonging to a client, employer or fellow employee;
- (g) failed to report misconduct of a Member or colleague;
- (h) failed without reasonable cause to respond to inquiries from the Association regarding alleged professional misconduct; or
- (i) conspired to participate in any act of misconduct or counseled a participant in any act of misconduct.

5. Without limiting the generality of sections 3 or 4 above, the Discipline Committee may find a member guilty of professional incompetence or professional misconduct if a member breaches the SDA Code of Ethics for Registered Dietitians, May 2005 or the Professional Standards for Dietitians in Canada 2000.

6. Where the Committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
- (a) the person who was the subject of the report;
  - (b) the person who made the complaint;
  - (c) the Board; and
  - (d) any other persons deemed necessary by the Committee.
7. Findings of guilt shall be matters of public interest and reported in Association publications. Findings of guilt that affect licensure shall be reported to the Member's current employer.
8. For the purpose of 4(c), sexual abuse may include but is not limited to:
- (a) sexual intercourse or any other form of sexual activity between a client and a Member;
  - (b) touching of a sexual nature between a client and a Member including, but not limited to:
    - (i) touching or massaging breasts or pelvic area, or any sexualized body part; and
    - (ii) kissing of a sexual nature.
  - (c) behavior or remarks of a sexual nature between a client and Member including, but not limited to:
    - (i) verbal or written comments, inappropriate procedures, gestures or expressions that are seductive or sexually demeaning to the client;
    - (ii) deliberately watching a client dress or undress where it is unrelated to the provision of the Member's services;
    - (iii) questioning the client regarding the client's sexual performance, history, or orientation where it is unrelated to the provision of the Member's services; or
    - (iv) discussion of a client's sexual performance, history or orientation where it is unrelated to the provision of the Member's services.

### **Bylaw 6 – Conflict of Interest**

1. A Conflict of interest may involve any of the following:
  - (a) elected Members of the Board;
  - (b) Members appointed to serve as delegates, or Committee Members; and
  - (c) employees of the Association.
2. Members serving in an official capacity as Board Members, Committee Members or representatives of the Association shall declare a conflict of interest in matters under discussion, business of the Association or in decisions taken in which they have a conflict of interest.
3. It shall be the responsibility of the presiding officer to ensure that Members identifying a conflict of interest shall leave the meeting during considerations of the pertinent issue and the Secretary of the meeting shall record the departure of the Member.
4. Members who represent the Association shall not assume a position if a conflict of interest is identified.
5. A conflict of interest may be defined as, but is not limited to the following:
  - (a) where the Member is involved in negotiating wages and/or employment contracts, or completing performance appraisals for Association staff who may be related to that Member;
  - (b) where the Member is involved in determining/reviewing credentials and registration/licensing eligibility for an applicant or another member who may be related to that Member;
  - (c) where the Member is involved in the investigation and/or discipline process affecting another Member who may be related to that Member; and
  - (d) where the Member, Member's family, employees of the association, partner, or associate might personally or financially benefit from decisions or information gained from involvement on the Board or Committees.

### **Bylaw 7 – Standards**

#### **Section 1. SDA Code of Ethics**

Every Member shall comply with the “SDA Code of Ethics May 2005.”

#### **Section 2. Professional Standards**

Every Member shall comply with the Professional Standards for Dietitians in Canada (2000).

## **SASKATCHEWAN DIETITIANS ASSOCIATION**

### **CODE OF ETHICS FOR REGISTERED DIETITIANS**

**May 5, 2005**

The Saskatchewan Dietitians Association supports and promotes the highest standards of professional practice. The Registered Dietitian accepts the obligation to protect clients, the public, and the profession by upholding this Code of Ethics.

This Code of Ethics for Registered Dietitians is a statement of the ethical commitments of dietitians to those they serve. It has been developed by dietitians for dietitians. It outlines the numerous roles played by dietitians and the ethical standards by which dietitians are to conduct their practice. It gives guidance for decision-making, serves as a means of self-evaluation, and provides a basis for feedback and peer review. This code outlines what Registered Dietitians must know about their ethical responsibilities, informs other health care professionals and the public about the ethical commitments of dietitians, and fulfills the responsibilities of a self-regulating profession.

## **Glossary**

**“Client”** means an individual, family and/or substitute decision-maker, group, agency, employer, employee, organization, or community who is a potential or actual recipient of the dietitian’s expertise. The client is unique and diverse in needs, culture, motivations, resources, religion, and perception of wellness. If there is a conflict between responsibility to a client or an employer, the dietitian’s responsibility is to the client.

**“Registered Dietitian/Dietitian”** means a person who is registered as a dietitian under The Dietitians Act (2002). This also includes those persons registered as restricted or temporary members under the Act. The term “Dietitian” has been used throughout this document.

**“Standards of Practice”** means Professional Standards for Dietitians in Canada (Dietitians of Canada 2000).

## **Dietitians’ Values Defined**

### ***Ethical Conduct***

Dietitians establish and maintain a unique relationship with each client that is based on an ethical covenant. The word “covenant” means that dietitians have moral obligations in return for the trust given them by society.

### ***Client Centered Provision of Care***

Dietitians value the ability to provide client centered care that allows them to honor the individual needs, values, and dignity of the client.

### ***Confidentiality and Transparency***

Dietitians safeguard information learned in the context of a professional relationship and ensure it is shared outside the health care team only with the person’s informed consent, or as may be legally required, or where the failure to disclose would cause significant harm.

### ***Collaboration***

Dietitians work cooperatively and collaboratively as part of a professional team in the best interests of the client.

### ***Choice***

Dietitians respect the client's right to informed consent and voluntary choice in treatment decisions.

### ***Professional Conduct***

Dietitians ensure high quality provision of care through self-evaluation of personal competence. They are accountable for their practice, and act according to the ethical principles and standards of the profession.

### ***Accountability to the Profession***

Dietitians participate in professional activities to advance the development of new knowledge, to mentor, support and advocate for students and colleagues, and to assist in the improvement and regulation of the profession.

## **Role and Responsibility Statements**

### **1.0 Dietitian as Direct Care Provider**

- 1.1 Dietitians shall place the individual client's best interests as their primary professional obligation.
- 1.2 Dietitians shall obtain consent for any service, and shall:
  - 1.2.1 Provide the client with a complete and objective explanation of the nature and scope of the problem, which in the dietitian's opinion, emerges from all the facts that have been brought to her or his attention;
  - 1.2.2 Inform the client of the scope of the recommended services, and of any reasonable alternative services
  - 1.2.3 Provide accurate information about the expected benefits and the risks of the recommended services and of the alternatives.
- 1.3 The dietitian should take all reasonable steps to ensure that consent is not given under conditions of coercion or undue pressure.
- 1.4 When a person lacks decisional capacity, dietitians must obtain consent for nutritional care from a substitute decision maker, subject to the laws in their jurisdiction.
- 1.5 Dietitians should endeavour to ensure that the substitute decision maker honours the individual's previously expressed wishes concerning treatment or, when these are unknown, acts in the individual's best interests.

- 1.6 Dietitians must remain sensitive to their position of relative power in professional relationships with individuals. They must not take physical, emotional or financial advantage of those individuals entrusted to their care. Dietitians must avoid other forms of abuse.
- 1.7 The dietitian must respect the right of individuals to refuse treatment or withdraw consent for care at any time, or to request a second opinion. The dietitian should be sensitive to nonverbal indications of a desire to discontinue and seek confirmation from the individual or substitute decision maker.
- 1.8 When discussing treatment options the dietitian should interpret controversial information without personal bias, recognizing that legitimate differences of professional opinion exist.
- 1.9 The dietitian should take all reasonable steps to ensure that the individual understands the information provided, and that the individual's questions have been answered. This is especially important when ethno-cultural or literacy issues apply.
- 1.10 The dietitian shall inform the individual of all fees for service and available methods of payment prior to providing the service.
- 1.11 Where a client's interests so require, the dietitian shall consult a colleague, a member of another professional association, or any other qualified person, or shall refer the client to one of those persons.
- 1.12 The dietitian provides professional services in response to the needs of the client regardless of ancestry, nationality, ethnic background, religion, age, gender, social and marital status, sexual orientation, political beliefs, or physical or mental disability.
- 1.13 The dietitian shall respect and protect the individual's right to physical modesty and psychological privacy.
- 1.14 The dietitian should continue to provide services until they are no longer needed; the patient requests discontinuation, another qualified dietitian has assumed responsibility for the patient; or the patient has been given adequate notice.
- 1.15 Dietitians who are on strike must take appropriate steps to protect the safety of clients once the union has approved the provision of an essential service.
- 1.16 The dietitian shall respect the confidentiality of information obtained in the practice of her or his profession.
- 1.17 The dietitian may divulge confidential information only when the individual consents to disclosure, when disclosure is required or permitted by law, or when disclosure is necessary to protect an incompetent client from harm. The extent of the disclosure should be limited in order to provide as much protection as possible to the individual's privacy.
- 1.18 The dietitian shall respect the client's right to consult her or his nutrition record and to obtain a copy thereof.

## **2.0 Dietitian as a Health Care Professional**

- 2.1 The dietitian practices dietetics based on scientific principles and current information in the field of dietetics.

- 2.2 The dietitian assumes responsibility and accountability for personal competence in practice. She or he has an obligation to acquire new skills and knowledge in the areas of practice on a continuing basis to ensure safe, competent, and ethical dietetic practice.
- 2.3 The dietitian practices within her or his own level of competence. She or he seeks additional information or knowledge, or makes referrals as appropriate when the situation is beyond her or his level of competence.
- 2.4 Where the dietitian is called upon to collaborate with a colleague, she or he shall maintain her or his professional independence. If the task assigned is contrary to the standards of practice for dietetics, she or he should decline to act.
- 2.5 The dietitian shall avoid misleading statements, omissions, or false entries in any records relating to her or his practice.
- 2.6 The dietitian shall permit her or his name to be used for the purpose of verifying that dietetic services have been rendered only if she or he provided or supervised the provision of those services.
- 2.7 The dietitian shall withdraw from professional practice whenever circumstances exist that might impair her or his judgment and prevent the dietitian from practicing safely and without harm to her or his clients.
- 2.8 The dietitian accepts the obligation to protect clients, the public, and the profession by upholding this Code of Ethics and the profession's standards of practice. A dietitian shall report alleged violations of the Code of Ethics or the standards of practice to the appropriate provincial regulatory body for further investigation and resolution.
- 2.9 The dietitian upholds her or his responsibility to society by bringing forward concerns about unsafe practice or unethical conduct by other health care professionals to their appropriate regulatory body.
- 2.10 When called upon to do so, the dietitian provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards or scholarships. The dietitian makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
- 2.11 The dietitian assists the profession in improving its standards and values by identifying issues that are relevant to the provision of safe, effective and ethical nutritional care.
- 2.12 The dietitian shall assist in maintaining the integrity of the profession and shall refrain from any act derogatory to the dignity of the profession.

### **3.0 Dietitian as Employee**

- 3.1 When seeking employment the dietitian accurately represents her or his qualifications and experience.
- 3.2 The dietitian should accept only those responsibilities which she or he is competent to perform. If asked to assume responsibilities beyond her or his present level of competence, the dietitian shall be willing to obtain further training prior to assuming these responsibilities.
- 3.3 The dietitian should only enter into agreements or contracts which allow her or him to act in accordance with this Code of Ethics and the profession's standards of practice.

- 3.4 The dietitian shall give priority to the needs of the individual receiving nutritional care. The dietitian should also consider the philosophy and policies of the employer and explore solutions to meet the needs of both the clients and the employer.
- 3.5 The dietitian should encourage and collaborate with her or his employer to develop and update policies and standards in order to improve the quality of service provided.

#### **4.0 Dietitian as Teacher**

- 4.1 When called upon to do so, the dietitian shares her or his dietetic knowledge with colleagues and, to the best of her or his abilities, provides mentorship and guidance for the professional development of students of dietetics.
- 4.2 The dietitian shall assume overall responsibility for the professional activities of students, interns, and trainee, and assigns tasks appropriate to their current level of competence. She or he should ensure that the client understands the status of a student, trainee or intern.
- 4.3 The dietitian should assist in the development of those who enter the discipline of dietetics by helping them to acquire a full understanding of the ethics, responsibilities and needed competencies of their chosen area(s).

#### **5.0 Dietitian as Member of Health Care Team**

- 5.1 When providing services as part of a health care team, the dietitian shall show respect for its members, recognize their expertise, share information and plan collaboratively to provide quality service to the client.
- 5.2 The dietitian should ensure that her/his action plan is consistent with the overall plan of the team, or should advocate on the client's behalf.

#### **6.0 Dietitian as Researcher**

- 6.1 The dietitian should participate in ethical and high quality research to expand the development of dietetic knowledge and practice.
- 6.2 Dietitians who conduct or assist in the conduct of research must observe established dietetic research ethics guidelines that are consistent with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and animals.

#### **7.0 Dietitian as Business Person**

- 7.1 The dietitian shall charge fair and reasonable fees, proportionate to the services rendered.
- 7.2 The dietitian shall not engage in or allow the use of, by any means whatsoever, advertising that is false, incomplete, or liable to mislead the public.

- 7.3 The dietitian should avoid real or perceived conflict of interest in which her or his professional judgment could be compromised. When circumstances make it impossible to avoid a conflict of interest it shall be disclosed to the client.
- 7.4 The dietitian shall not sell or promote any product, or act as an agent for the sale or promotion of any product, in such a manner as to mislead or create a false impression.

The Saskatchewan Dietitians Association acknowledges the College of Dietitians of Manitoba for the development of this code.