SDA

SASKATCHEWAN
Dietitians
ASSOCIATION

SDA Committee: Professional Standards

As laid out in the bylaws, the duties of the Professional Standards Committee shall be to make recommendations to the Board with respect to:
   a) dietetic practice issues;
   b) Standards of Practice and Code of Ethics;
   c) Continuing Competence program
   d) guidelines of dietetic practice

What type of things do committee members do?

Members typically meet via teleconference. Teleconferences are called on an as needed basis. The Registrar typically asks the members of the professional standards committee to review the continuing competence program documents (self-assessment, learning plan) before they are sent out at renewal and the forms are revised as needed. The Registrar and/or MAL of Professional Standards would also seek feedback into the review and/or development of the policies and procedures for things related to professional standards.

The other major task of the committee members is to conduct the audit of the continuing competence program. The audits take place in the fall of each year. Auditors are assigned between 4-6 "portfolios" to audit. In order to do the audits, the committee member must meet the criteria (min of 5 years experience as an RD) and take the required training. The Registrar will mail each auditor their portfolios that they are assigned to review. They will review them using the included forms and then make arrangements to do the reconciliation with the other auditor who has been assigned that portfolio. Once the two auditors have met, they will complete the summary form which will go to the member and return the portfolios to the Registrar. If a member does not meet the standards for the audit, they will be offered "coaching" by a member of the professional standards committee. Not all members are required to be coaches, only those who are interested. Once all of the audits are complete, there is typically a debriefing teleconference.

Estimated number of hours: 10-15 hours
A minimum of 2 teleconferences per year, lasting about 1 hour each. For each portfolio that you review as an auditor, it is estimated to take 2 hours. This would include your time for review, doing the reconciliation and submitting the required paperwork. Each auditor will review between 4-6 portfolios, depending on the number of auditors available in any given year.