

Substantial Equivalence Assessment- Application Information Guide

The Saskatchewan Dietitians Association is the regulatory body for Registered Dietitians in the province of Saskatchewan. Its mandate is protection of the public and it fulfills its role of public protection by:

- Setting and monitoring the standards for dietetic practice to ensure the public receives safe, competent and ethical nutrition services.
- Investigating complaints about the performance or ethical conduct of a Registered Dietitian and recommend the appropriate remedial or disciplinary action.

Eligibility for Registration

To be eligible for registration and receive a licence to practice as a Dietitian in Saskatchewan applicants must be **proficient in English**, meet **good character/reputation requirements** and have obtained the following or substantial equivalence to the following within three years of date of application:

- ✓ Successful **completion of a university program in dietetics** approved by SDA
- ✓ Successful **completion of a dietetic internship/practicum program** approved by SDA
- ✓ Successful **completion of the Canadian Dietetic Registration Exam (CDRE)**

Candidates may be admitted as members of SDA and issued a restricted licence if they meet all of the other registration requirements but are waiting to write the CDRE. With successful completion of the CDRE, the restricted licence converts to a full practicing licence.

The academic and practical training programs that are currently approved by the SDA board are those which are accredited by Accreditation Canada (Equal program) or until Dec. 31, 2023, the Partnership for Dietetic Education and Practice. English language proficiency, good character and currency requirements are set out in SDA's Registration Policies. This document was prepared to provide guidance to applicants whom intend to meet the registration requirements through demonstration of substantial equivalence to programs approved by the SDA board. Substantial equivalence is determined by SDA based on results of two assessments.

Application Process

The first step is to submit an application form through the SDA website (accessed [here](#)) and submit the \$105 application fee. Payment can be made by credit card on the website or by phoning the SDA office. Etransfer, cheque and money order are also accepted. The application fee is non-refundable and opens a file and access to an online portal for information/submitting documentation. Any additional costs associated with obtaining the required documentation (ie, WES assessment, transcripts, English language testing) are the responsibility of the applicant. The actual assessment (ie. document review) will not commence until all of the required documentation is received. The Registrar will confirm by email with the applicant when all of their documentation has been received and SDA is ready to proceed with the document assessment (part 1).

The second assessment (part 2- competency assessment) is offered twice per year. Complete applications and all required documentation must be received by the following deadlines in order to proceed to the next available competency assessment:

- February 15 (for the March competency assessment)
- July 15 (for the August competency assessment)

Assessment Process

PART 1- DOCUMENT REVIEW

Documents are to be submitted to SDA through the documentation portal on the SDA website, unless it is coming directly to SDA from the source. Documents must be original and/or notarized translated copies. All original documentation will be returned to the applicant at the conclusion of the assessment process. Please note that missing documents will delay the assessment process. If any documentation was issued under a different name, you will be required to provide official documentation of a name change (e.g., a marriage certificate/divorce decree).

Required Documents:
Completed SDA Application Form and Fee
Academic Qualifications:
<input type="radio"/> Credential Assessment- WES Course by Course Assessment (ICAP option)
<input type="radio"/> Official Transcripts for each Degree/Certificate (if not provided by WES)
Practicum/Internship:
<input type="radio"/> Official Internship/Practicum Verification Letter
<input type="radio"/> SDA Form- Practicum/Internship Summary
SDA Form- Self-Assessment vs. ICDEP v. 3
Video (or written) Applicant Introduction and Summary
English Language Proficiency Documentation
Currency of Nutrition Knowledge/Skills:
<input type="radio"/> Resume/Curriculum Vitae
<input type="radio"/> SDA Form- Employment and Work Experience Verification
<input type="radio"/> Verification of Continuing Education/Competence Activities
Verification for Prior/Other Registrations
Other:
<input type="radio"/> Name Change Documentation (if required)

ACADEMIC QUALIFICATIONS

A comprehensive credential assessment of your academic degree is required to verify your academic degree authenticity and comparability to Canadian post-secondary education. This assessment is NOT done by SDA, but through an outside agency. You can find information on costs and time for assessment on the agency website. Costs associated with the assessment are the responsibility of the applicant. SDA must receive the report directly from the agency.

Our preferred agency for the credential assessment is World Education Services (WES- www.wes.org/ca/application/apply_now.asp). Select the course-by-course evaluation and the WES-ICAP option, with the results to be sent to SDA at: 17-2010 7th Ave, Regina, SK S4R 1C2. By selecting the ICAP option, SDA will be able to obtain copies of your transcripts directly from WES and you will not be required to submit an official transcript for each degree/certificate.

If you did not select the ICAP option or used a credential assessment service other than WES, you will be required to submit an official transcript for each degree/certificate to be send directly from the academic institution to SDA at: 17-2010 7th Ave, Regina, SK S4R 1C2.

PRACTICAL TRAINING/INTERNSHIP

Verification of successful completion of practical training is required. If it is completed as part of your university training, you need to identify which courses/credit units were practical training components. The verification should identify the total length of the program and the length of time spent in each practice area. The written confirmation should be on institutional letterhead, signed and dated and sent directly from the internship director/coordinator to SDA at: 17-2010 7th Ave, Regina, SK S4R 1C2.

Use the Practicum/Internship Summary Form on page 8 (or obtain a copy from SDA) to list the rotations/placements completed. Indicate the number of weeks/hours spent in the rotation and in what care setting (ie. acute care, long term care, etc.) it was completed. It is recommended that you submit any documentation that you deem relevant.

SELF-ASSESSMENT TO CANADIAN ENTRY TO PRACTICE COMPETENCIES

The Integrated Competencies for Dietetic Education and Practice v.3 (accessed [here](#)) define the entry to practice (ETP) standards for registered dietitians in Canada. Use the form on p. 9-18 (or obtain a copy from SDA) to self-assess your knowledge/skills to the dietetic entry to practice competencies (eg. ICDEPs). The self-assessment will assist SDA in reviewing and assessing your experiences and corresponding documentation in determining whether there are any gaps in dietetic knowledge and competence required to practice in Canada.

APPLICANT INTRODUCTION AND SUMMARY

Use the questions listed on p.19 as a guide to create a 5-10 minute video introducing yourself and providing a summary of your application. If you cannot provide a video, you can submit your responses in writing.

ENGLISH LANGUAGE PROFICIENCY

The requirements for English language proficiency for applicants for whom the language of instruction of their dietetic education was not English are set out in SDA's Registration Policies. Any costs associated with obtaining the required English language test are the responsibility of the applicant.

To demonstrate English language proficiency, applicants must submit a current test score (within previous three years) of one of the following:

- a. TOEFL- Test of English as a Foreign Language
 - Minimum score of 83 on internet-based exam with no less than 19 in each component, 26/30 in speaking portion.
- b. IELTS- International English Language Testing System (Academic Module)
 - Minimum score of 6.5 in each of 4 components with overall score of 7
- c. CanTEST- Canadian Test of English for Scholars and Trainees
 - 4.5 in each component
- d. CLB- Canadian Language Benchmark
 - 8 in all categories

CURRENCY OF DIETETIC KNOWLEDGE/SKILLS

To demonstrate that dietetic knowledge and skills are current, applicants must submit the following documents:

- Current resume to give a snapshot of your education and work/volunteer experience related to dietetics. The resume should also include information on current and/or previous registration with other dietetic regulatory bodies or associations.
- Verification of employment and work experience form (p.20) and/or job descriptions for any positions where you worked as a registered dietitian in the previous three years.
- Summary and verification of continuing education activities in previous three years.
- Verification of Registration from each regulatory body or dietetic association in which you have past or present registration.

You will be notified in writing by SDA if you are eligible to proceed to part 2 (competence assessment) or not.

To proceed to the competency assessment, the candidate must meet the English language proficiency requirements and have supplied documentation to verify completion of both a) a degree with a focus on dietetics/nutrition from a recognized institution that would be comparable to a Canadian undergraduate degree in human nutrition and b) practical training in dietetics that qualifies them as a dietitian in their home country (if applicable).

PART 2- COMPETENCE ASSESSMENT

The competence assessment is a “live/interactive” assessment delivered remotely in partnership with the University of Alberta. The cost is \$600 and it is completed over the course of 1-2 days. It is offered twice per year (March and August) and once an applicant has been registered for the assessment, they will receive a study guide which will provide information on what they can expect from the assessment and to assist with preparation. All applicants will also be required to participate in an orientation session and complete required forms etc. prior to the assessment day. Results from the assessment will be sent directly from the University of Alberta to SDA.

The assessment will consist of three parts:

Foundational Knowledge Exam- Candidates have 1.5 hours to complete a 100-question multiple choice exam that tests their understanding and application of foundational dietetic knowledge. The exam blueprint is based on the ICDEP entry to practice competencies and includes questions related to biochemistry, food service/management, population health promotion and clinical nutrition.

Multiple Mini Interviews- Candidates participate in a series of short interviews. For each interview candidates will have 2 minutes to read the question and 8 minutes to respond. An additional interview will require a written response. The purpose of the interviews is not to test nutrition knowledge, but to evaluate some of the other attributes that are important for health care professionals: oral communication skills, critical thinking, ethics, empathy and cultural competence.

Practice Competence Evaluation- The practice competence evaluation is typically done on a separate day from the other two components. Over a 1 hour session, candidates will prepare (15 min), conduct (30 min) and document (15 min) their interaction with a simulated patient with a chronic condition (eg. type 2 diabetes, heart disease) while being observed. The evaluation is intended to test core skills (e.g., history taking, data interpretation, clinical reasoning, problem solving, interviewing, communication and clinical documentation). Candidates are expected to be familiar with commonly used Canadian nutrition resources (ie. Canada’s Food Guide, Diabetes Canada resources).

Substantial Equivalence Determination/Registration Decision

Once both part 1 and 2 are complete, the SDA Board of Assessors will review and make a determination of substantial equivalence to an approved program. Within 50 business days of receiving the information required for the assessment, applicant will be notified in writing of the registration decision.

If the Board of Assessors determines that the candidate has met the requirements for registration through substantial equivalence, the candidate be able to apply for a restricted licence with SDA and be permitted to write the Canadian Dietetic Registration exam at its next sitting (exam is offered in May and November each year). The annual licensing fee (April 1-March 31) is \$330 (half year rate after Oct. 1 is \$165) and the cost of the CDRE exam is \$600.

If the assessors determine that the candidate has not met the requirements for registration by substantial equivalence, they will provide specific guidance on required upgrading. Based on the assessment, the registration decision may include English language upgrading, academic upgrading, practicum upgrading, dietetic bridging or any other requirements as determined by SDA. Registration decisions are considered current for three years from the date they are issued. If an applicant does not finish the upgrading within a three-year period, the applicant may require an additional assessment to determine currency of knowledge/skills and additional requirements may be required.

Recommendations for academic upgrading will be presented in the context of courses offered at the University of Saskatchewan. Recommendations for bridging courses will be presented in the context of what is offered at the University of Alberta. At the present time there is limited opportunity to complete practicum upgrading in Saskatchewan. As such, candidates who require practicum upgrading will need to apply for practicum opportunities in other provinces or wait until such opportunities are available in Saskatchewan. Having an assessment for substantial equivalence by SDA does not guarantee that you will be offered an opportunity for practicum upgrading.

Review of Registration Decision

Within 30 days of the date of the letter notifying them of the registration decision, applicants can request a review of their registration decision. Requests must be made in writing, received at the SDA office (17-2010 7th Ave, Regina, Sk S4R 1C2) and identify grounds for the review/supporting documentation. As soon as is possible after the letter/documentation is received, the board will acknowledge and if requested provide the applicant with an opportunity to make a verbal presentation to the board.

External Supports

In addition to the information provided in this guide, the following links provide information on programs and services external to SDA that might be of interest to you. Please note that you are not required to access these programs and services in order to apply to SDA, they are presented for your information only.

Immigration, Refugees and Citizenship Canada (IRCC) has a program called [Settlement Online Pre-Arrival](#) (SOPA) which delivers pre-arrival orientation, employment and workplace culture communication support for immigrants focusing on job search, job readiness and job retention.

Saskatchewan has a number of services to help newcomers to Canada settle into the province including regional newcomer gateway, settlement advisors and employment counsellors. More information is available [here](#).

The Government of Saskatchewan offers Credential Recognition Grants of up to \$6,000 for Internationally Educated Health Professionals. For more information contact SaskJobs-Career Services at 1-833-613-0485 or careerservices@gov.sk.ca.

University of Saskatchewan offers a website/International Student Guide (accessed [here](#)) and has advisors who can provide international students advice on Canadian immigration related to studying in Canada. Contact them at: international.students@usask.ca

Health Careers in Sask information [here](#).

Government of Canada (Job Bank for Registered Dietitians) [here](#).

Funding - Career Loans (<https://careerloans.ca/clregister/>) and Windmill Microlending (<https://windmillmicrolending.org/>)

Explore Dietetic Practice in Canada [here](#) and read more about the entry to practice competencies for Dietitians [here](#).

Dietitians of Canada (more info [here](#)) is the national professional association for Dietitians. Internationally educated dietitians are eligible to join as members and it provides access to resources and an opportunity to connect with others in the dietetics community in Canada.

Pathway to SDA Licensure By Demonstration of Substantial Equivalence

Not eligible for competency assessment. SDA will give feedback and info on career alternatives.

Submit application and \$105 application fee to SDA along with following documentation:

Credential Assessment (WES- ICAP)
Practicum/Internship Verification Letter
SDA Form- Self Assessment vs ICDEPv3
Language Proficiency Documentation
SDA Form- Employer Verification
Verification of previous/current registrations

Official Transcripts (if not provided via WES)
SDA Form- Practicum/Internship Summary
Applicant introduction and summary video
Resume
Continuing competence summary/verification

To proceed to the competency assessment, the candidate must meet the English language proficiency requirements and have supplied documentation to verify completion of both a) a degree with a focus on dietetics/nutrition from a recognized institution that would be comparable to a Canadian undergraduate degree in human nutrition and b) completion of a practical training that qualifies them as a registered dietitian in their home country (if applicable).

Candidates deemed eligible will pay a fee and be enrolled in a **competency assessment** delivered virtually in partnership with the University of Alberta that is offered twice a year and consists of 3 parts:

1. Foundational Knowledge Test
2. Multiple Mini Interviews
3. Practice Competence Evaluation

Based on both the document review and competency assessment, the SDA Registration Committee will make a **determination of substantial equivalence for registration eligibility** within 50 days of receiving all the required information. SDA will notify candidates in writing and provide a **pathway to licensure**.

Candidates deemed **substantially equivalent** to an approved program for the purposes of registration are eligible for licensure with SDA.

Bridging and practical training upgrading.

The number and content of bridging courses to be specified in the assessment. Recommendations provided in terms of bridging courses available at the University of Alberta. Candidates are responsible for all application and course fees.

Academic and practical training upgrading required.

At a minimum, candidates will be required to take the following courses available at the University of Saskatchewan or equivalent. Candidates are responsible for all application and tuition fees.

Nutr 350- Intro to Public/Community Health
Nutr 365- Food Service Management
Nutr 425- Nutrition Assessment
Nutr 441- Clinical Nutrition I
Nutr 442- Clinical Nutrition II
Nutr 446- Organization/Management Food Services

Upon successful completion of academic upgrading or bridging, candidates can apply for practicum programs approved by SDA for purposes of registration. View list of post graduate dietetic practicum programs [here](#) (scroll to post graduate practicum and combined Masters/practicum) and [here](#)

Once the candidate has successfully completed and provided proof of required upgrading (academic, bridging and/or practicum), SDA will issue a supplementary registration decision indicating registration requirements have been met through substantial equivalence.

Candidates apply to be licensed as a restricted member of SDA by submitting fees and a criminal record check. They are eligible to write the CDRE at its next available sitting (May, November). A maximum of three attempts at CDRE is permitted. Mandatory upgrading required after second failure.



Practicum Training/Internship Summary Form

Name: _____

Date of Completion: _____

NUTRITION CARE (eg. Clinical Nutrition)	ROTATIONS	HOURS COMPLETED	SETTING
	. Eg. GI, Diabetes, surgery, cardiology		Eg. Acute care, hospital, private clinic, long term care, outpatient, etc
	TOTAL CLINICAL HOURS:		
POPULATION HEALTH PROMOTION	ROTATIONS	HOURS COMPLETED	SETTING
	Eg. School health programming, public health, government, food security		Eg. School, government agency, public health clinic, etc
	TOTAL COMMUNITY HOURS:		
FOOD PROVISION, MANAGEMENT AND LEADERSHIP	ROTATIONS	HOURS COMPLETED	SETTING
	Eg. Food service management, personnel management/HR, processing/procurement, financial management		Eg. Acute care facility, long term care home, commercial food service, school, clinical program, etc.
	TOTAL MANAGEMENT HOURS:		
OTHER (eg. research, projects, rotations not included above)	ROTATIONS	HOURS COMPLETED	SETTING
	TOTAL OTHER HOURS:		



Self-assessment to the Dietetic Entry to Practice Competencies

Name:

Date of Completion:

*Each performance indicator (PI) to be demonstrated at level of does in Miller's Pyramid. See ICDEP for full description and indicate where you attained the knowledge/skill and ultimately demonstrated.

1. Food and Nutrition Expertise- *Dietitians integrate their food and nutrition expertise to support the health of individuals, communities and populations*

1.01 Apply understanding of food composition and food science		Academic	Practicum	Work Experience
a	Demonstrate understanding of physical and chemical properties of food			
b	Demonstrate understanding of food preparation, processing and preservation			
c	Demonstrate understanding of the role of ingredients and their interaction in food preparation			
d	Demonstrate understanding of the sensory evaluation of food			
e	Demonstrate understanding of microbes in food			
f	Identify sources of micronutrients and macronutrients in food			
g	Identify sources of non-nutrient functional components in food			
1.02 Apply understanding of food environments		Academic	Practicum	Work Experience
a	Demonstrate knowledge of government policy in regulating food products in Canada			
b	Demonstrate understanding of factors affecting food systems in Canada			
c	Demonstrate awareness of Indigenous values and ways of knowing related to food environments			
d	Demonstrate understanding of factors affecting food security of Canadians			
e	Demonstrate understanding of factors affecting food safety			
f	Demonstrate understanding of sustainable food production, systems, and practices			
1.03 Apply understanding of human nutrition and metabolism		Academic	Practicum	Work Experience
a	Demonstrate understanding of the role of nutrients and other food components			
b	Demonstrate understanding of the processes of ingestion, digestion, absorption and excretion			
c	Demonstrate understanding of metabolism			

1.04 Apply understanding of dietary requirements and guidelines		Academic	Practicum	Work Experience
a	Demonstrate understanding of dietary requirements across the lifespan, in health and disease			
b	Demonstrate understanding of factors affecting energy balance in determining dietary requirements			
c	Demonstrate understanding of current nutrition recommendations and dietary guidelines			
d	Demonstrate understanding of how deficiencies and toxicities of nutrients affect health			
e	Demonstrate understanding of the role of dietary supplements			
1.05 Apply understanding of dietary practices		Academic	Practicum	Work Experience
a	Demonstrate understanding of behavioural theories relevant to food choice and eating			
b	Demonstrate understanding of social aspects food choice and eating			
c	Demonstrate understanding of psychological aspects food choice and eating			
d	Demonstrate understanding of the impact of financial resources on food choice and eating			
e	Demonstrate awareness of the role of Indigenous traditional / country foods in dietary practices			
f	Demonstrate awareness of the role of religion and culture in dietary practices			
g	Demonstrate knowledge of trends in food consumption			
1.06 Integrate nutrition care principles and practices		Academic	Practicum	Work Experience
a	Demonstrate knowledge of human physiological systems in health and disease			
b	Demonstrate knowledge of the etiology and pathophysiology of nutrition-related diseases			
c	Demonstrate understanding of nutrition-related disease management strategies			
d	Demonstrate understanding of the Nutrition Care Process			
1.07 Integrate population health promotion principles and practices		Academic	Practicum	Work Experience
a	Demonstrate understanding of determinants of health, health equity, and social justice			
b	Demonstrate knowledge of frameworks for population and public health			
c	Demonstrate understanding of strategies to enhance community capacity to take action on food and nutrition issues			
d	Demonstrate understanding of health promotion concepts and approaches			

1.08 Integrate quantity food provision principles and practices		Academic	Practicum	Work Experience
a	Demonstrate understanding of food provision strategies that foster health in individuals, communities and populations			
b	Demonstrate understanding of food provision strategies that support sustainable food systems and practices			
d	Demonstrate knowledge of food provision in emergency planning			
c	Demonstrate knowledge of approaches to food marketing			
2. Professionalism and Ethics <i>Dietitians use professional, ethical and client-centered approaches, to practice with integrity and accountability</i>				
2.01				
Practice within the context of Canadian diversity				
a	Demonstrate knowledge of food , health and social systems in Canada			
b	Demonstrate understanding of the impact of diverse attitudes and values on health			
c	Identify structures that impact health equity and social justice			
2.02 Act ethically and with integrity		Academic	Practicum	Work Experience
a	Treat others with respect			
b	Act in a manner that engenders trust			
c	Act in accordance with ethical principles			
d	Accept accountability for decisions and actions			
e	Act in a manner that upholds the reputation of the profession			
f	Maintain professional boundaries			
2.03 Practice in a manner that promotes cultural safety		Academic	Practicum	Work Experience
a	Act with sensitivity and humility with regard to diverse cultural groups			
b	Demonstrate awareness of Indigenous values and ways of knowing related to health and wellness			
c	Demonstrate knowledge of the ongoing impact of colonization / residential schools / intergenerational trauma / systemic racism on Indigenous peoples in Canada			
d	Demonstrate awareness of the role of self-determination in supporting capacity development			
e	Act with awareness of how one's own biases, beliefs, behaviours, power and privilege may affect others			

2.04	Employ a client-centred approach	Academic	Practicum	Work Experience
a	Demonstrate knowledge of principles of a client-centred approach			
b	Ensure informed consent			
c	Identify client perspectives, needs and assets			
d	Engage client in collaborative decision making			
e	Maintain client confidentiality and privacy			
2.05	Practice according to legislative, regulatory and organizational requirements	Academic	Practicum	Work Experience
a	Demonstrate knowledge of federal requirements relevant to dietetic practice			
b	Demonstrate knowledge of provincial / territorial requirements relevant to dietetic practice			
c	Demonstrate knowledge of regulatory scope of practice, bylaws, standards of practice and codes of ethics			
d	Adhere to regulatory requirements			
e	Comply with organizational policies and directives			
2.06	Ensure appropriate and secure documentation	Academic	Practicum	Work Experience
a	Document relevant information accurately and completely, in a timely manner			
b	Maintain security and confidentiality of records			
2.07	Use risk management approaches	Academic	Practicum	Work Experience
a	Identify risks and hazards in the practice setting			
b	Contribute to an organizational culture of safety			
2.08	Manage time and workload	Academic	Practicum	Work Experience
a	Prioritize activities			
b	Meet deadlines			
2.09	Employ an evidence-informed approach to practice	Academic	Practicum	Work Experience
a	Demonstrate knowledge of factors that inform decision making			
b	Demonstrate knowledge of the process of evidence-informed decision making			
c	Make evidence-informed decisions			
2.10	Engage in reflective practice	Academic	Practicum	Work Experience
a	Demonstrate knowledge of principles of reflective practice			
b	Critically assess approaches to practice			
c	Develop goals and seek resources to improve practice			

2.11 Practice within limits of current personal level of professional knowledge and skills		Academic	Practicum	Work Experience
a	Articulate individual level of professional knowledge and skills			
b	Identify situations which are beyond personal capacity			
c	Address situations beyond personal capacity			
2.12 Maintain comprehensive and current knowledge relevant to practice		Academic	Practicum	Work Experience
a	Use relevant terminology			
b	Identify relevant sources of information			
c	Critically appraise information relevant to practice			
d	Identify emerging information relevant to practice			
2.13 Use informatics to support practice		Academic	Practicum	Work Experience
a	Demonstrate knowledge of information technologies relevant to practice			
b	Use information management systems			
3. Communication and Collaboration <i>Dietitians communicate effectively and collaborate with others to achieve practice goals</i>				
3.01	Use appropriate communication approaches	Academic	Practicum	Work Experience
a	Identify opportunities for and barriers to communication relevant to context			
b	Use communication approaches appropriate to context			
c	Use language tailored to audience			
3.02 Use effective written communication skills		Academic	Practicum	Work Experience
a	Write in a manner responsive to audience			
b	Write clearly and in an organized fashion			
3.03 Use effective oral communication skills		Academic	Practicum	Work Experience
a	Speak in a manner responsive to audience			
b	Speak clearly and in an organized fashion			
3.04 Use appropriate digital platforms for communication		Academic	Practicum	Work Experience
a	Demonstrate knowledge of digital communication platforms, and their appropriate uses			
b	Use digital communication platforms relevant to context			

3.05 Use effective interpersonal skills		Academic	Practicum	Work Experience
a	Employ principles of active listening			
b	Use and interpret non-verbal communication			
c	Act with empathy			
d	Establish rapport			
e	Employ principles of negotiation and conflict management			
f	Seek and respond to feedback			
g	Provide constructive feedback to others			
3.06 Engage in teamwork		Academic	Practicum	Work Experience
a	Demonstrate knowledge of principles of teamwork and collaboration			
b	Contribute effectively to teamwork			
3.07 Participate in collaborative practice		Academic	Practicum	Work Experience
a	Identify scenarios where dietetics knowledge is a key element in collaborative practice			
b	Identify scenarios where the expertise of others is a key element in dietetic practice			
c	Participate in discussions with team members			
d	Contribute dietetics knowledge in collaborative practice			
e	Draw upon the expertise of others			
f	Contribute to collaborative decision making			
4. Management and Leadership <i>Dietitians use management skills and provide leadership to advance health, through food and nutrition</i>				
4.01 Manage programs and projects		Academic	Practicum	Work Experience
a	Demonstrate understanding of management principles			
b	Contribute to strategic and operational planning			
c	Contribute to human resource management			
d	Contribute to financial management			
e	Contribute to physical resource management			
4.02 Assess and enhance approaches to practice		Academic	Practicum	Work Experience
a	Conduct a situational analysis			
b	Analyze, interpret and consolidate evidence to establish a course of action			
c	Plan the implementation of change			
d	Plan the evaluation of change			

4.03	Participate in practice-based research activities	Academic	Practicum	Work Experience
a	Frame question(s)			
b	Critically appraise literature			
c	Identify relevant methodology			
d	Interpret findings			
e	Communicate findings			
4.04	Undertake knowledge translation	Academic	Practicum	Work Experience
a	Identify food and nutrition knowledge relevant to others			
b	Reframe knowledge into a format accessible to others			
4.05	Advocate for ongoing improvement of nutritional health and care	Academic	Practicum	Work Experience
a	Identify opportunities for advocacy			
b	Identify strategies for effective advocacy			
c	Engage in advocacy			
4.06	Foster learning in others	Academic	Practicum	Work Experience
a	Demonstrate understanding of theories of teaching and learning			
b	Identify opportunities for learning			
c	Assess learning needs and assets			
d	Develop learning outcomes			
e	Implement educational strategies			
f	Evaluate achievement of learning outcomes			
4.07	Foster development of food literacy in others	Academic	Practicum	Work Experience
a	Demonstrate knowledge of the concept of food literacy			
b	Identify strategies to assist the development of food literacy			
c	Engage in activities to build food literacy			
4.08	Foster development of food skills in others	Academic	Practicum	Work Experience
a	Demonstrate understanding of factors that impact client's ability to safely plan, access, select, store and prepare food that meets their needs.			
b	Demonstrate awareness of the availability and preparation of Indigenous traditional / country foods			
c	Demonstrate awareness of the availability and preparation of foods specific to cultural groups			
d	Respond to the cultural foodways of client			
e	Identify strategies to assist in the development of food skills			
f	Critically appraise food messaging and marketing			
g	Interpret food label			
h	Demonstrate food preparation techniques			
i	Engage with client in building food skills			

5. Nutrition Care

Dietitians use the nutrition care process to provide individualized care

5.01		Academic	Practicum	Work Experience
Conduct nutrition assessment				
a	Use appropriate nutrition risk screening strategies			
b	Identify relevant information			
c	Obtain and interpret food- and nutrition-related history			
d	Obtain and interpret medical history			
e	Obtain and interpret demographic, psycho-social and health behaviour history			
f	Obtain and interpret anthropometric measurements			
g	Obtain and interpret nutrition-focused physical findings			
h	Obtain and interpret biochemical data			
i	Obtain and interpret results from medical tests and procedures			
j	Obtain and interpret medication data			
k	Obtain and interpret assessment findings for chewing, swallowing and feeding			
5.02		Academic	Practicum	Work Experience
Determine nutrition diagnosis				
a	Integrate assessment findings to identify nutrition problem(s)			
b	Prioritize nutrition problems			
5.03		Academic	Practicum	Work Experience
Plan nutrition intervention(s)				
a	Determine nutrition goals			
b	Determine nutrition requirements			
c	Determine dietary modifications			
d	Determine therapeutic supplementation			
e	Determine supportive physical and social / environmental accommodations			
f	Determine enteral nutrition regimens			
g	Determine parenteral nutrition regimens			
h	Determine client learning needs and assets			
i	Determine required resources and support services			
5.04		Academic	Practicum	Work Experience
Implement nutrition intervention(s)				
a	Coordinate implementation of nutrition intervention with client, care providers and relevant others			
b	Provide nutrition education			
c	Provide nutrition counselling			

5.05	Monitor nutrition intervention(s) and evaluate achievement of nutrition goals	Academic	Practicum	Work Experience
a	Determine strategies to monitor effectiveness of nutrition intervention(s)			
b	Evaluate progress in achieving nutrition goals			
c	Adjust nutrition intervention(s) when appropriate			
6. Population Health Promotion <i>Dietitians assess food and nutrition needs with communities / populations, and collaborate in planning to promote health</i>				
6.01	Assess food- and nutrition-related situation of communities and populations	Academic	Practicum	Work Experience
a	Identify types and sources of information required to assess food and nutrition-related situation of communities and populations			
b	Identify stakeholders			
c	Access relevant assessment information			
d	Interpret food and nutrition surveillance data			
e	Interpret health status data			
f	Interpret information related to the determinants of health and health equity			
g	Interpret information related to food systems and food practices			
6.02	Determine food- and nutrition-related issues of communities and populations	Academic	Practicum	Work Experience
a	Integrate assessment findings to identify food- and nutrition-related assets , resources and needs			
b	Prioritize issues requiring action			
6.03	Develop food- and nutrition-related community / population health plan	Academic	Practicum	Work Experience
a	Contribute to development of goals and objectives			
b	Identify strategies to meet goals and objectives			
c	Identify required resources and supports			
d	Contribute to identification of evaluation strategies			
6.04	Implement food- and nutrition-related community / population health plan	Academic	Practicum	Work Experience
a	Participate in implementation activities			
6.05	Monitor and evaluate food- and nutrition-related community / population health plan	Academic	Practicum	Work Experience
a	Contribute to monitoring implementation activities			
b	Contribute to evaluation activities			
c	Propose adjustments to increase effectiveness or meet modified goals and objectives			

7. Food Provision

Dietitians consult on / manage quantity food provision to support health

7.01	Determine food provision requirements of a group / organization	Academic	Practicum	Work Experience
a	Identify types and sources of information required to assess food provision needs			
b	Access relevant information			
c	Interpret situational factors that impact food provision			
d	Assess food provision requirements			
e	Integrate findings to determine food provision priorities			
7.02	Plan food provision	Academic	Practicum	Work Experience
a	Participate in development of goals and objectives			
b	Identify strategies to meet goals and objectives			
c	Identify required resources and supports			
d	Participate in identification of evaluation strategies			
7.03	Manage food provision	Academic	Practicum	Work Experience
a	Identify facility layout and equipment requirements for food production			
b	Participate in purchasing, receiving, storage, inventory control and disposal of food			
c	Develop and standardize recipes			
d	Participate in menu planning			
e	Participate in management of food production and distribution procedures			
f	Participate in maintaining safety, and quality control			
7.04	Monitor and evaluate food provision	Academic	Practicum	Work Experience
a	Participate in monitoring food provision activities			
b	Contribute to evaluation of food provision activities			
c	Propose adjustments to food provision to increase effectiveness or meet modified goals and objectives			

Introduction and Summary of my SDA Application

Please submit a 5-10 minute video where you provide answers to the following questions. If you are unable to submit a video, you can provide a written submission.

1. Introduce yourself (name) and describe why you are seeking registration as an RD in Saskatchewan (eg. areas of interest, practice areas where you will pursue employment)
2. Briefly describe the timeline for your dietetic education training (ie. name of institution/program and years) and internship/practical training.
3. Does your training qualify you to be a dietitian or registered dietitian in the country you have received your training or were previously living? Why or why not?
4. Briefly describe your dietetic-related employment and/or volunteer experiences, including what your duties and your responsibilities were. Describe how you have been keeping your dietetic knowledge and skills current.
5. Is there a dietetic regulatory body or licensing body in the country where you took your training or were previously living? What is the name of this organization and what is required to obtain and maintain a licence (ie. exam, work experience)?
6. What is your knowledge/familiarity with the health care system in Canada?
7. What is your understanding of the context of dietetic practice in Canada?



Employment and Work Experience Verification

This is a request for a description of the position and the work performed by the applicant listed below. This individual has submitted an application for Registration with the Saskatchewan College of Dietitians. In order to complete the processing of this application, additional information, which will enable a review of credentials and work experience, is required.

This information is not intended to be a personal reference, but rather, a position description. It will become part of the applicant's file and will be used in the review for registration. *It is the applicant's responsibility to obtain this information and to ensure that it is sent directly to SDA.* Your cooperation is appreciated.

Name of Applicant:	
Name of Employer:	

Please provide the following information:

1. I certify that (name of applicant) _____ was employed by
 (name and address of employer): _____
 in the capacity as (job title) _____
 in Full Time **or** Part Time capacity (specify number of hours/week or month) _____
 from start date (day/month/year): _____ to end date: _____
 Reason for Separation or End of Employment (if applicable): _____

2. Has the above-named individual committed any act of professional misconduct, incompetence or incapacity during his/her employment at your facility? If the answer is yes, please elaborate in an attached letter. **Yes** **No**

3. Please attach a job description or provide a full description of the area of employment, roles, responsibilities and activities performed by the applicant. Please provide as complete a profile of this applicant's position and work experience as possible.

Signature:	I verify that all information contained here is true and accurate.	
Name (Please Print):		
Position Title:		Tel # ()
		Date:

Please send this completed form with the information requested directly to the
SDA Registrar at:

**Saskatchewan Dietitians Association
17-2010 7th Ave, Regina, SK, S4R 1C2**