

Standard 14. Record Keeping

Standard

Registered Dietitians document and manage **client** records and /or other data in compliance with applicable legislative, regulatory, and/or organizational/employer requirements.

Indicators

To demonstrate this standard, Registered Dietitians will:

- a) Document, sign, and date complete, accurate, timely records related to **professional services**.
- b) Maintain, retain, share, transport, store, and dispose of all paper and/or electronic documentation and records in compliance with applicable legislative, regulatory, and organizational/employer requirements.
- c) Secure all personal client information through appropriate use of physical, technical, and electronic safeguards to protect the privacy and confidentiality of client information.
- d) Maintain complete and accurate financial records for all relevant professional services.
- e) Maintain equipment service records (e.g., preventative maintenance logs) according to applicable legislative, organizational/employer, and manufacturer recommendations.
- f) Plan for and ensure the transfer or disposition of records when leaving a position or ceasing to practice.

Practice Outcome

Clients can expect Registered Dietitians to document professional services clearly, accurately, in a timely manner, while maintaining privacy and confidentiality.

Related Standards

- Communication
- Privacy/Confidentiality
- Professional Practice Obligations

Resources

- Dietitians of Canada. (2017). *Best Business Practice Characteristics for Dietitians Working in a Private Practice*. Consulting Dietitians Network. Available at: <http://networks.dietitians.ca/main.aspx?o=8 - /home>
- Integrated Competencies for Dietetic Education and Practice v.3 Available at: <https://www.saskdietitians.org/wp-content/uploads/2024/02/Integrated-Competencies-For-Dietetic-Education-And-Practice-ICDEPV-3-August-4-2020.pdf>

Saskatchewan Resources

- Government of Saskatchewan. (2016). *The Health Information Protection Act*. Available at: <http://www.publications.gov.sk.ca/freelaw/documents/english/Statutes/Statutes/H0-021.pdf>
- Saskatchewan College of Dietitians. (2005). *Code of Ethics*. Available at: <https://www.saskdietitians.org/wp-content/uploads/2024/02/SCD-Code-of-Ethics-2005.pdf>
- Saskatchewan College of Dietitians (2018). *Guideline on Consent*. Available at: <https://www.saskdietitians.org/scd-standards-for-safe-competent-ethical-conduct/>
- Saskatchewan College of Dietitians (2018). *Guideline on Documentation*. Available at: <https://www.saskdietitians.org/scd-standards-for-safe-competent-ethical-conduct/>