

# STANDARD 14

# **RECORD KEEPING**

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Saskatchewan  
College of Dietitians

## 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>

Partnership for Dietetic Education and Practice. (2020). The Integrated Competencies for Dietetic Education and Practice (ICDEP). Available [here](#).

## 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). Saskatchewan College of Dietitians Code of Ethics for Registered Dietitians. Available at: <http://www.saskdietitians.org/wp-content/uploads/2015/11/Code-of-Ethics-SCD.pdf>

Saskatchewan College of Dietitians. (2018). SCD Guideline on consent. Available at: <https://www.saskdietitians.org/SCD/standards-documents/>

Saskatchewan College of Dietitians. (2018). SCD Guideline on documentation. Available at: <https://www.saskdietitians.org/SCD/standards-documents/>