



<b>Policy Title:</b>  <b>Canadian Dietetic          Registration Examination –          Supervision After First          Failure</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: CDBC Supervision After Canadian Dietetic Registration Examination Failure <input type="checkbox"/> N/A
	<b>Date Effective:</b> 2024-06-28
<b>Applies to: Dietetics</b>	<b>Last Update:</b> Select date
<b>Contact:</b> Name of Policy Owner	

## Policy Statement:

A Registrant of the Designated Health Profession of Dietetics in the registration class of Temporary (a “Temporary Registrant”) who has failed the Canadian Dietetic Registration Examination (CDRE) is only permitted to practice under the direct supervision of a Full Registrant, as described below.

Permission to resume practice will be granted to a Temporary Registrant once the College has reviewed and approved their Supervision Agreement for Dietetic Experience after CDRE Failure form (Appendix B). A Temporary Registrant *must not resume practice* until the College has approved the form *and* granted permission in writing.

The Temporary Registrant’s supervisor must be:

- A Registrant of the Designated Health Profession of Dietetics in the registration class of Full (a “Full Registrant”) and in good standing with the College.
- Actively working in the Temporary Registrant’s area of practice.
- Available for daily in-person or virtual oversight and evaluation and for the Temporary Registrant to consult and/or collaborate with as needed.
- Registered to practise Restricted Activities, if the Temporary Registrant’s intended practice area includes enteral or parenteral nutrition support.
- Willing and able to evaluate the Temporary Registrant as performing dietetic activities independently, legally, safely, and competently, to the level expected of an entry-to-practice Registrant who poses no risk of harm to the public.
- Free from any actual or apparent conflict of interest. (For example, an individual cannot supervise a Temporary Registrant who is their family member, friend or employer.)



## 1. Policy Rationale and Purpose:

In accordance with Schedule 2, 3.0 of the CHCPBC Bylaws, the College will grant Temporary registration for a period of up to one year (renewable once) to an Applicant who has not met the examination requirements for Full registration but who:

- Has proven to the satisfaction of the Registration Committee that they can be reasonably expected to successfully complete the Canadian Dietetic Registration Examination (CDRE) and the Jurisprudence Examination;
- In the opinion of the Registration Committee, may practice without any risk to public health; and
- Meets all other registration requirements.

This policy provides further guidance to Schedule 2, 3.5 of the CHCPBC Bylaws and outlines the requirements of a supervisor.

## 2. Policy Scope:

This policy applies to Registrants of the Designated Health Profession of Dietetics in the registration class of Temporary who have failed their first CDRE attempt, as well as those in the registration class of Full who are interested in providing supervision.

## 3. Legal Authority:

- CHCPBC Bylaws, Schedule 2, 3.0

## 4. Key Partnerships:

N/A

## 5. Definitions:

N/A

## 6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

## 7. Resources/References:

- Supervision Agreement for Dietetic Experience form (Appendix B)



<b>Reviewed by the Board on:</b>		Select date	<input checked="" type="checkbox"/> N/A
<b>Reviewed by the Registrar/Deputy Registrar on:</b>		Select date	<input type="checkbox"/> N/A
<b>Date Approved</b> Select date	<b>Approved By</b> <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Name of Committee</i> ) OR Name <i>Full Name</i> Title <i>Title</i>		
<b>Date Effective</b> Select date	<b>Revision history</b>	<b>Last Updated:</b>	Select date
<b>Next Review</b> Select date		<b>Previous Update:</b>	Select date
<b>Drafted by:</b>		Name <i>Name</i>	Title <i>Title</i>



# Appendices

## Appendix A

### Procedure

1. The College will inform a Temporary Registrant that they have failed the CDRE, in writing, as soon as the exam results are available.
2. A Temporary Registrant who wishes to continue practising after their first exam failure must prepare a Supervision Agreement for Dietetic Experience after CDRE Failure form and co-sign it with the Full Registrant who has agreed to be their supervisor.

Note: It is the Temporary Registrant's responsibility to ensure that an appropriate supervision agreement is in place and that the areas identified for improvement, as noted in their CDRE performance report, are shared with their supervisor.

3. The Temporary Registrant is supervised according to the:
  - Integrated Competencies for Dietetic Education and Practice,
  - Dietetic Code of Ethics, and
  - Dietetic Standards of Practice.
4. Direct supervision must continue until the Temporary Registrant successfully completes the CDRE.



## Appendix B

### Supervision Agreement for Dietetic Experience after CDRE Failure

#### Introduction:

A Full Registrant of the College may be asked to supervise a Temporary Registrant who has limits/conditions on their practice and requires supervision due to a failed attempt at the Canadian Dietetic Registration Examination (CDRE).

#### Purpose:

The *Supervision Agreement for Dietetic Experience after CDRE Failure* establishes appropriate supervision expectations between candidates who require supervision of dietetic practice and Full Registrants of the College.

#### Instructions:

1. Please complete Section 1 – Candidate *and* Section 2 – Supervisor.
2. Submit the completed agreement to the College.
3. The candidate must not proceed with dietetic experience or resume any dietetic employment until the College has approved the agreement in writing.

#### Section 1 – Candidate:

Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Anticipated dates for supervision: Start: \_\_\_\_\_ End: \_\_\_\_\_

Primary area of practice: \_\_\_\_\_

#### Responsibilities of the candidate

1. I am responsible for organizing my *Supervision Agreement for Dietetic Experience*.
2. I will conduct myself in accordance with the College Bylaws, Dietetic Code of Ethics and Dietetic Standards of Practice.
3. I will provide the College with the name of a Full Registrant who has agreed to supervise me.
4. I shall initiate a first meeting with my supervisor to review the supervision expectations as outlined by this policy.
5. I will seek advice from my supervisor daily and will follow their direction.
6. I will cooperate with my supervisor.
7. If, for any reason, my supervisor is not able to provide supervision, I will notify the College immediately and provide the name of another Full Registrant who is willing to supervise me.
8. I am aware that this supervised experience will be in place for me to demonstrate safe, ethical and competent practice until I successfully complete the CDRE.
9. I understand my responsibilities as the candidate in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Section 2 – Supervisor:**

Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Primary area of practice: \_\_\_\_\_

**Responsibilities of the supervisor**

1. I will supervise the candidate listed in Section 1 in their dietetic experience, in accordance with the Integrated Competencies for Dietetic Education and Practice, College Bylaws, Dietetic Code of Ethics, and Dietetic Standards of Practice.
2. I will evaluate the candidate as performing dietetic activities independently, legally, safely, and competently, to the level expected of an entry-to-practice Dietitian who poses no risk of harm to the public.
3. I will notify the College immediately if the candidate is not compliant with the supervision requirements or any other conditions on the candidate's supervised dietetic experience permit.
4. I will be physically present to supervise the candidate each day. When I am not physically present, I will be available for consultation and advice, at all times, via telephone or Internet.
5. In the event that I am away — whether on vacation, because of illness or for any other reason — for a period greater than one week, I will ensure that another Full Registrant of the College is available, in my place, to carry out the terms of this agreement. I will first obtain approval from the College for another Full Registrant of the College to act as a direct supervisor.
6. In the event that I have concerns regarding the candidate's competency to practice dietetics in any respect, I will report my concerns immediately to the College.
7. I understand the responsibilities of the supervisor in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signing the Supervision Form carries significant responsibility. *It is the responsibility of the supervisor to notify the College if they are not confident this candidate is competent to practice dietetics to the level expected of an entry-to-practice Dietitian who poses no risk of harm to the public.*

For College use only:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_