

# Self Assessment Guidelines

## Professional Portfolio

Preparing a **Professional Portfolio** is mandatory. A portfolio provides a record of a dietitian's practice and makes it easier for dietitians to assess their employment and professional activities and to plan for professional development.

The portfolio may have other uses (e.g. preparing for job/ promotion interviews, on-line professional profile, etc.). Once established, a portfolio is readily maintained and updated. It can be updated with Learning Activities collected over the course of the CCP reporting year

A **Professional portfolio** may include, but is not limited to:

- A current resume or CV
- Job description(s) or brief summary(ies) of responsibilities of position(s) held
- Professional performance assessment(s) from employer(s), colleague(s), client(s), mentor(s), etc.
- Letters of thanks or support from students, colleagues, clients or clients' families
- Letters of reference
- Resources developed
- Policies and procedures to standardize practice
- Announcements of or handouts from presentations to colleagues about conferences attended
- Copies of published journal or professional newsletter articles
- Evidence of professional volunteer service (e.g. Board, committee or working group participation)
- Evidence of awards, certificates, diplomas and degrees conferred
- Formal education transcripts for baccalaureate and post baccalaureate studies
- Evidence of completion of dietetic practicum and/or professional certificate programs
- Journaling, scrapbook or other
- Documentation outlining search for or pursuit of areas of interest to explore
- Completed Professional Development Reports
- Professional discussion with colleagues on best practice, anecdotal experience etc.
- Other documents of personal relevance

## Self-Assessment Relative to Standards of Practice

Self-assessment provides dietitians with a systematic way to compare their practice to CDBC Standards of Practice. It also helps identify areas where dietitians perform well, as well as others they want to maintain, develop or enhance. Completing this process is the first step towards identifying continuing education learning goals for the Professional Development Report. At the beginning of renewal year, dietitians carefully review the Standards of Practice and Indicators (Self-assessment section of the online CCP).

Dietitians can complete the self-assessment independently or with mentors, colleagues or peers (collective input can help identify professional development options and opportunities).

Registrants must identify and address a minimum of 3 different standards/indicators of practice of 17 available. A registrant registered with Restricted Activity A, B, and/or C, must identify and address a standard/indicator specific to enteral/parenteral nutrition.

Standards/Indicators of practice are identified by answering “yes” to the questions on the online Self-assessment. Once standards/indicators are identified, registrants must develop a Learning Report for each individual standard/indicator.

For example, dietitians may choose:

- Three different indicators within the same Standard of Practice (e.g. Standards 4.1, 4.2, 4.3), or
- Three different standards and indicators (e.g. Standards 1.2, 2.3, 4.3)

Requirement for Registration with no Restricted Activities	First Standard/ Indicator	Second Standard/ Indicator	Third Standard/ Indicator
Requirement for Registration with Restricted Activity A and/or C	First Standard/ Indicator	Second Standard/ Indicator	Third Standard/ Indicator Must be related to Enteral Nutrition
Requirement for Registration with Restricted Activity B	First Standard/ Indicator	Second Standard/ Indicator	Third Standard/ Indicator Must be related to Parenteral Nutrition
Requirement for Registration with Restricted Activity B + A and/or C	First Standard/ Indicator	Second Standard/ Indicator Must be related to Enteral Nutrition	Third Standard/ Indicator Must be related to Parenteral Nutrition