



College of Dietitians of Ontario

Ordre des diététistes de l'Ontario

Committee Appointment Guide

Introduction

Serving on one of CDO's committee is a rewarding experience and an opportunity to provide a meaningful contribution to regulating the Ontario dietetic profession in the public interest. The purpose of this appointment guide is to provide registrants with information about the application and appointment process for CDO committees. After reviewing this guide, registrants will understand how the appointment process works, what to expect and what is expected of them.

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The appointment process

Each year, CDO recruits RDs to serve as committee appointees. Committees support the work of the board by developing and recommending policies and support the College's mandate by making decisions on registration, quality assurance, and conduct matters.

After you submit your application form and resume and successfully complete the orientation module and assessment, the information you provided will be reviewed to confirm eligibility and determine suitability for committee appointment. Applicants will be interviewed by CDO staff the week of April 29.

Applicants can withdraw from the appointment at any time if they wish.

Appointment date

Committee appointees are appointed by the Board at the June meeting (the first meeting of the term) for a three-year term. All applicants will be notified of the Board's decision following the June meeting. The results will then be made public on our website and social media channels.

Key dates – 2024

Call for applications begins	April 9
Application period	April 9 – 25
Interviews	April 29 – May 3
Appointment by Board	June 21
CDO onboarding	July onwards

Eligibility Criteria

The eligibility requirements for election to the board are set out in [bylaw 1 section 3.10](#).

1. You have completed and submitted the application form by the deadline.
2. You have a general class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all registrants of the class.
3. You are not in default of the payment of any fee payable to the College.
4. You are not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.
5. Your certificate of registration has not been revoked or suspended in the six years preceding the date of the appointment for any reason other than non-payment of fees.
6. You have not been found to have committed professional misconduct by the Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession.
7. You have not been disqualified by the Board of Directors in the three years preceding the date of the appointment as a result of a breach of a code of conduct or policy on conduct approved by the Board of Directors or a breach of the conflict of interest provisions of this by-law;
8. You practise dietetics in Ontario or resides in Ontario.
9. You do not have a notation on the College register of a finding of professional negligence or malpractice made.
10. You are not the subject of a charge under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).

11. You do not have a notation on the College register of a charge in relation to any offence.
12. You do not have a criminal finding of guilt as an adult under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).
13. You do not have a notation on the College register of a finding of guilt made by a court with respect to any offence.
14. You do not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.
15. You are not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue.
16. You are not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.
17. You have not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding three years.
18. You are not a member of the Board of Directors or council of any other RHPA college.
19. You are not an employee of the College and have not been an employee of the College during the previous two years.
20. You are not an applicant for employment at the College and have not applied for employment at the College during the previous year.
21. You are not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the by-laws of the College.
22. You have successfully completed the College's orientation module and assessment.
23. You are not party to a legal proceeding against the College.
24. You have completed and filed with the Registrar a conflict of interest declaration by the deadline and in the form approved by the Registrar, and you do not have a conflict of interest.
25. You do not hold a position that would cause you to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization

including but not limited to having or had during the previous year a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians.

26. You have not served nine consecutive years as a director and/or committee appointee. If you have served nine consecutive years as a director and/or committee appointee, at least three calendar years have passed since you last served in either of these positions.

Overview of Positions and Time Commitments

Committee Appointee

Committee appointees are RDs who are not members of the board, who have been appointed to specific committees and bring additional knowledge, skills, experience and perspectives. Committee appointees have a fiduciary duty to CDO and are expected to act in good faith in fulfilling the mandate of the College.

Supporting CDO's work as a committee appointee is an excellent way to participate in the regulation of dietetic practice in Ontario and develop transferable skills. Committee appointees are appointed for three-year terms and can serve a maximum of nine consecutive years as a committee appointee or board director. Committee appointees receive remuneration for meeting and preparation and paid expenses if applicable.

Committee appointee position summary:

- Serve on 1 – 2 Committees as required.
- Understand and comply with the College's governing legislation, bylaws, and governance policies including the board Code of Conduct.
- Acquire and apply a working knowledge of the statutory requirements, mandate, policies and rules that apply to the committee.
- Contribute constructively to committee deliberations and proceedings. Respect the perspective and input of other committee members.
- Arrange their schedules to facilitate attendance at committee meetings. Prepare for meetings in advance by reading materials and coming prepared to participate meaningfully in the discussion or proceeding.
- Raise issues in a respectful manner that encourages open discussion and contributes to an atmosphere of equity, diversity, inclusion and belonging. Support good due diligence and decision-making by voicing constructive concerns, asking for more information if necessary and exercising independent judgement.
- Participate in required orientation and educational activities.
- Participate in committee evaluations.

Time commitment:

Committee	Meeting details	Prep time
Registration Committee	Six, full-day, virtual meetings per year	Full day
Quality Assurance Committee	20 meetings per year <ul style="list-style-type: none">• Three – full-day, virtual• 17 – two hour panel virtual	½ to full day
Inquiries, Complaints & Reports Committee	Eight meetings per year <ul style="list-style-type: none">• Seven – one to two-hour virtual• One – full-day, virtual	Full day
Professional Practice Committee	Four meetings per year <ul style="list-style-type: none">• One – full-day, virtual• Three – ½ day virtual	½ day
Governance Committee	Four, half-day virtual meetings per year	Varies

Committees

Quality Assurance Committee: Develops, reviews and evaluates the College’s Quality Assurance program and identifies quality standards that promote excellent dietetic care and make related program proposals to the Board for implementation.

Inquiries, Complaints, and Reports Committee: Screening committee for concerns about the conduct, competence or capacity of dietitians.

Registration Committee: Receives referrals from the Registrar if there are doubts about whether an applicant meets the registration requirements or if the Registrar believes terms, conditions and limitations should be imposed on a certificate of registration.

Governance Committee: Makes recommendations to the Board that promote governance excellence.

Professional Practice Committee: Considers and makes recommendations to the Board regarding professional practice standards, policies and guidelines relevant to the practice of dietetics.

Item Writer

Item writers are subject matter experts who support the maintenance of CDO assessments by developing test questions. Item writers make an impact on dietetic practice by developing assessment items that help dietitians identify areas of practice improvement and drive continuous professional development. Your contributions will directly influence dietitian growth and quality improvement across practice areas.

These opportunities provide RDs with a chance to network, develop test item writing skills and apply their dietetic knowledge to contribute to the regulation of the profession.

Item writer position summary:

- Attend a comprehensive training session.
- Review, revise and write new assessment questions.

Time commitment: approximately 4 days

Position receives remuneration and paid expenses.

PBA Interviewer

RDs serve as interviewers for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PBA is also used to assess the knowledge, skills and competence of internationally educated nutritional professionals seeking registration in Ontario and to demonstrate currency for former dietitians. It is designed to assess whether applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

PBA interviewer position summary:

- Attend a comprehensive training session.
- Administer the oral case questions online to two PBA candidates.

Time commitment: approximately 2 days

Position receives remuneration and paid expenses.

PBA Assessor

RDs serve as assessors for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PBA is also used to assess the knowledge, skills and competence of internationally educated nutritional professionals seeking registration in Ontario and to demonstrate currency for former dietitians. It is designed to assess whether applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

PBA assessor position summary:

- Attend a comprehensive training session.
- Complete up to six assessments of PBA candidate responses for your area of practice (written and oral responses).
- Discuss assessment findings with CDO.

Time commitment: approximately 3-7 days

Position receives remuneration and paid expenses.

Learning Diary Assessor

Learning diary assessors assess professional development learning activities and practice hours over to determine an RD's ongoing competence in an area of dietetic practice.

Learning diary assessor position summary:

- Attend a comprehensive training session.
- Conduct thorough evaluations of learning diaries.
- Articulate concepts and implications for future dietetics practice.
- Verify the effective linkage of learning outcomes to integrated competencies.
- Prepare a report summarizing findings.

Time commitment: approximately 2-4 days

Peer and Practice Assessor

Peer and practice assessors evaluate the practice, ethical behaviour and overall professional performance of RDs. This assessment is used to identify and mitigate the risk of harm in professional practice.

Peer and practice assessor position summary:

- Facilitate peer-to-peer learning opportunities to share best practices in risk mitigation within the dietetic community.
- Assess the practices of dietitians to identify potential risks to the clients, ensuring that the delivery of nutrition services aligns with established safety standards.
- Collaborate with assessed dietitians to develop strategies for mitigating identified risks and enhancing the overall safety of their practice.
- Emphasize and evaluate adherence to ethical principles in dietetic practice, particularly related to client safety, confidentiality and informed consent.
- Encourage a culture of continuous learning, where dietitians actively seek opportunities for professional development.
- Maintain detailed records of risk assessments and mitigation strategies.
- Report findings to the Quality Assurance Committee.

Time commitment: varies

Position receives remuneration and paid expenses.

Completing the application

The application form contains four sections and takes approximately 30 minutes to complete.

You must complete the application form in full to be considered as a candidate for committee appointment.

Application Form FAQs

Why does CDO ask whether I'm interested in being considered for other positions?

There are several ways registrants can be involved with CDO – not just as a committee appointee. If you do not meet the eligibility criteria or are not appointed to a committee, there may be other opportunities for you to participate in the important work CDO does to protect the public interest. The work done by item writers and peer assessors is critical in helping further CDO's public protection mandate by ensuring that College programs and initiatives are aligned with dietetic practice today.

Participating with CDO will support your professional development by aiding in the formation of new skills, knowledge and expertise.

How do I submit my application?

Completed application forms must be submitted by email to governance@collegeofdietitians.org by April 25, 2024. Only applications completed in full and submitted by the deadline will be accepted.

Orientation module and assessment

Applicants are required to review the orientation module and successfully complete the assessment. Completion of the orientation module and assessment takes approximately one hour to complete. There is no limit to the number of times you can take the assessment.

The purpose of the orientation module is to provide individuals who are interested in serving on the Board of Directors or as a committee member with a greater understanding of the roles, requirements and responsibilities of the College, its board and committees, as well as the role they play in the healthcare system.

The orientation module is available [here](#). The link to the assessment can be found at the end of the module.

Conflict of Interest

A conflict of interest occurs when a board member or committee appointee has multiple interests which may influence their decision making. Conflicts of interest pose risks to organizations when the judgement or actions of board or committee members are influenced by other interests. Conflicts of interest can distort decision making which can undermine the credibility of boards, committees and organizations.

Conflict of interest FAQs

If I have a current affiliation with an association related to dietetics, does this mean I am not eligible to be a committee appointee?

You may be eligible for committee appointment if you have an affiliation with an association related to dietetics. When completing the conflict of interest questionnaire, provide as much detail as possible about your affiliations so your application can be accurately assessed.

I'm not sure whether I have a conflict of interest, what should I do?

If you are unsure whether you have an actual, potential or perceived conflict of interest, describe the situation in the space provided on the conflict of interest questionnaire (section 3 of the application form). Your response will be reviewed and you may be contacted to provide additional details to determine whether a conflict of interest exists that would make you ineligible for committee appointment.