Supervision Plan for a Temporary Registrant Who Has Failed Their First Attempt of the Canadian Dietetic Registration Examination

Introduction

This document is intended to guide Temporary Registrant and their Supervisors to prepare a supervision plan after failing the Canadian Dietetic Registration Exam (CDRE) for the first time. The supervision plan will be reviewed and approved by the College's Director of Registration.

Temporary Registrants are required to develop their supervision plan with input from their Supervisor and their employer (as applicable). Before drafting your supervision plan, consult the College's Registration Policy 5-40: Approval of Supervision Plans for Temporary Registrants Following First Failure of the CDRE.

Structure/Layout

Please structure your supervision plan with the corresponding headings and sub-headings within each of the sections below. This enables a more efficient and effective review of your supervision plan to ensure all the requirements are adequately captured. If using acronyms, please spell these out in full the first time they are used throughout the supervision plan.

Information to be Included in the Supervision Plan

1. Supervisor

Describe the Supervisor's experience, within the past three years, in the Temporary Registrant's practice area. As per Policy 5-40, the Supervisor must be a Registered Dietitian who holds a General Certificate of Registration, and who has recent (within the past three years) and relevant experience in the practice area where the Temporary Registrant is practicing dietetics.

2. Analysis of Risk

2.1. Describe the work setting where the Temporary Registrant is practising dietetics.

2.1.1. The nature of the client group that the Temporary Registrant will be working with.

2.1.2. The practice environment (e.g., legal, ethical, an/or jurisprudence requirements of the work environment).

2.1.3. The variability/predictability of the client group.

2.1.4. Does the Temporary Registrant work in isolation or are there colleagues to consult or collaborate with?

2.2. Identify the activities that the Temporary Registrant will be responsible for that pose the greatest risk to the public if not performed competently.

2.3. What are the specific strengths and weaknesses of the Temporary Registrant with respect to the risks in the work setting?

2.4. Describe any other relevant information that you considered in your analysis of risks.

3. Direct Observation

3.1. Describe how the Supervisor will initially directly observe (in-person)* the Temporary Registrant's practice with emphasis on the identified areas of risk specific to the Temporary Registrant's work/practice environment.

3.2. How often will the Supervisor directly observe the Temporary Registrant's practise at the beginning of the supervision period? Please state the frequency of initial, direct, in-person* observation and any remote observation thereafter. Note: Your supervisor must initially assess and directly observe your dietetic practise at the start of the supervisory period. This observation can be done in-person, or virtually via remote means. Once your supervisor understands your skills and competence, they can determine your direct supervision requirements moving forward. For example, supervision daily, a few times a week, once a week, every other week, etc. The College does not dictate any set requirement for your initial direct supervision; this should be done via assessment by your supervisor.

3.3. How will the Supervisor determine whether the frequency of observation can be decreased? Please state how the decreased frequency of observation applies to both initial, direct, in-person* observation and any remote observation thereafter.

3.4. How will the Supervisor have access to the required documentation/information within the organization (e.g., this includes logistical arrangements to ensure physical access to information, as well as confidentiality or consent arrangements that may be required)?

3.5. What feedback has or will be provided to the Temporary Registrant regarding their strengths and limitations in practice? If the observation has not yet taken place, the supervision plan should discuss how this information will be integrated into the plan.

3.6. What resources will be available to help the Temporary Registrant address any weaknesses identified during the direct observation phase (both in-person and remotely) of their practice?

---

* The College will consider plans for direct observation of the Temporary Registrant by virtual means on a case-by-case basis.

4. Ongoing Access

4.1. Provide details about the Temporary Registrant's ongoing access to the Supervisor for mentoring and guidance.

5. Routine Review of Temporary Registrant's Practice

In addition to directly observing the Temporary Registrant's practice, the Supervisor will be responsible for reviewing the product of the Temporary Registrant's practice on an ongoing basis.

The "product of the Registrant's practice" will vary depending on the area of practice. For example:

- a medical record
- a menu
- a policy & procedure
- a budget variance report
- a program plan
- a program evaluation report
- an educational resource
- an education session

5.1. Describe the plan for regular review of the product(s) of the Temporary Registrant's practice on an ongoing basis.

5.1.1. What are the product(s) of the Temporary Registrant's practice that will be reviewed?

5.1.2. What is the planned frequency of the regular review of the products(s)?

5.1.3. How does the supervision plan ensure that the review will focus on the Temporary Registrant's identified areas for improvement and the areas of risk identified for the practice/work environment?

6. Submitting the Plan for Approval

6.1. The completed plan should be emailed to the College, attention of the Director of Registration, Deborah Cohen at: deborah.cohen@collegeofdietitians.org

6.2. In addition to the answers to the sections above, please include the following information in the supervision plan:

- Name of Temporary Registrant;
- College ID of Registrant;
- Name of Employer;
- Name of Supervisor;
- College ID of Supervisor; and
- Signature of Supervisor confirming they agree to the Supervision Plan.