

# Do YOU Supervise a Dietitian?

## Members have asked:

*“My duties have expanded & I will soon be supervising other dietitians. Could you please confirm any additional responsibilities this places on me?”*

## Here is an Important Checklist

The following information will help you to avoid unexpected time delays as you welcome new dietitians to your workplace. If you have further questions, please contact CDO at [information@cdo.on.ca](mailto:information@cdo.on.ca)

### Current Registration

- confirm **annually** the **current** registration status of each dietitian you supervise.
- when hiring a new dietitian, make a copy of the CDO registration card for your files; this will confirm you have fulfilled this responsibility in the unlikely event it is ever required.
- ensure that employees who are not registered with CDO do not use the term “dietitian” or present themselves as individuals qualified to practice as dietitians in Ontario. *(In legal terms this is referred to as ‘holding out’. Only someone registered with CDO can use the title “dietitian”, a variation or translation of this title or the abbreviation “RD”.)*

## New CDO Registrar

The CDO will be conducting final interviews in December to select a new Registrar for the College of Dietitians of Ontario (CDO), and hopes to announce our new staff leader by the new year.

Members who will be attending the **CDO Road Shows** in early 2002 will have the opportunity to meet the new Registrar; the dates and locations of the Road Shows should be made available shortly. Visit our web site: [www.cdo.on.ca](http://www.cdo.on.ca) for updates.

Until our new Registrar begins, **Laryssa Holynsky** will continue to provide Interim Registrar services and **Paulette Vinette** will continue serving as Interim Executive Director, overseeing administrative, financial and staff-related matters. If you wish to communicate with either of these interim staff, call the CDO at 416-598-1725 or 800-668-4990 or write to [information@cdo.on.ca](mailto:information@cdo.on.ca)

- delay, if necessary, the RD responsibilities of a new employee if his or her registration is still in process. Registration must be completed before the employee can legally work as a dietitian. *(You will be helping to prevent your new employee from breaking the law. Situations like this occur infrequently and can usually be accommodated by a delay of only a few days. If you are in this situation please contact the College to see how we might assist.)*

The Dietetics Act, 1991 sets out the legalities of the above issues. You can access the Act on the CDO website at [www.cdo.on.ca](http://www.cdo.on.ca), under publications.

### What if the new dietitian is already registered in another province?

- all of the above still applies because registration is a *provincial* jurisdiction. *Even if the individual is registered in another province, she or he must be registered with CDO before practicing as a “registered dietitian” in Ontario.*
- the registration process could be expedited by reminding the new dietitian not to give up her registration in his/her home province before applying to CDO. *The Mutual Recognition Agreement (MRA) that CDO has worked out with other Canadian Dietetic Regulatory Bodies can facilitate the registration process.*
- registration via the MRA route may take up to 2 weeks from the date CDO receives a completed application package. *The individual could not be considered under the MRA if she/he has resigned in the other jurisdiction first.*

### What about people completing Practicum, Upgrading or training outside of Canada?

- the registration process for these individuals can take from 4 weeks to several months. *This is because all of these applicants must be referred to the Registration Committee. While every effort is made to review applications as promptly as possible, the demand is unpredictable. Applications are reviewed in the order in which they are received.*

### Temporary Members

- are legally registered with CDO and may use the title dietitian and the abbreviation RD.
- *may not supervise* another registered dietitian.
- are eligible for a General Certificate of Registration upon passing the exam (CDRE).
- who fail the exam *can no longer work* as a dietitian because Registration is *automatically* revoked upon the failure. *The CDRE is offered twice a year, May and November, and an applicant is given three chances to pass.* **D**