



College of
Dietitians
of Ontario

SUPERVISING/COORDINATING – CANADIAN ORIENTATION AND ASSESSMENT (COA)

An applicant who has been assessed by the College's Registration Committee to require additional training may be asked to complete a Canadian Orientation and Assessment (COA). This additional training must be completed prior to writing the Canadian Dietetic Registration Examination, which is the final objective means of confirming competence.

Training Expectations

The purpose of the COA is to familiarize the applicant with the application of dietetics knowledge and in a variety of settings, facilities, and/or departments, in the context of the Canadian culture and healthcare system. Depending on the size of your facility, you may coordinate the supervision of the applicant by several dietitians, or you may be the sole supervising dietitian.

The COA outcomes are listed below. It is expected that the applicant will use a self-directed learning approach to develop a plan for determining the areas in which she/he needs additional knowledge or experience. She/he may need some assistance from you for this planning, since not all international training programs provide self-directed learning opportunities.

As a coordinating/supervising dietitian you will find it helpful to review:

- The applicant's Decision from the College to confirm the requirements and timelines. This can only be provided to you by the applicant. The Registration Coordinator can clarify anything about the COA process that may be unclear.
- "Responsibilities of the Applicant" in the COA document given to the applicant.

RD Responsibilities:

- The role of the supervising RD is to guide, observe and assess the applicant's achievement and demonstration of the COA outcomes (attached).
- Once you have finalized arrangements to take on a COA applicant please send the Confirmation Form (attached) to CDO. This will help us to anticipate approximate completion dates and applicant flow.
- Review the Learning Diary prepared by the applicant regularly to ensure opportunities for meeting the COA Outcomes (below), and when verifying that activities were completed.
- Extend the duration of the training if you believe the applicant would benefit. COA is a 10-week minimum experience.
- Attest the COA Outcome activity descriptions prepared by the applicant. (See attestation information below).
- Send the completed Verification Form (attached) directly to the College when the applicant has completed the COA.

It is strongly recommended that you confirm the applicant is covered by liability insurance while at your facility. Any reservations regarding the suitability of the applicant for registration with CDO should be communicated to the coordinating dietitian who should forward these to the College, as soon as they arise.

CANADIAN ORIENTATION AND ASSESSMENT (COA) OUTCOMES

Upon completion of **Canadian Orientation and Assessment**, the applicant is expected to have:

1. Demonstrated familiarity with current dietetic practice including terminology, guidelines and resources used by dietitians, e.g. Canada's Food Guide, RNI's/DRI's, nutrition labelling, nutrition care plans and diets for commonly treated conditions.
2. Demonstrated familiarity with acceptable dietetic documentation practices.
3. Observed & described the role of the dietitian in a variety of practice settings including involvement in multi-disciplinary teams, and support staff interactions.
4. Interacted with an entry-level range of clients* (3 age groups & 3 different disease conditions minimum including enteral (tube feeding) and parenteral nutrition).
5. Observed and described an institutional food service system & identify operational issues.
6. Identified the provincial and federal jurisdictions of the Canadian health care system and described the implications of public policy related to dietetic practice in health care delivery systems and approaches.
7. Understood the importance of and demonstrated professional conduct at all times.
8. Communicated at all times with others at a professional level.

* Client

"An individual, family and/or substitute decision-maker, group, agency, employer, employee, organization or community who is a potential or actual recipient of the dietitian's expertise. The client is unique and diverse in needs, culture, motivations, resources, religion and perception of wellness."

Professional Standards for Dietitians in Canada ©1997 – Glossary, p 12.

Important Information for Your Attestations

Your signature attests to the fact that you:

- supervised the activity
- it is accurately described and performed to meet outcome requirements

It is the mandate of the Registration Committee to determine, on the basis of the written submissions, whether the applicant has successfully completed the Canadian Orientation and Assessment.



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RD CONFIRMATION FORM
Canadian Orientation and Assessment (COA)

Name _____ CDO# _____
Please print

Institution _____
Name and address

This will confirm that I have received the document Supervising/Coordinating –Canadian Orientation and Assessment (COA) document and I have agreed to supervise/coordinate a 10-week minimum training component of a COA for:

Applicant Name _____
please print

Anticipated Dates Start _____ Completion _____
(It is acknowledged that these dates are subject to change)

Please list names of any other dietitians you anticipate may supervise the training.

_____	CDO# _____
_____	CDO# _____
_____	CDO# _____
_____	CDO# _____

- ☐ I am aware that the 10-week practical training experience can be extended as necessary if I believe the applicant would benefit.
- ☐ I would appreciate a follow-up call from the Registration Program Manager regarding the COA.

Signature _____ Date _____

Please mail to:

Registration Coordinator- College of Dietitians of Ontario,
5775 Yonge St., Suite 1810, Box 30, Toronto, Ontario M2M 4J1
PLEASE DO NOT FAX THIS FORM



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VERIFICATION of COMPLETION
Canadian Orientation and Assessment (COA)

This is to confirm that _____ has completed _____ weeks
(Name of Applicant) (number)

of Canadian Orientation and Assessment between _____ and _____
(d/m/y) (d/m/y)

at _____
(Facility)

Comments

Do you have any reservations about this applicant?

☐ Yes

☐ No

If 'Yes' please attach additional comments.

Coordinating Dietitian - Print Name

CDO #

Facility Name and Address

Position Title

Telephone

Fax

Signature

Date

Please mail to:

Registration Coordinator - College of Dietitians of Ontario
5775 Yonge St. Suite 1810, Box 30, Toronto, Ontario M2M 4J1

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