

Registration & Annual Renewal Guide

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I. Read This First

Your annual renewal is due on October 31st of each year.

All General Certificates of Registration expire on October 31st each year. The College of Dietitians of Ontario's (the College) online renewal portal is open from September 1 to October 31st annually. You must renew your General Certificate of Registration each year before 11:59 pm EST on October 31st.

You are required to complete your annual renewal form online. Use your membership number and password to log into your Member Dashboard. Go to www.collegeofdietitians.org and click on the *Login* link in the top right-hand section of the College's home page.

Be Ready with Your College ID & Password

If you have forgotten your password, or are not sure you remember it, please reset it. You will be locked out after three failed attempts of entering your password incorrectly and staff can only reset this during regular business hours of Mon-Fri 9am-5pm.

To reset your password:

1. On the login page, click on 'Forgot My Password'.
2. You will be sent an email to the address we have on file for you with a link that will enable you to reset your password.

NOTE: Make sure the email address we have on file is current and accessible or you will not be able to change your password.

The preferred payment method is credit card. We only accept Visa or Mastercard credit card payments in Canadian currency; **we do not accept payment with Debit cards**. If you are unable to pay by credit card, please contact the College at: registration@collegeofdietitians.org or 416-598-1725/1-800-668-4990 ext. 395.

What do you need to complete your annual renewal by October 31st?

- Access the Member Dashboard, as instructed above, using your College Registration ID # and password.
- Click on *Renewal and Fee Payment*.
- Complete and submit each section of the renewal form, including the annual declaration questions.
- Pay the annual membership fees online by Visa or Mastercard (or contact the College if unable to pay via credit card)
- Refer to your emailed Annual Renewal Notice for more information.

Annual Self-Directed Learning (SDL) Tool

Please note that coinciding with your annual registration renewal is the Quality Assurance Program requirement of submitting your SDL Tool. You must complete an SDL Tool every year, unless at least one of the following applies:

- You became a member of the College after August 31st of the current year
- You have signed a voluntary undertaking with the College
- You have received an exemption for the current year
- You are a Temporary Member

Late Renewal and Late Submission of SDL Tool

- A fee of \$70.00 will be added to your annual membership fee if you renew after October 31st. The late fee will be applied if you fail to complete and submit your online renewal form and/or annual renewal fee.
- An additional administration fee of \$70.00 will be charged if you submit your SDL Tool after October 31st.
- All SDL Tools submitted late will be reviewed by the Quality Assurance Committee for adequacy of content.

Given the pandemic, the College will consider granting renewal and SDL Tool extensions, without a late fee, upon request. Extensions will be handled on a case-by case basis. Please email extension requests to deborah.cohen@collegeofdietitians.org before October 31, 2021.

Important Note: If you are sending your renewal fee cheque by regular mail, you should expect that it could take up to 10 business days for it to be delivered by Canada Post, potentially longer given the pandemic. You may want to consider using a courier or Express Post options for renewal fee cheque payments mailed within 10 business days before the deadline date of October 31st annually.

Your renewal form must be submitted online and your payment must be **received** at the College by the October 31st deadline.

Notice of Suspension

The College sends a letter to all members whose renewal information and/or fees are past due. This includes the \$70 Late Fee and the \$70 Administrative Fee for late SDL Tools (as applicable). The letter notifies you that if you do not respond within 30 days of receiving the letter, your General Certificate of Registration will be suspended.

This means:

- a notice of your suspension appears in *Regulation Matters*, the College's newsletter;
- the College informs your last employer on record that your membership has been suspended and that you are no longer in good standing with the College; and
- a permanent note will be placed on your profile within the online public Register of Dietitians to indicate that you have been suspended for not completing your annual renewal and/or for not paying any outstanding fees.

Clear the Cookies & Cache from Your Internet Browser

Cookies are information that a website or web page saves on your computer. Your internet browser provides this information back to that same website to help users navigate websites efficiently and to perform certain functions, for example authenticating users in a secure area of a website. When a website is updated, old cookies saved in your internet browser can cause errors or can cause the page to display incorrectly.

Each internet browser (e.g. Internet Explorer, Google Chrome, Safari, Firefox) has a different process for clearing cookies. If you are not sure how to clear your cookies, a quick internet search will provide instructions (e.g. search for "how to clear cookies from Internet Explorer").

Ensure your internet browser language is set to English before you begin the renewal process to avoid transmission errors. Have your credit card on hand before you get to the payment page. When on the payment page, please promptly submit your credit card details and **do not leave the page (even for a few seconds) until you see your confirmation of payment.**

II. Information Appearing on the Public Register of Dietitians

Under the [Regulated Health Professions Act, 1991](#), (RHPA) the College is required to maintain a register of members and make the register available to the public on the College website. Most of the information appearing on the register is collected from the member's application form, and from the annual renewal form. The [College's website](#) includes a summary of the information required, by law, to appear on the public online [Register of Dietitians](#).

Full details about the requirements for the Register of Dietitians can be found in section 23 [of Schedule 2 of the RHPA](#) and section 13 of [College By-Law No. 1: General](#).

III. Annual Registration Renewal

Resignation

It is important to let us know if you intend to resign in order to avoid a suspension or revocation of your General Certificate of Registration. The majority of the suspensions and revocations are for non-payment of fees, where members have neglected to advise the College that they did not wish to renew their registration. The law requires that all suspensions and revocations be noted on a member's record and appear in the public Register of Dietitians, which can be accessed online from the College's website.

If you wish to resign from the College, you can do so in one of two ways:

- **Online** - Log in to the Members' Site, under the Membership section, choose "Resign Your Registration" and follow the instructions.
- **In Writing** – Mail a letter, send a fax or email the College, stating your intention to resign from the College, and indicate the date on which your resignation will take effect, as well as the reason for resigning (e.g. retirement, moving to another province/country, changing careers, etc.).

Answers Must Reflect Your Status on the Day you Renew

Please read all renewal questions carefully before you check the boxes. The answers you provide must be accurate on the date that you complete your annual renewal.

It is your professional responsibility to ensure that the College has accurate information about you and your practice. Under the section 35 of the [Professional Misconduct Regulation](#), failing to keep your information current is professional misconduct:

- 35.1 Failing to provide the Registrar with accurate information respecting any information required to be contained in the College's register.
- 35.2 Failing to inform the Registrar of a change of any information required to be contained in the College's register within 30 days after the change occurring.

IV. Section 1 – Personal Information

Name

The College must record both your legal name and the name under which you practice. Please ensure that the College has the appropriate names on file for you.

A member of the public or an employer should be able to locate you on the Register of Dietitians. Thus, the name that you use in your professional practice must be the same name that appears in the Register of Dietitians. It may or may not be your full legal name.

You cannot change your name online. Please notify the College in writing if you wish to change your name and include the appropriate legal documentation (e.g. marriage certificate, government issued ID, etc.). Click [here](#) for more information.

Practice Surname and Practice Given Name

This is the name that you use in your dietetic practice. It may be different from your Legal Name. The College will use your practice name in all correspondence and on the public Register of Dietitians. For example, if your full name is Mary Elizabeth Smith, but the name that you use every day and for dietetic practice is Beth Smith, then Mary would be your Legal First Name and Beth would be your Practice First Name. Beth Smith is the name that should appear on the public Register of Dietitians.

Legal Surname and Legal Given Name

The College must have your complete legal and assumed names (in the case of marriage) on file. You do not have to use this name in your professional practice. However, legal and assumed names will appear on the Register of Dietitians under the section *Other Names*.

Nicknames

If you use a “nickname” in your dietetic practice (e.g. your name is Elizabeth but you are known as Liz or you use another name that is more easily pronounced by your clients/colleagues), you will need to inform the College. Nicknames will appear on the Register of Dietitians in parentheses following your first name.

Previous Legal First Name and Previous Legal Surname Name

If you have previously been registered under a different name, the previous name(s) will remain on your record and will appear on the Register of Dietitians under the section *Other Names*. The public can search the Register of Dietitians using either your current name, previous name(s) or nicknames.

Home Address

College by-law requires that a member's home address be included in their file. This information is not made available to the public on the Register of Dietitians.

Preferred Mailing Address

Members are asked to specify whether they prefer to receive College mailings at their home or work address.

Email

The College uses members' email address for two purposes:

- 1) to provide important College-related information to members on a timely basis; and
- 2) to provide access to change a member's password for the online Member Dashboard. If a member forgets their password, an email is sent to the member's email address that they have on file with the College, which allows the member to reset their password. To prevent unauthorized access to your online profile with the College, the email address on file with the College should be a personal address, and not one that is shared with someone else.

V. Section 2 – Practice Profile

Current Working Status

A member's employment information assists the Ministry of Health (the Ministry) in their health human resources planning by helping them to identify the real and potential workforce and labour force participation rates for dietitians. Please indicate your current status by choosing one of the following categories:

- Working in Dietetics in Ontario:** Refers to members who are practicing dietetics in some capacity in the province of Ontario, either as an employee, or self-employed. This includes members who are working in dietetics in Ontario, but their primary employer is located outside of Ontario.
- Working outside of dietetics but seeking work in dietetics:** Refers to members who are currently working, either as an employee or self-employed, in a job not related to dietetics, while looking for employment as a dietitian.
- Working outside of dietetics and not seeking work in dietetics:** Refers to members who are working in a job not related to dietetics, and who are not looking for work as a dietitian.
- Not working, but seeking work in dietetics:** Refers to members who are not working, but are looking for a job as a dietitian.

- Not working and not seeking work in dietetics:** Refers to members who are not working and are not looking for work as a dietitian.
- On Leave:** Refers to members who are employed as a dietitian (either as an employee or self-employed), but who are currently not working because they are on leave (e.g. maternity leave; education leave; sick leave; other leave of absence).
- Working in dietetics outside of Ontario:** Refers to members who are working in a job related to dietetics, but outside of Ontario. Members who are working outside of Ontario in a job not related to dietetics should choose one of the options (above) related to working outside of dietetics.
- Student in an Advanced Degree (Nutrition-Related):** Student in an Advanced Degree (Nutrition-Related): Refers to members who are not working in any paid capacity, but who are completing an advanced degree (e.g. MSc, PhD) in a field that is related to nutrition. If you took an education leave from your employer, and you are technically still employed with the organization, then your employment information will remain on your member profile. Your responses to your practice setting information will correspond to your current employer. Once your degree is completed and you resume employment, update your current working status and any changes to your employment information accordingly.

NOTE: If you are a Student in an Advanced Degree (Nutrition-Related) and also practising dietetics in any paid capacity (e.g. full-time, part-time, sessional, casual, etc.), then your practice profile status should be *Working in Dietetics in Ontario* or *Working in Dietetics Outside of Ontario* (as applicable). As such, your employment information and job title should be included in your member profile.

A student in an advanced degree in a field not related to nutrition should select either “on leave” or “not working and not seeking work in dietetics”.

Preferred Working Status

This information will be used to help the Ministry estimate the labour supply. Regardless of what your current working status is, indicate what working status you would prefer to have (i.e. full-time, part-time, or casual).

- Full-Time** - Prefer to have regular work at 30 hours or more per week.
- Part-Time** - Prefer to have regular work hours at less than 30 hours per week.
- Casual** - Prefer to work with no pre-determined fixed number of hours per week.

Volunteer Work

The College needs to know whether you are [practising dietetics](#) through volunteer work for the purposes of determining whether the member requires professional liability insurance and to determine whether you

have practiced dietetics for fewer than 500 hours over 3 years. The College will consider dietetic practise through paid work or volunteer positions to meet this requirement.

Languages of Dietetic Service

College by-laws require that the Register of Dietitians provides this information as a service to the public, who may be looking for dietetic service in a specific language. The Ministry will also use this information to measure the supply of dietitians who are able to provide dietetic services to various populations in a specific language.

All members of the College must be fluent in either English or French. A member must choose one of these official languages as *Language 1*. All other languages in which you are able to provide dietetic service should be listed in the other language of service fields.

Practice Setting Information — Where you Practice Dietetics

This section describes **WHERE** your dietetic services are provided. Indicate **ALL** practice settings in which you provide dietetic service. Include practice settings where you provide dietetic service as an employee, as a volunteer, or if you are self-employed. Check all areas that apply from the following choices:

- Business and Industry – Health Related** – A business or industry whose focus of activities is not the direct delivery of health care services, but rather the health of workers, health-related product development or the selling of health-related products (e.g. pharmaceutical companies; specialty foods developed for health care purposes).
- Business and Industry – Retail and Commodities** – A business or industry whose focus of activities is the sale of retail goods or commodities (e.g. retail company).
- Media, Public Relations and Communications Agencies** – An organization involved in the mass communication of information to the public through means such as magazines, newsprint, television, radio and Internet; an organization whose role is to establish and promote a favourable relationship with the public; or any other organization whose primary role is the communication of information.
- Hospital (including Chronic Care Institutions - Adult and Paediatrics)** – A health care facility that offers a range of in-patient and outpatient health care services (e.g. medical, surgical, psychiatry, etc.) available to the target population. Includes specialty and complex continuing care hospitals not otherwise classified.
- Rehabilitation Centre** – A health care facility that has as its primary focus the post-acute, inpatient and outpatient rehabilitation of individuals.
- Local Health Integration Network** – A local organization that assists its clients to access government funded home care services and long-term care homes. The organization helps people to navigate the array of community support and health agencies in their communities.

Community Health Centre – A Community Health Centre (CHC) employs physicians and other interdisciplinary providers, such as dietitians, nurse practitioners, nurses, mental health counsellors, and community workers to serve high-risk communities and populations who may have trouble accessing health services because of language, culture, physical disabilities, socioeconomic status, or geographic isolation. CHC's emphasize health based on local population health needs.

- Long-Term Care Facility** – A long-term care facility is designed for people who require the availability of 24-hour nursing care and supervision within a secure setting. In general, a long-term care facility offers high levels of personal care and support. These facilities include nursing homes, municipal homes, and charitable homes.
- Assisted Living Residence/Supportive Housing** – A retirement home or supportive housing that provides varying degrees of care to assist individuals/couples to live independently. Services include homemaking, meal preparation, low to daily personal care and availability of a personal support worker on staff on a 24-hour basis. These facilities include group homes, retirement homes, community care homes, supportive housing and congregate living setting.
- Family Health Team or Family Health Network** – A Family Health Team (FHT) or Family Health Network (FHN) is a group that includes physicians and other interdisciplinary providers, such as dietitians, nurse practitioners, nurses, pharmacists, and mental health workers. The FHT/FHN provides comprehensive primary health care services. The FHT/FHN emphasizes health promotion, disease prevention and chronic disease management based on local population health needs.
- Diabetes Education Centre** – A Diabetes Education Centre (DEC), usually staffed by nurses and dietitians, provides education and support to people with diabetes, their families, friends, and community agencies.
- Mental Health and Addiction Facility** – A health care facility that has as its primary focus the acute or post-acute inpatient and/or outpatient care of individuals with mental health issues and illness and/or addictions.
- Public Health Department** – An official health unit that administers health promotion and disease prevention programs to inform the public about healthy life-styles, communicable disease control, including education in STDs/AIDS, immunization, food premises inspection, healthy growth and development including parenting education, health education for all age groups, selected screening services.
- Occupational Health/Corporate Wellness** – An organization concerned with protecting the safety, health and welfare of people engaged in work or employment.
- University** - An institution for higher learning with teaching and research facilities constituting a graduate school and professional schools that award master's degrees and doctorates and an undergraduate division that awards bachelor's degree.

- Community College** – A post-secondary institution other than a university, offering special instruction in professional or technical subjects.
- Elementary/Secondary School** – A preschool or elementary or secondary school (or equivalent institution), or the associated school board (or equivalent entity) that has responsibility for the governance and management of education funding issued by the provincial government.
- Research Facility** – Any place, laboratory or institution whose primary function is to carry out scientific experiments or investigations.
- Private Practice – Solo Office** – A community-based professional practice/business composed of a single practitioner who delivers health services. Clients typically come to the professional’s location to receive services. Administrative support staff may also be involved; however, the health professional is the focus of the service provision.
- Private Practice – Group Practice** – A community-based group (not already noted) professional practice or clinic that is composed of two or more health professionals working together to deliver health services. Clients typically come to the professionals’ location to receive services. Other administrative support staff may also be involved; however, the health professionals are the focus of the service provision.
- Government (Federal or Provincial)** – Any office or agency of the federal or provincial government.
- Non-Government Organization or Association** – An organization or government that deals with regulation, advocacy, policy development, program development research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level (e.g. Diabetes Canada).
- Cancer Centre** – A facility that specializes in services related to the treatment, prevention and research of cancer.
- Other** – Any practice setting not noted above.

AREAS OF DIETETIC PRACTICE — TYPE OF PRACTICE OR SERVICE

Use this section to indicate **ALL** areas of practice in which you provide dietetic service. Include any area of practice where you provide dietetic service as an employee, as a volunteer, or if you are self-employed. Check all that apply from the following choices:

- Clinical Practice** – Please choose from the following areas of clinical practice:
 - General Service** - Services provided primarily to clients across a range of service and/or consultation areas specific to dietetics.

- **Critical Care** – Services provided primarily to clients dealing with serious life-threatening and/or medically complex conditions who require constant care, observation, and specialized monitoring and therapies.
- **Acute Care** – Services provided primarily to clients who have an acute medical condition or injury that is generally of short duration (General Medicine).
- **Continuing Care** – Services provided primarily to clients with continuing health conditions for extended periods of time (e.g. long-term care or home care).
- **Comprehensive Primary Care** – Services provided primarily to a range of clients, possibly at first contact, to identify, prevent, diagnose and/or treat health conditions (e.g. general counselling in a Family Health Team/Family Health Network setting).
- **Chronic Disease Prevention and Management** – Services provided primarily to address chronic diseases early in the disease cycle to prevent disease progression and reduce potential health complications. Diseases can include diabetes, hypertension, renal failure, congestive heart failure, chronic lung disease, liver disease.
- **Mental Health and Addiction** – Services provided primarily to clients with a variety of mental health and addiction conditions.
- **Primary Maternity Care** – Services provided primarily to assess and monitor women during pregnancy, labour and the post-partum period and of their newborn babies.
- **Cancer Care** – Services provided primarily to clients with a variety of cancer and cancer related illnesses.
- **Geriatric Care** – Services provided primarily to care for elderly persons and to treat diseases associated with ageing through short-term, intermediate or long-term treatment/interventions.
- **Palliative Care** – Services provided primarily to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.
- **Community** – Services provided primarily with the purpose of improving the health of populations and food security through the functions of health promotion, health protection, chronic disease prevention, health surveillance, population health assessment, policy development, and program planning.
- **Food and Nutrition Management** – Services provided for the purpose of managing a food service operation in a variety of settings (e.g. healthcare, long-term care, hospitality, etc.). Functions include food service production and distribution, safety, sanitation, quantity food preparation, menu planning, financial and human resources management, planning and design of facilities.
- **Clinical Nutrition Management** - Services provided include financial and/or human resources management for clinical nutrition staff within an organization.
- **Quality Management** – Focus of activities is on the assurance of operational integrity, based on compliance with staffing, technical and organizational requirements.
- **Other Management** – Focus of activities is on the management of services other than food service or clinical nutrition services.

- Policy Development (Outside of Public Health/Population Health)** – Focus of activities is the development of policy outside of a public health or population health setting.
- Program Planning (Outside of Public Health/Population Health)** – Focus of activities is planning of programs outside of a public health or population health setting.
- Sales/Marketing** – Focus of activities is the marketing and/or sale of nutrition related products or services.
- Communication** – Focus of activities is communication in any medium (e.g. print, broadcast, internet, etc.).
- Academic Teaching and Education** – Focus of activities is directed at providing teaching to individuals enrolled in a formal education program.
- Research** – Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.
- Other** – Other areas of practice not already described, above.

VI. Section 3 – Annual Practice Declarations

RECORDS

A dietitian who is self-employed in a clinical practice would need to act as the Health Information Custodian, in addition to fulfilling their other record keeping responsibilities. Under the [Personal Health Information Protection Act, 2004](#) (PHIPA), one of the responsibilities of the Health Information Custodian is to ensure that policies and procedures are in place to ensure the security of the client's health records, and to ensure that the clients have access to their records. If you act as a Health Information Custodian in private practice, you will need to declare that you have plans in place for your records. For more information about PHIPA and record keeping responsibilities in private practice, consult the College's [Jurisprudence & Professional Practice Resources](#) or contact the College's Practice Advisory Service: practiceadvisor@collegeofdietitians.org, 416-598-1725 / 1-800-668-4990, ext. 397.

PROFESSIONAL LIABILITY INSURANCE

Do you have professional liability insurance as described in the College by-law?

Section 15 of [College By-Law No. 1: General](#), requires Registered Dietitians who are practising dietetics to have liability insurance that meets the following requirements:

- a) Has a minimum coverage of no less than \$2,000,000 per occurrence;
- b) Has aggregate coverage of no less than \$5,000,000;
- c) Has a deductible of no more than \$1,000;
- d) If coverage is through a "claims made" policy, an extended reporting period provision of at least two (2) years; and
- e) Any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type.

The questions in this section serve as a declaration. You will be asked if you have had liability insurance which meets the requirements of the by-law and which has been in place since last year's renewal or since you began practising dietetics in Ontario.

If you are not practising dietetics, then you may answer "No – I am not practising dietetics".

If you are practising dietetics and you have not had sufficient insurance for all or part of the last year, you must provide more information. For example:

- "There was a gap in my coverage because I forgot to purchase private insurance when I changed employers; however, I now have liability insurance coverage that meets the requirements."
- "The deductible for my employer's insurance is greater than \$1,000; however, my employer has provided me with written confirmation that they will cover any deductible."

Click [here](#) for more information about your professional obligations for holding liability insurance.

ANNUAL DECLARATION OF PRACTICE HOURS

At the end of the third year after your General Certificate of Registration is issued, and every subsequent year, you will be asked on your renewal form to make a declaration about whether you have practised at least 500 hours in the past three years.

If you answer "no" to this question, you will be referred to the Quality Assurance Committee for an assessment of your practice and continuing competence activities. For more information on the College's 500 hours/3 years practice requirement, consult the webpage [here](#).

VII. Section 4 – Health Professions Database Information

PRACTICE SETTING INFORMATION

The College collects information about your practice setting (work with other regulated health professionals, performance reviews, and supervising interns) to inform regulatory functions. For example, the Practice Assessment contains several aspects that can be customized, based on the information that a member provides in this section.

REGISTRATION AS A DIETITIAN IN ANOTHER JURISDICTION

The College's primary responsibility is to protect the public. The College may share relevant information with regulators in other jurisdictions if there is reason to question a member's ability to practice safely, competently, and ethically. In addition, the Ministry will use this data to estimate potential labour mobility by measuring the proportion of dietitians that are concurrently registered in other locations in Canada and in the US. This information also appears on the Register of Dietitians. **Please specify the respective**

province(s) in Canada or state(s) in the US (as applicable) where you are concurrently registered as a dietitian.

REGISTERED IN ANOTHER PROFESSION IN ONTARIO OR ANY OTHER JURISDICTION

The College's primary responsibility is to protect the public. The College may share relevant information with regulators in other jurisdictions if there is reason to question a member's ability to practice safely, competently, and ethically. This information also appears on the Register of Dietitians. **Please specify the respective province(s) in Canada or state(s) in the US (as applicable) where you are concurrently registered as another professional.**

PRACTICE ACTIVITY INFORMATION

Number of Practice Weeks in the Past 12 Months

Provide the number of weeks you have practiced as a dietitian, in some capacity, during the past 12 months. The Ministry will use this information to measure the time spent practicing by dietitians throughout a typical year.

Note: There are 52 weeks in a year; you may not enter a number larger than 52. Do not include your vacation, on-call, sick and leave time greater than one week. Working at least one day in any given week constitutes one week of practice.

Answers in this section should be whole numbers (no decimals).

Average Number of Weekly Practice Hours in the Past 12 Months

Provide the average number of hours you spent practicing dietetics in each week that you were practising dietetics. The Ministry will use this information to measure how much time dietitians spend practicing dietetics across all works sites/employers, which will help build an understanding of workload as well as actual availability of dietetic services.

Note: Your hours **should** include all practice hours, for example preparation and service provision, as well as travel between practice settings if your employment requires travel.

Your calculation **should not** include time spent commuting, doing volunteer work outside of dietetics, or on-call hours where you were not working.

Average Number of On-Call hours per week

Estimate the average number of hours per week that you were on-call, across all practice sites. Hours indicated are inclusive of **all** on-call hours (worked and not worked).

The Ministry will use this information to help understand workload and burden, which can affect recruitment and retention.

Percent of Weekly Practice Hours Spent on Various Activities

The Ministry collects this data as a measure of how much time is spent on each activity, giving them an indication of availability of services. Answers in this section should be whole numbers (no decimals).

- a) **Proportion of hours spent on Direct Dietetic Services** - Estimate the *percentage* of your dietetic practice time each week spent providing dietetic services to your clients, across all employers/practice sites. Consider the regular dietetic functions of your job, including teaching individual clients or groups. This does not include things like staff meetings, formal research, teaching students in a health profession.
- b) **Proportion of hours spent on Teaching** - Estimate the *percentage* of your dietetic practice time each week spent on teaching to prepare students for a health profession (e.g. dietetic interns, medical students, nursing students). Education provided to clients (individuals or groups), as part of your regular dietetic functions should be included direct dietetic service (see a, above). Education provided to a student while providing direct professional services should be counted under Clinical Education.
- c) **Proportion of hours spent on Research** - Estimate the *percentage* of your dietetic practice time each week spent on conducting formal research in nutrition and dietetics. Reviewing the literature to support client care should be counted as direct service. Reviewing the literature to support professional development should be counted under other.
- d) **Proportion of hours spent on Management** - Estimate *the percentage* of your dietetic practice time each week spent on administration in dietetics.
- e) **Proportion of hours spent on Other Activities** - Estimate the *percentage* of your dietetic practice time each week spent on all other activities (excluding direct dietetic services, teaching, research, and administration). This would include things like staff meetings, continuing education or professional development, and recording workload measurement statistics.
- f) **Proportion of hours spent on Clinical Education** - Estimate the *percentage* of your dietetic practice time each week spent providing direct professional services while teaching (e.g. during the supervision of dietetic interns) across all practice sites.

VIII. Section 5 – Education Summary

The College is required to submit a summary of each members' education to the Ministry for their Health Professions Database.

This information is sent to the Ministry in anonymized format. The Ministry uses this information to inform on initial education and continuing education patterns.

The College has copies of your university and internship documents on file from your initial registration. In addition, if you have informed the College in writing of additional education completed since registration (e.g. graduate studies), your education summary will include this information.

The information on this page is a summary what will be reported to the Ministry, according to their reporting guidelines. Please review the education summary for accuracy. You are not able to edit this information. If you identify any errors in your education information, please email the correction to: registration@collegeofdietitians.org

DEGREES WITHIN THE PROFESSION

All completed degrees within the profession of dietetics will be listed in the renewal education summary section for each member in chronological order. All previously-submitted information will be listed in read-only format. Members will have the ability to enter any additional degrees completed via the drop-down menus provided. The following information will be requested:

Level of Education – the Ministry uses this information to inform on initial education and continuing education patterns.

Year of Graduation – the Ministry uses this information to measure the time required for professionals to achieve each level of education and to inform on the sequencing of the degrees.

Institution (within Canada) – the Ministry uses this information to measure the availability of programs and identifies the sources of supply for health professionals in Ontario.

Province, Territory, or State - the Ministry uses this information to measure mobility of health professionals to pursue education and to inform on the relationship between their location of education and current practice location.

Country of Education – the Ministry uses this information to measure the number of internationally educated health professionals in the Ontario practice pool and international migration trends.

NOTE: Only academic degrees are included in the Ministry's requirement for reporting Education Summaries. As such, your internship/practical training program will not be listed. The College has this information on file for all members, as this is a non-exemptible requirement for registration. Please do not report your internship/practical training program details within the Education Summary section of renewal.

DEGREES OUTSIDE THE PROFESSION

If you have one or more degrees outside of dietetics, the Ministry requires the College to report only the highest degree. If you have received a new degree within the past year, use the text box field at the bottom of this page to notify the College. If the new degree is higher than any previous degree outside of the profession, the College will only list and report the new degree to the Ministry.

The Ministry will use this information to identify and monitor the continuing education trends of the workforce and to inform on potential career changes.

IX. Section 6 – Employer Information

EMPLOYER NAME, ADDRESS AND CONTACT INFORMATION

The RHPA and College by-laws require that the online Register of Dietitians contain contact information about each employer or place of business where a member practises dietetics.

For each employer or place of business where you practise dietetics, you will need to provide an address and phone number. You will also need to specify which employer is your primary employer.

Note: If you work at more than one site for the same employer, you are only required to provide the site that represents your mailing address.

If you have identified that you are practising dietetics, you are required to provide information about the nature of your employment and your practice for every employer. Answers to these questions will be provided separately for each employer or practice site. For each question in this section, it is important that you select the **one** descriptor that best describes the majority of your work for that employer or practice site. If your workload is truly split between two possible responses, it is up to you to decide which descriptor to choose. You must answer all questions for each separate employer or practice site.

EMPLOYMENT CATEGORY

This information will provide data on the stability of the workforce and the employment patterns of dietitians. For each employer, please select one of the following employment categories:

- Permanent** – Status with employer is permanent with an indeterminate duration (no specified end date) of employment and guaranteed or fixed practice hours per week.
- Temporary** – Status with employer is temporary, with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed practice hours per week.
- Casual** – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of practice hours per week. There is no

arrangement between employer and employee that the employee will be called to work on a regular basis.

- Self-employed** – A person who operates his or her own economic enterprise in the profession. The individual may be the owner of a business or professional practice, or an individual in a business relationship in which he or she agrees to perform specific work for a payer in return for payment.

FULL-TIME/PART-TIME STATUS

The status of the usual practice hours for this employment site. This information will provide a measure of the stability of the workforce, the patterns in practice levels and the level of labour force participation. For each employer please select a practice status from the following choices:

- Full-Time** – Official Status with employer is full-time or equivalent, or usual hours or practice are equal to or greater than 30 hours per week.
- Part-Time** – Official status with employer is part time, or usual hours of practice are less than 30 hours per week.
- Casual** – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between the employer and employee that the employee will be called to work on a regular basis.

PRACTICE SETTING

This information is used by the Ministry to help identify where health professionals practise based on the sectors and facilities and identifies cross-sector mobility (see pages 10-12 for definitions).

AREA OF PRACTICE

This information is used by the Ministry to help identify the broad areas of care that health professionals are providing to Ontarians (see pages 12-14 for definitions).

PRIMARY ROLE

This information helps the Ministry identify the role of dietitians within each practice site, and the direct service provision roles. For each employer or practice site, please select the descriptor that best characterizes your primary position:

- Manager** – Major role is in the management of a particular team/group that delivers services.
- Owner/Operator** – An individual who is the owner of a practice site and who may or may not manage or supervise the operation at that site.

- Service Provider** – Major role is the delivery of dietetic services.
- Consultant** – Major role is the provision of expert guidance and consultation, without direct client care, to a third-party.
- Administrator** – A person whose primary role is involved in administration, planning, and organizing.
- Instructor/Educator** – Major role is as an educator for a particular target group.
- Researcher** – Major role is in knowledge development and dissemination of research.
- Quality Management Specialist** – Major role is the assurance and control of the quality of procedures and/or equipment.
- Sales Person** – Major role is in the sales of services and products.

CLIENT AGE RANGE

This information will help the Ministry to identify the populations that use dietetic services by volume, sector, location, and care type. For each employer, select the descriptor that best describes the main age range of the client population that you most often work with.

- Paediatrics** – Paediatric clients that are between the ages of 0 to 17 years.
- Adults** – Adult clients that are between the ages of 18-64 years, inclusive.
- Seniors** – Adult clients that are 65 years of age and older.
- All Ages** – Clients cross all age ranges.

X. Declarations

MANDATORY SELF-REPORTING OF OFFENCES AND FINDINGS OF MALPRACTICE OR PROFESSIONAL NEGLIGENCE

In this section, members are required to report any offences, charges, bail conditions, or findings of professional misconduct that have been made against them.

Members should not "self-select" which offences they believe are relevant or worthy of a report. The College will sort out which offences require further inquiry. If the finding raises no apparent concerns, the College will simply file the report. If the finding raises concerns about the member's suitability to practice the profession, the College will investigate the matter to determine if some regulatory action, such as remediation or discipline, should be taken.

Members are required to report to the College if there has been a finding of professional negligence or malpractice made against them by a court. These findings occur in civil proceedings or law suits. For example, a finding of professional negligence by a court that a member fell below the accepted standard

of practice of the profession, and thereby harmed a patient, has to be reported. Where appropriate, the College may inquire into these findings.

Details about what information appears on the public register can be found on the College's website [here](#).

Details about how the Registrar determines whether charges are relevant to a member's suitability to practice can be found on the College's website [here](#).