

This document is for applicants who have been assessed to need additional training in order to meet the registration requirements for the College of Dietitians of Ontario. If your assessment also identified additional courses, you should ideally complete the courses before starting your training. Some reasonable overlap can be considered to avoid undue delay in completing the *COA*.

### Responsibilities of the Applicant

It is your responsibility to identify facilities and dietitians who can assist you in completing a meaningful experience. Any training fee is set by the individual facility. Since the purpose of *COA* is to familiarize you with dietetics in *diverse* settings your training can be in more than one facility.

- enroll as soon as possible for the courses recommended by the Registration Committee.
- we strongly recommend that you share the *COA* details in the CDO written decision with your Supervising/Coordinating dietitian to ensure appropriate scheduling/timing of your training.
- give the attached document entitled *Supervising/Coordinating Canadian Orientation and Assessment (COA)* to your coordinating/supervising dietitian. Ask her/him to return the *Confirmation form* to the College prior to starting your training.
- develop a plan for determining the areas in which you need additional knowledge or experience. A coordinating dietitian can assist you in planning.
- focus training activities on the development of *critical thinking* and the *application* and *integration* of knowledge.
- keep a “Learning Diary” (sample enclosed) to record the activities you complete. Record daily and review regularly with your supervising dietitian(s). Record how activities contributed to your learning in the required areas as identified below.
- use performance objectives to compare with the *COA Outcomes* (listed below) to judge whether all have been achieved.
- acquaint yourself with the reference documents listed below

## CANADIAN ORIENTATION AND ASSESSMENTS (COA) OUTCOMES

It is expected that by the end of your training that you will have:

1. Demonstrated familiarity with current dietetic practice including terminology, guidelines and resources used by dietitians, e.g. Canada's Food Guide, RNIs/DRIs, 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 & identified 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 about Attestations

The attester's signature attests to the fact that she/he:

- 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.**

### Reference Documents

1. *Integrated Competencies for Dietetic Education and Practice (ICDEP)*
2. *Jurisprudence Handbook for Dietitians in Ontario (2012)*

## COMPLETING Your Canadian Orientation and Assessment (COA) Submission

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### General

This information will help you in preparing your submission, which is an important part of your application to the College of Dietitians of Ontario. Reflecting on the activities in which you engaged to achieve the *COA Outcomes* will help you to describe them effectively. This will require *attention to detail* and *clear* language. A dietitian who has supervised your training may be able to assist you in wording your activity descriptions to clearly demonstrate your attainment of the outcomes.

### Please Follow these Directions

1. The *COA Outcome Statement* should be typed in bold at the top of the page. (see Sample Format, Page 4)
2. Activity descriptions should be detailed not general, explicit not implied, and should explain *what* you did and *how* you did it.
3. Ensure that you provide enough activities (at least two) to confirm you have attained the *COA Outcome*. Your description wording must be clearly linked to the *Outcome Statement* or *component*.
4. Any group activity description must identify *your specific contributions*.
5. Material that supports any of your described activities (e.g. *samples* of your own work) should be included in an Appendix, separate from your *Outcome* descriptions. Include *in your written descriptions*, an explanation of **how** the material demonstrates a contribution to your attainment of the outcome. Please do not provide material that does not demonstrate some aspect of your personal achievement. (e.g. copy of *Canada's Food Guide to Healthy Eating*)
6. The signature of the attester should be on the same page of at least some of the activity description, not on a separate page by itself.
7. A Master List of Attesters must be provided with the following information for each:
  - a. Name (printed) plus original signature
  - b. Degree(s) & Professional Designation (e.g. B.Sc., PhD, RD),
  - c. Title and/or position
  - d. Place of Employment (name & address)
  - e. Business telephone & fax numbers
8. **Type** all activity descriptions.
9. **Number** all pages of your submission.
10. Include an **Index** of the *Outcome Statements* indicating the activity description(s) and page number(s) where each is addressed.
11. Include a **Summary** table identifying your activities, where carried out (facilities attended), dates of training and name(s) of supervising dietitians.
12. Submit 1 original and 3 copies of your submission package.

# Sample Format

## College of Dietitians of Ontario (Canadian Orientation and Assessment)

***COA OUTCOME STATEMENT:***

1. Observe & describe the role of the dietitian in a variety of practice settings including involvement in multi-disciplinary teams, and support staff interactions.
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Applicant: \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_

I demonstrated attainment of the above outcome in the following way(s):

Activity # 1      Date Completed \_\_\_\_\_

Attestation

I hereby attest that I supervised this activity which is accurately described and performed to meet outcome requirements

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Reminder:** Attester's signature must be on the same page as activity description.