

TIPS for Writing-up your Graduate Competencies (Community Nutrition)

Important to Note

1. The key elements in each competency statement are **bolded**. Ensure you have provided *description* and *detail* for *all* elements in your activity write-ups. This usually requires several activity descriptions. It is rare that a single activity will suffice. Include at least two but no more than four activity descriptions for each competency statement.
2. Competencies that involve *application* must detail your activities in such ways that clearly demonstrate your ability to apply the required knowledge or skills. It is inadequate to state for example, “*I developed, implemented and evaluated the following nutrition programs.....*” Evidence (description) of what you did and how you did it must be detailed. You cannot rely on just stating, “*I did it.*”
3. An effective way for you to capture the required information is to *reflect* on your experience and to provide some of that reflective commentary in your written description.
4. Refer to the *GRADUATE COMPETENCY REQUIREMENTS* document for sample activities and examples of *evidence* required by the Panel.

Avoid these Pitfalls

1. all elements of the competency statement are not addressed in the written description
2. inadequate number of activity descriptions submitted to confirm competency
3. written submission deals in generalities, lacking in substance and/or detail
4. written submission lacks objective description of the activity and states essentially, “*I did this.*”
5. attestor’s signature is on a separate page from activity description
6. attestor is not a registered dietitian or an individual with recognized expertise
7. the attesting dietitian’s ability to have supervised all aspects of the activity described is questionable for some reason (e.g. timing, location, multiple sites involved)

Some Helpful Considerations

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| <p>N.1 Apply knowledge of health promotion mechanisms and implementation strategies to the delivery of comprehensive care of individuals and groups in the community.</p> <ul style="list-style-type: none"> ▪ describe the health promotion mechanisms and strategies ▪ how did you apply them? ▪ have you provided evidence that it was <i>comprehensive care</i>? ▪ have you described your ability to do this for both individuals and groups? |
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| <p>N2. Apply knowledge of nutrition and disease prevention throughout the life cycle to the comprehensive care of individuals and groups in the community.</p> <ul style="list-style-type: none"> ▪ have you provided evidence of sound nutrition knowledge? disease prevention? e.g. identified risk factors, how to reduce risk etc ▪ have you provided evidence that it was <i>comprehensive care</i>? ▪ have you described your ability to do this for both individuals and groups? |
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<p>N3. Assess or coordinate community assessment of nutrition and diet-related health problems and resources to determine current needs in the target population.</p> <ul style="list-style-type: none"> ▪ what assessment activities have you described? ▪ what nutrition & diet-related health problems and resources have you identified? ▪ what are the current needs? ▪ who is the target group? demographics? what was the criteria for selection?
<p>N4. Develop, implement, and evaluate a nutrition program plan based on the identified needs of a target group in the community.</p> <ul style="list-style-type: none"> ▪ did you name of the nutrition program? what was its purpose? ▪ who was the target group? what were the criteria for selection? demographics? ▪ how did you develop the program? describe some of the activities. ▪ how did you implement the program? any problems? did you have to change anything? what factors did you consider when implementing it? ▪ how did you evaluate? what were the results? how effective was it? any limitation(s)? how could it be improved?
<p>E.1 Apply principles of education to the education component of nutrition programs for comprehensive nutrition services to the community.</p> <ul style="list-style-type: none"> ▪ what education principles did you identify? ▪ did you name and describe the nutrition programs involved? examples could include: <i>Meals on Wheels, a school breakfast program, a healthy weight for teens program</i> ▪ are the services described 'comprehensive' services? i.e. is there evidence you have done this in a comprehensive way?
<p>E.2 Apply principles of education to select and develop nutrition education materials for the community</p> <ul style="list-style-type: none"> ▪ have you identified the education principles? ▪ have you described how you applied these principles in your selection & development of material? ▪ what were your selection criteria? ▪ describe how you developed the material, i.e. what steps did you follow?
<p>C1. Apply written and oral communication skills to all aspects of community nutrition services.</p> <ul style="list-style-type: none"> ▪ how does your description provide evidence that your communication skill was <i>effective</i>? ▪ what nutrition services were involved? ▪ does your description include communication skills used in <i>various phases</i> of community nutrition services development and delivery?
<p>M1. Identify federal, provincial, and local government structures and processes in development of public policy, legislation, and regulation and their impact on nutrition and health services.</p> <ul style="list-style-type: none"> ▪ what government structures and processes are identified? ▪ are all levels of government represented? ▪ what policies, legislation & regulation are referred to? ▪ what is the impact? ▪ which nutrition and health services are affected?
<p>M2. Identify the principles involved in strategic planning.</p> <ul style="list-style-type: none"> ▪ what principles did you identify? ▪ describe the strategic plan

<p>M3. Apply the principles involved in development of an organization's operational plan for nutrition services to include problem statements based on assessment, priority goals, objectives, action plans, and evaluation systems.</p> <ul style="list-style-type: none"> ▪ what principles did you apply & how did you apply them? ▪ what nutrition services were involved? ▪ are problem statements, goals, objectives etc clearly identified? ▪ '<i>strong understanding</i>' of the process does not demonstrate ability to apply the skills needed to carry out the process. ▪ an '<i>extensive review of the literature</i>' is not an application of this competency
<p>M4. Identify the role of the dietitian on the organization's management team.</p> <ul style="list-style-type: none"> ▪ have you described the role in specific terms? ▪ if you only observed a dietitian, what did the dietitian do? what are the responsibilities? ▪ how do these contribute to the management team's output?
<p>M5. Identify factors involved in making recommendations to administrators on nutrition policies, program plans, staffing and operational requirements.</p> <ul style="list-style-type: none"> ▪ what factors did you identify? ▪ what recommendations did you make and how did you make them? to whom? ▪ what nutrition policies, and staffing/operational requirements were involved?
<p>M6. Apply knowledge and skills of human resources management to the provision of community nutrition programs.</p> <ul style="list-style-type: none"> ▪ describe several scenarios in which you applied your knowledge and skills ▪ it is not enough to say "<i>I was responsible for researching, recruiting and hiring new personnel, orienting new staff, evaluating and terminating staff.</i>" or "<i>I had an opportunity to develop and demonstrate my skills in human resources management.</i>"
<p>M7. Apply knowledge and skills of financial management to the administration of community nutrition programs.</p> <ul style="list-style-type: none"> ▪ what program(s) did you manage? (it could be a real or simulated project) ▪ what did you do? create? ▪ what evidence supports that your financial management was effective?
<p>M8. Identify requirements for a management information system for a community nutrition program.</p> <ul style="list-style-type: none"> ▪ what requirements did you identify? ▪ what was the program?
<p>P.1 Practice dietetics in accordance with the CDA Code of Ethics, 1987.</p> <ul style="list-style-type: none"> ▪ have you included several examples of your experience that illustrate several aspects of the Code of Ethics? ▪ simulated situations can be designed to illustrate how you would behave in a given situation ▪ providing a copy of the Code, reading the Code, watching others practice in accordance with the Code etc. do not demonstrate you have met this competency
<p>P.2 Evaluate personal strengths and limitations in practising dietetics.</p> <ul style="list-style-type: none"> ▪ have you identified situations in which you evaluated yourself? ▪ what strengths and limitations did you identify?

P.2 (cont'd)

- what action did/would you take following your evaluation?
- it is not enough to provide someone **else's** evaluation unless you can compare your own evaluation to this

P.3 Demonstrate **personal behaviour** which **complements** the performance of **professional responsibilities**.

- what professional responsibilities have you identified?
- what personal behaviours have you identified?
- this requires *reflection* on your experiences

P.4 Use **research techniques** and **findings** to **advance community dietetics**.

- what research techniques and findings did you identify?
- did you describe what the research was comprised of?
- what did you do with the findings?
- how does this 'advance' community dietetics i.e. what benefit? for whom?

P.5 **Identify** the **political processes** which **affect** the **practice of dietetics**.

- what political processes did you identify?
- how do they impact on dietetic practice?
- could you identify a way to improve or enhance a political process?