



**College of Dietitians of Ontario**  
**Ordre des diététistes de l'Ontario**

## **Committee Appointment Guide**

# Introduction

Serving on one of CDO’s committee is a rewarding experience and an opportunity to provide a meaningful contribution to regulating the Ontario dietetic profession in the public interest. The purpose of this appointment guide is to provide interested candidates with information about the application and appointment process for CDO committees.

# Contents

- The appointment process.....2
- Eligibility criteria.....2
- Overview of positions and time commitments.....4
- Completing the application.....8
- Committee competency and attribute framework self-assessment.....8
- Orientation module and assessment.....9
- Conflict of interest.....9

## The appointment process

Each year, CDO recruits RDs to serve as committee appointees. Committees support the work of the board by developing and recommending policies and support the College's mandate by making decisions on registration, quality assurance, and conduct matters.

After you submit your application form and resume and successfully complete the orientation module and assessment, the information you provided will be reviewed to confirm eligibility. Applicants will be interviewed by a panel of CDO staff and members of the Governance Committee in early May. Following the interviews, the Governance Committee will recommend committee appointments.

Applicants can withdraw from the appointment process at any time if they wish.

## Appointment date

Committee appointees are appointed by the Board at the June meeting (the first meeting of the term) for a three-year term. All applicants will be notified of the Board's decision following the June meeting. The results will then be made public on our website and social media channels.

### Key dates – 2025

Call for applications begins	April 10
Application period	April 10 – 25
Interviews	April 28 and May 1
Appointment by Board	June 19
CDO onboarding	TBD July

## Eligibility Criteria

The eligibility requirements for election to the board are set out in [Bylaw 1 section 8.4](#).

1. You have completed and submitted the application form by the deadline.
2. You have a general class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all registrants of the class.
3. You are not in default of the payment of any fee payable to the College.
4. You are not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.

5. Your certificate of registration has not been revoked or suspended in the six years preceding the date of the appointment for any reason other than non-payment of fees.
6. You have not been found to have committed professional misconduct by the Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession.
7. You have not been disqualified by the Board of Directors in the three years preceding the date of the appointment as a result of a breach of a code of conduct or policy on conduct approved by the Board of Directors or a breach of the conflict of interest provisions of this by-law;
8. You practise dietetics in Ontario or resides in Ontario.
9. You do not have a notation on the College register of a finding of professional negligence or malpractice made.
10. You are not the subject of a charge under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).
11. You do not have a notation on the College register of a charge in relation to any offence.
12. You do not have a criminal finding of guilt as an adult under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).
13. You do not have a notation on the College register of a finding of guilt made by a court with respect to any offence.
14. You do not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.
15. You are not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue.
16. You are not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.
17. You have not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding three years.
18. You are not a member of the Board of Directors or council of any other RHPA college.

19. You are not an employee of the College and have not been an employee of the College during the previous two years.
20. You are not an applicant for employment at the College and have not applied for employment at the College during the previous year.
21. You are not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the by-laws of the College.
22. You have successfully completed the College's orientation module and assessment.
23. You are not party to a legal proceeding against the College.
24. You have completed and filed with the Registrar a conflict of interest declaration by the deadline and in the form approved by the Registrar, and you do not have a conflict of interest.
25. You do not hold a position that would cause you to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization including but not limited to having or had during the previous year a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians.
26. You have not served nine consecutive years as a director and/or committee appointee. If you have served nine consecutive years as a director and/or committee appointee, at least three calendar years have passed since you last served in either of these positions.

## Overview of Positions and Time Commitments

### Committee Appointee

Committee appointees are RDs who are not members of the board, who have been appointed to specific committees and bring additional knowledge, skills, experience and perspectives. Committee appointees have a fiduciary duty to CDO and are expected to act in good faith in fulfilling the mandate of the College.

Supporting CDO's work as a committee appointee is an excellent way to participate in the regulation of dietetic practice in Ontario and develop transferable skills. Committee appointees are appointed for three-year terms and can serve a maximum of nine consecutive years as a

committee appointee or board director. Committee appointees receive remuneration for meeting and preparation and paid expenses if applicable.

**Committee appointee position summary:**

- Serve on 1 – 2 Committees as required.
- Apply systems thinking to committee work by understanding and complying with the College’s governing legislation, bylaws, and governance policies and broader regulatory context while applying the mandate and policies of the committee.
- Abide by the code of conduct and participate in a respectful manner that encourages open discussion and contributes to an atmosphere of equity, diversity, inclusion and belonging.
- Support committee due diligence and decision-making in the public interest by providing thoughtful and constructive input, exercising independent judgement, considering precedent and context, and asking for more information if necessary.
- Arrange their schedules to facilitate attendance at committee meetings. Prepare for meetings in advance by reading materials and coming prepared to participate meaningfully in the discussion or proceeding.
- Participate in required orientation and educational activities.
- Participate in committee evaluations.

Time commitment:

<b>Committee</b>	<b>Meeting details</b>	<b>Prep time</b>
Registration Committee	Six, meetings per year <ul style="list-style-type: none"> <li>• One – full-day, in-person</li> <li>• Four – half-day, virtual</li> </ul>	Full day
Quality Assurance Committee	16 meetings per year <ul style="list-style-type: none"> <li>• One – full-day, in-person</li> <li>• Three – full-day, virtual</li> <li>• 12 – two hour panel, virtual</li> </ul>	½ to full day
Inquiries, Complaints & Reports Committee	Eight meetings per year <ul style="list-style-type: none"> <li>• Seven – one to two-hour virtual</li> <li>• One – full-day, virtual</li> </ul>	Full day
Professional Practice Committee	Four meetings per year <ul style="list-style-type: none"> <li>• One – full-day, virtual</li> <li>• Three – ½ day virtual</li> </ul>	½ day
Governance Committee	Six, half-day virtual meetings per year	Varies

## Item Writer

Item writers are subject matter experts who support the maintenance of CDO assessments by developing test questions. Item writers make an impact on dietetic practice by developing assessment items that help dietitians identify areas of practice improvement and drive continuous professional development. Your contributions will directly influence dietitian growth and quality improvement across practice areas.

These opportunities provide RDs with a chance to network, develop test item writing skills and apply their dietetic knowledge to contribute to the regulation of the profession.

### **Item writer position summary:**

- Attend a comprehensive training session.
- Review, revise and write new assessment questions.

Time commitment: approximately 4 days.

Position receives remuneration.

## PBA Interviewer

RDs serve as interviewers for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PLAR is designed to assess whether internationally trained applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

### **PBA interviewer position summary:**

- Attend a comprehensive training session.
- Administer the oral case questions online to two PBA candidates.

Time commitment: approximately 2 days.

Position receives remuneration.

## PBA Assessor

RDs serve as assessors for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PLAR is designed to assess whether internationally trained applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

### **PBA assessor position summary:**

- Attend a comprehensive training session.
- Complete up to six assessments of PBA candidate responses for your area of practice (written and oral responses).
- Discuss assessment findings with CDO.

Time commitment: approximately 3-7 days.

Position receives remuneration.

## **Learning Diary Assessor**

Learning diary assessors assess professional development learning activities and practice hours to determine an RD's ongoing competence for RDs who have been out of practice for a period of time.

### **Learning diary assessor position summary:**

- Attend a comprehensive training session.
- Conduct thorough evaluations of learning diaries.
- Verify the RD's learning outcomes to the dietetic competencies.
- Prepare a report summarizing findings.

Time commitment: approximately 2-4 days

Position receives remuneration.

## **Peer and Practice Assessor**

Using a behavioural-based interview approach, peer and practice assessors conduct assessments and document the practices and ethical behaviours of RDs for consideration by the Quality Assurance Committee. This assessment is a supportive tool used to identify practice improvements and mitigate the risk of harm in professional practice.

### **Peer and practice assessor position summary:**

- Assess the practices of dietitians to identify potential risks to the clients, ensuring that the delivery of nutrition services aligns with established safety standards.
- Collaborate with assessed dietitians to develop strategies for mitigating identified risks and enhancing the overall safety of their practice.
- Emphasize and evaluate adherence to ethical principles in dietetic practice, particularly related to client safety, confidentiality and informed consent.
- Encourage a culture of continuous learning, where dietitians actively seek opportunities for professional development.



- Maintain detailed records of risk assessments and mitigation strategies.
- Report findings to the Quality Assurance Committee.

Time commitment: varies

Position receives remuneration.

## Completing the application

The application form contains five sections and takes approximately one-hour to complete.

### Application Form FAQs

#### **Why does CDO ask whether I'm interested in being considered for other positions?**

There are several ways registrants can be involved with CDO – not just as a committee appointee. If you do not meet the eligibility criteria or are not appointed to a committee, there may be other opportunities for you to participate in the important work CDO does to protect the public interest. The work done by item writers, interviewers and peer assessors is critical in helping further CDO's public protection mandate by ensuring that College programs and initiatives are aligned with dietetic practice today.

Participating with CDO will support your professional development by aiding in the formation of new skills, knowledge and expertise.

#### **How do I submit my application?**

Completed application forms must be submitted by email to [governance@collegeofdietitians.org](mailto:governance@collegeofdietitians.org) by April 25, 2025.

## Committee Competency and Attribute Framework Self-Assessment

Good governance is the foundation for effective regulation and public trust. CDO's committees collectively possess a range of competencies and attributes which enable evidence-informed decision-making in the public interest.

The Committee Competency and Attribute Framework identifies the knowledge, skills, experience and individual qualities needed by each committee to effectively fulfill its mandate.

## Competency and Attribute Framework FAQs

### **How will the information I share in the Self-Assessment be used?**

The information you provide in the self-assessment will only be used to inform the recommendations for committee appointments. The goal of the competency and attribute self-assessment is to provide applicants with an opportunity to highlight their knowledge, skills, experience and individual qualities that would help CDO committees effectively fulfill their mandates. The information you provide will not be included in your registrant profile and will only be shared with the Governance Committee and Executive Office staff.

### **Do I have to answer the questions about my attributes?**

No. Applicants will not be penalized for choosing not to disclose information about their attributes. You can answer all, some or none of the questions and your application will still be considered.

## Orientation module and assessment

The orientation module provides a greater understanding of the roles, requirements and responsibilities of the College, its board and committees, as well as the role they play in the healthcare system.

Applicants are required to review the orientation module and successfully complete the assessment, which takes approximately one hour to complete. There is no limit to the number of times you can take the assessment.

The orientation module is available [here](#). The link to the assessment can be found at the end of the module.

## Conflict of Interest

A conflict of interest occurs when a board member or committee appointee has multiple interests which may influence their decision making. Conflicts of interest pose risks to organizations when the judgement or actions of board or committee members are influenced by other interests. Conflicts of interest can distort decision making which can undermine the credibility of boards, committees and organizations.

## Conflict of interest FAQs

**If I have a current affiliation with an association related to dietetics, does this mean I am not eligible to be a committee appointee?**

All declarations of potential conflicts of interest are examined on a case-by-case basis, in consideration of the nature and context of the affiliation. When completing the conflict of interest questionnaire, provide as much detail as possible about your affiliations so your application can be accurately assessed.

**I'm not sure whether I have a conflict of interest, what should I do?**

If you are unsure whether you have an actual, potential or perceived conflict of interest, describe the situation in the space provided on the conflict of interest questionnaire (section 3 of the application form). Your response will be reviewed to determine whether a conflict of interest exists that would affect your eligibility for appointment.