



SUPERVISING/COORDINATING CANADIAN ACADEMIC AND PRACTICAL TRAINING (CAPT) (Practical Component)

An applicant who has completed dietetic training outside of Canada must undertake a period of training to gain exposure to the Canadian dietetic work setting. The academic component consists of an advanced Clinical Nutrition course. Ideally this should be completed before the practical component starts. Reasonable overlap may be considered to avoid undue delay in completing these requirements. This training will help prepare the applicant for the Canadian Dietetic Registration Examination (the Exam).

The applicant who has been directed by the Registration Committee to complete *Canadian Academic and Practical Training* is deemed to have met the academic and practical training requirements of registration based on a paper review of credentials and supporting documents. *CAPT* is additional training that must be completed prior to writing the Exam, which is the final objective means of confirming competence.

Practical Training Expectations

Since the purpose of the *CAPT* is to familiarize the applicant with dietetics in *diverse* settings, training in several different facilities/departments is usual. 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 *CAPT* 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 your assistance with this since some international training programs provide little or no 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 *CAPT* process that may be unclear.
- "*Responsibilities of the Applicant*" in the *CAPT* document given to the applicant.

RD Responsibilities:

- once you have finalized arrangements to take on a *CAPT* 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 *CAPT* Outcomes (below), and when verifying that activities were completed.
- extend the duration of the Practical Training if you believe the applicant would benefit. *CAPT* is a 10-week minimum experience.
- attest the *CAPT 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 *CAPT*.

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.

CAPT OUTCOMES

Upon completion of **Canadian Academic and Practical Training**, 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, 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 & 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 Academic and Practical Training Requirement.



College of
Dietitians
of Ontario

RD CONFIRMATION FORM
Canadian Practical Training Component (CAPT)

Name _____ **CDO#** _____
Please print

Institution _____
Name and address

This will confirm that I have received the document *Supervising/Coordinating –Canadian Academic & Practical Training (CAPT)* document and I have agreed to supervise/coordinate a 10-week minimum practical component of a CAPT 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 practical 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 Coordinator regarding the CAPT.

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



College of Dietitians of Ontario

VERIFICATION of COMPLETION Canadian Practical Training Component (CAPT)

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

of Canadian Practical Training 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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