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# Assessment Criteria for the Certification of Proficiency in Dietetics

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Subject Expert Panel  
Ceylon Medical College Council  
Sri Lanka



*This document has been prepared in accordance with current globally accepted competencies and minimum standards by the relevant bodies in dietetics.*

# CERTIFICATION OF PROFICIENCY IN DIETETICS APPLICATION AND EVALUATION FORM

## Introduction

This document lists the competencies and minimum standards which must be met by a candidate applying for the Certificate of Proficiency in Dietetics issued by the Ceylon Medical College Council and the information and documentary evidence to be provided by the applicant in support of having met these competencies.

## Competency standards expected of a dietician

1. Practice safely and effectively within the scope\* of their practice
2. Apply key concepts of knowledge, regularly acquiring new knowledge
3. Practice evidence – based approaches and assure quality
4. Maintain records and reflect on and review practice
5. Practice within ethical and legal boundaries of their practice maintaining confidentiality, honesty and responsibility
6. Practice as an independent professional within their professional judgement
7. Work within a multidisciplinary care team
8. Practice with cultural awareness and responsiveness in an inclusive manner
9. Communicate effectively across varied cultural, socioeconomic, professional and organisational backgrounds
10. Undertake continuing professional development activities to benefit the service user

\* The scope is defined as a professional who:

- Applies the science of food and nutrition to promote health, prevent and treat disease to optimize the health of individuals, groups, communities and populations and in food service management.
- Practices dietetics as part of the health care team in hospitals, clinics and other health care facilities at individual and community level.

**A. Personal information**

1. Surname (IN BLOCK LETTERS):.....

2. Other names (IN BLOCK LETTERS):.....

3. Address (IN BLOCK LETTERS):.....  
 .....

4. Telephone:.....

5. Email:.....

6. Date of birth:.....

7. Sex: .....

8. National identity card number: .....

9. Licenses/proficiency certificates obtained from other bodies to practice as a dietician or allied discipline, if any (include most relevant license only):

Licensing body & Licensed profession: .....

Country & Dates of validity: .....

Registration number: .....

10. Present employment:  
 .....  
 .....

11. Posts held (list in chronological order):

Post	Institution	Dates		Official use
		From	To	

## B. Documentary evidence required

### Instructions

In this section, the required qualifications and experience are listed under subsections along with accepted forms of evidence for each requirement.

- Complete all tables relevant to your qualifications given under this section
- Submit evidence in the form of a page numbered set of appendices.
- Report the page numbers in the relevant tables. (Please note that providing one type of evidence e.g., certified copy of a transcript, is sufficient for each requirement. In the case of web documents a printout of the relevant page is required).
- Highlight the relevant section of the document submitted as evidence.

### 1. Bachelor's qualification in dietetics - degree certificates and transcripts

#### Minimum requirement:

Bachelor's Degree (BSc) in the areas of dietetics/ human nutrition/food science and nutrition /or an equivalent degree with a duration of 3 or 4 years.

#### Evidence:

Certified copies of degree certificates annexed as given below.

Qualifications	Awarding body/institution	Date awarded	Page number of appendix	Official use

## 2. Additional supporting documents required with respect to Bachelor's qualifications in nutrition / dietetics

### Minimum standard:

A bachelor's degree with a specialization in nutrition/dietetics at Level 6 of the Sri Lanka Qualifications Framework (SLQF) or equivalent.

### Evidence:

Evidence	Relevant page number(s)	Official use
<b>2.a</b> University Grants Commission (UGC) recognition of the degree programme or World Educational Service (WES, <a href="https://www.wes.org/">https://www.wes.org/</a> ) Course-by-Course evaluation report		
<b>2.b</b> Evidence that the degree programme has a minimum requirement of 90 credits in order to graduate		
<b>2.c</b> Document issued/published by the degree granting institution indicating the value of a credit in terms of contact hours and/or notional hours.		
<b>2.d</b> Document issued/published by the degree granting institution indicating the minimum passing grade for a course within the degree programme (e.g., C, C-, D...)		

## 3. Courses completed with respect to Bachelor's qualifications in nutrition/dietetics

### Minimum standards:

1. Proficiency in English is required (medium of conduct should be English).
2. Adequate coverage of content in human biosciences and food and nutrition science within the undergraduate degree programme.
3. Application of science in the practice of nutrition and dietetics in an evidence-based manner.

### Evidence:

Indicate courses that fulfil the core areas listed. The table below provides examples of potential courses that may fulfil the content areas listed. You may add any other relevant course names in place of those given. Certified copy of the transcript is mandatory and course outlines/syllabi/handbook pages may also be included for courses other than those listed. Note that the transcript should indicate a passing grade for each core area of study.

Core areas of study	Courses or subjects – specify courses completed.  (Possible courses are given as examples. Courses are not limited to examples given).	Please state, exactly as indicated in the transcript or course outline/syllabus/pages of the handbook  Also, indicate the relevant page number of the highlighted appendices in each cell.		Official use
		Number of credits	Semester and year	
Human biochemistry	Example: Principles of biochemistry ..... .....			
Metabolism	Eg. Metabolism/ metabolism of nutrients/integrated metabolism ..... .....			
Human physiology	Eg. Principles of physiology ..... .....			
Food science	Eg. Nutrients, foods and functional foods including food chemistry, food choice ..... .....			
Principals of human nutrition	Eg. Principles of nutrition/ human nutrition ..... .....			
Lifecycle nutrition	Eg. Nutritional requirements in life stages ..... .....			
Diet disease relationships	Eg. Nutrition principles in disease ..... .....			
Menu planning	Eg. Developing disease specific diet prescriptions ..... .....			

Assessment of nutritional status in individuals	Eg. Skills training in nutritional assessment ..... .....			
Psychology related to food consumption	Eg. Sociology in food and nutrition/socio-ecology and food behaviour ..... .....			
Nutrition communication and counseling	Eg. Communication in health promotion ..... .....			
Nutrition, health and society	Eg. Public health nutrition ..... .....			
Dietetics	Eg. Developing disease specific diet prescriptions/ medical nutrition therapy/ clinical nutrition ..... .....			
Research methodology including basic statistics and audits	Eg. Research methods in nutrition/ research project ..... .....			
Food safety and hygiene	Eg. microbiology and food safety ..... .....			
Dietetic practice	Eg. Health care or food services under supervision of a dietician			
Dietetics in Food service management	Eg. Food and beverage service management ..... .....			

#### 4. Certification of proficiency as a Dietician with a Masters degree in dietetics

Those who do not have a BSc in dietetics but who have a Masters degree in dietetics with a 1000 hour clinical/dietetic attachment are eligible.

**Evidence:**

Certified copies of degree certificates annexed as given below.

Qualifications	Awarding body/institution	Date awarded	Page number of appendix	Official use

### 5. Additional supporting documents required with respect to Masters qualification in dietetics

**Minimum standard:**

A Masters degree with a specialization in nutrition/dietetics at Level 9 or above of the Sri Lanka Qualifications Framework (SLQF) or equivalent.

**Evidence:**

Evidence	Relevant page number(s)	Official use
<b>2.a</b> University Grants Commission (UGC) recognition of the degree programme or World Educational Service (WES, <a href="https://www.wes.org/">https://www.wes.org/</a> ) Course-by-Course evaluation report		
<b>2.b</b> Evidence that the degree programme has a minimum requirement of 30 credits in order to graduate		
<b>2.c</b> Document issued/published by the degree granting institution indicating the value of a credit in terms of contact hours and/or notional hours.		
<b>2.d</b> Document issued/published by the degree granting institution indicating the minimum passing grade for a course within the degree programme (e.g., C, C-, D...)		



## 6. Courses completed with respect to Masters qualifications in dietetics

### Minimum standards:

1. Adequate coverage of content in food and nutrition science and dietetics within the postgraduate degree programme.
2. Application of science in the practice of nutrition and dietetics in an evidence-based manner.

### Evidence:

Indicate courses that fulfil the core areas listed. The table below provides examples of potential courses that may fulfil the content areas listed. You may add any other relevant course names in place of those given. Certified copy of the transcript is mandatory and course outlines/syllabi/handbook pages may also be included for courses other than those listed. Note that the transcript should indicate a passing grade for each core area of study.

Core areas of study	Courses or subjects – specify courses completed.	Please state, exactly as indicated in the transcript or course outline/syllabus/pages of the handbook		Official use
		Number of credits	Semester and year	
		Also, indicate the relevant page number of the highlighted appendices in each cell.		
Human nutrition and metabolism				
Lifecycle nutrition				
Nutritional assessment				
Community and public health nutrition				
Nutrition communication and counselling				
Diet and disease				
Dietetics				
Food science and food service management				
Dietetics attachment – 1000 hours				

Required core areas of study and courses completed with respect to the Master's degree should be completed in the table given below.

## **7. Professional placement (minimum of 1000 hours)**

### **Minimum standard:**

Adequate depth and breadth of experiences demonstrating competence in recognizing the multiple factors that affect nutrition in health and disease and acting to change the environment to improve health or aid the treatment impact in disease.

### **Standard achieved through:**

1. Practicing evidence-based dietetics in a range of co-morbidities, in acute and ambulatory care in a hospital-based setting: advising on menu planning, food preparation, processing, nutritional standards and requirements of service users.
2. Long term follow-up care of hospital patients post discharge.

### **Please provide the following details in support of the above:**

The supervised placement should mandatorily cover the appointments marked by an asterisk in the table below. Candidates may also cover any of the other possible appointments listed.

### **Evidence:**

1. The completed table (below).
2. A certified logbook corresponding to all the appointments that were covered.
3. A supervisor's statement on a letter head with seal certifying that the candidates log book entries are true.

**Professional placement details:**

Setting within hospital appointment	Number of patients seen		Dates per setting	Number of hours covered per setting	Signature of supervisor	Official use
	Acute	Follow-up				
Gastroenterology*						
Cardiology						
Metabolic *disorders						
Liver disease*						
Renal disease*						
Cancer*						
Neurology						
Intensive care						
Pre-operative and postoperative care*						
General paediatrics						
Growth faltering						
Paediatric obesity and metabolic disease						
Antenatal care setting						
Hospital food preparation facility observation*	Yes/no Other.....					
Were weekly discussion meetings held with supervisor	Yes/No State total number held.....					
Was daily reporting to supervisor followed	Yes/No Other.....					

- The total of 1000 hours of supervised placement should include: a minimum of 5 patients in each core setting (marked with an asterisk) plus a combination of the other settings making up the total number of 1000 hours.

**Details of the supervisor/s**

Supervisors are expected to have a minimum of 5 years of experience post registration with the SLMC.

Name	Highest qualification	Registration with SLMC (Reg NO)	Number of years experience post registration	Official use

**C. Declarations and endorsements**

I declare that the information furnished in this application form is true and accurate. If the information is found to be false at any time, I am aware that I will not be eligible for licensing, my existing license will be withdrawn, and legal action may be taken against me.

.....

Signature of applicant

Full name (IN BLOCK LETTERS)

.....

Date:.....

**Endorsement by a current SLMC Registered dietician**

**Endorsement should be requested only once all relevant details have been completed in this form and appendices have been attached.**

Name :.....

Address (IN BLOCK LETTERS) : .....

Telephones:..... Email:.....

SLMC registration number: ..... Date of registration: .....

How long have you known the applicant?.....

In what capacity?.....

Do you endorse the application?.....

Signature :.....

Date :.....

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## EVALUATION PANEL COMMENTS AND FEEDBACK FORM

File No. .... Applicant name: ..... Date: .....

Name of panel member	Declaration of prior relationship(s) with applicant and/or potential conflicts of interest	signature
1.		
2.		
3.		

Subsection of application	Fulfils min requirement Y/N/NA	Concerns if any	Follow-up action required
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Overall recommendation

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