

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

## Quality Assurance Committee Meeting

Friday, January 19, 2018

11:31 to 14:55

CDBC Office: Suite 409, 1367 W Broadway, Vancouver, BC and  
web/teleconference meeting

### MINUTES

**Present:** Jennica Hague (Vice-chair), Serena Caner (web meeting from 11:31 until 12:00 and 12:30 to 14:55), Mae Meller and John Meneghello (teleconference meeting from 11:31 until 12:00 and 12:30 to 14:55)  
**Staff:** Joanie Bouchard, Registrar and Mélanie Journoud, Deputy Registrar, Quality Assurance  
**Regrets:** Jennifer Krempien (Chair) and Brigitte McRae

Item No.	Agenda Item	Discussion/Decision
1.	<b>Call to order and Remarks of the Chair</b>	Jennica Hague, Vice-chair, called the meeting to order at 11:31, confirmed quorum, welcomed Serena Caner, RD, elected Board Director and new QAC member and initiated a round of introductions.
1.1	Agreement on Agenda	The agenda was adopted by consensus as circulated.
1.2	Minutes of September 29, 2017	Circulated for information.
1.3	Email Ballot Results and Approved Reinstatements	Circulated for information.
2.	<b>Reports</b>	
2.1	Staff Report	Joanie highlighted information discussed at the last Alliance of Canadian Regulatory Bodies' meeting, relevant to the Committee: <ul style="list-style-type: none"><li>- use of the title "dietitian" or "RD" and the importance of dietitians to use the legal title</li><li>- request for RDs working in correctional services to administer allergy testing (skin pricking); each province responded to the request, in accordance to their legislation</li><li>- news from the Partnership for Dietetic Education and Practice: Integrated Competencies for Dietetic Education and Practice (ICDEP) are being reviewed with David Cane,</li></ul>

		<p>Consultant. Colleges will be consulted in February 2018 (dysphagia, telepractice and electronic records will be included as part of the consultation)</p> <p>Joanie commented on the notice period for CDBC bylaw amendments, ending on January 29/18 and on Dietitians Regulation work that is still ongoing with the Ministry of Health.</p> <p>The BC Health Regulators are looking to create a Board and Committee orientation/training resource that would be shared among health regulators and reported on ongoing work to merge three nursing colleges into one (One Nurse Regulator). Melanie reported on change of staff at Dietitians of Canada and Melanie and Joanie provided an update on the Shared IT Project.</p>
2.2	Legislation Report	<p>Circulated for information. Joanie provided information about Schedule D, Fees, noting a fee increase starting on April 1, 2018. The Board has decided to apply a small, annual gradual fee increase to registration fees to offset cost of business increases instead of a greater fee increase every five years. More information will be shared with registrants and the public in the coming weeks, ahead of registration renewal on March 1, 2018.</p>
2.3	Continuing Competence Program (CCP) Report	<p>Circulated for information. Melanie provided information about the assessment process and answered questions.</p>
2.4	Jurisprudence Examination (JED) Report	<p>Circulated for information.</p>
<b>3.</b>	<b>Orientation &amp; Committee Succession</b>	
3.1	Committee Appointments for 2018-19	<p>Jennica reviewed current QAC terms and encouraged committee members interested in continuing on the QAC to submit their re-appointment form to Joanie by February 15.</p> <p>Action: Melanie will send an email reminder and an email ballot for QAC re-appointments prior to the next Board meeting.</p>
3.2	Cultural Safety and Humility	<p>Melanie encouraged QAC members to familiarize themselves with the First Nations Health Authority (FNHA)'s free webinar series on Cultural Safety and Humility. Joanie commented that the Ministry of Health was monitoring College initiatives around reconciliation and humility. The CBDC Board is taking action to improve governance processes to be more inclusive of First Nations people at the College. Joanie asked QAC members to notify the College when they have completed the webinar series, to be able to inform the Ministry of Health. Joanie and Melanie answered questions.</p>
<b>4.</b>	<b>Decision/Direction</b>	
4.1	Quality Assurance Program Update	<p>QAC reviewed the Quality Assurance Program flowchart and proposed revisions.</p> <p><b><i>The Quality Assurance Committee resolves to approve the Quality Assurance Program Flowchart as revised and to publish it for information in the Quality</i></b></p>

		<p><b>Assurance section of the CDBC website. Moved: John Meneghello. Carried unanimously.</b>          Action: Melanie will revise the flowchart and add it to the Quality Assurance Program Framework in item 4.1.1.</p>
4.1.1	Draft QA Program Framework	<p>Melanie and Joanie presented the QA Program Framework. Committee members suggested revisions and adding the QAP flowchart to the framework document. Melanie and Joanie answered questions about sharing registrant QA information with employers and the Inquiry Committee and provided information about other QA programs in BC and nationally. Committee members discussed implementing the new framework for the 2020 CCP, to coincide with the first continuing competence report relative to the new CDBC Standards of Practice.</p> <p><b>The Quality Assurance Committee resolves to approve the Quality Assurance Program Framework as revised and recommends for approval by the Board. Moved: Mae Meller. Carried unanimously.</b>          Action: Melanie will revise the Quality Assurance Program Framework and forward to the Board for approval.</p>
4.2	Professional Practice Guidelines	<p>Committee members recommended reviewing the document's hyperlinks, annually.</p> <p><b>The Quality Assurance Committee resolves to:</b></p> <ul style="list-style-type: none"> <li>• <b>rescind policy Qac-05: Professional Practice</b></li> <li>• <b>approve the Professional Practice Guidelines as circulated and,</b></li> <li>• <b>recommend approval to the Board.</b></li> </ul> <p><b>Moved: John Meneghello. Carried unanimously.</b>          Action: Melanie will forward to the Board for approval.</p>
4.3	Record Keeping Standards	<p>Melanie reviewed changes made to the standards and answered questions. Committee members recommended the following revisions: revise point 4e) to make it clear that Dietitians are not to keep a separate parallel record for themselves only (remove duplicate). Add a reference to the <i>Personal Information Protection and Electronic Documents Act's</i> Interpretive Guide and bring forward policy Qac-03 Privacy Legislation for Private Practitioners and the interpretive guideline for review at the next meeting. Make sure Standard 1 also applies financial records in standard 4 (false and misleading). Melanie answered questions about co-signing intern records and sale of products and personal profit.</p> <p><b>The Quality Assurance Committee resolves to approve the CDBC Standards for Record Keeping as revised and recommends approval to the Board. Moved: Jennica Hague. Carried unanimously.</b>          Action: Melanie will revise the standards and forward to the Board for approval.</p>

<b>5.</b>	<b>Information/Discussion</b>	
5.1	Jurisprudence Guide & Examination Revision Update	Circulated for information.
5.2	Nutrigenomics	Joanie and Melanie provided an overview of the issues around nutritional genomics, scope of practice and national discussions that are underway with Dietitians of Canada's development of a nutrition genomics online course. Melanie and Joanie also reviewed Alliance members' publications regarding nutrigenomics and dietetic scope of practice and discussed the OPDQ's recent position paper on nutrigenomics (2016) and the recent evidence presented. Committee members discussed the information presented and recommended drafting a Q&A for a future Monthly Update, including information about safety to the public and the need for dietitians to educate their client about the quality and reliability of current nutrition genetic tests and balancing this consideration with their clients' interest. Committee members recommended following up with OPDQ regarding possible translation of the position paper in English and to seek permission to adapt it for BC.
5.3	Virtual Dietetic Practice Update	Circulated for information. Melanie will draft a revised virtual dietetic practice policy and guidelines at the next meeting. Joanie provided information about dietitians disclosing their registration jurisdiction and the need to encourage clients to verify their insurance coverage information and answered questions. Melanie commented on the need for RDs to obtain liability insurance coverage that is international, if they plan to provide virtual dietetics internationally.
<b>6.</b>	<b>Next Meetings</b>	The next in-person meetings are scheduled on Friday, April 27 and Friday, September 28, 2018 from 11:30-15:00. Melanie will poll for the January 2019 meeting date.
<b>7.</b>	<b>Announcements</b>	No announcements were made.
<b>8.</b>	<b>Adjournment</b>	The meeting was adjourned at 14:55.

**Minutes approved as circulated via email ballot on February 6, 2018.**