

# *College of Dietitians of BC*



## *2008/2009* **ANNUAL REPORT**

Presented at the Annual General Meeting

October 23, 2009  
4:15 to 5:00pm  
Room C-509, 5<sup>th</sup> Floor, C Building  
Langara College  
100 West 49<sup>th</sup> Avenue  
Vancouver, BC V5Y 2Z6

# **AGENDA**

## **CDBC 5<sup>th</sup> ANNUAL GENERAL MEETING**

*for the*

**April 1, 2008 to March 31, 2009 year**

**Friday, October 23, 2009**

**4:15 to 5:00pm**

**Langara College, Boardroom C-509, 5<sup>th</sup> Floor C Building  
100 West 49<sup>th</sup> Avenue, Vancouver, BC**

Bd09/AGM/agenda.Oct 23 09

- 1. Call to Order and Remarks of the Chair**
  - 1.1 Introductions
  - 1.2 Agreement on Agenda
- 2. Approval of October 24, 2008 Minutes**
- 3. Annual Reports**
  - 3.1 Board of Directors and Registrar
  - 3.2 Registration Committee
  - 3.3 Quality Assurance Committee
  - 3.4 Inquiry Committee
  - 3.5 Patient Relations Committee
  - 3.6 Discipline Committee
- 4. Auditor's Report: March 31, 2009 Audited Financial Statement**
- 5. New Business**
  - 5.1 "Q" and "A"
- 6. Announcements**
  - 6.1 Board meeting:  
Friday, October 23, 2009 6:30pm to 9:00pm  
Saturday, October 24, 2009 9:00am to 12:30pm
- 7. Adjournment**

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

**MINUTES**

**ANNUAL GENERAL MEETING  
For the 2007/2008 Year**

**Friday, October 24, 2008  
4:15 to 5:05pm  
Boardroom B201, Langara College  
100 West 49<sup>th</sup> Avenue, Vancouver, BC**

Bd08/AGM minutes Oct 24 08

**Attendees:** The list of attendees is attached.

**1. Call to Order and Remarks of the Chair**

Glenn Kissmann, elected registrant and Chair of the Board, called the Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 4:15pm. Attendees were welcomed and asked to ensure they sign the attendance record. The quorum of 20 registrants was met. Copies of the Annual Report had been pre-circulated. It was noted that the AGM covers the April 1, 2007 to March 31, 2008 fiscal year.

The Chair commented on the significant progress the College has made since opening April 1, 2004 and thanked registrants and public representatives on the Board and committees, and staff, for their dedication and hard work.

**1.1 Introductions**

Board members provided self-introductions. The Chair introduced Fern Hubbard, Registrar, and Joan Gosse, Administrative Assistant.

**1.2 Agreement on Agenda**

The Chair reviewed the agenda and format for the meeting and noted that the meeting was conducted according to the bylaws and Robert's Rules of Order. Adrian Kershaw, public Board representative, was asked to be Parliamentarian. It was noted that resolutions need to be moved but not seconded.

As there were no amendments to the agenda, it was adopted by consensus.

**2. Approval of November 2, 2007 Minutes**

**BE IT RESOLVED THAT the Minutes of the November 2, 2007 CDBC Annual General Meeting are accepted as circulated.**

**Carried.**

**3. Annual Reports**

**3.1 Board of Directors and Registrar**

Glenn Kissmann, reviewed the Board's meeting dates and the following seven Strategic Priorities for the 2007/08 year including some of the actions taken to meet them:

1. Continue to build the College's infrastructure to ensure efficient and effective response to registrants' needs
2. Establish CDBC's Standards of Practice
3. Implement a Continuing Competence Program
4. Further develop and enhance the College's working relationship with dietetic educators in BC
5. Develop an efficient, effective and timely application process for international applicants
6. Enhance the CDBC's working relationship with other dietetic agencies, and
7. Recruit emerging professional leaders to the Board and committees.

Fern Hubbard, Registrar, reviewed registration statistics and highlighted information in her portion of the report including her responsibilities and functions and the recent receipt of an \$80,000 grant from the Ministry of Advanced Education and Labour Market Agreement for two projects relating to registration processes for international applicants.

### **3.2 Registration Committee**

Heather Martin, elected registrant, Vice-chair of the Board, and Committee Chair, highlighted items in her written report including:

- activities to support assessment of the substantial equivalence of international applicants' knowledge, skills and abilities, and
- contracts funded by the Ministry of Economic Development in early 2008 to review online courses for upgrading and to develop an online self-assessment tool based on the Essential Competencies for use by international and returning to practice applicants.

### **3.3 Quality Assurance Committee**

Adrian Kershaw, appointed Board member and Vice-chair of the Committee, provided the Committee Report for Jackie Parsons, registrant and Chair. Adrian highlighted:

- implementation of the Continuing Competence Program (CCP) on April 1, 2007
- adjustments made to the CCP based on registrant feedback gathered during its first year
- posting of all CCP documents on the website rather than printing and mailing them
- Standards of Practice that were finalized and approved by the Board as Schedule B of the bylaws and incorporated into the CCP
- plans to implement newly enacted section 26 of the *Health Professions Act*, Quality Assurance Program, and
- the on-going development of practice guidelines for registrants.

In answer to a question, CCP sessions are still being conducted by Melanie Journoud, Practice Advisor, on request.

### **3.4 Inquiry Committee**

Jane Darville, appointed Board member and member of the Committee, reported for Debbie Zibrik, registrant and Chair, on:

- teleconference meeting dates
- two completed cases during the year relating to competence and professionalism
- the circulation to registrants and posting on the website of two Case Outcome Reports
- one active case that will be completed in the near future
- selection of two new College Investigators who received three days of training in September 2008 through the Council of Legislation, Enforcement and Regulation (CLEAR), and
- regular review of the Inquiry Process Interpretive Guide.

### **3.5 Patient Relations Committee**

Peter Lam, elected registrant and Chair, introduced Ingrid Verduyn, Vice-chair, and thanked Committee members for their valued participation on the Committee. Peter reviewed the activities addressed during the past year including:

- RD role and scope of practice liaison sessions conducted by the Registrar (note: comments gathered to date were summarized during a pre-AGM Information Session)
- development of the Patient Relations Program to prevent professional misconduct of a sexual nature (note: the 2<sup>nd</sup> pre-AGM Information Session was conducted by Peter on Personal Boundaries for Health Professionals)
- plans for development of a CDBC Jurisprudence Handbook
- website updates, and
- annual review of the Code of Ethics.

### **3.6 Discipline Committee**

Glenn Kissmann, Chair of the Board, reported that the Discipline Committee has not yet been activated. Members will be appointed and trained when needed to conduct hearings as outlined in the *Health Professions Act*.

***BE IT RESOLVED THAT the Annual Reports are accepted as circulated.  
Carried.***

### **4. Auditor's Report: March 31, 2008 Audited Financial Statements**

Glenn Kissmann reviewed the audited Financial Statements focusing on page 2, the Statement of Operations, for the year ending March 31, 2008. Glenn noted that any excess revenue over expenses is transferred annually to the Restricted Fund and the goal for the fund is one million dollars to cover unexpected legal and disciplinary costs.

***BE IT RESOLVED THAT the 2007/2008 audited Financial Statements are  
accepted as circulated.  
Carried.***

### **5. New Business**

#### **5.1 "Q" and "A"**

The Chair and Registrar answered a few questions from attendees.

### **6. Announcements**

The Chair announced that observers were welcome to attend the Board meeting on Friday, October 24 from 6:00pm to 9:00pm and Saturday, October 25 from 9:00am to 12:30pm. If interested, registrants were asked to see the Registrar for meeting location details.

It was noted that the 2007/2008 Annual Report would be sent to all registrants by email.

The Chair thanked registrants for participating in the two pre-AGM Information Sessions and the AGM.

### **7. Adjournment**

A motion to adjourn was accepted by consensus and the meeting adjourned at 5:05pm.

## ***List of Attendees***

### ***Registrants (29):***

Anna Bozac	Stanley Leatherdale
Jo-Anne Bradshaw	Peter Lam
Eileen Cabrera	Azita Madadi Noei
Maria Chang	Brandie Marcon
Charlene Chen	Heather Martin
Sian-Hoe Cheong	Julie Meadows
Theresa Cividin	Heather McColl
Terry Cummings	Jeanne McCutcheon
Maria Dedegikas	Janet Parker
Nicole Fetterly	Mary Pilipenko
Dorothy Fisher	Claudia Prusak
Valli Fraser	Jaishree Raturi
Alette Giezen	Catherine Rocheleau
Annika Haffey	Sara Rush
Tina Hartnell	Sepi Sarbazi
Lai-Lin Harvalias	Roya Tabesh
Yvonne Hillsden	Eva Villeneuve
Sandra Homenuk	Ingrid Verduyn
Joanne Jasienczyk	Vrinda Walker
Frances Johnson	Kristen Yarker-Edgar
Deanna Kemperman	Rola Zahr
Glenn Kissmann	Ivy Zhang
Flora Kwong	

### ***Interns:***

Chrissie Ohlund  
Sara Rodrigues  
Brigitte Prucklmeier (4<sup>th</sup> year student)

### ***Public representatives – Board members:***

Jane Darville  
Adrian Kershaw  
Joyce Statton

### ***Staff:***

Fern Hubbard, Registrar  
Joan Gosse, Administrative Assistant

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**2008/2009**  
**Annual Report from the Board of Directors and Registrar**

Bd09/AGM.Bd of Dirs-Regs rpt

**Reporting Period:** April 1, 2008 to March 31, 2009  
**Report date:** October 23, 2009  
**Submitted by:** Glenn Kissmann, Chair, Board of Directors  
Fern Hubbard, Registrar

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**Board of Directors:**

- Glenn Kissmann, elected registrant (Interior/North) and Chair
- Heather Martin, elected registrant (Vancouver Coastal) and Vice-chair
- Maria Dedegikas, elected registrant (Vancouver Coastal)
- Marlyn Davis, elected registrant (Vancouver Island)
- Adrian Kershaw, public representative (Sidney)
- Jane Darville, public representative (Abbotsford)
- Peter Lam, elected registrant (Fraser)
- Joyce Statton, public representative (Vancouver)
- Robin Watt, elected registrant (Interior/North)

**2008/2009 Meeting Dates:**

- May 12, 2008 (teleconference)
- May 30, 2008 (in-person)
- October 24-25, 2008 (in-person)
- February 13, 2009 (in-person)

**Status of Board of Director's "3-year Rolling Strategic Plan" to March 31, 2010**

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
  - Labour mobility – government mandate to remove barriers to labor mobility resulted in amendments to Agreement on Internal Trade (AIT) and the BC/Alta Trade Investment and Labour Mobility Agreement (TILMA) – Interprovincial labour mobility framework funded by Human Resources Skills Development Canada (HRSDC) now complete; need amended CDBC bylaws to meet mobility requirements.
  - Health Professions Act amendments in May/08 – significant amendments relating to public protection, particularly in areas of practice remediation for quality assurance, complaints about denial of registration and appeals of complaint decisions to a new Health Professions Review Board.
  - Criminal Records Review Act amendments – requiring re-checks every 5 years.
  - CDBC bylaws – amendments in progress based on new "model" bylaws.
2. Develop collaborative processes that support registration.
  - Initiation of a national project to develop an integrated set of competencies suitable for regulation, education and accreditation - *Partnership for Dietetic Education and Practice* (PDEP) developed by the national regulators organization (the Alliance), national educators and Dietitians of Canada.
  - Registration of qualified international applicants – pressure from federal and provincial governments for regulators to develop processes to assist international registration - aided by the completion of the \$33,000 grant received in 2007/08 from the Ministry of Economic Development for two projects:
    - "Review of Academic Upgrading Courses" – online clinical, community and food service administration courses as bridging/upgrading courses for international and out-of-practice applicants
    - "Essential Competencies Assessment Project" – development of registration assessment processes for international applicants and out-of-practice dietitians.
  - For 2008/09 year received an \$80,000 grant BC Ministry of Advanced Education and Labour Market Development for two additional projects:
    - "Enhancing Practical Training Capacity for Internationally Educated Dietitians in BC" - a collaborative project between CDBC, Langara College, UBC and DC to increase the sites available for international applicants' practical training upgrading; being presented to the Board Saturday, October 24, 2009;
    - "Essential Competencies Registration Project – Phase 2", monitored by the Registration Committee, to produce electronic access to Canadian assessment tools to determine substantial equivalence to Canadian registration standards for international applicants – also being presented tomorrow

3. Enhance access to dietetic care through inter-professional agreements.
  - Worked with College of Pharmacists of BC to develop Inter-professional Agreement on “Pharmacists’ Acceptance to Accept Dietitians’ Authority” (signed June/09)
  
4. Broaden CDBC’s profile, mandate and processes through a strategic marketing/communications.
  - Registrants and students: In-person liaison sessions, Monthly Updates, annual Newsletter, regularly scheduled classes with 3<sup>rd</sup> and 4<sup>th</sup> year UBC students and 5<sup>th</sup> year interns; Langara College Orientation for international applicants
  - Dietetic educators: regular meetings with UBC director, Langara College faculty working with international applicants, and UBC Practice Leaders
  - Government agencies:
    - Ministry of Economic Development (now the Ministry of Advanced Education and Labour Market Development) - grants and projects
    - Ministry of Health Services, Professional Regulation - scope of practice and dietitians’ practice role meetings and bylaw amendments, and
    - Ministry of Health, Department of Health, Human Resources Planning and Labour Market Competitiveness Branch - working with Health Employers Association of BC (HEABC) to obtain accurate data for provincial health personnel planning
  - Other health agencies:
    - Health Regulatory Organization: valuable bi-monthly meetings; coordinated response to proposed HPA amendments
    - Executive Directors/Registrars Organization of BC – monthly lunch meetings/guest speakers
    - Alliance: monthly teleconference meetings; 2-3 in-person meetings/year
    - Dietitians of Canada – PDEP (see #2 above); CDBC contributed to DC’s provincial workforce survey through distribution of electronic survey to registrants
    - Colleges: Pharmacists – Inter-professional Agreement; Physical Therapists – Patient Relations Program
    - Meet with other groups/agencies/colleges as requested to promote CDBC’s profile.
  - Public: updating website to include a “Public and Employers” stream.
  
5. Recruit emerging professional leaders to the Board and committees
  - Board continues to identify and recruit potential registrants for future Board and committee positions
  - Request to Board Resourcing and Development Office (BDRO) for appointment of two new public representatives for April 1, 2009/10 year (BDRO appointed Buncy Pagely and Kundan Sangha).

**Additional Registrar Activities:**

- Register:

<b>Date</b>	<b>Number of Full &amp; Temporary Registrants</b>	<b>Average number of Restricted Activities</b>
<b>April 1, 2008</b>	967	1.06
<b>April 1, 2009</b>	1017	1.07

- Maintained database register and website public register; produced statistical reports for Board, Workforce Planning Committee and Ministry of Health
- Carried out actions to meet Board’s Strategic Objectives
- Coordinated work of Board and four committees including administrative support, drafting policies, completing actions and providing legislation and governance guidance
- Managed contracts and liaised with consultants, including government grant projects, Restricted Activities competencies and proof of competence contract, and website updates
- Monitored legislation amendments; trends in dietetic practice and health care; provincial and national issues
- Managed fiscal and administrative functions of the College in accordance with legislation and Board policies – managed budget; coordinated staff
- Coordinated complaints process; liaised with legal counsel; ensured investigation and decision processes comply with legislation
- Represented the CDBC in all communications, professional relations and presentations.



**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**2008/2009**  
**Registration Committee Annual Report**

Bd07/AGM.RCcomm rpt

**Reporting Period:** April 1, 2008 to March 31, 2009  
**Report date:** July 5, 2009  
**Submitted by:** Heather Martin, Chair

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**Terms of Reference: (attached)**

**Current Members and Terms:**

- Heather Martin, elected Board member and Chair
- Monica McAuley, registrant and Vice-Chair
- Kundan Sangha, Board public representative
- Frances Johnson, registrant
- Maria Dedegikas, elected Board member
- Lesley Nicholls, public representative (started term April 1, 2007)

**Meeting Dates:**

- May 3, 2008
- June 7, 2008
- June 16, 2008 (teleconference)
- September 19, 2008
- October 4, 2008
- November 27, 2008 (teleconference)
- January 30, 2009
- March 27, 2009

**Summary of Activities during 2008/2009 year:**

- Developed and/or revised registration policies and procedures including: Rc-05 Examination Eligibility – Third Attempt, Rc-08 Registrar's Limited Authority to Act for Registration Committee – both approved by the College Board. Amendments to Rc-03, Rc-07 and Rc-09 relating to Full Registration-Substantial Equivalence, Applicants Educated in the USA and Post-graduate Degree Route are deferred awaiting approval of the Essential Competencies Registration project-Phase 2
- Reviewed and approved applications for registration: international, Mutual Recognition Agreement transfers, masters route applicants and reinstatements.
- Resume template implemented to ensure consistency of information from applicants.
- Received proof of competence tool and reporting form for Reserved Acts competencies. Validation of competencies and tools pending.
- Received deliverables for project to review and recommend on-line courses suitable for upgrading in the area of Food Service Administration, Community Nutrition, and Advanced Nutrition. Approved one course for orientation to Canadian health care systems for Internationally Educated Health Professionals and another course for demonstration of proof of competence in the Reserved Acts.
- Received deliverables of Competencies Self-Assessment (CSA) tool for international and returning to practice applicants. Phase one of the Essential Competencies project is complete.
- Contracted and received deliverables of case studies and validation tools for CSA process. Program and tools are being adapted to an on-line format and will be completed in 2009/10.
- Provided input to a project to identify additional practical training sites for dietetic interns.
- Incorporated Provincial requirement for resubmission of Criminal Record Review on a five year basis into registration process

**Current Activities and Issues:**

- Monitor and advise consultant regarding development of an on-line competency self-assessment tool for registration with CDBC by international and out-of-practice Dietitians.
- Ongoing committee registration work.

**2009/2010 Meeting Dates:**

- June 8, 2009 (in-person)
- October 2, 2009 (in-person)
- January 29, 2010 (in-person)

## **Registration Committee Terms of Reference**

(RC policy last reviewed and approved by the Board June 22, 2007)

**Authority:** HPA s. 16, 19(1) and 20; Bylaws, s. 13, 14, 19 to 21, 43 to 52, and 54 to 55.

**Background:** The College is required to establish a Registration Committee to ensure, in the public's interest, that registrants are qualified to practice

### **Policy:**

1. The Committee's mandate is to:
  - establish standards of academic or technical achievement and the qualifications required for registration as a member of the college;
  - grant registration, including reinstatement, to every person who, in accordance with the requirements of the bylaws, applies for registration, satisfies the registration committee that he or she is qualified to be a registrant, and pays the required fees;
  - attach terms and conditions to the grant of registration; and
  - refuse to grant registration or set limits or conditions on the practice of an applicant who presents a risk of physical or sexual abuse to children according to a criminal record check authorized under the *Criminal Records Review Act*.
2. Key Roles: To ensure registrants are qualified to provide safe, competent and ethical services, the committee will:
  - grant registration pursuant to the Act and bylaws
  - develop and monitor registration policies
  - monitor registration requirement processes
  - establish protocols for substantial equivalence assessment processes
  - inform registrants and the public about responsibilities of registration
  - advise and report to the Board
3. Membership  
At least five persons appointed by the Board: (see Appendix 1 for Current Membership and Terms):
  - at least 2 public representatives, one of whom must be an appointed Board member;
  - 1 elected Board member; and
  - at least 2 registrants
  - Ex-officio: Board Chair and Registrar.
4. Terms  
Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.
5. Remuneration  
Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.
6. Meeting Procedures
  - Schedule: at least three times annually
  - Location: to be determined
  - Format: in-person, by teleconference, by email and by mail ballot
  - Agendas: developed by the Committee Chair and Registrar, with input from Committee members
  - Quorum: a majority of the Committee constitutes a quorum
  - Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office
7. Indemnification  
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

**2008/2009**

**Quality Assurance Committee Annual Report**

**Reporting Period:** April 1, 2008 to March 31, 2009

**Report Date:** September 25, 2009

**Submitted By:** Parveen Khattrra, Registrant for Jacqueline Parsons, Registrant and Chair

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**Terms of Reference:** (attached)

**Current Members and Terms:**

- Jacqueline Parsons, registrant and Chair
- Adrian Kershaw, appointed Board member and Vice-chair
- Marlyn Davis, elected Board member
- Linda Lytle, public representative
- Alexis Blueschke, registrant
- Parveen Khattrra, registrant

**Meeting Dates:**

- May 8, 2008
- September 8, 2008
- February 16, 2009

**Summary of Activities during the April 1, 2008 to March 31, 2009 year:**

1. Continuing Competence Program (CCP)
  - Workshops held in Prince George, VGH. More planned for Interior BC
  - Approved extension of 1 CCP deadline
  - Approved 3 registrants for reinstatement
  - Reviewed CCP Module costs being developed by Softworks – to be deferred until phase-in period is complete
  - CCP to be evaluated at end of phase-in in 2010
2. Scope of Practice
  - Inter-professional protocols being developed (as per government request)
  - New scope of practice – finger pricks and insulin adjustments
  - Amended policies for insertion of nasogastric and nasoduodenal feeding tubes to also include tubes inserted orally as well as naso/orojejunal tubes
  - Reviewed report on CDBC-DC collaboration regarding new scope of practice areas to reduce barriers to dietetic practice in BC
  - Registrants surveyed regarding barriers to scope of practice
3. CCP Bylaws and Quality Assurance Program (QAP) Implementation
  - Agreed to continue with current practice of following a 1-year extension with a 2-year reporting period
  - Flow chart to be adapted for publication on CDBC website
  - Legal counsel involved to ensure proposed bylaws meet requirements of Health Professions Act
4. Standards of Practice
  - Full document posted on CDBC website

**Current Activities and Issues:** Quality Assurance bylaws and QAP

**2009/10 Meeting Dates:**

- April 27, 2008
- September 21, 2009
- January 18, 2010 (tentative)

## Quality Assurance Committee Terms of Reference

**Date created:** October 13, 2004

**Date approved:** October 30, 2004

**Date last reviewed by Board:** June 22, 2007

**Category:** Quality Assurance Committee

**File code:** Qac06/Policies/Qac Terms of Reference – final June 22 07

**Authority:** HPA s. 16, 19(1); Bylaws, Sections 13, 17, 20, 21 and 53 (Note: future HPA amendment, section 26)

**Background:** The College is required to establish a Quality Assurance Committee to ensure, in the public's interest, that registrants are safe and competent to practice, and practicing to a high standard.

### Policy:

1. The Committee's mandate is to:

- Establish, monitor and enforce standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants; and
- Establish and maintain a continuing competency program to promote high practice standards among registrants.

2. Key roles: To ensure the safe and competent practice by registrants, as well as enhance practice, the committee will:

- Establish and monitor standards of practice
- Develop practice guidelines and/or advisory statements
- Establish and maintain a continuing competency program
- Inform registrants and the public about quality practice
- Advise and report to the Board

3. Membership

At least five persons appointed by the Board: (see Appendix 1 for Current Membership and Terms):

- at least 2 public representatives, one of whom must be an appointed Board member;
- 1 elected Board member; and
- at least 2 registrants
- Ex-officio: Board Chair and Registrar.

4. Terms

Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.

5. Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.

6. Meeting Procedures

- Schedule: at least three times annually
- Location: to be determined
- Format: in-person, by teleconference, by email and by mail ballot
- Agendas: developed by the Committee Chair and Registrar, with input from Committee members
- Quorum: a majority of the Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office

7. Indemnification

Immunity for acts or omissions in good faith (section 24, HPA); Directors and Officers Liability Insurance.

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2008/2009

## Inquiry Committee Annual Report

Bd09/AGM.IC rpt 08-09 RW.doc

**Reporting Period:** April 1, 2008 to March 31, 2009  
**Report date:** Oct 1, 2009  
**Submitted by:** Robin Watt, Chair

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### **Terms of Reference: (attached)**

#### **Members and Terms:**

- Debbie Zibrik, registrant and Chair
- Robin Watt, elected board member and Vice-chair
- Jane Danville, Board public representative
- Carol Fawcett, registrant
- Lesley Nicholls, public representative

#### **Meeting Dates:**

- April 29, 2008 (teleconference)
- May 13, 2008 (teleconference)
- July 24, 2008 (teleconference)
- November 5, 2008 (teleconference)
- E-mail discussions and ratification of items discussed at the meeting were completed between meetings.

#### **Summary of Activities during 2008/2009 year:**

- The Committee completed two cases during the year in accordance with the *Health Professions Act* and CDBC by-laws. Both cases initiated in 2007 and the results were summarized in two Complaint Outcome Reports that were distributed to CDBC registrants via email for education purposes. (Note: all Case Outcome Reports are posted on the website).
  - Case #07-03: After reviewing the Investigation Report and a practice review Assessment Report written by a hired nutrition support expert, the Committee resolved to take no further action.
  - Case #07-05: The IC completed the case initiated in the fall of 2007 and determined in early 2008 that the registrant's competence and conduct met the CDBC's Standards of Practice and Code of Ethics. When informed, the complainant appealed the outcome for review by the Board within the 14-day time period required in the *Health Profession Act*. New documentation was submitted with the appeal letter. The IC discussed the new information as well as all prior case documents and in accordance with the *Health Professions Act*, resolved to take no action against the registrant. The Board heard the appeal on May 12, 2008 and upheld the IC's decision.
- The Committee appointed two registrants to attend the Council on Legislation, Enforcement and Regulation (CLEAR) 3-day Investigators' Training Course in September 2008.
- Members were asked to refer any registrants who would be suitable and interested in the position being vacated by Debbie at the end of her 3<sup>rd</sup> term, March 31, 2009 to the Registrar for review of the responsibilities and application process.

#### **Status of Complaints as of April 1, 2009:**

- No active cases.

#### **Current Activities and Issues:**

- Update the Inquiry Process Interpretive Guide pending May/08 amendments to the HPA.
- Manage any complaints against registrants that are received by the College.

**2009/2010 Next Meeting Date:** June 26, 2009 (in-person)

## ***Inquiry Committee Terms of Reference***

(IC policy last reviewed and approved by the Board June 17, 2006)

**Authority:** HPA s. 16, 19(1), 27 to 36, and 37; Bylaws, Sections 13, 15, 19 to 21, 56 - 59, and 63 - 64

**Background:** The College is required to establish an Inquiry Committee to manage the public risk associated with the practice and conduct of registrants.

### **Policy:**

1. The Committee's mandate is to:
  - Investigate, inquire into, inspect, observe or examine the premises, equipment and materials used by a registrant to practice; the records relating to the registrant's practice; and the practice of a registrant;
  - Investigate complaints against registrants delivered by the Registrar to the Committee, pursuant to the Act, Dietitians Regulation and bylaws
  - On its own motion, investigate a registrant pursuant to the legislation;
  - Report to the Board and the complainant the results of an investigation and inform registrants and the public, to educate registrants and enhance practice
  - Refer matters that cannot be resolved at the inquiry level to the Discipline Committee for a hearing.
2. Key Roles: To enforce the safe, ethical and competent practice by registrants, the committee will:
  - Investigate complaints against registrants pursuant to the legislation
  - Monitor the investigation process
  - Make decisions pursuant to the legislation
  - Track and monitor effectiveness of inquiry process
  - In liaison with Patient Relations Committee, inform registrants and the public of the inquiry process and outcomes
  - Report to the Board
3. Membership  
Five persons appointed by the Board: (see Appendix 1 for Current Membership and Terms):
  - at least 2 public representatives, one of whom must be an appointed Board member;
  - 1 elected Board member; and
  - 2 registrants
  - Ex-officio: Board Chair and Registrar.
4. Terms  
Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.
5. Remuneration  
Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.
6. Meeting Procedures
  - Schedule: at least three times annually
  - Location: to be determined
  - Format: in-person, by teleconference, by email and by mail ballot
  - Agendas: developed by the Committee Chair and Registrar, with input from Committee members
  - Quorum: a majority of the Committee constitutes a quorum
  - Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office
7. Indemnification  
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**2008/2009**  
**Patient Relations Committee Annual Report**

Bd08/AGM/PRC final report

**Reporting Period:** April 1, 2008 to March 31, 2009  
**Report date:** October 7, 2009  
**Submitted by:** Shemina Patni, Vice Chair

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**Terms of Reference: (attached)**

**Members and Terms:**

- Peter Lam, elected Board member and Chair
- Ingrid Verduyn, registrant and Vice-chair
- Harry Caine, public representative
- Joyce Statton, Board public representative
- Shemina Patni, registrant

**Meeting Dates:**

- April 28, 2008 (in-person)
- September 22, 2008 (in-person)
- February 2, 2009 (in-person)

**Summary of Activities during 2008/2009 year:**

- The issues of **RD roles and scope of practice** may be resolved by inter-professional protocol agreements, rather than regulatory amendments, to remove barriers to effective dietetic practice. The Inter-Professional Agreement between the College of Pharmacists of BC and the CDBC, "Pharmacists Acceptance of Dietitians' Authority" was approved by the Board. It has been submitted to the Ministry and the CDBC is awaiting a response. The Agreement is supported by a new Professional Practice Policy.
- The **Patient Relations Program** (to prevent professional misconduct of a sexual nature) was adapted with permission from the College of Physical Therapists of BC program. The Committee extensively reviewed and modified the document and submitted it to the Board for approval.
- The PRC obtained budget approval from the board to develop a **CDBC Professional Practice Handbook**. The College of Dietitians of Alberta "Professional Practice Handbook" was purchased. Gaps were identified by PRC members as well as from the Directors of the UBC Dietetics Program and Langara College Programs.
- The College's updated **website** and suggested improvements are regularly reviewed at PRC meetings.
- Yearly review of the **Code of Ethics**.
- **Nutrition and Dietetic Care Process Model** was reviewed and discussed in depth. Further discussion needs to take place to determine the role of the CDBC in the nutrition care process model and international dietetics and nutrition terminology.

**Current Activities and Issues:**

- Continue to work to solve the many issues around RD roles and scope of dietetic practice.
- Contracting for a **Professional Practice Handbook for BC Dietitians** and producing an electronic version with a quiz.
- Continue to assess and update the CDBC website for ease of access and content.
- Review of the Code of Ethics annually.
- Develop interpretive guidelines and policies as needed.

**2009/2010 Meeting Dates:**

- May 4, 2009 (in-person)
- September 28, 2009 (in-person)
- January 18, 2010 (in-person)

**Patient Relations Committee Terms of Reference**  
(PRC policy last reviewed and approved by the Board June 17, 2006)

**Authority:** HPA s. 16 and 19(1); Bylaws, Sections 13, 18, 20, 21, 66 and 76

**Background:** The College is required to establish a Patient Relations Committee to ensure safe, ethical and competent practice by registrants in their relations with patients.

**Policy:**

1. The Committee's mandate is to:
  - Establish a patient relations program to prevent professional misconduct of a sexual nature;
  - Establish, monitor and enforce standards of professional ethics amongst registrants;
  - Require registrants to provide an individual access to the individual's health care records in appropriate circumstances; and
  - Inform individuals of their rights under the College's legislation and privacy legislation.
2. Key roles: To ensure safe, ethical and competent practice by registrants, and ensure individuals' rights and privacy, the committee will:
  - Develop, maintain and monitor a patient relations program
  - Monitor a code of professional ethics
  - Inform registrants and the public of College responsibilities and processes
  - Advise and report to the Board
3. Membership  
Five persons appointed by the Board: (see Appendix 1 for Current Membership and Terms):
  - at least 2 public representatives, one of whom must be an appointed Board member;
  - 1 elected Board member; and
  - 2 registrants
  - Ex-officio: Board Chair and Registrar.
4. Terms  
Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.
5. Remuneration  
Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.
6. Meeting Procedures
  - Schedule: at least three times annually
  - Location: to be determined
  - Format: in-person, by teleconference, by email and by mail ballot
  - Agendas: developed by the Committee Chair and Registrar, with input from Committee members
  - Quorum: a majority of the Committee constitutes a quorum
  - Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office
7. Indemnification  
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.



**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

**2008/2009**

**Discipline Committee Annual Report**

Bd08/AGM.DC rpt

**Reporting Period:** April 1, 2008 to March 31, 2009  
**Report date:** October 22, 2009  
**Submitted by:** Fern Hubbard, Registrar

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**Terms of Reference: (attached)**

**Current Members and Terms:**

- Members will be appointed and trained prior to a discipline hearing.

**Meeting Dates:**

- none

## ***Discipline Committee Terms of Reference***

(DC policy last reviewed and approved by the Board June 17, 2006)

**Authority:** HPA s. 16, 19(1), 37 to 40; Bylaws, Sections 13, 16, 19 to 21 and 60 to 64.

**Background:** The College is required to establish a Discipline Committee to conduct hearings on matters referred from the Inquiry Committee, to ensure public safety.

### **Policy:**

1. The Committee's mandate is to:
  - Hear and make a determination of a matter referred to the committee, pursuant to the Act, Regulation and bylaws;
  - At the conclusion of a discipline hearing, advise every registrant of the name of the respondent, facts of the case, reasons for the decision and disposition of the case;
  - Where an outcome of the hearing is the limitation or suspension of a registrant's practice, notify the dietetics regulators of every other Canadian jurisdiction;
  - Refer matters that cannot be resolved through a Discipline hearing to the Supreme Court.
2. Key Roles: To enforce the safe, ethical and competent practice by registrants, the committee will:
  - Conduct hearings, pursuant to the legislation, in consultation with legal counsel
  - Inform others
  - Advise the Board
3. Membership  
As required, pending a Discipline hearing, five persons appointed by the Board:
  - at least 2 public representatives, one of whom must be an appointed Board member;
  - 1 elected Board member; and
  - 2 registrants
  - Ex-officio: Board Chair and Registrar.
4. Terms  
Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.
5. Remuneration  
When active, remuneration for Committee or panel members is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for terms of less than one year.
6. Meeting Procedures
  - Schedule: as required
  - Location: to be determined
  - Format: in-person
  - Hearing format: established by legal counsel
  - Quorum: a majority of the Committee or panel constitutes a quorum
  - Proceedings: using standard legal format, established by legal counsel; original copy kept on file in the College office
7. Indemnification  
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.