

Terms of Reference Certified Practices Advisory Committee

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Authority

The Certified Practices Committee is a Committee of the CDBC Board established pursuant to HPA s. 16, 19(1); Bylaws, s. 13, 19 to 21 and 54. The Committee reports to and advises the Board.

Composition

The Committee consists of a minimum of nine (9) persons appointed by the Board:

- five (5) Registered Dietitians, one an elected Board member selected by the Board;
- one (1) registrant in good standing of the College of Physicians and Surgeons of British Columbia, who must be familiar with administration of enteral and parenteral nutrition, confirmed by the College of Physicians and Surgeons to be suitable for membership on the committee;
- one (1) registrant in good standing of the College of Pharmacists of British Columbia, who is certified to inject immunizations, confirmed by the College of Pharmacists to be suitable for membership on the committee;
- one (1) public representative (Board member or community representative); and
- one (1) person nominated by the Ministry of Health.

There are three (3) ex-officio (non-voting) members of the Committee: the Board Chair (not applicable when Board Chair is also a Committee member), the Registrar and the Deputy Registrar/Practice Advisor.

The Committee selects a Chair and a Vice-Chair annually from its members and recommends their approval to the Board.

Mandate

Develop, review and recommend standards, limits and conditions under which a registrant may practice certified practices and maintain public protection with respect to authorized dietitians' certified practices.

Primary Duties, Functions and Responsibilities

- In respect to the performance by Full registrants of restricted activities under section 5(2) of the Dietitians Regulation for the purposes of improving or resolving a disorder or condition identified through the making of a nutrition diagnosis:
 - reviewing, developing and recommending standards, limits and conditions to the Board for approval,
 - reviewing the criteria, policies and procedures pertaining to the certification programs and recommending to the Board for approval,

- reviewing performance of activities for each certification program and recommending to the Board for approval,
- reviewing and recommending to the Board the substances and drugs that dietitians may order and administer consistent with the dietitian's scope of practice and Schedule A, B and C of the Dietitians Regulation, and
- developing and recommending to the Board the standards of practice for ordering and administering drugs.
- Making recommendations to the Board for submission to the Ministry of Health Services respecting the standards, limits and conditions for practice and any other requirements it considers necessary or appropriate to support performance by Full registrants of restricted activities under section 5(2) of the Dietitians Regulation,
- Consulting, as it considers necessary or appropriate, with registrants or other individuals who have expertise relevant to certified practices or on any other matter considered by the committee, and
- Developing information materials for Registered Dietitians and the public about responsibilities associated with practising Certified Practices.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board for a maximum of three (3) consecutive terms.

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.

Meeting Procedures

- Schedule: monthly during initial review and development and at least three times annually on an on-going basis
- Format: meetings can be held in person or by telecommunications or electronic means
- Voting may take place in person, or by any electronic means or mail ballot; a majority is required to pass a proposed resolution.
- Agenda: developed by the Committee Chair and Registrar/Deputy Registrar, with input from Committee members
- Quorum: a majority of a 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 or by email ballot; approved copy of the Minutes kept on file in the College office and posted to the CDBC website.

Indemnification

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