

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
Registration Committee Meeting
Friday, January 29, 2016
8:35am to 2:30 pm
College of Dietitians of BC office
Suite 409, 1367 West Broadway, Vancouver, BC
MINUTES

Present: Cassandra Hamilton (Chair), Tamar Kafka (Vice-chair), Don Grant, Winnie Hung, Holly van Heukelom, John Coupar
Staff: Fern Hubbard, Registrar; Chi Cejalvo, Deputy Registrar – Registration and Communications
Regrets: none

Item #	Agenda Item	
1.	Call to Order and Remarks of the Chair	Casey Hamilton, Chair, called the meeting to order at 8:35am; Fern joined the meeting at 9:15am.
1.1	Agreement on Agenda	The agenda was adopted by consensus as circulated.
1.2	Minutes of Sept. 11/15 & Oct. 21/15 – FYI	Circulated for information. Minutes of the Sept. 11/15 meeting were approved by e-mail ballot as circulated, on Oct. 13/15. Minutes of the Oct 21/15 meeting were approved by e-mail ballot as circulated, on Nov 9/15.
1.3	Email Ballot Results and Approved Registrations	Circulated for information and tracking.
2.	Reports	
2.1	Staff Report	Circulated for information. Chi reviewed registration statistics with Committee members and answered questions. Fern reported on the activities of the Alliance, PDEP and Dietitians of Canada and answered questions. Fern also highlighted an education event hosted by the BC Health Regulators – “Right Touch Regulation” presented by Harry Cayton; Chief Executive, Professional Standards Authority, UK. Principles of this regulatory approach are supported by the BC Ministry of Health.
2.2	Legislation Report	Fern reported on the status of the CDDBC bylaw amendments and development of the Dietitians Regulation. Fern informed the Committee that upcoming approval of the CDDBC bylaw amendments will lead to the need for revisions to existing CDDBC policies. Current registration policies will be impacted and additional registration policies will need to be developed.
3.	Orientation/Committee Succession	
3.1	Committee Appointments/Terms (2016-2017)	Members discussed upcoming vacancies on the Registration Committee and selected appointment preferences for recommendation to the Board. The Registration Committee resolves to forward the following appointment and re-appointment preferences to the Board: <ul style="list-style-type: none"> • Winnie Hung, registrant, for a 3rd term of two-years, April 1, 2016 to March 31, 2018; • Jacqueline Parsons, registrant and Board representative, for a 1st term of two years, April 1, 2016 to March 31, 2018. Carried.
3.2	Committee Chair/Vice Chair Appointments (2016-2017)	Members discussed upcoming vacancies for the Chair and Vice-chair positions on the Registration Committee and made appointment preferences for recommendation to the Board. The Registration Committee recommends to the Board the following Chair and Vice-chair appointments for one-year terms, April 1, 2016 to March 31, 2017. <ul style="list-style-type: none"> • Tamar Kafka, registrant member as Chair; and

		<ul style="list-style-type: none"> • Holly van Heukelom, registrant member as Vice-chair. Carried.
3.3	IED Assessment for Substantial Equivalence Overview	Chi presented the IED assessment process to Committee members. To ensure consistency and transparency in the assessment process, Casey (Chair) facilitated a discussion to determine minimum requirements for academic upgrading. Committee members agreed that applicants must achieve minimum scores in the Competency Self-Verification (CSV) case studies. These minimum CSV scores were set at 70% for Nutrition Care and 60% for all other practice areas (i.e. Population & Public Health; Nutrition Management; Professional Practice; and Communication & Collaboration). IEDs who score less than these set minimums on the CSV will be required to complete academic upgrading in order to be eligible to apply for registration with the CDBC. Those who score above the set minimums on the CSV will be exempt from academic upgrading.
4.	Decisions/Directions	
4.1	Bridge Program	Fern reviewed recent Bridge program developments and activities that have occurred since the September 11/15 meeting including: Briefing note on the status of bridging for IEDs in BC prepared for the Minister of Advanced Education (Andrew Wilkinson) and the Minister of Health (Terry Lake); possible funding opportunities for Bridging through the Ministry of Jobs, Tourism and Skills Training (MJTST); discussions with MJTST and the Ministry of Health; possible partnerships with dietetics programs; announced closure of the Langara IED internship program. Action – John Coupar will follow up with the Minister of Advanced Education re: response to the CBDC Briefing Note that was sent to the Minister in October 2015. Progress on the Bridge program continues to evolve. CDBC Staff will continue keep the Committee informed and seek direction as needed.
4.2	IED Applicants' CSAP/SDL	
4.2.1	IED – Request for Extension - ZAV	The Committee reviewed applicant ZAV's request for extension to complete the Self-Directed Learning (SDL) plan and Chi answered questions. Members expressed concerns regarding an achievable time frame for the applicant to complete the upgrading. Action 1 – Chi to contact ZAV to determine a realistic time frame for extension to complete the SDL plan. Action 2 – Once this a time frame is established, Chi will circulate an email ballot to Committee members for approval/ disapproval. Action 3. – Chi to inform ZAV of the email ballot results.
4.3	Upgrading Courses Review Projects	
4.3.1	Presentation: Clinical Nutrition Courses Review – Delara Saran	Consultant, Delara Saran, RD presented her findings on the Clinical Nutrition Courses Review Project and made recommendations to the Registration Committee on suitable courses for upgrading in Clinical Nutrition.
4.3.2	Approval of Upgrading Courses List – Clinical Nutrition	Committee members reviewed and discussed the results and recommendations on Clinical Nutrition courses for upgrading. The Registration Committee resolves to approve the following courses for academic upgrading in Clinical Nutrition: <ol style="list-style-type: none"> 1. <i>FNH 470 Clinical Dietetics 1 AND FNH 475 Clinical Dietetics 2; University of British Columbia (in-person)</i> 2. <i>HN 631 Clinical Nutrition I AND HN 632 Clinical Nutrition II; Kansas State University</i> 3. <i>NUTR 468 Clinical Nutrition; University of Alberta</i> 4. <i>DTC 330 Nutrition Therapy I; Eastern Michigan University</i> 5. <i>NUTR 4210 Medical Nutrition Therapy I AND NUTR 4220 Medical Nutrition Therapy II; Rutgers University</i> 6. <i>FND 431 AND 431L Medical Nutrition Intervention; University of Northern Colorado</i> Carried

		<p>The Registration Committee resolves to approve the following courses for academic upgrading in Advanced Nutrition:</p> <ol style="list-style-type: none"> 1. NUTR 405 Nutrition in Health and Disease; Athabasca University 2. NUTR 406 Modern Concepts in Nutrition; Athabasca University 3. HN 510 Lifespan Nutrition; Kansas State University 4. NUTR 325 Nutrition Through the Life Cycle; Oregon State University 5. NUTR 205DE Family and Community Nutrition; University of Guelph 6. DTC 372 Nutrition of the Life Cycle; Eastern Michigan University 7. NUTR 3300 Current Concepts & Trends in Nutrition Across the Life Span; Rutgers University 8. BPK 311 Applied Human Nutrition; Simon Fraser University (online) <p>Carried.</p> <p>The Registration Committee resolves to remove NUTR 2300 Nutrition for Fitness and Sport; Mount St. Vincent University from the List of Approved Upgrading Courses.</p> <p>Carried.</p>
4.3.3	Presentation: Population & Public Health Nutrition Courses Review – Tristaca Curley	<p>Consultant, Tristaca Curley, RD, presented her findings on the Population & Public Health Nutrition Courses Review Project. She made recommendations to the Registration Committee on suitable courses for upgrading in Population & Public Health Nutrition.</p>
4.3.4	Approval of Upgrading Courses List – Population & Public Health Nutrition	<p>Committee members reviewed and discussed the results and recommendations on Population & Public Health Nutrition courses for upgrading.</p> <p>The Registration Committee resolves to approve the following courses for academic upgrading in Population and Public Health Nutrition:</p> <ol style="list-style-type: none"> 1. HN 600 Public Health Nutrition; Kansas State University 2. HADM 336 Community Health Planning; Athabasca University 3. NUTR 572 Community Nutrition; University of Massachusetts-Amherst 4. NUTR 640; Public Health Nutrition; University of Massachusetts-Amherst 5. Public Health Nutrition; NextGenU 6. CFNY 403 Food Security Concepts and Principles; Ryerson University. <p>Carried.</p>
4.4	Registration Committee Possible Contracts for Budget	<p>The Committee identified the following potential items to be included in the 2016-2017 budget for consideration by the Board:</p> <ul style="list-style-type: none"> • That priority be given to moving forward with database upgrading in order to accommodate the BC Ministry of Health's request to enforce newly revised CDBC bylaws as soon as possible. • Presentation by Cathy Herb-Kelly on Orientation to the Registration Committee's role and responsibilities • Hire a consultant to develop and/or revise Registration Committee policies as per the newly revised CDBC bylaws.
5.	Information/Discussion	
5.1.1	Canadian Dietetic Registration Examination – November 2015 Examination Results	<p>Chi shared Nov 2015 examination results with the Committee: 38 candidates took the exam, 36 passed (95%) and 2 failed (5%).</p> <p>Action – Fern and Chi will develop a standard pass/fail report for UBC after each examination, a program requirement in the Accreditation Standards.</p>
5.2	ICDEP Foundational Knowledge & IED Assessments	<p>Chi shared examples of how the Integrated Competencies for Dietetic Education and Practice (ICDEP) Foundation Knowledge is identified and assessed for IED applicants wishing to register with the CDBC.</p>

5.3	Registration Applicants' Progress	Circulated for information.
6.	Next Meetings	The next in-person meetings are scheduled for April 18, 2016 and September 23, 2016 from 8:30am until approximately 2:30pm, at the CDBC office.
7.	Announcements	Members acknowledged Casey Hamilton's contribution to the Registration Committee and thanked her for her work over the past 5 years. Thank you, Casey!
8.	Adjournment	The meeting was adjourned by consensus at 2:30 pm.

The minutes were approved as corrected via email ballot on February 11, 2016.