

This Update includes information on the following items:

- **CDBC Bylaw Amendments in Force May 7, 2016**
- **New Public Representatives on the Board of Directors**
- **June 2, 2016 AGM at the CDBC Office**
- **June 24 Board Meeting: Observers are Welcome!**
- **Have You Checked the Website to Confirm Your Restricted Activity Registration?**
- **CDBC Website Updates**
- **You Asked About... Client Record Keeping**
- **Questions? Comments?**

CDBC Bylaw Amendments in Force May 7, 2016

You received a College email on May 10 outlining key changes in the CDBC bylaws. Our bylaws define the College's governance structure as well as its mandated activities for public protection: registration, quality assurance, inquiry and discipline. The **new CDBC bylaws came into force on May 7, 2016** and are **not retroactive**. Examples:



1) Non-practicing registration, a new registration class, is now available. 2) A Temporary registrant who failed the Canadian Dietetic Registration Examination (CDRE) in November 2015 will not lose their Temporary Registration. Board and Committee policies will be amended over the summer months to reflect the new bylaws. Below is a list of key changes relevant to Dietitian registration and practice:

1. [Section 41 - Full registration:](#)

- Timeline to complete the CDRE is now specified to being "within 3 years" of the date of application (was not specified).
- Addition of the Jurisprudence Examination as a registration requirement (was not specified; was included in the term "examinations").
- May use the titles "Dietitian" or "Registered Dietitian" and the initials "RD".

2. [Section 43 - Temporary registration:](#)

- Temporary registration to be revoked following failure of the CDRE (was not revoked).
- May use the title "Registered Dietitian - Temporary" and the initials "RD (T)".

3. [Section 44 - Non-practicing registration:](#)

- New registration class for Dietitians who no longer practice dietetics and want to retain their reserved title (was not available).
- Exempt from liability insurance and the continuing competence program.
- May vote at AGM and serve on a CDBC committee.
- Addition of the title "Registered Dietitian - Non-Practicing" and the initials "RD (NP)".

4. [Section 49 - Reinstatement for non-payment of fees:](#)

- Late registration period shortened to 2 months (April 1 to May 30) (was 6 months, to September 30).

5. [Section 51 - Reinstatement within 6 years:](#)

- New reinstatement category.
 - Former registrants off the register over 3 years, but less than 6 years, must pass the CDRE and the Jurisprudence Examination and submit a complete application for reinstatement.
6. [Section 55 - Professional liability insurance:](#)
- The amount of coverage required increased to \$2 million dollars per occurrence (was \$1M).
7. [Part 5 - Quality Assurance:](#)
- Describes the CDBC Quality Assurance Program in detail and includes:
 - The Continuing Competence Program, random audits of learning plans and,
 - The ability of the Quality Assurance Committee to assess professional performance.
8. [Section 70 - Record Keeping:](#)
- New section that outlines record keeping requirements in clinical and community practice environments.
 - 'Community' includes all non-clinical work places (as per legal counsel).
9. [Section 74 - Marketing:](#)
- Specifies types of titles and education designations that may be referred to in marketing.

Dietitians are responsible for knowing where to access the CDBC bylaws and for being familiar with them. The new [CDBC bylaws](#) are available in the Legislation section of the CDBC website: <http://collegeofdietitiansofbc.org/home/legislation>.

If you have any questions, please call the CDBC office at 604.736.2016 or toll-free at 1.877.736.2016, or by email at info@collegeofdietitiansbc.org.

New Public Representatives on the Board of Directors

Two new public representatives were recently appointed to the CDBC Board of Directors by the Ministry of Health. **Sonia Virk** and **John Meneghello** join our other appointed public representative to fulfill the Board composition requirement of one-third public representation. The nine CDBC Directors work together to ensure the College remains focused on our public protection mandate.



- **Sonia Virk**, obtained her B.A. (Laws) and LL.B. degrees from Guru Nanak Dev University in Punjab, India. After which she emigrated to Canada and attended the University of New Brunswick where she obtained her second LL.B. degree. Having completed her law degree, Sonia moved to British Columbia where she articulated and was called to the Bar in British Columbia in 2005. In April 2008, Sonia co-founded the law firm of Joomratty & Virk. In September 2012, she co-founded Virk Sabharwal, Lawyers now Virk Viyas & Associate Lawyers. Sonia specializes in Corporate/Commercial Law, Residential and Commercial real estate, Wills & Estates, and General Litigation Matters. She is very active in the community and donates her time to various community related events. In 2007, Sonia was elected President of the Indo Canadian Business Association of British Columbia. She was the youngest and the first woman to be elected President. She was also a member of British Columbia's Small Business Roundtable. She has been invited by the media as a legal expert to discuss various legal issues pertinent to our community. Sonia is a director and the Second Vice-Chair at the board of G&F Financial, which is a credit union in British Columbia.

- **John Meneghello** is President and Owner of JLM Marketing Ltd. Since 2010, he has also been the Manager of Asphalt and Refined Products Marketing for Fathom Energy. Prior to this, Mr. Meneghello served 30 years as a Business Consultant for Chevron Canada Limited. Active in his community, Mr. Meneghello is a director with the Crossroads Hospice Society and currently serves as President of the Vancouver Transportation Club. He has also been a long time member of the Kinsmen Clubs of Canada. In 1980, John Meneghello held a double major in Economics and Commerce from Simon Fraser University.

Welcome Sonia and John! We look forward to your active participation, and each of you sharing your expertise with the Board!

June 2, 2016 AGM at the CDBC Office

Have you notified the College that you'll be attending the AGM on Thursday, June 2, 2016, 2:00 pm - 4:00 pm, in-person or via webcast? If not, please RSVP to info@collegeofdietitiansbc.org by **May 25, 2016**. In-person sign in, networking and refreshments begin at 2:00 pm. Online sign in begins at 2:15 pm. The AGM will start promptly at 2:30 pm, followed by the Education Session facilitated by **Chi Cejalvo, RD**, on **"Social Media and Dietetic Regulation"**. Details of the AGM will be emailed once you RSVP. We look forward to having you join us **in-person or via webcast!**



June 24, 2016 Board Meeting: Observers are Welcome!

The next CDBC Board of Directors meeting is **Friday, June 24, 2016 from 9:00 am to 5:00 pm** at the CDBC office. Observers are always welcome! Please let us know if you'd like to attend.

Have You Checked the Website to Confirm Your Restricted Activity Registration?

You can check your Restricted Activity status on the CDBC [Public Register of Dietitians](#). Dietitians are responsible for **verifying** they are registered with Restricted Activities before practicing them. Practicing Restricted Activities without registration is in violation of the Health Professions Act and the Dietitians Regulation and could result in an "own motion" complaint initiated by the CDBC's Inquiry Committee. In addition, your liability insurance will probably not cover you as you are practicing without registration. Employers have a responsibility to ensure all employees are appropriately registered for their work responsibilities. However, as self-regulating professionals the **primary responsibility is yours**. Please [contact the office](#) if you have any questions.



CDBC Website Updates

The following items have been updated on the CDBC website:

- Committee Membership and Term updates:
 - [Inquiry Committee Terms](#)
 - [Quality Assurance Committee Terms](#)
- Minutes:
 - [April 18, 2016 Registration Committee Meeting](#)
- [Announcement - New CDBC Bylaw Amendments in Force May 7, 2016](#)
- New and updated Schedules related to Bylaw Amendments:
 - [Schedule B - Standards of Practice](#)



- [Schedule D - Fees](#)
- [Schedule E - Approved Dietetic Education Programs](#)
- [Schedule F - International Jurisdictions Recognized by the Board \(new\)](#)
- [Schedule G - Inspection and Discipline Hearing Costs \(new\)](#)
- Updated Forms due to Bylaw Amendments:
 - [Application for Registration Form](#)
 - [Application to Practice Restricted Activities Form](#)
 - [Reinstatement Application Form](#)
 - [Application for Assessment of Competence to Practice Dietetics Form](#)
 - [Canadian Dietetic Registration Examination Application Form](#)

You Asked About... Client Record Keeping

Q: I was wondering how long records have to be kept on clients? What is the "allowed" method to discard/destroy records?



A: The answers depend on your practice setting:

- According to the [Limitation Act](#), hospital medical records must be retained for a minimum period of sixteen years from either the date of the last entry or from the age of majority, whichever is later, except as otherwise required by law.
- According to section 92 of the [Residential Care Regulation](#) (Community Care and Assisted Living), resident health records have to be kept a minimum of 2 years after discharge.
- According to section 35 of the [Personal Information Protection Act](#) (applies to private practice), information used to make a decision that directly affects the individual must be kept at least one year after using the info (gives the individual an opportunity to access the information).

Health care facilities/Health Authorities may have policies that have longer timelines than the minimum duration stated in legislation.

To the CDBC's knowledge, there are no prescribed methods for record destruction. Commonly accepted destruction methods include: cross-shredding of paper records, incineration of non-paper records and erasure of data, including any backup copies, for electronic records. Whatever method used, client privacy must be ensured.



Questions? Comments?

Please contact the College staff if you have **questions** about items in this Monthly Update or if you'd like to **schedule a CDBC liaison session** with Fern Hubbard, Registrar. Call 604.736.2016 or toll-free in BC to 1.877.736.2016, or email us at info@collegeofdietitiansbc.org. We look forward to hearing from you!

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