

Inspectors

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Authority:

Health Professions Act (HPA; the Act) sections 27 and 28.

Background:

The Inquiry Committee may appoint a trained individual to investigate a complaint.

Policy:

1. Depending on the complexity of the case and experience of the Inspector(s), one or two trained Inspectors who may or may not be dietitians are appointed by the Inquiry Committee to investigate a complaint. If the complaint relates to dietetic practice, at least one of the Inspectors will be a Registered Dietitian.
2. The Registrar may be appointed as an Inspector.
3. Current members of the Inquiry or Discipline Committees cannot be appointed Inspectors.
4. Inspectors:
 - have satisfactorily completed recognized training;
 - are current registrants in good standing with the CDBC or another college legislated under the Act or are experienced Inspectors for colleges legislated under the Act;
 - dietitians or other health practitioners have practiced their profession for a minimum of 5 years
 - demonstrate effective verbal communication skills;
 - are clear and concise writers;
 - are willing to travel;
 - are willing to participate in inspections for a minimum of 5 years.; and
 - work collegially as a member of a team.
5. The names of trained CDBC Inspectors will be held in a “pool.” The Registrar will recommend to the Inquiry Committee the appointment of Inspector(s) from the “pool,” taking into consideration the Inspector’s:
 - experience in the scope of practice area of the complaint;
 - proximity to the geographic area of the complainant and registrant; and
 - experience investigating complaints.

6. Inspectors are paid an hourly rate established in policy by the CDBC on the Inquiry Committee's recommendation (refer to Inquiry Committee policy Ic-03, Inspector Compensation). Payment is made on receipt of a signed Investigation Expense Form. Expenses approved by the Registrar that are directly related to the investigation are reimbursed. Receipts must be attached to the expense claim form.

7. Inspectors have immunity for acts or omissions in good faith (s. 24, *Health Professions Act*). In addition, the CDBC has purchased an Errors and Omissions insurance policy that specifically covers all Inspectors' work.