

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**Registration Committee Meeting**  
**Monday, April 18, 2016**  
**8:35am to 2:30 pm**  
**College of Dietitians of BC office**  
**Suite 409, 1367 West Broadway, Vancouver, BC**  
**MINUTES**

**Present:** Tamar Kafka (Chair), Holly van Heukelom, (Vice-chair), Don Grant, Winnie Hung, Jackie Parsons, John Coupar (joined at 12:15pm)  
**Staff:** Fern Hubbard, Registrar; Chi Cejalvo, Deputy Registrar – Registration and Communications  
**Regrets:** none

Item #	Agenda Item	
1.	<b>Call to Order and Remarks of the Chair</b>	Tamar Kafka, Chair, called the meeting to order at 8:35am
1.1	<b>Welcome &amp; Round Table Introductions</b>	Tamar welcomed new Committee member, Jacqueline Parsons, RD and elected Board Member. Jackie provided information on her background and remaining Committee members and staff introduced themselves.
1.2	<b>Agreement on Agenda</b>	The agenda was adopted by consensus with the addition of password encryption for documents.
1.3	<b>Minutes of Jan. 29, 2016</b>	Circulated for information. Minutes of the Jan. 29/16 meeting were approved by e-mail ballot as circulated, on Feb. 11/16.
1.4	<b>Email Ballot Results and Approved Registrations</b>	Circulated for information and tracking.
2.	<b>Reports</b>	
2.1	<b>Staff Report</b>	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 highlighted expiry of the Mutual Recognition Reciprocity agreement with the Dietitians Association of Australia and noted that applicants for registration from Australia are currently being processed as other international applicants. Fern also highlighted the recent webinar on Unregulated Nutrition Practitioners held on April 6/16 from 1:30 am to 12:00 pm. The webinar was well attended by approximately 100 participants.
2.2	<b>Legislation Report</b>	Fern reported that the CDIBC bylaw amendments will be in force on May 7 and that work on amending the Dietitians Regulation is proceeding. Fern relayed her discussions with Ministry of Health Staff on a possible new "Restricted Activity" that limits the provision of "medical nutrition therapy" to RDs. Fern will provide an update at the next meeting.
3.	<b>Orientation/Committee Succession</b>	
3.1	<b>IED Assessment for Substantial Equivalence – Practical Upgrading</b>	Chi presented the practical assessment portion of the IED assessment process to Committee members. To ensure consistency and transparency in the assessment process, members discussed the minimum requirements for practical upgrading. Committee members were informed that in the absence of a formal internship for IEDs and until a BC "bridge" program is developed, the CDIBC will recommend practical upgrading based on comparisons with the UBC dietetic internship hours (i.e. 1480 hrs).
3.2	<b>Presentation – Orientation to Regulation, by Catharine Herb-Kelly, QC</b>	Cathy Herb-Kelly, QC and CDIBC's legal counsel presented on Health Regulation and the roles/responsibilities of the Registration Committee under the <i>Health Professions Act</i> (HPA). Her PowerPoint presentation will be circulated to Committee members and added to the Registration Committee Orientation Manual.
4.	<b>Decisions/Directions</b>	

4.1	<b>Upgrading Courses Review Projects</b>	
4.1.1	<b>Presentation: Nutrition Management Courses Review – Shemina Patni</b>	Consultant, Shemina Patni, RD presented her findings on the Nutrition Management Courses Review Project and made recommendations to the Registration Committee on suitable courses for upgrading in Nutrition Management.
4.1.2	<b>Approval of Upgrading Courses List – Nutrition Management</b>	<p>Committee members reviewed and discussed the results and recommendations on Nutrition Management courses for upgrading.</p> <p><b><i>The Registration Committee resolves to approve the following courses for academic upgrading in Nutrition Management:</i></b></p> <ol style="list-style-type: none"> <li>1. <b><i>DTC 350 Food Service Systems Management I; Eastern Michigan University</i></b></li> <li>2. <b><i>DTC 450 Food Service Systems Management II; Eastern Michigan University</i></b></li> <li>3. <b><i>HMD 341 Principles of Food Productions Management; Kansas State University</i></b></li> <li>4. <b><i>FSRV 4323 Financial Management of Food Service Operations; Langara College</i></b></li> <li>5. <b><i>Food Service Systems Management; HealthcareCAN</i></b></li> <li>6. <b><i>FSRV 4324 Quality Food Production; Langara College</i></b></li> <li>7. <b><i>NUFS 461 Food Service Systems Management; University of Alberta</i></b></li> <li>8. <b><i>NHM 374 Quantity Food Production and Service; University of Alabama</i></b></li> <li>9. <b><i>ACCT 250 Accounting for Managers; Athabasca University</i></b></li> <li>10. <b><i>ACCT 253 Introductory Financial Accounting; Athabasca University</i></b></li> <li>11. <b><i>BUS 3000 Human Resources Management; University of Guelph</i></b></li> <li>12. <b><i>BUSM 2115 Human Resources Management; Langara College</i></b></li> <li>13. <b><i>CACC 100 Introductory Financial Accounting</i></b></li> <li>14. <b><i>HMD 560 Management in Dietetics; Kansas State University</i></b></li> <li>15. <b><i>HTM2030DE Control Systems in Hospitality Tourism Industry; University of Guelph</i></b></li> <li>16. <b><i>Business Management and Marketing; HealthcareCAN</i></b></li> <li>17. <b><i>Human Resources Management and Communications HealthcareCAN</i></b></li> </ol> <p><b><i>Carried</i></b></p> <p><b><i>The Registration Committee resolves to remove HMD 342 Food Production Management; Kansas State University and HMD 426 Financial Management in Dietetics; Kansas State University from the List of Approved Upgrading Courses.</i></b></p> <p><b><i>Carried</i></b></p>
4.2	<b>Bridge Program</b>	The CDBC was invited by the College of Dietitians of Alberta to observe its assessment process for Internationally Educated Dietitians wishing to practice in Alberta. Chi shared her findings on the process which is conducted by the University of Alberta. Chi also shared the potential for aspects of the assessment process to be incorporated into CDBC's assessment process for IEDs. This includes the U of A's Bridge Program for Internationally Educated Dietitians – a series of online modules that introduce Canadian health care and national dietetic competencies. Fern reviewed other recent bridge program developments and activities that have occurred since the January 29/16 meeting including: Briefing note on the status of bridging for IEDs in BC prepared for the Minister of Advanced Education (Andrew Wilkinson); possible funding opportunities for bridging through the Ministry of Jobs, Tourism and Skills Training (MJTST); discussions with MJTST and the Ministry of Health and the upcoming meeting with the Dean of Land and Food Systems at the University of British Columbia. Progress on bridging continues to evolve. CDBC Staff will keep the Committee informed and seek direction as needed.
5.	<b>Information/Discussion</b>	
5.1	<b>CDBC Bylaws</b>	

5.1.1	<b>Registration Policies</b>	Fern informed the Committee that CDBC bylaw amendments have been approved by the BC Ministry of health and will be enacted on May 7, 2016. This will lead to the need for revisions to existing CDBC policies. Current registration policies will be impacted and additional registration policies will need to be developed. Action – CDBC staff will revise existing registration policies and develop new policies to reflect the bylaw amendments. These amended policies will be circulated to Registration Committee members for review and approval as they are completed.
5.2	<b>Registration Applicants' Progress</b>	Circulated for information.
6.	<b>Next Meetings</b>	The next in-person meetings are scheduled for September 26, 2016 and January 23, 2017 from 9:30am until approximately 3:30pm, at the CDBC office.
7.	<b>Announcements</b>	None
8.	<b>Adjournment</b>	The meeting was adjourned by consensus at 2:25 pm.

The minutes were approved as circulated via email ballot on May 3, 2016.