

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**Registration Committee Meeting**

**Monday, January 15, 2018**  
**9:32 am to 2:47 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, John Meneghello and Jackie Parsons (via teleconference)

**Staff:** Joanie Bouchard, Registrar and Chi Cejalvo, Deputy Registrar – Registration and Communications

Item #	Agenda Item	
<b>1.</b>	<b>Call to Order and Remarks of the Chair</b>	
1.1	<b>Welcome &amp; Round Table Introductions</b>	Tamar Kafka, Chair, called the meeting to order at 9:30am and welcomed Committee members.
1.2	<b>Agreement on Agenda</b>	The agenda was revised and adopted by consensus.
1.3	<b>Minutes of September 25 and November 6, 2017</b>	Circulated for information. Minutes of the September 25 and November 6, 2017 meetings were approved by e-mail ballot as circulated, on October 30 and November 22, 2017, respectively.
1.4	<b>Email Ballot Results and Approved Registrations</b>	Circulated for information and tracking.
<b>2.</b>	<b>Reports</b>	
2.1	<b>Staff Report</b>	Circulated for information. Chi reviewed registration statistics with Committee members. Joanie reported on CDBC activities since the last Registration Committee meeting including the Alliance of Canadian Dietetic Regulatory Bodies' development of guiding principles for the National Requirements for Virtual Dietetic Practice, and the Alliance's stance on Skin Pricking and Allergy Testing by RDs. Joanie also highlighted CDBC discussions with Dietitians of Canada on the use of testimonials, as well as providing recent feedback on a prospective private nutrition course seeking approval through the Ministry of Advanced Education, Skills and Training. Progress on the CDBC's Share IT Consortium project was also discussed.
2.2	<b>Legislation Report</b>	Joanie reported on the College's ongoing discussions with Ministry of Health (MOH) staff regarding Dietitians Regulation and answered questions. She also shared progress on Bylaw amendments that were submitted to the MOH for consultation on November 1, 2017.
<b>3.</b>	<b>Orientation/Committee Succession</b>	
3.1	<b>Committee Appointments/ Terms (2018-2020)</b>	Chi reported that a call for Committee participation was circulated to registrants in mid-December. The deadline to submit expressions of interest for Committees is January 26, 2018. After this date, Information on prospective candidates will be compiled and sent to Committee members for review and selection. The Committee discussed the importance of selecting new participants with skills and abilities that would complement the attributes of the existing members, in order to strengthen the capacity of the Committee overall. International education and long term care were mentioned as important

		<p>area of expertise for this Committee. One member also suggested to include desired skills and attributes in future calls for expressions of interest for the Committee.</p> <p>Action 1 - CDBC staff will email candidate information to Committee members for review and selection.</p> <p>Action 2 – Staff to forward Committee recommendations to the Board for approval.</p> <p>Jackie Parsons, Board Representative, announced that she did not seek re-election to the board for the 2018-2020 term. As a result, she is not eligible for re-appointment to the Committee, by the Board. Joanie reported that the Board will determine Committee appointments by Board members, at their March 2018 meeting.</p> <p>Members thanked Jackie for her participation in the Registration Committee and her dedication and commitment to the College.</p>
	<b>Committee Chair and Vice Chair Appointments (2018-2019)</b>	<p>Tamar Kafka, Chair and Holly van Heukelom provided insights into the work involved in fulfilling Chair and Vice-chair rolls for the Registration Committee. Each Committee member was given the opportunity to express her/his interest in taking on the roles of Chair or Vice-Chair for the 2018-2019 year.</p> <p><b><i>The Registration Committee recommends to the Board the following Chair and Vice-chair appointments for one-year terms, April 1, 2018 to March 31, 2019: Holly van Heukelom, Registration Committee Member, as Chair; and Tamar Kafka, Registration Committee Member, as Vice-chair. Moved by Don Grant. Carried unanimously</i></b></p> <p>Action 3 – Staff to forward recommendations to the Board for approval.</p>
<b>4.</b>	<b>Decisions/Directions</b>	
<b>4.1.</b>	<b>Internationally Educated Dietitian - RH</b>	<p>Chi provided a summary of International Applicant, RH's assessment for registration and answered questions.</p> <p><b><i>The Registration Committee resolves to approve RH's Self-Directed Learning Plan as submitted, for completion by January 31, 2021. Moved by Holly van Heukelom; Carried unanimously.</i></b></p> <p>Action 4 – Staff to inform RH of Committee's decision.</p>
<b>4.2</b>	<b>Sole and Private Practitioner – Interpretive Guide</b>	<p>Registration Committee members reviewed a second draft of <i>the Sole and Private Practitioner Interpretive Guide</i> and provided feedback. Members requested edits to the document which include:</p> <ul style="list-style-type: none"> <li>• Changing any wording on “Supervision” to “Mentorship”</li> <li>• Applying sole and private to any economic sector</li> <li>• Providing a decision tree to aid RD(T)s in determining the need for mentorship</li> <li>• Encouraging RD(T)s to access mentors regardless of the mentorship requirement, in order to strengthen skills, knowledge, networking, etc.</li> <li>• Establishing meeting schedules between the RD(T) and mentor (monthly or bimonthly meetings suggested)</li> <li>• Clarifying the employment situation where sole and private practice may occur</li> </ul> <p>Action 5 – Staff to revise document and circulate to Committee members via email for review and/or approval</p>
<b>4.3</b>	<b>Registration Committee Policies</b>	
<b>4.3.1</b>	<b>New Draft Policy Rc-19: Sole and Private Practitioner</b>	<p>Committee members deferred discussion on policy <i>Rc-19: Sole and Private Practitioner</i> until revisions to the <i>Sole and Private Practitioner Interpretive Guide</i> are complete.</p> <p>Action 6 – Upon completion of the <i>Sole and Private Practitioner Interpretive Guide</i>, staff to edit policy <i>Rc-19: Sole and Private Practitioner</i> and circulate to Registration Committee for review and/or approval via email ballot.</p>
<b>4.3.2</b>	<b>New Draft Policy Rc-17: Removed In Good Standing</b>	<p>Committee members reviewed new draft <i>Policy Rc-17: Removed In Good Standing</i> and made revisions. Chi provided background information on the process for registrants who resign from the CDBC and answered questions.</p> <p><b><i>The Registration Committee resolves to approve policy Rc-17: Removed in Good Standing as circulated, and recommends approval by the Board. Moved by Jackie Parsons. Carried unanimously.</i></b></p> <p>Action 7 – Staff to forward policy <i>Rc-17: Removed In Good Standing</i> recommendation to the Board for review/approval.</p>

4.3.3	<b>New Draft Policy Rc-18: Reinstatement</b>	Committee members reviewed new draft <i>Policy Rc-18: Reinstatement</i> and made revisions. Chi provided information on reinstatement of former registrants and clarified the process depending on the length of time a former registrant is away from the CDBC. <b><i>The Registration Committee resolves to approve policy Rc-18: Reinstatement, as amended, and recommends approval by the Board. Moved by Don Grant. Carried unanimously.</i></b> Action 8 – Staff to forward amended policy <i>Rc-18: Reinstatement</i> recommendation to the Board for review/approval.
4.3.4	<b>New Draft Policy Rc-20: Supervision After CDRE Failure</b>	Committee members reviewed new draft policy <i>Rc-20: Supervision After Canadian Dietetic Registration Examination (CDRE) Failure</i> . Chi and Joanie answered questions and provided information on how temporary registrants who fail their first attempts at the CDRE are impacted once the November 2017 bylaw amendments are enacted. <b><i>Subject to approval of the November 2017 CDBC Bylaw Amendments by the BC Ministry of Health, the Registration Committee resolves to approve policy Rc-20: Supervision After CDRE Failure, as amended. Moved by Winnie Hung. Carried unanimously.</i></b> Action 9 – Staff to forward amended policy <i>Rc-20 Supervision After CDRE Failure</i> recommendation to the Board for review/approval.
4.3.5	<b>Updated Policy Rc-04: Temporary Registration</b>	Committee members reviewed updated policy <i>Rc-04: Temporary Registration</i> . Chi summarized the updates based on the November 2017 bylaw amendments and answered questions. <b><i>Subject to approval of the November 2017 bylaw amendments by the BC Ministry of Health, the Registration Committee resolves to approve policy Rc-04: Temporary Registration, as amended. Moved by Holly van Heukelom. Carried unanimously.</i></b> Action 10 – Staff to forward amended policy <i>Rc-04: Temporary Registration</i> recommendation to the Board for review/approval.
4.3.6	<b>Updated Policy Rc-03: Full Registration – Substantial Equivalence</b>	Committee members reviewed updated policy <i>Rc-03: Full Registration – Substantial Equivalence</i> . Chi highlighted the updates based on the November 2017 bylaw amendments and answered questions. <b><i>Subject to approval of the November 2017 bylaw amendments by the BC Ministry of Health, the Registration Committee resolves to approve policy Rc-03: Full Registration – Substantial Equivalence, as amended. Moved by John Meneghello. Carried unanimously.</i></b> Action 11 - Staff to forward amended policy <i>Rc-03: Full Registration – Substantial Equivalence</i> recommendation to the Board for review.
5.	<b>Information/Discussion</b>	
5.1	<b>Restricted Activities Review Project</b>	Committee members reviewed the Restricted Activities Review Project Status Report submitted by consultants on January 12, 2018. Chi and John Meneghello reported on activities completed by the Restricted Activities Working Group to date and answered questions. Consultants will provide draft recommendations and a preliminary report to the CDBC in February. Action 12 – Staff to circulate Restricted Activities Review Project any submitted documents to Committee members for review and feedback.
5.2	<b>Canadian Dietetic Registration Examination (CDRE)</b>	Joanie and Chi provided information on the November – December 2017 sitting of the CDRE. This was the first time the CDRE was overseen by the Alliance of Canadian Dietetic Regulatory Bodies’ (the Alliance’s) new contractor – Yardstick Assessment Strategies. Some issues were identified for this first CDRE. These will be brought to the Alliance for discussion and action.
5.3	<b>Registration Applicants’ Progress</b>	Circulated for information.
5.4	<b>Practical Assessment Process Update</b>	Chi reported on the status of the Practical Assessment Process for International Applicants. Potential Dietitian evaluators have been identified and are awaiting direction from the CDBC. The CDBC will pilot test the process in upcoming months, once suitable applicants are ready to be evaluated.

5.3	<b>Policy Approvals Update</b>	<p>Chi reported on the Board approval's approval of recent items recommended by the Registration Committee including:</p> <ul style="list-style-type: none"> <li>• Revised policy Rc-13: Restricted Activities</li> <li>• Internationally Educated Dietitians (IEDs) Practical Assessment Process</li> <li>• IED Practical Assessment Fee (\$400)</li> <li>• Rescind CDBC bylaws – Schedule F</li> <li>• Rescind policy Rc-07 – Applicants Trained in the USA</li> <li>• Assessment of US Trained Applicants as IEDs</li> </ul>
6.	<b>Next Meetings</b>	<p>The next in-person meetings are scheduled for April 30, 2018 and October 1, 2018, from 9:00 am until approximately 3:00 pm, at the CDBC office.          Committee members set a new password for confidential documents to be used for the 2018-2019 year.</p>
7.	<b>Announcements</b>	<p>Tamar announced that Winnie Hung will complete her third and final term with the Registration Committee on March 31, 2018. Winnie thanked members for a rewarding experience with the Committee. Winnie enjoyed sharing her experience as an internationally trained dietitian and her expertise in private practice and long term care.          Thank you, Winnie for your commitment to the CDBC!          Members also thanked Jackie Parsons again, for her hard work on the Registration Committee and the Board of Directors.          Thank you, Jackie!</p>
8.	<b>Adjournment</b>	<p>The meeting was adjourned by consensus at 2:00 pm.</p>

**The minutes were approved as amended via email ballot on February 2, 2018.**