

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
Registration Committee Meeting
Monday, January
9:40am to 3:35 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 (via webcast).
Staff: Fern Hubbard, Registrar; Chi Cejalvo, Deputy Registrar – Registration and Communications
Regrets: John Coupar

Item #	Agenda Item	
1.	Call to Order and Remarks of the Chair	Tamar Kafka, Chair, called the meeting to order at 9:45am.
1.1	Welcome & Round Table Introductions	Tamar welcomed all Committee members.
1.2	Agreement on Agenda	The agenda was revised and adopted by consensus. Members requested that Registration Meeting Package page numbers be adjusted to match the electronic document and relocated on the agenda to improve access.
1.3	Minutes of September 26, 2016.	Circulated for information. Minutes of the September 26/16 meeting were approved by e-mail ballot as circulated, on October 12/16.
1.4	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. Chi noted that registration statistics were not completely reconciled for this period due to the implementation of the new CDBC database. Fern reported on CDBC activities since the last Registration Committee meeting including interactions with the Alliance of Canadian Dietetic Regulatory Bodies, the Partnership on Dietetic Education and Practice (PDEP), and the BC Health Regulators, and answered questions. Fern highlighted the Alliance's review of the Integrated Competencies for Dietetic Education and Practice by contractor David Kane. Fern also highlighted the amalgamation of the three nursing colleges in BC (Registered Nurses and Nurse Practitioners, Registered Psychiatric Nurses and Registered Licensed Practical Nurses), and the CDBC Board's interest in exploring the possibility of sharing space at a new College of Registered Nurses of BC building, as part of the BC Health Regulators' activities.
2.2	Legislation Report	Fern reported that the CDBC bylaws are undergoing a new set of amendments related to registration and the Canadian Dietetic Registration Examination. These new bylaw amendments were circulated for public consultation in December 2016. The CDBC has received feedback from another dietetic regulatory college. This feedback will be incorporated into the bylaws amendments. Consultation continues until March 10 2017 (i.e. a 90 day period). After this time, the CDBC will submit the bylaw amendments to the Ministry of Health for filing. Work on amending the Dietitians Regulation continues. Fern relayed information on the College's ongoing discussions with Ministry of Health staff regarding bylaw amendments and Dietitians Regulation and will provide an update at the next meeting.
3.	Orientation/Committee Succession	

3.1	Committee Appointments/Terms (2017-2019)	<p>Members discussed upcoming vacancies on the Registration Committee and selected appointment preferences for recommendation to the Board.</p> <p>The Registration Committee resolves to forward the following re-appointment preferences to the Board:</p> <ul style="list-style-type: none"> • Holly van Heukelom, registrant for a 2nd term of two-years, April 1, 2017 to March 31, 2019 • Tamar Kafka, registrant, for a 3rd term of two-years, April 1, 2017 to March 31, 2019; and • Don Grant, public representative, for a 3rd term of two years, April 1, 2017 to March 31, 2019. <p>Carried.</p>
3.2	Committee Chair/Vice Chair Appointments (2017-2018)	<p>Members discussed upcoming vacancies for the Chair and Vice-chair positions on the Registration Committee and made appointment preferences for recommendation to the Board.</p> <p>The Registration Committee recommends to the Board the following Chair and Vice-chair appointments for one-year terms, April 1, 2017 to March 31, 2018.</p> <ul style="list-style-type: none"> • Tamar Kafka, registrant member as Chair; and • Holly van Heukelom, registrant member as Vice-chair. <p>Carried.</p>
5.	Information/Discussion	
5.1.2	Restricted Activity B – UBC Course Approval	<p>Chi and Jackie relayed the results of the Board’s review of the UBC proposal for Restricted Activity Course Approval. The Committee discussed the board’s concerns about the proposal and UBC’s formal responses to those concerns. Members also discussed the addition of Practice Readiness to Quality Assurance Committee policy: QaC-05 Professional Practice as one way to help address issues identified by the board.</p> <p>Action 1 – Chi to circulate Policy QaC-05 Professional Practice to the Registration Committee for feedback</p> <p>Action 2 – Registration Committee Members to provide feedback on policy QaC-05 prior to review by the Quality Assurance Committee.</p> <p>The Committee also discussed policy Rc-12 Proof of Competence, Restricted Activity Program Approval and how the UBC proposal fulfilled the requirements of this policy. The following resolution was passed:</p> <p>Knowing the Board’s concerns regarding the UBC Proposal for Restricted Activity B Course Approval, and based on policies Rc-12: Proof of Competence Program Approval and QaC-05: Professional Practice (draft) and with consideration of the Registration Committee’s re-review of the UBC proposal for Restricted Activity B Course Approval, the Registration Committee resolves to again recommend that the proposal be approved by the Board.</p> <p>Carried.</p>
4.	Decisions/Directions	
4.1.	Registration Committee Policies – Development	<p>Chi reviewed the upcoming bylaw amendments shared by Fern and highlighted those amendments which will impact registration. Committee members reviewed proposed new policies Rc-13, Rc-14, Rc-15, and Rc-16. Chi and Fern answered questions and clarified revisions to the policies as needed. The policies were approved by the Registration Committee with revisions and will be recommended to the CDBC Board for approval.</p>
4.1.1	Policy Rc-13: Restricted Activities	<p>The Registration Committee resolves to approve revised policy Rc-13: Restricted Activities, as revised and recommends approval to the Board.</p> <p>Carried.</p>
4.1.2	Policy Rc-14: Examinations – CDRE and JED	<p>The Registration Committee resolves to approve revised policy Rc-14: Examinations – CDRE and JED, as revised and recommends approval to the Board.</p> <p>Carried.</p>
4.1.3	Policy Rc-15: Competence Self-Assessment Process	<p>The Registration Committee resolves to approve policy Rc-15: Competence Self-Assessment Process, as revised.</p> <p>Carried.</p>

4.1.4	Policy Rc-16: Canadian Dietetic Registration (CDRE) Examination – Appeals	<i>The Registration Committee resolves to approve revised policy Rc-16: Canadian Dietetic Registration (CDRE) Examination – Appeals, as revised and recommends approval to the Board. Carried.</i>
4.2	Restricted Activity B – Course Approval	
4.2.1	Presentation: Allison Cormier – Fraser Health Authority Training Program	Allison Cormier, Dietitian Practice Leader, Burnaby Hospital – Fraser Health, presented a proposal requesting that the Fraser Health Authority Training Program be approved as proof of competence to practice Restricted Activity B. Allison also answered questions about the program’s ability to fulfill the Course Approval requirements for Restricted Activity B. Committee members noted that course authors and their qualifications were not detailed in the proposal. Action 1 – Allison Cormier will submit course author and their qualifications information to the CDBC, in writing. Action 2 – CDBC staff to confirm the course author’s and their qualifications.
4.2.2	Discussion: Approval of Fraser Health Authority Training Program for Restricted Activity B	Committee members discussed approval of the Fraser Health training program as proof of competence to practice Restricted Activity B based on review of Fraser Health’s submitted written proposal and Allison Cormier’s presentation. Based on the criteria in policy Rc-12: Proof of Competence Restricted Activity Program Approval, the Registration Committee resolves to recommend that the Board approve the Fraser Health Authority Training Program completion as proof of competence to register with Restricted Activity B, valid for two years after completion, subject to confirming the course authors and their qualifications. Carried.
4.3	Internationally Educated Dietitians Assessment	
4.3.1	Approval of Self-Directed Learning Plan – TM	The Committee reviewed the application package of TM and CDBC Staff answered questions. <i>The Registration Committee resolves to approve TM’s Self-Directed Learning Plan as revised, for completion by January 31, 2020 and eligibility for Temporary Registration. Carried.</i> Action 1 – CDBC staff will inform TM of the Committee’s decision.
5.	Information/Discussion (continued)	
5.1	Board Approval	
5.1.1	Registration Policy Rc-05: Examination Eligibility – Third and Subsequent Attempts	Fern shared that the Alliance of Dietetic Regulatory Bodies has set the maximum number of CDRE attempts permitted by any candidate is three. The Board reviewed policy Rc-05: Examination Eligibility – Third and Subsequent Attempts and recommended revisions based on the Alliance’s change in legal opinion and the need for change in the CDBC bylaws. Chi shared the revisions to policy Rc-05 with Committee members as information only.
5.2	Internationally Educated Dietitians (IED) Practical Assessment Project – Funding Proposal; Ministry of Jobs, Tourism and Skills Training (MJTST)	Fern and Chi provided details of the IED Practical Assessment Project that was approved by the MJTST. The College has hired two consultants to carry out the project. Consultants commenced work on December 1, 2016 and submitted a progress report of activities completed to date for the Registration Committee’s review. Chi highlighted activities of the progress report that was submitted by the consultants on December 20, 2016. Chi also reviewed activities from additional discussions with the consultants that have occurred since the progress report submission. The project is currently on budget and on time according to the project work plan.
5.3	Canadian Dietetic Registration Examination (CDRE)	

5.3.1	November 3 & 4, 2016 Results	Chi reported that 36 candidates from the November 3 and 4, 2017 CDRE took the exam. Breakdown of exam candidates were: UBC graduates = 29; Graduates from other Canadian programs listed on the CDBC Schedule E = 3 (3 ON); Mutual Recognition = 2 (1 DAA; 1 USA); Internationally Educated Dietitians = 2 (1 IDPP; 1 Other). 32 candidates passed while four candidates failed. Breakdown of unsuccessful exam candidate were: UBC Graduates = 1; Mutual Recognition = 1 USA; Internationally Educated Dietitians = 2 (1 IDPP; 1 Other). All unsuccessful candidates have submitted formal appeals of their examination results. Appeal outcomes have not yet been determined.
5.3.2	Alliance's CDRE Service Provider Contract (2017)	Fern reported that the Alliance's contract with the current CDRE provider has been extended to after the May 2017 exam sitting. This contract has been extended while the contract with the new examination provider is being finalized and secured.
5.4	Registration Applicants' Progress	Circulated for information. Chi reported that 2 IEDs have completed upgrading during this past period and are now eligible to apply for registration with the CBDC. Chi also reported that IED – LB has begun a practicum placement in Clinical Nutrition with Fraser Health. LB is the first IED to do practical training upgrading in Clinical Nutrition at Fraser Health without being associated with any academic institution. Feedback on LB's progress from the Clinical Nutrition preceptors is positive thus far.
6.	Next Meetings	The next in-person meetings are scheduled for May 1, and September 25, 2017 from 9:30am until approximately 3:30pm, at the CDBC office.
7.	Announcements	Fern announced her retirement from the CDBC after almost 13 years! She will be completing her role as Registrar of the CDBC effective May 1, 2017. Thank you, Fern for your commitment to the CDBC!
8.	Adjournment	The meeting was adjourned by consensus at 3:30 pm.

The minutes were approved as corrected via email ballot on March 08, 2017.