

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
Registration Committee Meeting

Monday, May 1, 2017
9:35 am to 2:40 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 and John Meneghello.
Staff: Fern Hubbard, Registrar and Chi Cejalvo, Deputy Registrar – Registration and Communications
Regrets:

Item #	Agenda Item	
1.	Call to Order and Remarks of the Chair	Tamar Kafka, Chair, called the meeting to order at 9:30am.
1.1	Welcome & Round Table Introductions	Tamar welcomed all Committee members. All members introduced themselves.
1.2	Agreement on Agenda	The agenda was revised and adopted by consensus.
1.3	Minutes of January 23, 2017	Circulated for information. Minutes of the January 23, 2017 meeting were approved by e-mail ballot as circulated, on March 8, 2017.
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 derived from 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. Chi provided information on registration renewal using the new Shared IT System, including experience ratings and comments provided by registrants. This information will be used as part of the ongoing improvement and implementation of the IT System.
2.2	Legislation Report	Fern reported that the new CDBC bylaw amendments related to registration and the Canadian Dietetic Registration Examination will be in force on May 10, 2017. Fern also relayed information on the College's ongoing discussions with Ministry of Health staff regarding Dietitians Regulation. The Ministry of Health (MOH) will be surveying other jurisdictions on dietetic scope of practice as part of the work on Dietitians Regulation.
3.	Orientation/Committee Succession	
3.1	Annual Review of Orientation Manual (2017-2018)	CDBC staff provided an overview of the Registration Committee Orientation Manual. Staff also reviewed policy Bd-12: Board and Committee Members' Code of Conduct and signed Code of Conduct Declarations. Action 1 – Staff to add a policies review schedule to the Registration Committee Policies Index Action 2 – Staff to add public protection mandate reminder to all Registration Committee information packages

4.	Decisions/Directions	
4.1.	Restricted Activities	
4.1.1	Policy Rc-13: Restricted Activities	Chi presented suggested changes/edits to policy Rc-13: Restricted Activities and answered questions. . The purpose of the policy revisions are to ensure greater currency in knowledge, skills, abilities and judgement when practicing restricted activities. Members discussed rationale for changes and asked for clarification. The Registration Committee resolves to approve revised policy Rc-13: Restricted Activities, as revised and recommends approval to the Board. Carried. Action 3 – Staff to advise registrants on the expiry dates of approved courses for proof of competence to practice restricted activities Action 4 – Staff to explore the addition of restricted activities' course expiration dates notifications in the Shared IT System
4.1.2	Restricted Activity B – Course Approval Results	Chi shared results of the Board of Directors March 3, 2017 review of proposals for restricted activity B course approvals and answered questions.
4.1.3	Restricted Activities – Working Group	Chi, Jackie and John provided background information on the Board of Directors' March 3, 2017 request for a Restricted Activities Working Group to review registration policy Rc-12: Proof of Competence, Restricted Activity Course Approval and Restricted Activity Core Competencies. The purpose of the RA Working Group is to improve the approval process for courses that provide proof of competence to practice Restricted Activities. The Committee developed a draft Terms of Reference for the Restricted Activity Working Group and discussed actions required to move a working group forward. 1) The Registration Committee resolves to approve the Restricted Activity Working Group Terms of Reference as revised and recommends approval by the Board. Carried. 2) The Registration Committee recommends the Board allocate funds in the 2017/18 budget to contract a consultant/consultants to oversee a Working Group of Subject Matter experts to review and update policy Rc-12: Proof of Competence – Restricted Activity Program Approval. Carried Action 5 – Upon approval by the Board, staff to organize a call for expressions of interest for Restricted Activity Working Group members. Action 6 – Upon approval by the Board, staff to organize a request for proposals for a Consultant to oversee the Restricted Activities Working Group
4.2	IED Practical Assessment Project	
4.2.1	Project Update	Deferred.
4.2.2	Presentation: Mary Flesher and Billie Jane Herмосura – IED Practical Assessment Project	Mary Flesher & Billie Jane Herмосura, Project Consultants, presented their work on the IED Practical Assessment Project to the Registration Committee and answered questions.
4.2.3	Decision – Approval of IED Practical Assessment Project	Committee members discussed the consultants' presentation and how their recommendations impact the Assessment process for IEDs. Members also discussed an implementation plan for the IED practical assessment process. The Registration Committee resolves to recommend that the Board approve the practical assessment process as one component of the Assessment for Registration process for Internationally Educated Dietitians. Target implementation date is April 1, 2018. Carried.
4.3	Registration Committee Policies – Revision	

4.3.1	Policy Rc-04 – Temporary Registration	Chi presented revisions to policy Rc-04: Temporary Registration. The edits were made to incorporate changes brought about by the new CDBC bylaw amendments in force May 10/17. Members discussed and clarified that suitable levels of professional dietetic support would allow temporary registrants to practice as sole and private practitioners. <i>The Registration Committee resolves to approve policy Rc-04: Temporary Registration, as circulated/revised and recommends approval to the Board. Carried.</i>
5.	Information/Discussion	
5.1	Board Approval	
5.1.1	Policy Qac-05: Professional Practice	Chi provided an update on the Quality Assurance Committee's policy Qac-05: Professional Practice. Proposed policy revisions will be reviewed by the QA Committee on May 8/17. No actions required by the Registration Committee.
5.2	Canadian Dietetic Registration Examination (CDRE)	
5.2.1	November 3 & 4, 2016 Appeal Results	Chi reported on appeal results for the November 3 and 4, 2017 CDRE. Of the 4 appeals submitted, two appeals were approved by the CDBC Registrar and two were denied based on the Alliance of Dietetic Regulatory Bodies' policies.
5.2.2	Alliance's CDRE Service Provider Contract (2017)	Fern reported that the Alliance's contract with the current CDRE provider will end after the May 12 & 13, 2017 exam sitting. The new examination contractor, ASI, will be in place for the November 2017 CDRE.
5.3	Registration Applicants' Progress	Circulated for information. Chi reported that 3 IEDs have completed upgrading during this past period and registered with the CBDC.
6.	Next Meetings	The next in-person meetings are scheduled for September 25, 2017 and January 22, 2018 from 9:30 am until approximately 3:30 pm, at the CDBC office.
7.	Announcements	No announcements were made.
8.	Adjournment	The meeting was adjourned by consensus at 2:40 pm.

The minutes were approved as corrected via email ballot on May 15, 2017.