

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
Registration Committee Meeting

Monday, September 25, 2017
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, Jackie Parsons and John Meneghello.
Staff: Joanie Bouchard, 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 9:32am.
1.1	Welcome & Round Table Introductions	Tamar welcomed Committee members and Joanie Bouchard, new CDBC Registrar. 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 May 1, 2017 meeting were approved by e-mail ballot as circulated, on May 15, 2017.
1.4	Email Ballot Results and Approved Registrations	Circulated for information and tracking. Chi provided information on registration terms produced by the new Shared IT System Database.
2.	Reports	
2.1	Staff Report	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' approval of the Competencies for Dysphagia Assessment Management Document and the National Requirements for Virtual Dietetic Practice documents. Joanie also discussed the Partnership on Dietetic Education and Practice's (PDEP's) upcoming view of the Integrated Competencies for Dietetic Education and Practice (ICDEP).
2.2	Legislation Report	Joanie reported 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	Orientation Manual Updates (2017-2018)	Chi provided a brief overview of updates to the Registration Committee Orientation Manual that have come about due to staff change at the CDBC and Registration Committee policies revision and development.
4.	Decisions/Directions	
4.1.	Restricted Activities	
4.1.1	Restricted Activities – Working Group	Chi reviewed the purpose of the CDBC project with the Committee. Jackie and John provided additional background information on the Board of Directors' Sept 13, 2017 teleconference request for budget recommendations for the project.

		<p>Committee members reviewed a submitted proposal and identified any planned project work that could be, or already has been completed by the CDBC. Committee members then determined a suitable budget range based on the adjusted project work.</p> <p>Action 1 – Staff to connect with prospective contractors and negotiate project work and appropriate budget within the range recommended by Committee members.</p> <p>Action 2 – Staff to advise Committee members on the negotiated budget for approval via email ballot.</p> <p>Action 3 – Joanie to forward the Committee’s budget recommendation for approval by the Board.</p> <p>Action 4 – Staff to finalize project contract once budget has been approved.</p>
4.2	US Trained Dietitians	
4.2.1	Applicant - CT	<p>Committee members reviewed CTs application for registration with the CDBC. Staff provided an overview of CT’s application and CDRE history and answered questions. Staff also provided additional information offered by legal counsel regarding interpretation of the CDBC bylaws and potential implications of the Committees decision to grant or deny registration CT. Committee members also discussed the issue of currency of CT’s dietetic knowledge, skills, abilities and judgement, within the Canadian context, in order to be competent at entry-to-practice level, in all dietetic practice areas. The following omnibus resolution was moved by Jackie Parsons and carried unanimously:</p> <p><i>The Registration Committee resolves to approve CT’s application for temporary registration for the 2017-2018 registration year. Upon successful completion of the Jurisprudence Examination for Dietitians, CT will be upgraded to full registration status. If not registered by March 31, 2018, CT must re-apply for registration according to the CDBC bylaws in force at the time CT’s new application is submitted.</i></p> <p><i>Upon reviewing all of CT’s documentation, the Registration Committee still has concerns about CT’s experience and continuing education in the areas of population and public health nutrition, nutrition management and the Canadian context of dietetic practice. Therefore, the Registration Committee resolves to strongly recommend that CT include the following learning goals in her first participation in the Continuing Competence Program, to ensure competence in all dietetic practice areas, within the Canadian context:</i></p> <ul style="list-style-type: none"> <i>a. one learning goal to orient self to the Canadian Health Care System, as a healthcare provider. Recommended course: “Orientation Course: Canadian Health Care, Culture and Context for Internationally Educated Healthcare Professionals” through the University of Toronto</i> <i>b. one learning goal in Population & Public Health Nutrition. Recommended course: Population/Public Health Needs Assessment, through Dietitians of Canada</i> <i>c. one learning goal in Nutrition Management. Recommended courses: “Food Matters! Enhancing the Patient Meal Experience” and the “Is Your Food Service Strategy so Yesterday?” learning on demand sessions through Dietitians of Canada”</i> <p>Action 5: Staff to consult legal counsel on the Continuing Competence requirements for registration renewal. Action 6: CDBC staff to notify applicant of Registration Committee decisions once legal counsel has advised.</p>
4.3	CDBC Bylaws	
4.3.1	Schedule F – Review for US Programs	<p>Chi reviewed the CDBC’s current process for registering US trained applicants and answered questions. Chi and Joanie also discussed the Alliance of Canadian Dietetic Regulatory Bodies’ activities and national position on assessing US trained applicants and the importance of having a national stance on assessing US trained applicants from a labour mobility perspective.</p> <p><i>The Registration Committee resolves to approve the assessment of US trained applicants as internationally educated Dietitians, using the Competence Self-Assessment Process and Practical Assessment Process, and recommends approval of this assessment process by the Board. Moved: Holly van Heukelom; Carried unanimously.</i></p>

		<i>The Registration Committee resolves to recommend that the Board rescind Schedule F – International Jurisdictions Recognized by the Board. Moved: John Meneghello; Carried unanimously</i> Action 7: Staff to forward recommendations to Board for approval.
4.4	Registration Committee Policies	
4.4.1	Policy Rc-07 – Applicants Educated in the USA	Staff noted that with the Registration Committee’s recommendation to rescind Schedule F – International Jurisdictions Recognized by the Board, policy Rc-07 – Applicants Educated in the USA would no longer be relevant to CDBC registration. <i>Subject to the approval of rescinding Schedule F, the Registration Committee resolves to rescind policy Rc-07- Applicants Educated in the USA and recommends it be approved by the Board. Moved: Don Grant; Carried unanimously.</i> Action 8: Staff to forward recommendations to the Board for approval.
4.4.2	Policy Rc-04 – Temporary Registration; Sole and Private Practice Questions and Answers	Registration Committee members reviewed a draft Sole and Private practice guidelines document. Staff provided background and rationale for the document and answered questions. Committee members requested edits to the documents to reflect: <ul style="list-style-type: none"> i. supervision by of RD(T)s by full registrants of the CDBC only; RDs must have expertise in the practice area which the RD(T) intends to provide sole and private practice; ii. a mentorship vs. supervisory model; iii. putting the onus on RD(T)s to secure their own mentors with expertise in the RD(T)s practice area; iv) guidelines for first mentorship meetings (e.g. resources, common situations, tips, etc.; v) RD(T)s duty to recognize limits to scope of practice and importance of adhering to the CDBC Code of Ethics and Standards of Practice. Action 9: Staff to revise Sole and Private Practice guidelines for review by the Registration Committee.
5.	Information/Discussion	
5.1	Canadian Dietetic Registration Examination (CDRE)	
5.1.1	May 12 & 13, 2017 Results	Chi reported that 11 candidates from the May 12 & 13, 2017 CDRE took the exam. Breakdown of exam candidates were: UBC graduates = 1; Graduates from other Canadian programs listed on the CDBC Schedule E = 6 (3 ON; 2 QC; 1 NS); Mutual Recognition = 3 (USA); Internationally Educated Dietitians = 1. 9 candidates passed while two candidates failed. Breakdown of unsuccessful exam candidate were: Mutual Recognition = 1 USA; Internationally Educated Dietitians = 1.
5.1.2	May 2017 Results	Chi reported on appeal results for the May 12 &13, 2017 CDRE. One appeal was submitted and approved by the CDBC based on irregularities in the examination admission process leading up to the CDRE attempt and the testing agency’s failure to implement requested accommodations adequately.
5.1.3	Alliance’s CDRE Service Provider Contract (2017)	Staff reported that the Alliance’s contract with the new CDRE provider & 13, 2017 is in place for the November 2017 CDRE. Staff provided information on key changes to the CDRE exam processes including: fee change (\$525.00 per CDRE); Exam appointment scheduling process through PearsonVUE (subcontracted CDRE site provider); administrative processes and results release dates.
5.2	Registration Applicants’ Progress	Circulated for information. Chi reported that 4 IEDs have completed upgrading during this past period and registered with the CBDC. One IED has withdrawn from the upgrading process after six years.
5.3	Policy Approvals Update	Deferred – discussed during item 2.2 Legislation Report
4.3	CDBC Bylaws (cont’d.)	

4.3.2	Bylaw Amendments	CDBC staff reviewed the proposed bylaw amendments and rationale for suggested changes as they related to registration issues. Action: Staff to forward Bylaw amendments to the Board for approval.
6.	Next Meetings	The next in-person meetings are scheduled for January 22, 2018 and April 30, 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 2:45 pm.

The minutes were approved as circulated via email ballot on October 30, 2017.