

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

**Registration Committee Meeting**

**Monday, September 26, 2016**

**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  
**Staff:** Fern Hubbard, Registrar; Chi Cejalvo, Deputy Registrar – Registration and Communications  
**Regrets:** John Coupar

<b>Item #</b>	<b>Agenda Item</b>	
<b>1.</b>	<b>Call to Order and Remarks of the Chair</b>	Tamar Kafka, Chair, called the meeting to order at 9:40am
<b>1.1</b>	<b>Welcome &amp; Round Table Introductions</b>	Tamar welcomed all Committee members.
<b>1.2</b>	<b>Agreement on Agenda</b>	The agenda was adopted by consensus. Don Grant asked questions regarding the order of agenda items. Chi provided rationale for order.
<b>1.3</b>	<b>Minutes of April 18 &amp; May 17, 2016.</b>	Circulated for information. Minutes of the April 18/16 meeting was approved by e-mail ballot as circulated, on April 29/16. Minutes of the May 17/16 meeting was approved by e-mail ballot as circulated on May 27/16.
<b>1.4</b>	<b>Email Ballot Results and Approved Registrations</b>	Circulated for information and tracking.
<b>2.</b>	<b>Reports</b>	
<b>2.1</b>	<b>Staff Report</b>	Circulated for information. Chi reviewed registration statistics with Committee members and answered questions. Fern reported on the CDBC activities since the last Registration Committee meeting including interactions with the Canadian Alliance of Dietetic Regulatory Bodies, the BC Government Ministries (i.e. Health; Jobs, Tourism and Skills Training; and Advanced Education) and the BC Health Regulators, and answered questions. Fern highlighted the Alliance's review of substantial equivalence of US trained dietitians. Fern also highlighted the Public Awareness Campaign of the BC Health Regulators. Chi and Fern also answered questions on recent decisions and hearings of the BC Health Professions Review Board.
<b>2.2</b>	<b>Legislation Report</b>	Fern reported that the CDBC bylaw amendments came into force on May 7/16 and that work on amending the Dietitians Regulation continues. Fern relayed information on the College's ongoing discussions with Ministry of Health staff and will provide an update at the next meeting.
<b>3.</b>	<b>Orientation/Committee Succession</b>	
<b>3.1</b>	<b>Registration Committee Terms of Reference</b>	Chi and Fern reviewed the roles and responsibilities of Committee members as outlined in the Registration Committee Terms of Reference and answered questions. It was noted that the Board will be amending the Terms of Reference to reflect the May16 bylaw amendments.
<b>4.</b>	<b>Decisions/Directions</b>	
<b>4.1</b>	<b>Registration of US Educated Dietitians</b>	Fern shared that the Alliance is currently reviewing the substantial equivalence of US dietetic education to the Integrated Competencies for Dietetic Education and Practice as there is concern about some US accredited internship programs. Chi provided statistics on the Canadian Dietetic Registration Examination (CDRE) pass/fail rates of US trained dietitians over the past 5 years. These were compared to National and BC pass/fail rates of the same period. The Alliance will be

		<p>meeting in October 2016. A coordinated approach to registering US trained RDs will be one of the items discussed at this meeting. Registration Committee members felt that more information is needed in order to make any decisions regarding the substantial equivalence of US trained RDs at the CDBC.</p> <p><b>Action 1</b> – Fern will provide an update on the Alliance’s coordinated approach to registration of US trained RDs at the next Registration Committee meeting</p> <p><b>Action 2</b> – Chi will update policy Rc-07 to reflect the Alliance’s work and circulated to the Registration Committee for review</p> <p><b>Action 3</b> – Until a decision is made, the CDBC will continue to process US applicants who have completed accredited academic and practical training programs within the USA. Such applicants must have current registration with the Commission on Dietetic Registration. US RD applicants whose academic and/or practical training are not accredited and were not completed within the US will be assessed by the CDBC using the Competence Self-Assessment Process (note: Committee member Don Grant did not agree with this).</p>
4.2	<b>Registration Committee Policies - Revisions</b>	<p>Committee members reviewed proposed revisions to policies Rc-02, Rc-03, Rc-04, Rc-05, Rc-06, Rc-08 and Rc-11. 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>
4.2.1	<b>Policy Rc-02: Full Registration</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-02: Full Registration as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Jacqueline Parsons.</i></b></p> <p><b><i>Carried.</i></b></p>
4.2.2	<b>Policy Rc-03: Substantial Equivalence</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-03: Substantial Equivalence as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Holly van Heukelom.</i></b></p> <p><b><i>Carried.</i></b></p>
4.2.3	<b>Policy Rc-04: Temporary Registration</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-04: Temporary Registration as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Don Grant.</i></b></p> <p><b><i>Carried.</i></b></p>
4.2.4	<b>Policy Rc-05: Examination Eligibility – Third and Subsequent Attempts</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-05: Examination Eligibility – Third and Subsequent Attempts as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Winnie Hung.</i></b></p> <p><b><i>Carried.</i></b></p>
4.2.5	<b>Policy Rc-06: Currency of Dietetic Knowledge, Skills, Abilities and Judgement</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-06: Currency of Dietetic Knowledge, Skills, Ability and Judgement as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Holly van Heukelom.</i></b></p> <p><b><i>Carried.</i></b></p>
4.2.6	<b>Policy Rc-08: Registrar’s Limited Authority to Act for the Registration Committee</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-08: Registrar’s Limited Authority to Act for the Registration Committee as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Jacqueline Parsons.</i></b></p> <p><b><i>Carried.</i></b></p> <p>Votes in favour = 4 Votes opposed = 1; Don Grant opposed the geographic specificity of US accredited academic and practical training programs in countries outside the US.</p>
4.2.7	<b>Policy Rc-11: Good Character</b>	<p><b><i>The Registration Committee resolves to approve revised policy Rc-011: Good Character as revised and recommends approval to the Board.</i></b></p> <p><b><i>Moved by Holly van Heukelom.</i></b></p> <p><b><i>Carried.</i></b></p>

4.2.8	<b>Policy Rc-12: Proof of Competence Restricted Activity Program Approval</b>	Committee members discussed revisions to policy Rc-12: Proof of Competence Restricted Activity Program Approval. The Committee requested that the policy include a table summarizing dates that programs have been approved in order to provide a framework for program review. <b>Action 1</b> – Chi will complete edits to the policy, including the summary table, and circulate to Committee members for approval via email ballot. <b>Action 2</b> – Committee members to approve the policy revisions via email ballot; to be forwarded to the Board.
4.3	<b>Restricted Activity B – Course Approval</b>	
4.3.1	<b>Presentation: Kara Vogt – UBC Dietetics Program</b>	Kara Vogt, Dietetic Practice Educator, Clinical Instructor, Faculty of Land and Food Systems – University of British Columbia, presented a proposal requesting that the UBC Dietetics Program be approved as proof of competence to practice Restricted Activity B. Kara also answered questions the program’s ability to fulfill the Course Approval requirements for Restricted Activity B.
4.3.2	<b>Discussion: Approval of the UBC Dietetics Program as Proof of Competence for Restricted Activity B</b>	Committee members discussed approval of the UBC dietetics program as proof of competence to practice Restricted Activity B based on review of UBC’s submitted written proposal and Kara Vogt’s presentation. <b>The Registration Committee resolves to recommend that the Board approve the UBC Dietetics major program completion as proof of competence to register with Restricted Activity B, valid for one year after graduation.</b> <b>Moved: Don Grant Carried.</b> Tamar Kafka abstained from voting.
5.	<b>Information/Discussion</b>	
5.1	<b>Internationally Educated Dietitians (IED) Assessment Process – Funding Proposal; Ministry of Jobs, Tourism and Skills Training</b>	Fern and Chi provided an update on activities related to Bridging for IEDs that have been completed since the last Registration Committee meeting April 18/16. Fern provided details of the proposal that was submitted to the Ministry of Jobs, Tourism and Skills Training (MJTST) on July 29/16. Fern also shared results of a telephone discussion with Emily Lewis of the Foreign Qualifications Recognition unit at the MJTST that identified which proposal items were priorities for both the CDBC and the MJTST. Updates on the proposal will be provided as they become available.
5.2	<b>Canadian Dietetic Registration Examination (CDRE)</b>	
5.2.1	<b>May 13 &amp; 14, 2016 Results</b>	Chi reported that all candidates from the May 13 and 14, 2016 CDRE passed: second attempts at the CDRE = 2 internationally educated dietitians = 2; mutual recognition (USA) = 1; UBC graduates = 2; Graduates from other Canadian programs listed in Schedule E = 10 (1 AB; 7 QC; 1 PEI; 1 NS)
5.2.2	<b>Alliance’s CDRE Service Provider Contract (2017)</b>	Fern reported that the Alliance’s contract with the current CDRE provider is ending after the November 2016 exam. The Alliance has selected Assessment Strategies Inc. (ASI) to be the new CDRE provider after November 2016. ASI is a Canadian company based in Alberta. There will be some changes to the CDRE that will be implemented by ASI (e.g. CDRE length decreased from 6 to 4 hours; exam model will become predictive over time). Exam fees will remain at \$440.00 per person.
5.3	<b>Registration Applicants’ Progress</b>	Circulated for information.
5.3.1	<b>IED Applicant’s Practicum Progress - LB</b>	Chi reported that IED LB has completed practical upgrading in Population & Public Health Nutrition. LB has only the clinical practicum upgrading to complete before being eligible to register with the CDBC as a Temporary Registrant. LB was interviewed for a practical placement at Fraser Health. Fraser Health has assigned LB additional upgrading conditions to complete (over and above the CDBC’s upgrading requirements) prior to beginning the placement. Registration Committee members discussed the implications of additional requirements on the assessment of IEDs.

<b>6.</b>	<b>Next Meetings</b>	The next in-person meetings are scheduled for January 23 and May 1, 2017 from 9:30am until approximately 3:30pm, at the CDBC office.
<b>7.</b>	<b>Announcements</b>	None
<b>8.</b>	<b>Adjournment</b>	The meeting was adjourned by consensus at 3:35 pm.

The minutes were approved as circulated via email ballot on October 12, 2016.