



Request for Proposals:

Project – Restricted Activities Review

Issue date: July 28, 2017
Closing date: August 21, 2017

INTRODUCTION:

The College of Dietitians of British Columbia (CDBC) was established under the [BC Health Professions Act \(HPA\)](#), in November 2002, as the regulatory authority for Dietitians in BC. In accordance with the HPA, the mandate of the CDBC is to protect the BC public by regulating Dietitians to practice safely, ethically and competently. As part of its public protection mandate, the CDBC oversees the Dietitian's ability to practice Restricted Activities. Restricted activities are elements of the Dietitian's scope of practice that present significant risk of harm to the public and are reserved to those professionals specifically qualified to perform these activities. Restricted activities are defined in BC legislation under [Dietitians Regulation](#) – "No person other than a registrant who meets the additional qualifications set out in the bylaws of the college may

- a) design, compound or dispense therapeutic diets if nutrition is administered through enteral means,
- b) design therapeutic diets if nutrition is administered through parenteral means, or
- c) administer a substance to a person by instillation through enteral or parenteral means."

Additional qualifications to practice restricted activities are overseen by the Registration Committee. In accordance with the [CDBC bylaws](#), section 45, Dietitians wishing to perform Restricted Activities must satisfy the Registration Committee that they meet these additional qualifications by providing "proof of competence" to practice. As part of determining additional qualifications, the Registration Committee evaluates potential nutrition support training programs and/or courses for suitability to demonstrate proof of competence to practice Restricted Activities. Evaluation is based on a program's/course's ability to address [Restricted Activity Core Competencies](#). Specific evaluation criteria is detailed in CDBC [policy Rc-12 – Proof of Competence: Restricted Activity Program Approval](#). Final approval of any programs/courses is determined by the CDBC Board of Directors.

THE PROJECT:

The purpose of this project is to improve the CDBC's process for approving nutrition support programs and/or courses that would allow Dietitians to fulfill the additional qualifications required to practice Restricted Activities.

The CDBC requires a review of Restricted Activity Core Competencies and policy Rc-12 – Proof of Competence: Restricted Activity Program Approval, in order to identify areas for improvement and to recommend revisions for consideration by the Registration Committee.

PROJECT SERVICES & DELIVERABLES:

Services

In collaboration with a Restricted Activities Working Group, a Registered Dietitian (RD) will:

- facilitate the formation and efforts of the Restricted Activity Working Group (WG)
 - with the support of the project manager, identify suitable appointment of members to be approved by the Registration Committee
 - convene all WG meetings via in-person, telephone or online
 - support the Working Group in decision making
- review and provide recommendations for:
 - [Policy Rc-12 – Proof of Competence: Restricted Activity Program Approval](#)
 - [Restricted Activity Core Competencies](#)
- review Restricted Activity legislation for BC, across other jurisdictions of the Alliance of Canadian Dietetic Regulatory Bodies and other Health Professions in BC



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The RD consultant must have current Restricted Activities “A” and “B”. Restricted Activity “C” is highly desirable. The RD must also have a minimum of 2 years’ experience in project management. The RD must be a proficient group facilitator and have strong organizational skills.

The successful consultant will be required to sign a CD BC contract and a Conflict of Interest/Confidentiality agreement.

Deliverables

The consultant will provide the following items to the CD BC:

- a list of potential candidates for the Restricted Activities Working Group to be approved by the Registration Committee – due September 30, 2017
- a brief written status update for the Registration Committee meeting – due , December 1, 2017
- draft recommendations of policy Rc-12 and the RA Core Competencies – due December 21, 2017
- a preliminary report – due January 31, 2018
- a final report, due March 2, 2018, that addresses all aspects of the project’s scope including:
 - a list of Restricted Activity Working Group Members
 - a summary of findings from review of Restricted Activity legislation for
 - BC
 - across other jurisdictions of the Alliance of Canadian Dietetic Regulatory Bodies and
 - other Health Professions in BC
 - minutes from all Working Group meetings
 - final recommendations for policy Rc-12 and the Restricted Activity Core Competencies
 - a summary of any additional recommendations made by the Working Group and
 - any final revisions made
- all project materials gathered – due March 2, 2018 and
- a formal, in-person presentation of the project recommendations and final report (approximately 45 minutes) to the Registration Committee, in April or May 2018 (date to be confirmed)

SUBMISSIONS:

Submissions must include:

- the identity of the consultant(s) and qualifications (note: must have current restricted activities “A” and “B”; restricted activity “C” desirable); please include resume(s)
- conflict of Interest disclosure
- an outline of the activities to be carried out and detailed methodology to be followed, including consulting networks/connections that will be pursued or established
- a detailed budget
- a work-plan detailing project activities, timelines and potential challenges/solutions
- a statement of availability and commitment to meet deadlines and
- two references from previous consulting work

The deadline to submit proposals is **Monday August 21, 2017 at 4:00 pm** pacific daylight time.

Late proposals will not be accepted.

Please send completed proposals to:

Chi Cejalvo, RD
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