

This Update includes information on the following items:

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- Election Nominations are Open for Three Positions on the Board of Directors
- Canadian Dietetic Registration Examination Applications - Due November 9
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Submissions from the 2019 Continuing Competence Program Group - Due October 31

To ensure the provision of safe, ethical and competent dietetic care, all full registrants of the CDBC must participate in the College's Continuing Competence Program (CCP). The [CDBC bylaws](#) require registrants to provide proof of compliance with the CCP on a three year cycle.



If you are in the 2019 CCP reporting group, the CDBC sent you reminders, in September and October 2018, to **submit your CCP Professional Develop Plan by October 31, 2018**. If you're not sure what CCP group you're in, you can look this up by [logging into your CDBC online account](#) (note: scroll down to "Online Services", choose "Continuing Competence Program" and click on "Self-assessment" or on "Professional Development Plan"). Successful completion of the CCP is a requirement for registration renewal (CDBC Bylaws, section 48).

When completing the Professional Development Plan, be sure to **update your Self-Assessment first**. This is where you will identify the standards/indicators for which you will develop learning goals. These standards/indicators will populate in the Professional Development Plan section of your CCP. Remember, **your Professional Development Plan is a summary of learning you've completed between April 1, 2016 and March 31, 2019**.

Once submitted, all Professional Development Plans are reviewed by the CDBC. Ten percent are randomly selected for an audit in keeping with the [CDBC bylaws](#) (section 57). Registrants selected for an audit will receive detailed feedback by email and have until March 31, 2019 to complete any inconsistencies or deficiencies. All registrants will receive an assessment letter by email, once their submissions have been reviewed and accepted. Please ensure the contact information in your online profile is up to date. **Note:** Keeping your contact information current is a requirement in the [Health Professions Act](#).

Are you **wondering if your CCP was successfully submitted?** Login to the CCP area of [your online profile](#); go to the "Professional Development Plan" section and click "Launch Plan". If you submitted your CCP correctly, you should see "Submitted" at the top of the page, as well as the date/time you submitted your Professional Development Plan.

Please [email](#) Mélanie Journoud, Deputy Registrar - Quality Assurance, if you have any questions about the CCP.

Election Nominations are Open for Three Positions on the Board of Directors

Three terms on the CDBC Board of Directors end March 31, 2019. **Nominations are open in the following Electoral Regions, for the April 1, 2019 to March 31, 2021 term:**

- Fraser Electoral Region (currently held by Tina Hartnell);
- Interior/North Electoral Region (currently held by Serena Caner);
- Vancouver Coastal Electoral Region (currently held by Jiak Chin Koh).

Prior to accepting a nomination, interested registrants need to review the [2019 Notice of Election](#) to familiarize themselves with Board responsibilities and time commitments. ***CDBC Directors must act in the public's interest at all times, and not with the goal of promoting dietitians, addressing employment or union issues, or pursuing personal practice issues.*** The CDBC Board is currently looking to add candidates with knowledge in right-touch regulation and human resource management.



Any Full Registrant may nominate a maximum of two Full Registrants in good standing, for each vacant Director position in his/her Electoral Region. ***Nominations must be received*** by email, by ***December 15, 2018***. Please send all nominations to jbouchard@collegeofdietitiansbc.org. A Full Registrant nominating a candidate for election must also include the nominee's short biography or notify the nominee to forward his/her bio to the College. The [2019 Nomination Form](#) is available on the CDBC website. ***All Full Registrants will receive a formal Notice of Election, very soon via a separate College email!***

Canadian Dietetic Registration Examination Applications - Due November 9

The ***application deadline is November 9, 2018*** for the November 26 - December 1, 2018 Canadian Dietetic Registration Examination (CDRE).

As per the [CDBC bylaws, section 43 \(3\)](#), "a Temporary Registrant must write the [Canadian Dietetic Registration] examination at the first scheduled sitting following his or her registration".



The CDRE is the national competence examination for Dietitians across Canada. It is developed and administered by the Alliance of Canadian Dietetic Regulatory Bodies. The CDRE is required by every Canadian province, except Quebec, to practice as a Dietitian with full registration privileges. The CDBC is responsible for the administration of the CDRE in BC. The cost for each CDRE attempt is \$525.00 CAD. The maximum number of CDRE attempts permitted is three.

To be eligible to apply to take the CDRE, you must be registered with a Canadian Dietetic Regulatory Body, such as the CDBC. If you have not already done so, please contact the CDBC at info@collegeofdietitiansbc.org to submit your application by the November 9, 2018 deadline. Special accommodation request must be sent with the application as soon as possible. Seats at the various location are filled on a first come-first serve basis.

Registrar's Announcement: Appointment of Deputy Registrars for Interim Replacement in 2019

On behalf of the Board of Directors of the College of Dietitians of BC (CDBC), I would like to announce the temporary replacement for the Registrar position, by both Deputy Registrars - Mélanie Journoud and Charissa (Chi) Cejalvo. The interim replacement begins February 15, 2019, for approximately 10 months. Both Deputy Registrars will remain acting within their positions, as well as overseeing parts of the Registrar's responsibilities.



During this time, the College will seek an additional full-time Project Coordinator to support the Deputy Registrars with Registration and Quality Assurance activities. Please see the [Project Coordinator job posting](#) for more information. The ***deadline to submit applications for this posting is November 26, 2018.***

Until then, I may be reached at my regular office contact information. I am also available for liaison meetings with registrants, or to answer any questions/concerns related to the CDBC's mandate, pending my leave.

I would like to take this opportunity to acknowledge and thank the Board and my team for their support during this time.

Joanie Bouchard M.Sc., RD, Registrar.

Website Updates

Website updates for October 2018 include:

- [Registration Committee Meeting Minutes - October 1, 2018](#)
- [Quality Assurance Meeting Minutes - September 28, 2018](#)
- [2019 Notice of Election Form](#)
- [2019 Nomination Form](#)
- [Job Posting: Project Coordinator - Temporary Position](#)

You Asked About... Verbal Orders

Q: *Can Dietitians accept verbal orders?*

A: Best practice (**see references below*) leans strongly towards limiting the use of verbal orders to emergency or life-threatening situations only. This is because use of verbal orders increases the risk of misinterpretation and error in providing care. In situations where verbal orders are needed and used, it is possible for Dietitians to accept verbal orders for issues that are within the scope of dietetic practice. Dietitians who receive verbal orders should make sure they have clearly understood all components of the order; then document and communicate the order properly and diligently. Dietitians should not accept verbal orders that are unclear, incomplete or not related to dietetic services.

Q: *What can I do to strengthen my individual competence and scope of practice for verbal orders?*

A: As with any issue in dietetics, the Dietitian may use the following guiding questions to navigate accepting verbal orders:

- Is the aspect of practice or task related to my profession and scope of practice?
- Does it involve restricted activities?
- Are my personal competencies up-to-date to do the task safely, ethically and competently?
- Does the aspect of practice or task require specific skills?
- Are there work policies that I need to follow?
- Are there guidelines or position papers available to guide my practice?
- Is there scientifically sound literature to support this practice?
- Do I know who in the inter-professional team needs to be involved to optimize the care and follow-up?
- Does the client have all the information to make an informed decision and consent?
- Do I have all the information to make a fair nutritional assessment and recommendation/plan?
- Am I respecting the client's needs, values, goals and circumstances?
- Is there a potential conflict of interest involved? Do I need to disclose it or recuse myself?
- Are there any other risks that need to be mitigated?

**References:*

1. <https://www.nccmerp.org/recommendations-reduce-medication-errors-associated-verbal-medication-orders-and-prescriptions>
2. <https://abpharmacy.ca/sites/default/files/CommunicationOfMedicationPrescriptions.pdf>
3. <https://www.ismp.org/resources/despite-technology-verbal-orders-persist-read-back-not-widespread-and-errors-continue>



Questions? Comments?

Please contact the College staff if you have **questions** or comments about items in this Monthly Update. Call 604.736.2016 or toll-free in BC to 1.877.736.2016, or email us at info@collegeofdietitiansbc.org. We look forward to hearing from you!