

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Quality Assurance Committee Meeting

Friday, April 27, 2018
11:30 to 15:00

CDBC Office: Suite 409, 1367 W Broadway, Vancouver, BC

MINUTES

Present: Jennica Hague (Vice-chair/ Acting Chair), Serena Caner, Sian Hoe Cheong, Brigitte McRae, Mae Meller (teleconference 11:30 to 12:05, 12:35 to 14:00 and 14:10 to 15:00) and John Meneghello
Staff: Mélanie Journoud, Deputy Registrar, Quality Assurance
Guests: Sharon Palagain, Lindsay Wang, College of Registered Nurses of BC (12:10-13:25)

Item No.	Agenda Item	Discussion/Decision
1.	Call to order and Remarks of the Chair	Jennica Hague, Vice-chair, called the meeting to order at 11:30, confirmed quorum, welcomed Sian Hoe Cheong, RD, new QAC member and initiated a round of introductions. Jennica congratulated Serena and John on their re-appointments.
1.1	Agreement on Agenda	The agenda was adopted by consensus as circulated.
1.2	Minutes of January 19, 2018	Circulated for information.
1.3	Email Ballot Results and Approved Reinstatements	Circulated for information.
2.	Reports	
2.1	Staff Report	Mélanie reviewed CDBC partner activities of interest to the QA Committee and answered questions: <ul style="list-style-type: none">• Alliance of Canadian Dietetic Regulatory Bodies:<ul style="list-style-type: none">- Review of the Integrated Competencies for Dietetic Education and Practice by the Partnership for Dietetic Education and Practice; Joanie will be the new regulatory representative starting June 2018- Virtual Dietetic Practice final position paper approved and ready for adaptation by Colleges across Canada (agenda item 4.2)

		<ul style="list-style-type: none"> • Pan-Canadian Practice Advisory Group: concerns regarding content of Integrative and Functional Nutrition Academy Course and dietitians not disclosing province of practice to clients. • Dietitians of Canada: CDBC staff met with new CEO Nathalie Savoie on April 11; Lisa McKellar will be the new Executive Director for BC starting May 15. • CDBC public appointees: Joanie working with the Ministry of Health to obtain two new appointees to fill current vacancies <p>Melanie provided an update on the Shared IT Consortium deliverables, bugs and fixes of the CCP/JED integration and the upcoming project completion. Melanie also reviewed Restricted Activity Working Group project and potential consideration to define additional CCP reporting requirements for Restricted Activities.</p>
2.2	Legislation Report	Circulated for information.
2.3	Continuing Competence Program (CCP) Report	Circulated for information. Melanie reviewed the 2018 CCP results, audit results and answered questions. Committee members reviewed the number and reasons for Professional Development Plans not being completed on a second attempt (about 10%) and considered future actions to take under the new Quality Assurance Program (QAP) Framework. Melanie reviewed the QAP and will provide a detailed plan for implementation at the next meeting. Committee members also recommended increasing the number of individualized emails to remind registrants of their CCP participation.
2.4	Jurisprudence Examination (JED) Report	Circulated for information.
3.	Orientation & Committee Succession	
3.1	Collaborations Orientation	<p>Sharon Palagain, Information Systems Coordinator and Lindsay Wang, Information Systems Support Analyst, Information and Finance at the College of Registered Nurses of BC (CRNBC) presented a demo of the new Collaborations QAC Meeting Site and answered questions. Committee members will be signing on to the new site for the next meeting.</p> <p>Action: Melanie will create a meeting site for the next meeting and remind the QAC to sign in to access meeting materials.</p>
3.2	Annual Orientation	<p>Melanie reviewed the Quality Assurance Orientation Manual and Committee members signed the Committee Code of Conduct, an annual requirement. The orientation resources will be available on the new Collaborations Meeting site.</p> <p>Action: Melanie will upload QAC resources on the Collaborations meeting site.</p>

3.3	Committee Appointments for 2018-19	<p>Committee members discussed current Committee composition and terms. <i>The Quality Assurance Committee recommends to the Board for approval, the appointment of Jennica Hague, RD as Chair and Serena Caner, RD as Vice-chair of the Quality Assurance Committee, from April 1, 2018 to March 31, 2019. Moved: John Meneghello. Carried.</i> Action: Melanie will forward the QAC recommendation to the Board via email ballot.</p>
3.4	Cultural Safety and Humility	<p>Committee members reported on their review of cultural humility and safety information. Results will be shared in the 2017-18 Annual Report.</p>
4.	Decision/Direction	
4.1	Nutrigenomics	<p>Melanie provided an update on the development of a Q&A on Nutrigenomics. The CDBC submitted a proposal to UBC for a fourth year dietetic student to write an article on nutrigenomics for the CDBC Monthly Update. Melanie also presented draft nutrigenomic practice guidelines and answered questions. Committee members recommended reviewing student work on this topic and draft practice guidelines at the next meeting. Members recommended including information to help dietitians' selection of nutrigenomic tests, what a nutrigenomic result report looks like and information about evidence to recommend nutritional genetic testing and reviewing what other BCHR members are doing to address this topic. Action: Melanie to present the UBC student article and draft practice guidelines at the next meeting.</p>
4.2	Virtual Dietetic Practice Policy & Guidelines	<p>Melanie presented draft revised policy Qac-10: E-Practice, to be renamed Virtual Dietetic Practice and draft practice guidelines and answered questions. Committee members discussed pros and cons of a policy and practice guidelines and recommended revising both and keeping the virtual dietetic practice registration requirements in policy. Action: Melanie to revise the policy and guidelines and present at the next meeting.</p>
5.	Information/Discussion	
5.1	Record Keeping Standards Update	<p>Melanie informed the QA Committee that the Board wanted to consult with the BC Clinical Nutrition Leaders Forum before approving the Record Keeping Standards. Action: Melanie will circulate the consultation results and any revisions to the Board for approval via email ballot in May.</p>
5.2	Quality Assurance Framework Update	<p>Melanie provided an update on the Board's approval of the Quality Assurance Framework as revised on March 12, upcoming steps to implementation and answered questions. Action: Melanie will present proposed QAP Framework implementation steps at the next meeting.</p>
6.	Next Meetings	<p>The next in-person meetings are scheduled on Friday, September 28, 2018 from 11:30-15:00 and January 25, 2019 from 12:30-16:00.</p>

		Action: Melanie will poll the QAC for a spring 2019 meeting date.
7.	Announcements	No announcements were made.
8.	Adjournment	The meeting was adjourned at 15:00.

Minutes approved as circulated via email ballot on May 21, 2018.