

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Quality Assurance Committee Meeting

Friday, September 28, 2018

11:42 to 15:00

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

MINUTES

Present: Jennica Hague (Chair), Serena Caner (Vice-chair) (via Skype), Sian Hoe Cheong, Brigitte McRae, Mae Meller and John Meneghello

Staff: Mélanie Journoud, Deputy Registrar, Quality Assurance and Elana Siu, Executive Assistant and Registration Coordinator

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 11:42, confirmed quorum, welcomed everyone and initiated a round of introductions.
1.1	Agreement on Agenda	The agenda was adopted by consensus as circulated.
1.2	Minutes of April 27, 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.
2.2	Continuing Competence Program (CCP) Report	Circulated for information.
2.3	Jurisprudence Examination (JED) Report	Circulated for information.
3.	Decision/Direction	

3.1	Nutrigenomics	<p>Mélanie summarized work undertaken to draft Nutrigenomics Practice Guidelines. Committee members reviewed the proposed guidelines and recommended revising into a Q&A that would relate to the Draft Decision Support Tool discussed in item 4.2. The goal of the Q&A would be to outline the usefulness of the Decision Support Tool in minimizing risk of harm to the public when Dietitians decide on providing services for a specific aspect of dietetic practice, such as Nutrigenomics. Committee members also recommended featuring the Q&A in a future Monthly Update.</p> <p>Action: Mélanie will draft the Q&A and feature in one of the fall Monthly Updates</p>
3.2	Policy Qac-09: Marketing, Sales and Conflict of Interest	<p>Mélanie reviewed practice situations that were brought to the CDBC’s attention over the summer regarding marketing and conflict of interest, which led to proposed revisions to policy Qac-09: Marketing, Sales and Conflict of Interest. Committee members reviewed proposed changes and recommended wording revisions to sections #2 and 3. Committee members recommended featuring the policy changes to registrants via email and social media for better reach.</p> <p>The Quality Assurance Committee approves policy Qac-09: Marketing, Sales and Conflict of Interest as revised and recommends to the Board for approval. Carried.</p> <p>Action: Mélanie will revise the policy and circulate via email ballot to the Board for approval. Once approved, the policy will be emailed to registrants and featured on the CDBC Twitter account.</p>
3.3	Policy Qac-10: Virtual Dietetic Practice & Guidelines	<p>Mélanie reviewed proposed revisions to policy Qac-10: E-Practice and proposed draft practice guidelines for virtual dietetic practice. Mélanie also presented an update of the BCHR-Ministry of Health Virtual Practice Working Group and answered questions. Committee members reviewed proposed changes to policy Qac-10 and recommended bringing definitions at the beginning of the document and revising the “virtual dietetics” definition for clarity.</p> <p>The Quality Assurance Committee approves policy Qac-10: Virtual Dietetic Practice and the Virtual Dietetic Practice Guidelines as revised and recommends to the Board for approval. Carried.</p> <p>Action: Mélanie will revise the policy and guidelines and circulate via email ballot to the Board for approval. Once approved, the policy and guidelines will be emailed to registrants and featured on the CDBC Twitter account.</p>
3.4	Quality Assurance Framework Update	<p>Circulated for information. Mélanie reviewed and answered questions on a proposed implementation plan of the Quality Assurance Program (QAP) Framework, taking into consideration implementation for the 2020 CCP group and potential additional changes to the CCP resulting from the Restricted Activities’ Review Project. Committee members discussed proposed actions for implementation of the QAP to coincide with the 2020 CCP</p>

		<p>group submissions. Committee members commented on balancing the additional workload of reviewing CCP submissions from all registrants annually compared to the current 3-year process, the loss of revenue from changing the Restricted Activities registration process and the need to leave room for providing continuing competence program resources to registrants. Committee members requested discussion time at the next meeting to review the Board's decision regarding changes to the Restricted Activity registration.</p> <p>Action: Mélanie will provide an update on implementation actions for the Committee to discuss at the next meeting.</p>
4.	Information/Discussion	
4.1	Evidence-informed Practice	Mélanie reviewed practice situations that came to the CDBC's attention over the summer regarding evidence-informed practice. The CDBC September Q&A on Evidence-informed Practice was circulated for information.
4.2	Cannabis and Dietetic Practice	<p>The Committee discussed the emerging demand for information on Cannabis and Cannabis food products and its relevance to dietetic scope of practice. Mélanie presented a Decision Support Tool to help Dietitians navigate emerging practices in dietetics, such as Cannabis. Committee members agreed that the Decision Tool would be helpful for Dietitians to determine if a topic/ area of practice should be addressed or referred to another health professional.</p> <p>Action: Elana will redesign the Decision Support Tool's tree structure and overall look. Mélanie re-circulate to the QA Committee via email ballot for approval.</p>
5.	Next Meetings	<p>The next in-person meetings are scheduled on:</p> <p>Friday, January 25, 2019 from 12:00-15:00</p> <p>Friday, April 26, 2019 from 12:00-15:00 and</p> <p>Friday, October 4, 2019 from 12:00-15:00</p> <p>Action: Mélanie will send meeting invitations and Elana will send reminders one month before each meeting.</p>
6.	Announcements	No announcements were made.
7.	Adjournment	The meeting was adjourned at 15:00.

Minutes approved as circulated via email ballot on October 26, 2018.