

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**  
**Registration Committee Meeting**

**Monday, April 30,, 2018**  
**9:10 am to 2:45 pm**

**College of Dietitians of BC office**  
**Suite 409, 1367 West Broadway, Vancouver, BC**

**MINUTES**

**Present:** Holly van Heukelom, (Chair), Tamar Kafka (Vice-chair), Winnie Hung, Theresa Cividin, Laura Frisby, John Meneghello (until 1:30pm)  
**Staff:** Chi Cejalvo, Deputy Registrar – Registration and Communications; Joanie Bouchard, Registrar (from 11:30 am until 2:00 pm)  
**Regrets:** Don Grant  
**Guests:** Lindsay Wang (from 9:10 am to 9:55 am); Mary Flesher (via teleconference) and Meena Karsanji (both from 11:30 am to 12:30 pm)

Item #	Agenda Item	
<b>1.</b>	<b>Call to Order and Remarks of the Chair</b>	
1.1	<b>Welcome &amp; Round Table Introductions</b>	Holly van Heukelom, Chair, called the meeting to order at 9:10am and welcomed Committee members. Members introduced themselves by providing brief descriptions of their current roles and experiences.
1.2	<b>Agreement on Agenda</b>	The agenda was revised and adopted by consensus.
1.3	<b>Minutes of January 15, 2018.</b>	Circulated for information. Minutes of the January 15, 2018 meeting was approved by e-mail ballot as circulated, on February 2, 2018.
1.4	<b>Email Ballot Results and Approved Registrations</b>	Circulated for information and tracking.
<b>2.</b>	<b>Orientation</b>	
2.1	<b>Collaborations Orientation</b>	Lindsay Wang, Information Systems Support Analyst, Information and Finance, at the College of Registered Nurses of BC presented a demonstration on the new Collaborations Meeting Site of the Shared IT Consortium. Committee members were trained on using Collaborations for accessing, sharing and using Registration Committee materials, in a secure environment. Members agreed that password encryption for Registration Committee documents was no longer necessary in the secure Collaborations environment. <b>Action 1</b> – CDDBC will not encrypt documents within the sure Collaborations site.
2.2	<b>Orientation Manual Review</b>	Chi highlighted recent updates to the <i>2018-19 Registration Committee Orientation Manual</i> , including Committee member terms; revised and new policies and descriptions of CDDBC partners. Members discussed succession planning for the 2019-2020 year and the suitable attributes of new members that would complement the skills and abilities of the existing Committee. <b>Action 2</b> – Staff to develop skills of attributes list for Committee members to use as a guide for future member recruitment. <b>Action 3</b> – Chair/CDDBC staff to allow adequate time for annual Orientation Manual review in future meeting agendas.
<b>3.</b>	<b>Reports</b>	
3.1	<b>Staff Report</b>	Circulated for information. Chi reviewed registration renewal statistics for the 2018-2019 year, as well as results of renewal survey feedback from registrants. CDDBC activities since the last Registration Committee meeting were also highlighted. These included development and approval by the Board of the CDDBC's 2018-21 new Strategic Plan; review

		of the Integrated Competencies on Dietetic Education and Practice by the Partnership on Dietetic Education and Practice; recent activities by the Pan-Canadian Practice Advisory Group; and progress on the CDBC's Share IT Consortium project. Chi also reviewed the most recent registration decision by the Health Professions Review Board as a reminder to members about the importance of a fair and transparent registration process.
3.2	Legislation Report	Chi reported that there has been minimal legislative activity since the bylaws were enacted on April 1, 2018. Prior to this, legislation activities focused on approval of the bylaw amendments by the Ministry of Health, and updating College policies and procedures impacted by the amendments.
4.	Decisions/Directions	
4.1	Internationally Educated Dietitians (IEDs)	
4.1.1	IED Assessment Process Update	Committee members were given an overview of the Assessment for Substantial Equivalence process. Chi explained recent changes to the Self-Assessment portion of the assessment that provided more detailed explanations of the dietetic performance expectations being evaluated. An update on pilot testing results of the Practical Assessment Interview portion of the assessment was also provided. Pilot testing identified minor adjustments required for interview questions and scoring, and showed the tool to be effective in helping to identify gaps in formal practical dietetic training.
4.1.2.1	Internationally Educated Dietitian – ZZ	Chi provided a summary of International Applicant, ZZ's assessment for registration and answered questions. Members discussed Practical Assessment Interview (PAI) results and requested clearly defined scoring limits be included in all future PAIs. <b>The Registration Committee resolves to approve ZZ's Self-Directed Learning Plan as submitted, for completion by April 30, 2021 and eligibility for Temporary Registration. Moved by Tamar Kafka; Carried unanimously.</b> <b>Action 4</b> – Staff to inform ZZ of Committee's decision. <b>Action 5</b> – Staff to include clear scoring limits for required practical upgrading in all PAI results.
4.1.2.2	Internationally Educated Dietitian – IC	Chi provided a summary of International Applicant, IC's assessment for registration and answered questions. Members noted an error in the applicant's education information for correction. <b>The Registration Committee resolves to approve IC's Self-Directed Learning Plan as submitted, for completion by April 30, 2021 and eligibility for Temporary Registration. Moved by Laura Frisby; Carried unanimously.</b> <b>Action 6</b> – Staff to inform IC of Committee's decision. <b>Action 7</b> – Staff to update IC's Substantial Equivalence Assessment with correct academic degree information.
4.1.2.3	Internationally Educated Dietitian – RS	Chi provided a summary of International Applicant, RS' assessment for registration and answered questions. <b>The Registration Committee resolves to approve RS' Self-Directed Learning Plan as revised, for completion by April 30, 2021 and eligibility for Temporary Registration. Moved by Theresa Cividin; Carried unanimously.</b> <b>Action 8</b> – Staff to inform RS of Committee's decision.
4.2	Restricted Activities Review Project	
4.2.1	Presentation by Project Contractors	Project contractors Mary Flesher, RD and Meena Karsanji, RD presented the Restricted Activities Review Project and answered questions. Based on the project findings, contractors provided 3 RA revision options for CDBC to consider.
4.2.2	Discussion – RA Review Project	Committee members discussed findings of the Restricted Activity Review Project. Members expressed that the project findings provided more rationale to move towards aligning RA regulation with Ministry of Health requirements, activities by other BC Health Regulators with the same RAs and the national direction on RAs by the Alliance of Canadian Dietetic Regulatory Bodies. Joanie provided the national and provincial perspective on regulation of Restricted Activities. Joanie highlighted that the College already has tools in place (i.e. Quality Assurance Program; Code of Ethics; Standards of Practice) to mitigate risk of harm to the public.

		<p>Issues and suggestions identified by the Restricted Activities Working Group could be addressed using the CDBC's existing tools in a manner that would align with provincial and national requirements and be cost effective to the CDBC.</p> <p><b><i>The Registration Committee resolves to approve option #2 of the RA Review Project Final Report as revised and recommends it be approved by the Board. Moved by Tamar Kafka; Carried unanimously.</i></b></p> <p>Revisions to option #2 include:</p> <ul style="list-style-type: none"> <li>• remove Standards of Practice listed in the revised RA core competencies checklist suggested by the project contractors <ul style="list-style-type: none"> <li>○ rationale – redundant to have SoPs in checklist</li> </ul> </li> <li>• remove annual completion of case studies <ul style="list-style-type: none"> <li>○ rationale – aligns with RA requirements of BC Health Regulators and National Dietetic Regulatory Bodies; insufficient evidence of efficacy of case studies; resource prohibitive</li> </ul> </li> <li>• move core competency checklist and suggested resources that are not endorsed by the CDBC to the <i>Restricted Activities Interpretive Guide</i> document to support Continuing Competence Program activities related to RAs</li> <li>• Include a tally of registrants issued first time RAs to be included on the CDBC public register</li> </ul> <p><b>Action 9</b> – CDBC staff to develop revised option #2 document and forward recommendations to the Board</p>
4.3	<b>Reinstatement Application - BR</b>	Joanie advised members of a Reinstatement application that may be brought before the Registration Committee for review and decision. Joanie provided background information on the application and appropriate steps that the CDBC should take in considering the application. More information will be provided to the Registration Committee as it becomes available.
5.	<b>Information/Discussion</b>	
5.1	<b>Canadian Dietetic Registration Examination (CDRE)</b>	Chi reported all 53 candidates who sat the November -December 2018 CDRE passed. The next schedule CDRE sitting is May 14 – 19, 2018.
5.2	<b>Registration Applicants' Progress</b>	Circulated for information.
5.3	<b>Policy Approvals Update</b>	Chi reported on the Board approval of recent items recommended by the Registration Committee including: <ul style="list-style-type: none"> <li>• policy Rc-03 Full Registration – Substantial Equivalence</li> <li>• policy Rc-04 Temporary Registration</li> <li>• policy Rc-17 Removed in Good Standing</li> <li>• policy Rc-18 Reinstatement of Former and Non-Practicing Registrants</li> <li>• policy Rc-20 Supervision After CDRE Failure</li> </ul>
6.	<b>Next Meetings</b>	The next in-person meetings are scheduled for October 1, 2018 and January 28, 2019 from 9:00 am until approximately 3:00 pm, at the CDBC office.
7.	<b>Announcements</b>	None
8.	<b>Adjournment</b>	The meeting was adjourned by consensus at 2:50 pm.

**The minutes were approved as amended via email ballot on May 29, 2018.**