

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

**Monday, October 1, 2018**  
**9:05 am to 2:15 pm**

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

**MINUTES**

**Present:** Holly van Heukelom, (Chair), Tamar Kafka (Vice-chair), Theresa Cividin, Laura Frisby, Jack Trumley, Don Grant  
**Staff:** Chi Cejalvo, Deputy Registrar – Registration and Communications; Elana Siu – Executive Assistant & Registration Coordinator

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 9:05am 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 adopted by consensus.
1.3	<b>Minutes of April 30, 2018.</b>	Circulated for information. Minutes of the April 30, 2018 meeting were approved by e-mail ballot as circulated, on May 29, 2018.
1.4	<b>Email Ballot Results and Approved Registrations</b>	Circulated for information and tracking.
<b>2.</b>	<b>Reports</b>	
2.1	<b>Staff Report</b>	<p>Circulated for information. Chi reviewed registration statistics since the April 20, 2018 meeting. CDBC activities since the last Registration Committee meeting were also highlighted. These included:</p> <ul style="list-style-type: none"> <li>- the amalgamation of the 3 nursing regulatory bodies that are now officially called the British Columbia College of Nursing Professionals.</li> <li>- new guidelines on recreational Cannabis, developed by dietetic regulatory Colleges in Alberta, Ontario and Quebec</li> </ul> <p>Chi also reviewed the most recent registration decisions by the Health Professions Review Board as a reminder to members about the importance of a fair and transparent registration process.</p>
2.2	<b>Legislation Report</b>	<p>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.</p> <p>Chi informed the Committee that the New Democratic Party government has requested a consultation with all BC regulated health professions to review the Health Professions Act. The CDBC is collaborating with the BC Health Regulators to participate in the consultation process. No major legislative activities (e.g. amendments to Dietitian Regulation or bylaws) will be addressed during the consultation process. However, minor changes to legislation (e.g. fee schedules) are possible.</p>
<b>3.</b>	<b>Orientation</b>	
3.1	<b>Orientation Manual Updates</b>	Chi highlighted recent updates to the <i>2018-19 Registration Committee Orientation Manual</i> , including Committee member terms and revised and new policies approved by the Board.

<b>3.2</b>	<b>Committee Succession</b>	
<b>3.2.1</b>	<b>Appointments</b>	The Committee welcomed Jack Trumley as the new, appointed public representative on the CDBC Board. Jack replaces John Meneghello, who has been reassigned to the Inquiry Committee. Members recognized John's contributions to the Committee. Don Grant has also been appointed as public representative to the Board of Directors. Don is leaving his current role as public representative to the Registration Committee. No replacement for Don Grant's seat in the Committee has been identified to date. Don will continue in a decision-making capacity until a replacement is appointed, or until the end of Don's term, on March 31, 2019.
<b>3.2.2</b>	<b>Knowledge, Competencies &amp; Attributes Grid</b>	At the direction of the Committee, a knowledge, competencies and attributes grid was developed to facilitate future member recruitment and training planning. The Committee discussed whether the key requirements for members should focus on a competencies approach instead of areas of practice, as well as prioritizing experience in governance and public protection. Members also discussed potential candidates for future recruitment based on the grid results. <b>Action #1:</b> CDBC staff to revise the grid for future use. <b>Action #2:</b> Staff to explore potential candidates for recruitment to the Registration Committee.
<b>4.</b>	<b>Decisions/Directions</b>	
<b>4.1</b>	<b>Registration Policies</b>	
<b>4.1.1</b>	<b>New Draft Policy – Rc-20: Time Limitation on Open Applications</b>	Chi introduced new policy <i>Rc-21: Time Limitation on Open Applications</i> to the Committee and members discussed an appropriate time limit for inactive applications within the CDBC database. <b>The Registration Committee resolves to approve policy Rc-21: Time Limitation on Open Applications, as revised and recommends approval by the Board. Moved by Holly van Heukelom; Carried.</b> <b>Action #3:</b> CDBC staff to consult legal on standard records retention periods.
<b>4.1.2</b>	<b>Updated policy Rc-08: Currency of Dietetic Knowledge, Skills, Abilities and Judgement</b>	Chi reviewed changes to policy <i>Rc-08: Currency of Dietetic Knowledge, Skills Abilities and Judgement</i> . Changes are based on lack of currency information for new CDBC applications. <b>The Registration Committee resolves to approve policy Rc-08: Currency of Dietetic Knowledge, Skills, Abilities and Judgement as revised, and recommends for approval by the Board. Moved by Don Grant; Carried.</b>
<b>4.1.3</b>	<b>Update policy Rc-02: Full Registration</b>	Chi reviewed changes to policy <i>Rc-02: Full Registration</i> based on amendments to the CDBC bylaws, enacted on April 1, 2018. <b>The Registration Committee resolves to approve policy Rc-02: Full Registration as revised, and recommends approval by the board. Moved by Don Grant; Carried.</b>
<b>4.1.4</b>	<b>Updated policy Rc-15: Competence Self-Assessment Process</b>	Chi reviewed changes to policy <i>Rc-15: Competence Self-Assessment Process</i> with the Committee. Changes were made according to CDBC bylaw amendments enacted on April 1, 2018 and to align with current CDBC administrative practices. <b>The Registration Committee resolves to approve policy Rc-15: Competence Self-Assessment Process as revised and recommends approval by the Board. Moved by Jack Trumley; Carried.</b>
<b>4.1.5</b>	<b>Updated policy Rc-03: Full Registration – Substantial Equivalence</b>	Chi reviewed changes to policy <i>Rc-03: Full Registration – Substantial Equivalence</i> with the Committee. Changes were made according to CDBC bylaw amendments enacted on April 1, 2018 and to align with revised policy Rc-15: Competence Self-Assessment Process and current CDBC administrative practices. <b>The Registration Committee resolves to approve policy Rc-03: Full Registration – Substantial Equivalence as revised and recommends approval by the Board. Moved by Tamar Kafka; Carried.</b> Committee members also discussed streamlining the background information on all the presented Registration policies, by removing redundant references to cited legislation. <b>The Registration Committee resolves to streamline Registration policies by removing redundant background information on legislation already mentioned under policy authority for policies Rc02, Rc-03, Rc-06, Rc-08, Rc-15 and 21. Moved by Jack Trumley. Carried.</b> <b>Action #4:</b> CDBC staff to remove redundant references to legislation in policy background information.

4.1.6	<b>Updated policy Rc-08: Registrar's Limited Authority to Act for the Registration Committee</b>	Chi reviewed changes to policy <i>Rc-08: Registrar's Limited Authority to Act for the Registration Committee</i> according to CDBC bylaw amendments enacted on April 1, 2018. <b><i>The Registration Committee resolves to approve policy Rc-08: Registrar's Limited Authority to Act for the Registration Committee as revised and recommends approval by the Board. Moved by Laura Frisby. Carried.</i></b>
4.2	<b>Internationally Educated Applicants</b>	
4.2.1	<b>Current Applicant – AM</b>	Chi provided a summary of International Applicant, AM's assessment for registration and answered questions. <b><i>The Registration Committee resolves to approve AM's Self-Directed Learning Plan as revised, for completion by October 31, 2021 and eligibility to apply for Temporary Registration. Moved by Theresa Cividin; Carried.</i></b> <b>Action #5:</b> Staff to inform AM of Committee's decision.
4.2.2	<b>Current Applicant – YC</b>	Chi provided a summary of International Applicant, YC's assessment for registration and answered questions. <b><i>The Registration Committee resolves to approve YC's Self-Directed Learning Plan as revised, for completion by October 31, 2021 and eligibility to apply for Temporary Registration. Moved by Jack Trumley; Carried.</i></b> <b>Action #6:</b> Staff to inform YC of Committee's decision. The Committee also discussed clarifying Practical Assessment Interview (PAI) scoring and the criteria for practical upgrading requirements, to avoid any ambiguity. <b>Action #7:</b> Staff to update PAI scoring and criteria for practical upgrading requirements.
4.2.3	<b>Current Applicant – RH</b>	Chi provided a summary of International Applicant, RH's assessment for registration and answered questions. <b><i>The Registration Committee resolves to approve RH's Self-Directed Learning Plan as revised, for completion by October 31, 2021 and eligibility to apply for Temporary Registration. Moved by Don Grant; Carried.</i></b> <b>Action #8:</b> Staff to inform RH of Committee's decision.
5.	<b>Information/Discussion</b>	
5.1	<b>Restricted Activities Review Project</b>	Chi shared that the Board approved the Final Report submitted by the Restricted Activities Review Project Consultants, at the June 15, 2018 meeting. The Board also directed CDBC staff to create a plan to implement the recommendations brought forward by the Registration Committee. Staff will present the plan to the Board for review and potential approval on October 29, 2019. <b>Action #9:</b> Staff to give an update on Board's decision, at the next Committee meeting.
5.2	<b>Canadian Dietetic Registration Examination</b>	
5.2.1	<b>May 2018 CDRE Results</b>	Chi informed the Committee that 9 candidates took the May 2018 CDRE. Two candidates failed.
5.2.1	<b>Former Registrant ZEZ</b>	Chi informed the Committee that former registrant ZEZ's, eligibility to take the CDRE will expire on March 31, 2019. The CDBC has strongly advised ZEZ to take the CDRE exam within the allowed time frame.
5.3	<b>Status Update – Reinstatement Application</b>	Chi updated the Committee on the status of a former registrant's reinstatement application. No action is required by the Registration Committee at this time.
5.4	<b>International Applicants' Progress</b>	Chi updates the Committee on international applicants currently under assessment. There have been 60 enquiries since April 2018. This is a significant increase in the College's history of international applicants.
5.5	<b>Board Approvals Update – Registration Activities</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-19: Sole and Private Practitioner</li> <li>• Sole &amp; Private Practitioner Interpretive Guide</li> </ul>
6.	<b>Next Meetings</b>	The next in-person meetings are scheduled for January 28 and May 6, 2019 from 9:00 am until approximately 3:00 pm, at the CDBC office.

7.	<b>Announcements</b>	Don Grant will be leaving the Committee to take part in the Board of Directors. All members thanked him for his contributions.
8.	<b>Adjournment</b>	The meeting was adjourned by consensus at 2:14 pm.

**The minutes were approved as amended via email ballot on October 16, 2018.**