

College of Dietitians of BC



*April 1, 2010
to
March 31, 2011*

Annual Report

Presented at the Annual General Meeting

**June 10, 2011
3:00 to 3:45pm
Room C-509, 5th Floor, C Building
Langara College
100 West 49th Avenue,
Vancouver, BC V5Y 2Z6**

AGENDA

CDBC 7th ANNUAL GENERAL MEETING

for the

April 1, 2010 to March 31, 2011 year

Friday, June 10, 2011

3:00 to 3:45pm

***Langara College, Boardroom C-509, 5th Floor C Building
100 West 49th Avenue, Vancouver, BC***

- 1. *Call to Order and Remarks of the Chair***
 - 1.1 Introductions
 - 1.2 Agreement on Agenda
- 2. *Approval of October 15, 2010 Minutes***
- 3. *Annual Reports***
 - 3.1 Board of Directors and Registrar
 - 3.2 Registration Committee
 - 3.3 Quality Assurance Committee
 - 3.4 Inquiry Committee
 - 3.5 Discipline Committee
- 4. *Auditor's Report: March 31, 2011 Audited Financial Statement***
- 5. *New Business***
 - 5.1 Questions and Answers
- 6. *Announcements***
 - 6.1 Post-AGM Education Session (3:45 to 4:30pm):
 - Catharine Herb-Kelly, QC, legal counsel will be presenting on various topics related to "The Rising Tides of Health Professional Regulation"
- 7. *Adjournment***

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING for the 2009/2010 Year

**Friday, October 15, 2010
3:00 to 3:45pm
Langara College
Boardroom C-509, 5th Floor, C Building
100 West 49th Avenue, Vancouver, BC**

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Peter Lam, elected Board Director and Chair of the Board, called the 6th Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 3:00pm. On-site attendees were welcomed and asked to ensure they sign the attendance record. Registrants participating via videoconference in Kamloops, Kelowna, Prince George, Nanaimo and Victoria were welcomed. Participation lists will be emailed to the College.

Copies of the Annual Report had been pre-circulated to on-site attendees.

The Chair reviewed the purpose of Annual General Meetings - to account for activities and finances during the last fiscal year, provide information and answer questions – and noted that this year's CDBC AGM covers the April 1, 2009 to March 31, 2010 fiscal year. Peter recounted some significant achievements of the College since opening April 1, 2004 and commented on increased attendance and interest in CDBC activities and initiatives. As the required quorum of twenty registrants was more than met, the meeting proceeded.

1.1 Introductions

Board members and staff provided self-introductions.

1.2 Agreement on Agenda

The Chair reviewed the agenda and format for the meeting and noted that the meeting was conducted according to the bylaws and Robert's Rules of Order. In accordance with the bylaws, it was noted that resolutions do not need to be seconded. The agenda was adopted as presented by consensus.

2. Approval of October 23, 2009 Minutes

BE IT RESOLVED THAT the Minutes of the October 23, 2009 CDBC Annual General Meeting are accepted as circulated. Carried.

3. Annual Reports

3.1 Board of Directors and Registrar

Peter Lam, Chair, reviewed the status, as of March 31, 2010, of the Strategic Priorities and actions in the Board of Directors' "3-year Rolling Strategic Plan":

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
2. Develop collaborative processes that support registration.
3. Enhance access to dietetic care through inter-professional agreements.
4. Broaden CDBC's profile, mandate and processes through a strategic marketing/communications plan.
5. Recruit emerging professional leaders to the Board and committees.

Fern Hubbard, Registrar, noted the increase in numbers of registrants between April 1, 2004 and April 1, 2010. In addition to carrying out activities to meet the Board's Strategic Priorities, Fern highlighted a few of her responsibilities and functions including:

- CDBC contracts for Restricted Activities Competencies Project, bylaw amendments, Jurisprudence Handbook project and website update and redesign,
- changes in the *Health Professions Act* and development and significance of the Health Professions Review Board,
- national PDEP project (Partnership for Dietetic Education and Practice) with regulators, Dietitians of Canada, and dietetic educators to develop practice competencies suitable for all partners, and
- public protection action – managed an appeal to the Health Professions Review Board (HPRB).

3.2 Registration Committee

Heather Martin, elected Board Director, Vice-chair of the Board, and Committee Chair, introduced Committee members who were present, highlighted items from the three meetings held during the year and answered questions. The Committee:

- reviewed and approved applications for the registration of international applicants, Labour Mobility Agreement transfers and reinstatements,
- received deliverables of Competencies Self-Assessment (CSA) tool for international and returning to practice applicants. Phase two of the Essential Competencies project was completed with program and tools adapted to an on-line format. A pilot project of the process and tools commenced, using a "blind" process to compare applicant-determined requirements with those the Committee might have recommended.
- reviewed courses to meet academic upgrading requirement, but did not approve Langara College FSRV 4444. Removed Kansas State University HMD 341 and HMD 342 from the accepted upgrading courses list for 3 credits quantity food production as they were unavailable to CDBC applicants. Added Kansas State University's HMD 560 Management in Dietetics.
- monitored the Restricted Activities Competencies project.
- reviewed and recommended revisions to new draft registration bylaws.
- reviewed an outline for the CDBC Jurisprudence Handbook.
- agreed with the Alliance of Dietetic Regulatory Bodies' stance on registration of graduate applicants, requiring these applicants complete entry-level practical training competence in all scope of practice areas: clinical, community and food service administration and recommended approval to the Board.

3.3 **Patient Relations Committee**

Adrian Kershaw, Public Representative Board Director and Committee member introduced Committee members who were present and reported on the Committee's two meetings. Adrian noted that the Quality Assurance and Patient Relations Committees recommended to the Board that they combine as numerous activities and priorities are discussed by both groups. The Committees merged on January 18, 2010. While active, the Patient Relations Committee:

- updated the Patient Relations Program - a document entitled, "Where's the Line?" on professional boundaries in a therapeutic relationship adopted from the College of Physical Therapists of BC.
- discussed adaptation needed to the "Professional Practice Handbook" purchased from the College of Dietitians of Alberta to become BC's jurisprudence requirement.
- reviewed practice barriers identified by the Registrar during her provincial liaison sessions and developed the CPBC/CDBC Inter-professional Agreement, "Pharmacists' Acceptance of Dietitians' Authority".
- recommended changes to the website during development.
- discussed nutrition care process model and international dietetics and nutrition terminology; implementation in BC and Canada will be monitored.
- discussed barriers faced by dietitians in ordering laboratory tests for nutritional status assessment and monitoring; the matter is being investigated further.

3.4 **Quality Assurance Committee**

Marlyn Davis, elected Board Director and Committee member, introduced Committee members who were present and reported for Jackie Parsons, registrant and Committee Chair, the following highlights from the three QA Committee meetings:

- continued implementation and refinement of the Continuing Competence Program.
- discussed processes and proposed bylaws to meet new Quality Assurance Program requirements in the *Health Professions Act*.
- reviewed results of registrant survey to evaluate CCP after three-year phase-in-period.
- reviewed presentations by two software providers for CCP database modules and estimates; discussed current CCP process, financial and human resource needs and recommended to the Board acceptance of Claymore's Continuing Competence Module and that funds be included in the 2010/2011 budget to implement and support the program.
- reviewed reports on scope of practice barriers gathered during Registrar's provincial liaison sessions,
- discussed nutrition care process model and international dietetics and nutrition terminology.

3.5 **Inquiry Committee**

Robin Watt, elected Board Director and Committee Chair, introduced Committee members who were present and highlighted the following items from the three meetings held during the year:

- approved and published Case Outcome Report for Case #07-05; in August 2009 the complainant appealed the outcome to the Health Professions Review Board (HPRB) which came into effect March 16, 2009; on September 11, 2009 the HPRB determined they had no jurisdiction over the case as it was completed prior to the HPRB being enacted.
- College's legal counsel provided orientation to legislation that forms the foundation of Inquiry Committee processes and decisions.

- two registrants who completed the Council on Licensure, Enforcement and Regulation's (CLEAR's) 3-day Investigators' Training Course in September 2008 presented an overview of their training.
- made amendments to Committee policies.

3.6 Discipline Committee

Peter Lam, Chair of the Board, reported that the Discipline Committee has not yet been activated and that members would be appointed and trained when needed to conduct hearings in accordance with the *Health Professions Act*.

BE IT RESOLVED THAT the 2009/10 Annual Reports are accepted as circulated. Carried.

4. Auditor's Report: March 31, 2010 Audited Financial Statements

Peter Lam reviewed the audited Financial Statements for the year ending March 31, 2010.

BE IT RESOLVED THAT the 2009/2010 audited Financial Statements are accepted as circulated. Carried.

5. New Business

5.1 "Q" and "A"

The Chair and Registrar answered a few questions from attendees. It was noted that the proposed bylaw amendments would be posted on the website for registrant review once completed.

6. Announcements

The Chair thanked Fern Hubbard, Registrar and Mélanie Journoud, Deputy Registrar, for their on-going support of the College and Board. Peter noted that they would be providing the Education Sessions following the AGM:

- Mélanie Journoud, Deputy Registrar, "Introducing - the new Website and Online Continuing Competence Program", and
- Fern Hubbard, Registrar, "College Initiatives since April 1, 2010".

Peter also announced that observers were welcome to attend the Board meeting following the Education Sessions, from 6:30 to approximately 8:30pm, continuing on Saturday, October 16 from 9:00am to approximately 12:00pm.

It was noted that the 2009/2010 Annual Report would be sent to all registrants and public representatives by email, and to the Ministry of Health as required in the HPA.

The Chair thanked registrants for participating in the Annual General Meeting.

7. Adjournment

A resolution to adjourn was accepted by consensus and the meeting adjourned at 3:45pm.

List of Attendees:

Registrants (on-site at Langara College)

Cheryl Au-Yeung	Jocelyn Macdonald
Jennifer Black	Sidney Massey
Sheila Blacklock	Jeanne McCutcheon
Beverly Blair	Joanne Mostrenko
Isabella Borges	Christina Ng
Eileen Cabrera	Nooshin Alizadeh-Pasdar
Serena Caner	Genevieve Pellerin
Sian Hoe Cheong	Mary Pilipenko
Estelle Dufresne	Brigitte Prucklmeier
Ivana Gauw	Suvama Rao
Rowena Grewal	Sarah Rush
Cassandra Hamilton	Sepideh Sarbazi
Tina Hartnett	Wendy Simpson
Susan Hostetler-Miller	Valarie Stainton
Li Jiang	Anne Swann
Francis Johnson	Barbarah Tinskamper
Harmeet Kaur	Eva Villeneuve
Deanna Kemperman	Cindy Wong
Shelley Kutney	Kristen Yarker-Edgar
Hannah Ma	

Public representatives – Appointed/Elected Board Directors:

June Barens	Peter Lam, RD
Harry Caine	Heather Martin, RD
Marlyn Davis, RD	Buncy Pagely
Maria Dedegikas, RD	Diana Stephenson
Adrian Kershaw	Robin Watt, RD

Glenn Kissmann, RD

Comox (via videoconference):

Barbarah Drew, RD	Marg McKenzie, RD
Lisa Kachmar, RD	Wanda McMillan, RD
Nicole Lukas, Dietetic Intern	Julia Painchaud, RD

Kelowna Site (via videoconference):

Eleeta Armit, RD	Linda Hannah, RD
Evelyn Cornelissen, RD	Jackie Parsons, RD

Prince George Site (via videoconference):

Darcie Bergeron, RD	Lynne LeFebvre, RD
Kaethe Gunther, RD	Lindsay Mandryk, RD
Courtenay Hopson, RD	Jason Vandelinder, RD

Victoria Site (via videoconference):

Katie Bate, RD	Marilyn McCay, RD
Nancy Clogg, RD	Joyce Schnetzler, RD
Chris Frohloff, RD	Ester Stevens, RD
Janice Klizs, RD	Margaret Yandel, RD
Janice Langley, RD	Shari Young, RD
Anita Marriott, RD	Anna Wren, RD

Staff:

Fern Hubbard, Registrar	Marilyn Elliott, Executive Assistant
Melanie Journoud, Deputy Registrar	

Reporting Period: April 1, 2010 to March 31, 2011
Report date: June 3, 2011
Submitted by: Heather Martin, Chair, Board of Directors
Fern Hubbard, Registrar

Board of Directors:

- Peter Lam, elected registrant (Fraser) and Chair
- Heather Martin, elected registrant (Vancouver Coastal) and Vice-chair
- Maria Dedegikas, elected registrant (Vancouver Coastal)
- Marlyn Davis, elected registrant (Vancouver Island)
- Adrian Kershaw, public representative (Sidney)
- Glenn Kissmann, elected registrant (Interior/North)
- Buncy Pagely, public representative (Sidney)
- Diana Stephenson, public representative (Richmond)
- Robin Watt, elected registrant, to October 16, 2010 (Interior/North)

2010/2011 Meeting Dates (in-person):

- May 14, 2010
- October 15-16, 2010
- March 25, 2011

Status of Board of Director's "3-year Rolling Strategic Plan" to March 31, 2011 (end)

(Note: New Strategic Plan developed in fall 2010 for April 1, 2011 to March 31, 2014)

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
 - Regulation amendments in progress – including
 - changes to Restricted Activities
 - requirement for Certification of Restricted Activities that require further education/training (program of study included in CDBC bylaws)
 - new registration classes for Non-practicing registrants and registrants transferring to BC under labour mobility agreements
 - authority to "delegate" Restricted Activities.
2. Develop collaborative processes that support registration.
 - Participated with Partnership for Dietetic Education and Practice (PDEP), a 3-way partnership of the national regulators organization (the Alliance), national dietetic educators and Dietitians of Canada – to develop an integrated set of competencies/job tasks suitable for regulation, education and accreditation
 - Phase I Report, Integrated Competencies Project released December 2010
 - Phase II, Performance Indicators, draft in progress
 - Timelines:
 - Performance Indicators will be validated nationally by registrants - June 2011
 - implemented for registration, education and accreditation 2013/14.
 - CDBC has approved online Competence Self-Assessment Process (CSAP) registration process for international applicants; will be adapted to PDEP Integrated Competencies.
 - Working with Langara College to
 - support availability of full internship programs for international applicants for September 2011,
 - develop proposal for government grant to redevelop internship program.
3. Enhance access to dietetic care through inter-professional agreements.
 - Working to ensure concepts of June 2009 inter-professional agreement with College of Pharmacists of BC, "Pharmacists' Acceptance of Dietitians' Authority" are included in amendments to Dietitians Regulation.

4. Broaden CDBC's profile, mandate and processes through strategic marketing/communications
 - Meet regularly with:
 - dietetic students and interns
 - registrants re: College updates and proposed legislation amendments
 - dietetic educators: UBC, Langara College, Practice Leaders, BC Clinical Nutrition Leaders Forum, UBC Core Council
 - government ministries
 - other provincial and national health agencies and groups: Alliance, Health Regulatory Organization, Executive Directors/Registrars Organization of BC, Dietitians of Canada, various regulatory colleges, etc.
5. Recruit emerging professional leaders to the Board and committees
 - Four registrants elected to fill Board positions April 1/11
 - Held first CDBC election for Fraser and Vancouver Island region position.

Registrar Activities:

- Maintain the register:

Date	Number of Full & Temporary Registrants	Feeding Tube Insertion Registration
April 1, 2004	814	4
April 1, 2005	853	4
April 1, 2006	866	4
April 1, 2007	936	4
April 1, 2008	967	4
April 1, 2009	1017	3
April 1, 2010	1044	2
April 1, 2011	1063	1

- Register: maintained database register and website public register; produced statistical reports for Board
- Coordinated relocation to new office: received notice that lease had not been renewed January 2010; move completed in two "phases":
 - Phase 1, moved out of College Place in June 2010 to the portion of our new space that was available, worked with temporary work stations, etc for 5 months
 - Phase 2, next door tenants moved out, remaining space was completed, the wall removed and we resettled into our full office space in November 2010
- Liaised with approximately 290 (27%) of registrants during 19 sessions throughout BC; clarified concerns and needed amendments to the Dietitians Regulation and CDBC bylaws
- Worked with the Alliance on two initiatives:
 - Liaised with the Commission on Dietetic Registration (CDR) in the US re: reciprocity agreement
 - Participated as a member of the Telepractice Position Statement Working Group
- Work with webmaster and Mélanie Journoud on website updates and redesign
- Based on the online Competence Self-Assessment Process (CSAP) developed previously with the assistance of 2 government grants, wrote proposal on "Competency-Based Assessment for Internationally Educated Practitioners" that was accepted for presentation by the Council on Licensure, Enforcement And Regulation (CLEAR) and facilitated the September 2010 session presented by Mélanie Journoud and two RNs - staff members from of the College of Registered Nurses of BC and College of Alberta Registered Nurses
- Coordinated Jurisprudence Handbook drafting with Quality Assurance Committee
- Administration: worked closely with Mélanie Journoud, Deputy Registrar, and Marilyn Elliott, Executive Assistant, to coordinate office functions/activities; managed budget; produced financial reports; managed administrative functions of the College in accordance with legislation and Board policies
- Board and Committee support: including preparation of meeting documents, policy drafting, Strategic actions
- Maintained communication with registrants and the public in-person and via the website and Monthly Updates.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2010/2011

Registration Committee Annual Report

Reporting Period: April 1, 2010 to March 31, 2011
Report date: April 22, 2011
Submitted by: Heather Martin, Chair

Terms of Reference: (attached)

Members and Terms:

- Heather Martin, elected Board member and Chair
- Monica McAuley, registrant and Vice-Chair
- Maria Dedegikas, elected Board member (until October 15, 2010)
- Glenn Kissmann, elected Board member (October 16, 2011 to March 31, 2011)
- Frances Johnson, registrant
- Lesley Nicholls, public representative
- Diana Stephenson, Board public representative

Meeting Dates:

- April 9, 2010 (teleconference) April 23, 2010 (in person)
- June 18, 2010 (teleconference) September 20, 2010 (in person)
- November 22, 2010 (teleconference) January 31, 2011 (in person)

Summary of Activities during 2010/2011 year:

- Reviewed and approved applications for registration: international, post-graduate and non-traditional Canadian graduate.
- Revised and reapproved registration policies and procedures including: Registration Committee: Terms of Reference and Rc-03 Full Registration – Substantial Equivalence. Rescinded Rc-09 Post-graduate Degree Route for Registration as concepts have been incorporated into policy Rc-03.
- Recommended that Board Policy Bd-07 Full and Temporary Registration Practical Training be revised to include the category and criteria for approval of Practical Upgrading Programs.
- Approved applications and upgrading programs for the registration of international and reinstatement applicants.
- Monitored the Competence Self-Assessment Process (CSAP) pilot project; Competence Self-Assessment (CSA), Competence Self-Verification and Self-Directed Learning plan to determine the viability and reliability of a new registration process for international and reinstatement applicants.
- Determined acceptable courses for academic upgrading requirements.
- Reviewed and requested revision of 4 drafts of the Restricted Activities Competencies project and revised the Restricted Activities forms for registration renewal in 2011.
- Advised on the identification of certified practices for further Registration Committee action.

Current Activities and Issues:

- Monitor CSAP project outcomes.
- Continue to develop the competency standards for registration with Restricted Activities and Certified Practices to protect the interests of the public.
- Ongoing committee registration work.

2011/12 Meeting Dates (in-person):

- April 18, 2011
- September 30, 2011
- January 30, 2012

Registration Committee Terms of Reference

Date created: April 14, 2010

Date approved by Board: May 14, 2010

Date last reviewed by Board:

Category: Board Policy

File code: Bd10/Policies/Bd-26 ToR Reg C – final May 14 10

Authority

The Registration Committee is a Committee of the CDBC Board established pursuant to HPA s. 16, 19(1) and 20; Bylaws, s. 13, 14, 19 to 21, 43 to 52, and 54 to 55.

Composition

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

There are three (3) ex-officio (non voting) members of the Committee: the Board Chair, the Registrar and the Deputy Registrar.

The Committee selects a Chair and a Vice-Chair annually from its members and recommends their approval to the Board.

Mandate

Pursuant to legislation, the Committee's mandate is to ensure, in the public's interest, that Registered Dietitians are qualified to practice.

Primary Duties, Functions and Responsibilities

The Committee ensures that Registered Dietitians are qualified to practice by:

- Establishing standards of academic or technical achievement and the qualifications required for registration as a member of the College;
- Developing and monitoring registration policies
- Monitoring registration requirement processes
- Establishing protocols for substantial equivalence assessment processes
- Granting registration, including reinstatement, to every person who, in accordance with the requirements of the bylaws, applies for registration, satisfies the Registration Committee that he or she is qualified to be a Registered Dietitian, and pays the required fees;
- Attaching terms and conditions to the grant of registration;
- Refusing to grant registration or setting limits or conditions on the practice of an applicant who presents a risk of physical or sexual abuse to children according to a criminal record check authorized under the Criminal Records Review Act.
- Informing Registered Dietitians and the public about responsibilities of registration; and,
- Reporting to and advising the Board.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.

Meeting Procedures

- Schedule: at least three times annually
- Format: meetings can be held in person or by telecommunications or electronic means; voting may take place in person, or by any electronic means or mail ballot
- Agenda: developed by the Committee Chair and Registrar/Deputy Registrar, with input from Committee members
- Quorum: 75% of the Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office.

Indemnification

Immunity for acts or omissions in good faith (section 24, HPA); Directors and Officers Liability Insurance.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2010/2011

Quality Assurance Committee Annual Report

Reporting Period: April 1, 2010 to March 31, 2011
Report Date: May 15, 2011
Submitted By: Mary Flesher, registrant and member

Terms of Reference: (attached)

Members and Terms:

- Jacqueline Parsons, registrant (Chair)
- Ingrid Verduyn, registrant (Vice-chair)
- Adrian Kershaw, appointed Board member and public representative
- Alexis Blueschke, registrant
- Harry Caine, public representative
- Marlyn Davis, registrant and elected Board member
- Peter Lam, registrant and elected Board member (until May 3, 2010)
- Larry Rebus, registrant
- Anita Marriott, registrant
- June Barens, public representative

Meeting Dates:

- May 3, 2010
- September 20, 2010
- January 24, 2011

Summary of Activities during the April 1, 2010 to March 31, 2011 year:

- **Bylaws and Policies:** Reviewed and recommended approval to the Board:
 - Qac-03: "Privacy Legislation for Private Practitioners" (previously Prc-02)
 - Qac-04: "Co-signing Interns' Records" (previously Prc-03)
 - Qac-05: "Professional Practice Policy" (previously Prc-04)
 - Qac-06: "Right to Refuse Treatment"
 - Bylaw Schedule A – Code of Ethics
 - QA Bylaw Amendments
- **Jurisprudence Handbook:** Members reviewed the draft Jurisprudence Handbook (4 chapters) and agreed the content was good but was repetitive and long, and needs major editing before being finalized and implemented into an electronic version. Members agreed to include non-testable chapter 4 content. Budget permitting, the electronic Handbook and exam will be completed in the 2011/12 year.
- **Practice Issues:** Committee members discussed strategies with the Ministry of Health to facilitate RD ability to order diagnostic laboratory tests required for therapeutic nutrition care.
- **Nutrition Care Process and Standardized Terminology:** Committee members discussed the Nutrition Care Process. Members will keep monitoring the implementation of the process across BC.
- **Continuing Competence Program (CCP) Database Module:** SkilSure® online CCP was demonstrated to committee members who provided input into revising it.

Current Activities and Issues:

- Inter-professional agreements for scope of practice
- Jurisprudence Handbook for BC Dietitians
- Continue to assess the CDBC website for ease of access
- Nutrition Care Process and standardized terminology
- Barriers to Practice – laboratory tests
- Bylaw and policy amendments

2011/12 Meeting Dates (in-person):

- May 2, 2011
- October 3, 2011
- February 6, 2012

Quality Assurance Committee Terms of Reference

Date created: February 19, 2010

Date approved by Board: March 5, 2010

Date last reviewed by Board:

Category: Board Policy

File code: Bd09/Policies/ Terms of Reference QAC – final Mar 5 10

Authority

The Quality Assurance Committee is a Committee of the CDBC Board established pursuant to HPA s. 16, 19(1) and 26; By-Laws, Sections 13, 17, 18, 20, 21, 53, 66 and 76.

Composition

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

Ex-officio (non-voting) members of the Committee include the Board Chair, the Registrar and the Practice Advisor.

The Committee selects a Chair and a Vice-Chair from its members and recommends their approval to the Board.

Mandate

Pursuant to legislation, the Committee's mandate is to ensure, in the public's interest, that Registered Dietitians are safe and competent to practice, and practicing to a high ethical and procedural standard.

Primary Duties, Functions and Responsibilities

The Committee ensures safe and competent practice by:

- Establishing, monitoring and enforcing standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice among Registered Dietitians;
- Establishing and maintaining a continuing competency program to promote high practice standards among Registered Dietitians;
- Establishing and maintaining a patient relations program to prevent professional misconduct of a sexual nature;
- Establishing, monitoring and enforcing a code of professional ethics and standards among Registered Dietitians;
- Ensuring that Registered Dietitians provide individuals access to their health care records in appropriate circumstances;
- Informing individuals and the public of their rights under the College's legislation and privacy legislation;
- Developing practice guidelines and/or advisory statements;
- Informing Registered Dietitians and the public of College responsibilities and processes;
- Informing Registered Dietitians and the public about quality practice; and
- Reporting to and advising the Board.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for terms of less than one year.

Meeting Procedures

- Schedule: at least three times annually
- Format: meetings can be held in person or by telecommunications or electronic means; voting may take place in person, or by any electronic means or mail ballot
- Agenda: developed by the Committee Chair and Registrar/Practice Advisor, with input from Committee members
- Quorum: 75% of the Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office.

Indemnification

Immunity for acts or omissions in good faith (section 24, HPA); Directors and Officers Liability Insurance.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2010/2011

Inquiry Committee Annual Report

Reporting Period: April 1, 2010 to March 31, 2011
Report date: June 3, 2011
Submitted by: Melanie Journoud for Tina Hartnell, Chair

Terms of Reference: (attached)

Members and Terms:

- Robin Watt, elected Board member and Chair (until October 16, 2010)
- Lesley Nicholls, public representative, Vice-chair (April 1 to October 16, 2010); Chair (October 17, 2010 to March 31, 2011)
- Maria Dedegikas, elected Board member (October 17, 2010 to March 31, 2011)
- Mary Flesher, registrant
- Tina Hartnell, registrant, Vice-chair (October 17, 2010 to March 31, 2011)
- Carol Hartnett, registrant
- Buncy Pagely, Board public representative

Meeting Dates:

- None; no active complaints.

Summary of Activities during 2010/2011 year:

- Approved February 25, 2010 Minutes via email ballot.

Status of Complaints as of March 31, 2011:

- No active cases.

Current Activities and Issues:

- Manage any complaints against registrants that are received by the College.
- Hold annual orientation in-person meeting, scheduled for May 30, 2011.

Next Meeting Date: To be scheduled as needed.

Inquiry Committee Terms of Reference

Date created: October 13, 2004

Date approved: May 14, 2010

Date last reviewed: October 15, 20 09

Category: Board Committee

File code: Bd/Policies/Bd-27 IC ToR– final May 14 10

Authority

The Inquiry Committee is a Committee of the CDBC Board established pursuant to HPA s. 16, 19(1), 27 to 36, and 37, Dietitians' Regulations and the CDBC By-Laws, Sections 13, 15, 19 to 21, 56 to 59, and 63 to 64.

Composition

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

There are three (3) ex-officio (non voting) members of the Committee: the Board Chair, the Registrar and the Deputy Registrar.

The Committee selects a Chair and a Vice-Chair annually from its members and recommends their approval to the Board.

Mandate

Pursuant to legislation, the Committee's mandate is to manage the public risk associated with the practice and conduct of Registered Dietitians.

Primary Duties, Functions and Responsibilities

The Committee manages public risk by:

- On an "own motion" complaint from the Quality Assurance Committee, investigating, inquiring into, inspecting, observing or examining the premises, equipment and materials used by a Registered Dietitian to practice; the records relating to the Registered Dietitian's practice; and the practice of a Registered Dietitian;
- Investigating complaints against Registered Dietitians delivered by the Registrar to the Committee;
- Investigating a Registered Dietitian on its own initiative.

The Committee also:

- Monitors the investigation process;
- Tracks and monitors effectiveness of the inquiry process;
- Makes decisions;
- Informs Registered Dietitians and the public of the inquiry process and outcomes, in liaison with the Quality Assurance/Patient Relations Committee;
- Reports the results of an investigation to the Board, complainant and the public;
- Refers matters that cannot be resolved at the inquiry to the Discipline Committee for a hearing; and,
- Reports to and advises the Board.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.

Meeting Procedures

- Schedule: at least three times annually
- Format: meetings can be held in person or by telecommunications or electronic means; voting may take place in person, or by any electronic means or mail ballot
- Agenda: developed by the Committee Chair and Registrar/Deputy Registrar, with input from Committee members
- Quorum: 75% of the Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting; approved signed copy of the Minutes kept on file in the College office.

Indemnification

Immunity for acts or omissions in good faith (section 24, HPA); Directors and Officers Liability Insurance.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2010/2011

Discipline Committee Annual Report

Reporting Period: April 1, 2010 to March 31, 2011
Report date: June 3, 2011
Submitted by: Melanie Journoud, Deputy Registrar

Terms of Reference: (attached)

Current Members and Terms:

- Members will be appointed and trained prior to a discipline hearing.

Meeting Dates:

- No discipline hearings have been held since the College's inception, April 1, 2004.

Discipline Committee Terms of Reference

(DC policy last reviewed and approved by the Board June 17, 2006)

Authority: HPA s. 16, 19(1), 37 to 40; Bylaws, Sections 13, 16, 19 to 21 and 60 to 64.

Background: The College is required to establish a Discipline Committee to conduct hearings on matters referred from the Inquiry Committee, to ensure public safety.

Policy:

1. The Committee's mandate is to:

- Hear and make a determination of a matter referred to the committee, pursuant to the Act, Regulation and bylaws;
- At the conclusion of a discipline hearing, advise every registrant of the name of the respondent, facts of the case, reasons for the decision and disposition of the case;
- Where an outcome of the hearing is the limitation or suspension of a registrant's practice, notify the dietetics regulators of every other Canadian jurisdiction;
- Refer matters that cannot be resolved through a Discipline hearing to the Supreme Court.

2. Key Roles: To enforce the safe, ethical and competent practice by registrants, the committee will:

- Conduct hearings, pursuant to the legislation, in consultation with legal counsel
- Inform others
- Advise the Board

3. Membership

As required, pending a Discipline hearing, five persons appointed by the Board:

- at least 2 public representatives, one of whom must be an appointed Board member;
- 1 elected Board member; and
- 2 registrants
- Ex-officio: Board Chair and Registrar.

4. Terms

Terms must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms. The Committee will recommend to the Board the appointment of a Chair and Vice-chair.

5. Remuneration

When active, remuneration for Committee or panel members is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for terms of less than one year.

6. Meeting Procedures

- Schedule: as required
- Location: to be determined
- Format: in-person
- Hearing format: established by legal counsel
- Quorum: a majority of the Committee or panel constitutes a quorum
- Proceedings: using standard legal format, established by legal counsel; original copy kept on file in the College office

7. Indemnification

Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.