

College of Dietitians of BC



*April 1, 2009
to
March 31, 2010*

Annual Report

Presented at the Annual General Meeting

**October 15, 2010
3:00 to 3:45pm
Room C-509, 5th Floor, C Building
Langara College
100 West 49th Avenue,
Vancouver, BC V5Y 2Z6**

AGENDA

CDBC 6th ANNUAL GENERAL MEETING

for the

April 1, 2009 to March 31, 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**

Bd10/AGM/agenda.Oct 15 10

- 1. Call to Order and Remarks of the Chair**
 - 1.1 Introductions
 - 1.2 Agreement on Agenda
- 2. Approval of October 23, 2009 Minutes**
- 3. Annual Reports**
 - 3.1 Board of Directors and Registrar
 - 3.2 Registration Committee
 - 3.3 Patient Relations Committee
 - 3.4 Quality Assurance Committee
 - 3.5 Inquiry Committee
 - 3.6 Discipline Committee
- 4. Auditor's Report: March 31, 2010 Audited Financial Statement**
- 5. New Business**
 - 5.1 "Q" and "A"
- 6. Announcements**
 - 6.1 Post-AGM Education Sessions:
 - Fern Hubbard, Registrar "College Initiatives since April 1, 2010"
 - Mélanie Journoud, Deputy Registrar "Introducing - the new Website and Online Continuing Competence Program"
- 7. Adjournment**

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING

For the 2008/2009 Year

Friday, October 23, 2009

4:40 to 5:10pm

Room C-509, 5th Floor, C Building

Langara College

100 West 49th Avenue, Vancouver, BC

Bd09/AGM/Minutes Oct 23-09

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Glenn Kissmann, elected Board Director and Chair of the Board, called the 5th Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 4:40pm. 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.

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. It was noted that this year's CDBC AGM covers the April 1, 2008 to March 31, 2009 fiscal year.

The Chair announced that the quorum requirement of twenty registrants was met and the meeting proceeded.

1.1 Introductions

Board members and staff provided self-introductions. Regrets were relayed from Peter Lam, Board Director representing the Fraser electoral region.

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.

As there were no amendments to the agenda, it was adopted as presented by consensus.

2. Approval of October 24, 2008 Minutes

BE IT RESOLVED THAT the Minutes of the October 24, 2008 CDBC Annual General Meeting are accepted as circulated.

Carried.

3. Annual Reports

3.1 Board of Directors and Registrar

Glenn Kissmann, Chair, reviewed the status, as of March 31, 2009, 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, compared registration statistics between April 1, 2008 and April 1, 2009 and, in addition to carrying out activities to meet the Board's Strategic Priorities, highlighted the following responsibilities and functions:

- oversaw management of the database and website public register and the production of statistical reports,
- coordinated work of the Board and committees,
- managed contracts, including the projects funded by the government's \$80,000 grant,
- managed fiscal, administrative and communication functions,
- coordinated complaints with the Inquiry Committee, legal counsel and investigators, and
- drafted new CDBC by-laws with the assistance of a consultant.

3.2 Registration Committee

Heather Martin, elected Board Director, Vice-chair of the Board, and Committee Chair, highlighted items from the eight meetings held during the year. The Committee:

- reviewed and approved applications for the registration of international applicants, Mutual Recognition Agreement transfers, masters route applicants and reinstatements,
- developed/amended policies, procedures and approved upgrading courses,
- received deliverables for 2007/08 government grant:
 - project to review and recommend on-line courses suitable for upgrading in the area of Food Service Administration, Community Nutrition, and Advanced Nutrition, and
 - a Competence Self-Assessment (CSA) tool for international and returning to practice applicants - Phase One of the Essential Competencies project,
- liaised with consultants working on 2008/09 government grant projects to:
 - review case studies and validation tools for Competence Self-Verification (CSV) process and discussed adaptation to an on-line format for completion in 2009/10, and
 - identify additional practical training sites for internationally educated dietitians who require practical training upgrading, and
- incorporated provincial requirement for resubmission of Criminal Record Review on a five year basis into the registration process.

3.3 Quality Assurance Committee

Marlyn Davis, elected Board Director and Committee member, 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,
- reviewed reports on scope of practice barriers gathered during Registrar's provincial liaison sessions,
- discussed processes and proposed bylaws to meet new Quality Assurance Program requirements in the *Health Professions Act*, and
- approved a complete Standards of Practice document (Schedule B of the bylaws) and posted it on the website.

3.4 Inquiry Committee

Robin Watt, elected Board Director and Committee Chair, highlighted the following items from the four meetings and numerous email discussions during the year:

- completed two cases initiated in 2007 in accordance with the *Health Professions Act* and CDBC by-laws, distributed the two Complaint Outcome Reports to CDBC registrants via email for education purposes and posted them on the website:
 - Case #07-03: After reviewing the Investigation Report and a practice review Assessment Report written by a nutrition support consultant, the Committee resolved to take no further action.
 - Case #07-05: The Committee determined in early 2008 that the registrant's competence and conduct met the CDBC's Standards of Practice and Code of Ethics. When informed of the decision, the complainant appealed to the Board within the 14-day time period required in the *Health Profession Act* for a review of the outcome. New documentation was submitted with the appeal letter. The Committee discussed the new information as well as all prior case documents and in accordance with the *Health Professions Act*, resolved to take no action against the registrant. The Board heard the appeal on May 12, 2008 and upheld the Committee's decision.
- two registrants attended the Council on Legislation, Enforcement and Regulation's (CLEAR's) 3-day Investigators' Training Course in September 2008 and passed the certification examination.

3.5 Patient Relations Committee

Adrian Kershaw, Public Representative Board Director and Committee member reported the following activities from the Committee's three meetings for Peter Lam, Board Director and Committee Chair:

- reviewed drafts of the developing Inter-Professional Agreement between the College of Pharmacists of BC and the CDBC "Pharmacists Acceptance of Dietitians' Authority",
- adapted with permission the College of Physical Therapists of BC Patient Relations Program (to prevent professional misconduct of a sexual nature),
- approved purchase of the College of Dietitians of Alberta's "Professional Practice Handbook" and hired a consultant to adapt it to meet the needs of BC's international applicants, new graduates and registrants,
- suggested design and content updates to the website, and
- reviewed, discussed and agreed to monitor the adoption of the nutrition care process model and international dietetics and nutrition terminology.

3.6 Discipline Committee

Glenn Kissmann, elected Board Director and 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 2008/09 Annual Reports are accepted as circulated.
Carried.***

4. Auditor's Report: March 31, 2009 Audited Financial Statements

Glenn Kissmann reviewed the audited Financial Statements focusing on page 2, the Statement of Operations for the year ending March 31, 2009, and page 4, Statement of Financial Position as of March 31, 2009. Glenn explained that the purpose of the Restricted Fund is to cover unexpected legal and disciplinary costs and stated the College's goal of one million dollars

***BE IT RESOLVED THAT the 2008/2009 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 announced that observers were welcome to attend the Board meeting following the AGM, from 6:30 to 9:00pm and Saturday, October 24 from 9:00am to approximately 12:30pm. If interested, registrants were asked to see the Registrar for meeting location details.

It was noted that the 2008/2009 Annual Report would be sent to all registrants and government appointed Board public representatives by email.

The Chair thanked registrants for participating in the Annual General Meeting and in the two pre-AGM Information Sessions on the "Inter-Professional Agreement between the CDBC and the College of Pharmacists of BC" and the "CDBC Complaint Process".

7. Adjournment

A resolution to adjourn was accepted by consensus and the meeting adjourned at 5:10pm.

List of Attendees

Registrants (on-site at Langara College)

Joan Arnold, RD	Winnie Li, RD(t)
Kathleen Beggs, RD	Rebecca Lim, RD
Beverley Blair, RD	Janice Macdonald, RD
Anna Bozac, RD	Jocelyn Macdonald, RD
Jo-Anne Bradshaw, RD	Anita Marriott, RD
Ali Chernoff, RD	Heather Martin, RD
Laura Cullen, RD	Joanne Mostrenko, RD
Marlyn Davis, RD	Janet Parker, RD
Maria Dedegikas, RD	Mary Pilipenko, RD
Susan Graves, RD	Barbarah Tinskamper, RD
Alison Gilliland, RD(t)	Jill van der Linden, RD
Tina Hartnell, RD	Robin Watt, RD
Frances Johnson, RD	Patrice White, RD
Melanie Journoud, RD	Kristen Yarker-Edgar, RD
Glenn Kissmann, RD	

Public representatives – Appointed Board Directors:

Buncy Pagely	Kundan Sangha
Adrian Kershaw	

Kamloops Site (via videoconference):

Dawn Benwell, RD	Barbara Mark, RD
Janet Dabner, RD	Jodi Richardson, RD
Christopher Konczyk, RD	Kristin Mole (Sunderman) , RD(t)

Kelowna Site (via videoconference):

Cynthia Fallu, RD

Nanaimo Site (via videoconference):

Susan Beaubier, RD	Tracy Lister, RD
Shannon Burgert, RD	June Wade, RD

Prince George Site (via videoconference):

No attendees for AGM

Victoria Site (via videoconference):

Lorrie Cramb, RD	Monica McAuley, RD
Lynn Nabata, RD	Miriam Shrimpton, RD

Students:

Alex Dalzis (3rd year UBC)

Staff:

Fern Hubbard, Registrar	Marilyn Elliott, Executive Assistant
Melanie Journoud, Practice Advisor	Joan Gosse, Administrative Assistant

Reporting Period: April 1, 2009 to March 31, 2010
Report date: October 15, 2010
Submitted by: Peter Lam, Chair, Board of Directors

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)
- Kundan Sangha, public representative (Burnaby)
- Robin Watt, elected registrant (Interior/North)

2009/2010 Meeting Dates (in-person):

- May 15, 2009
- October 23, 2009
- March 5, 2010

Status of Board of Director's "3-year Rolling Strategic Plan" to March 31, 2010

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
 - Emergency Registration class approved by Ministry of Health December 2009 in preparation for the Olympics
 - Dietitians Regulation and CDBC Bylaw amendments in progress - includes, in part:
 - changes to Restricted Activities
 - possible need for Certification of Restricted Activities that require further education/training.
 - new registration classes for Non-practicing registrants and registrants transferring to BC under labour mobility agreements
2. Develop collaborative processes that support registration.
 - Participated with *Partnership for Dietetic Education and Practice* (PDEP) – a 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; goals:
 - nationally validated by registrants during 2010/11 year
 - available to regulators 2012
 - implemented for registration, education and accreditation 2013/14
 - Pilot of online Competence Self-Assessment Process (CSAP) developed with the aid of 2 grants received in 2007/08 from Ministry of Economic Development and in 2009/09 from Ministry of Advanced Education and Labour Market Development for online self-assessment against Essential Competencies to determine "gaps" in academic and practical training knowledge, skills and abilities of international and previous dietitians returning to practice
 - Liaised with Langara College to draft a new proposal to the government for enhancement to the dietetics practical training programs (in progress)
3. Enhance access to dietetic care through inter-professional agreements.
 - Submitted June 2009 inter-professional agreement with College of Pharmacists of BC, "Pharmacists' Acceptance of Dietitians' Authority" to Ministry of Health; recommended concepts be included in amendments to Dietitians Regulation

4. Broaden CDBC’s profile, mandate and processes through strategic marketing/communications.
 - Meet regularly with: students, interns, registrants (all regions, as invited or scheduled), dietetic educators (UBC, Langara College, Practice Leaders, Clinical Nutrition Leaders), government (Ministry of Advanced Education and Labour Market Development; Ministry of Health Services, Professional Regulation; Ministry of Health, Human Resources Planning and Labour Market Competitiveness Branch), other 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
 - Board continues to identify and recruit potential registrants for future Board and committee positions
 - Oriented Buncy Pagely and Kundan Sangha, new public representatives appointed by the Board Resourcing and Development Office (BDRO) for a one-year term, April 1, 2009 to March 31, 2010.

Registrar Activities:

- 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

- Register: maintained database register and website public register; produced statistical reports for Board; participated with Ministry of Health’s Department of Health Human Resource Planning, Dietitians of Canada BC Region’s Workforce Planning Committee and Softworks, CDBC’s database host to produce registration statistics
- Registration: coordinated online renewal including new 5-year Criminal Record Re-check requirement
- Administration: worked closely with Mélanie Journoud, Practice Advisor/Deputy Registrar, and Marilyn Elliott, Executive Assistant, to coordinate and delegate office functions/activities; managed budget; produced financial reports; managed administrative functions of the College in accordance with legislation and Board policies
- Board’s Strategic Objectives: developed and carried out Actions; reported status to Board
- Board and Committee support: including policy drafting, actions, legislation and governance guidance
- Contracts: liaised with consultants for government grant projects, Restricted Activities Competencies Project, bylaw amendments and Jurisprudence Handbook project; worked with Mélanie on website updates and redesign
- Legislation: monitored amendments to *Health Professions Act*, trends in dietetic practice and health care, provincial and national issues; met with Chair of Health Professions Review Board (HPRB)
- Public protection: liaised with legal counsel to respond to HPRB enquiry
- Representation: communicated with registrant and the public via the website, Monthly Updates and Newsletter, liaised with other health professionals, presented to numerous groups including a Continuing Legal Education session and to the Board of the College of Opticians of BC
- Office relocation: managed January 2009 notice of office lease non-renewal at Suite 103 - 1765 West 8th Avenue; worked with commercial realtor February to April 2009 to locate new office; coordinated office move with staff and service providers; moved June 30/09 to suite 409 - 1367 West Broadway.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
2009/2010
Registration Committee Annual Report

Bd10/AGM.RC rpt

Reporting Period: April 1, 2009 to March 31, 2010
Report date: October 1, 2010
Submitted by: Monica McAuley, Vice Chair and Melanie Journoud, Deputy Registrar

Terms of Reference: (attached)

Current Members and Terms:

- Heather Martin, elected Board member and Chair
- Monica McAuley, registrant and Vice Chair
- Kundan Sangha, Board public representative
- Frances Johnson, registrant
- Maria Dedegikas, elected Board member
- Lesley Nicholls, public representative

Meeting Dates:

- June 8, 2009
- October 2, 2009
- January 29, 2010

Summary of Activities during 2009/2010 year:

- Revised or reapproved registration policies and procedures including: Rc-02: Full Registration and Rc-08: Registrar's Limited Authority to Act for Registration Committee.
- Reviewed and approved applications for registration: international, labour mobility framework, post-graduate degree and reinstatement applications.
- 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 "blinded" 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; 5 applications were reviewed.
- Reviewed and recommended revisions to new draft registration bylaws.
- Reviewed the CDBC Jurisprudence Handbook and recommended registrants review the handbook and write the handbook test every 5 years.
- 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.

Current Activities and Issues:

- Monitoring the CSAP pilot process and outcomes
- Completing the Restricted Activities Competencies Project
- Ongoing committee registration work.

2010/2011 Meeting Dates:

- June 18, 2010 (teleconference)
- September 20, 2010 (in person)
- January 31, 2011 (in person)
- May 6, 2011 (in person)

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

2009/2010

Patient Relations Committee Annual Report

Reporting Period: April 1, 2009 to September 28, 2009
Report Date: October 14, 2010
Submitted By: Melanie Journoud, Deputy Registrar

Terms of Reference: (attached)

Members and Terms:

- Peter Lam, registrant and elected Board member (Chair)
- Shemina Patni, registrant (Vice-Chair)
- Harry Caine, public representative
- Adrian Kershaw, appointed Board member and public representative
- Larry Rebus, registrant
- Ingrid Verduyn, registrant and Vice-chair

Meeting Dates:

- May 4, 2009
- September 28, 2009

NOTE: The Patient Relations Committee combined with the Quality Assurance Committee on January 18, 2010.

Summary of Activities:

- **Patient Relations Program:** Board approved the PRC's Patient Relations Program. This consists of a document entitled, "Where's the Line?" on professional boundaries in a therapeutic relationship adopted from the College of Physical Therapists of BC. The document is available on the CDBC website.
- **CDBC Professional Practice Handbook:** The Committee reviewed the Table of Contents from the College of Dietitians of Alberta "Professional Practice Handbook". Gaps were identified and discussed.
- **Practice Barriers:** The CPBC/CDBC Inter-professional Agreement "*Pharmacists' acceptance of dietitians' authority*" has been submitted to the Ministry and the college is waiting for a response. Once approved, the College of Physicians and Surgeons and the College of Registered Nurses of BC will be informed and education material will be prepared for registrants.
- **Website:** The Registrar presented recommended changes to the website from the College's webmaster. Feedback from the PRC will be communicated to the webmaster.
- **Nutrition and Dietetic Care Process:** Discussed in depth, the nutrition care process model and international dietetics and nutrition terminology. Implementation in BC and Canada will be monitored and the item will be discussed further at the next meeting.
- **Ethical Distress: Inquiry Committee Case #07-05:** Discussed the case and agreed that it is important to provide advice to registrants so that they continue to practice competently and ethically. The Committee initially thought it would be useful to develop guidelines to assist registrants in dealing with difficult clients and/or caregivers. It was decided that guidelines are not necessary as the Standards of Practice and Code of Ethics already provide guidance in competent, ethical practice. A policy on "Refusal to Treat" will be discussed next meeting.
- **Barrier to Practice – Lab Tests:** Discussed the barriers faced by dietitians in ordering laboratory tests for nutritional status assessment and monitoring. The Registrar sent a briefing note and letter to the Board of Directors for BC Society of Laboratory Science (BCSLS). Their response will be shared with committee members. Registrants were polled in the October Monthly Update to determine how much of a barrier to practice this matter is.
- **Policy Review:** Reviewed Prc-02 (Privacy Legislation for Private Practitioners) and associated Practice Guideline. Recommended to Board for re-approval.
- **Quality Assurance and Patient Relations Committee:** Discussed and agreed to recommend to the Board that the two committees be combined as numerous activities and priorities are discussed by both groups.

Current Activities and Issues and 2010/11 Meeting Dates: Please refer to the 2009/10 QAC Annual Report.

Patient Relations Committee Terms of Reference

Date created: October 13, 2004

Date approved: October 30, 2004

Date last reviewed: June 17, 2006

Category: Patient Relations Committee

File code: Pr06/Policies/Pr Terms of Reference – final June 17 06

Authority: HPA s. 16 and 19(1); Bylaws, Sections 13, 18, 20, 21, 66 and 76

Background: The College is required to establish a Patient Relations Committee to ensure safe, ethical and competent practice by registrants in their relations with patients.

Policy:

1. The Committee's mandate is to:
 - Establish a patient relations program to prevent professional misconduct of a sexual nature;
 - Establish, monitor and enforce standards of professional ethics amongst registrants;
 - Require registrants to provide an individual access to the individual's health care records in appropriate circumstances; and
 - Inform individuals of their rights under the College's legislation and privacy legislation.
2. Key roles: To ensure safe, ethical and competent practice by registrants, and ensure individuals' rights and privacy, the committee will:
 - Develop, maintain and monitor a patient relations program
 - Monitor a code of professional ethics
 - Inform registrants and the public of College responsibilities and processes
 - Advise and report to the Board
3. Membership
Five persons appointed by the Board: (see Appendix 1 for Current Membership and Terms):
 - 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
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.
6. Meeting Procedures
 - Schedule: at least three times annually
 - Location: to be determined
 - Format: in-person, by teleconference, by email and by mail ballot
 - Agendas: developed by the Committee Chair and Registrar, with input from Committee members
 - Quorum: a majority 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
7. Indemnification
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2009/2010

Quality Assurance Committee Annual Report

Reporting Period: April 1, 2009 to March 31, 2010
Report Date: October 14, 2010
Submitted By: Melanie Journoud, Deputy Registrar

Terms of Reference: (attached)

Members and Terms:

- Peter Lam, registrant and elected Board member (Co-Chair)
- Jacqueline Parsons, registrant (Co-Chair)
- Adrian Kershaw, appointed Board member and public representative (Co-Vice-Chair)
- Shemina Patni, registrant (Co-Vice-Chair)
- Alexis Blueschke, registrant
- Harry Caine, public representative
- Marlyn Davis, registrant and elected Board member
- Parveen Khattra, registrant
- Larry Rebus, registrant
- Ingrid Verduyn, registrant and Vice-chair

Meeting Dates:

- April 27, 2009
- September 21, 2009
- January 18, 2010

Summary of Activities during the April 1, 2009 to March 31, 2010 year:

- **Quality Assurance and Patient Relations Committee:** the two committees combined as both groups discuss similar priorities and activities. Jacqueline Parsons (Chair) and Ingrid Verduyn (Vice-Chair) for April 1, 2010 to March 31, 2011 term. Catherine Herb-Kelly, legal council recommended keeping "Quality Assurance Committee" instead of combining the two Committee designations.
- **Prc-02: "Privacy Legislation for Private Practitioners":** Approved policy Prc-02 as circulated and recommends approval to the Board.
- **CDBC Professional Practice Handbook:** After discussing comments from legal council, the Committee agreed that the registrants take the exam on a 5-year cycle.
- **Bylaw Amendments:** Reviewed new draft bylaws and agreed to have legal council, finalize them. Agreed to direct bylaws consultant Kelly Elfstrom to revise bylaw Schedule A: Code of Ethics and Schedule B: Standards of Practice and review at a future meeting.
- **Practice Barriers:** Received information about the CPBC/CDBC Inter-professional Agreement "*Pharmacists' acceptance of dietitians' authority*". The Ministry of Health will amend the Dietitians Regulation to enforce the concepts of the agreement. Will review the Ministry of Health's proposed amendments to the Dietitians Regulation at a future meeting. Discussed an algorithm model for reducing barriers to practice and requested clarification from the Board.
- **Nutrition Care Process and Standardized Terminology:** Discussed the nutrition care process model and international dietetics and nutrition terminology. Implementation in BC and Canada will be monitored and will be discussed at future meetings.
- **Continuing Competence Program (CCP):** Reviewed survey to evaluate CCP after three-year phase-in period.
- **CCP Database Module:** Reviewed presentations by Softworks and Claymore in regards to CCP database modules and estimates. Committee discussed current CCP process, financial and human resource needs and recommends 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.

Current Activities and Issues:

- Inter-professional protocol agreements for scope of practice
- Professional Practice Handbook for BC Dietitians
- Continue to assess the CDBC website for ease of access
- Nutrition Care Process and standardized terminology
- Barrier to Practice – laboratory tests
- Bylaw amendments, including Code of Ethics and Standards of Practice

2010/11 Meeting Dates:

- **May 3, 2010**
- **September 20, 2010**
- **February 7, 2011**

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

2009/2010 Inquiry Committee Annual Report

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Reporting Period: April 1, 2009 to March 31, 2010
Report date: Oct 13, 2010
Submitted by: Fern Hubbard for Robin Watt, Chair

Terms of Reference: (attached)

Members and Terms:

- Robin Watt, elected Board member and Chair
- Lesley Nicholls, public representative and Vice-chair
- Carol Fawcett, registrant
- Tina Hartnell, registrant
- Carol Hartnett, registrant
- Buncy Pagely, Board public representative

Meeting Dates:

- June 26, 2009 (in-person)
- October 22, 2009 (email ballot)
- February 25, 2010 (teleconference)

Summary of Activities during 2008/2009 year:

- Approved for publication the 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 following the legislation that was in place prior to the HPRB being enacted.
- Orientation by the College's legal counsel to legislation that forms the foundation of Inquiry Committee processes and decisions.
- Presentation by two registrants who completed the Council on Licensure, Enforcement and Regulation's (CLEAR's) 3-day Investigators' Training Course in September 2008.
- Made amendments to Committee policies:
 - Ic-01, Investigators
 - Ic-02, Interpretive Guideline – the Inquiry Process
- Discussed Committee membership and Chair/Vice-chair positions for April 1, 2010 year
- Thanked Carol Fawcett for volunteering her time, energy and knowledge from November 1, 2004 to Marcy 31, 2010.

Status of Complaints as of March 31, 2010:

- No active cases.

Current Activities and Issues:

- None.
- Manage any complaints against registrants that are received by the College.

Next Meeting Date: Not set.

Inquiry Committee Terms of Reference

Date created: October 13, 2004

Date approved: May 14, 2010

Date last reviewed: October 15, 2009

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

2009/2010

Discipline Committee Annual Report

Bd10/AGM.DC rpt

Reporting Period: April 1, 2009 to March 31, 2010

Report date: October 15, 2010

Submitted by: Fern Hubbard, 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.