

College of Dietitians of BC



2007/2008 **ANNUAL REPORT**

Presented at the Annual General Meeting

October 24, 2008
4:15 to 5:00pm
Room B201, 2nd Floor B Building
Langara College
100 West 49th Avenue
Vancouver, BC V5Y 2Z6

AGENDA

CDBC ANNUAL GENERAL MEETING

for the

April 1, 2007 to March 31, 2008 year

Friday, October 24, 2008

4:15 to 5:00pm

***Langara College, Boardroom B201, 2nd Floor B Building
100 West 49th Avenue, Vancouver, BC***

Bd08/AGM/agenda.Oct 24 08

- 1. *Call to Order and Remarks of the Chair***
 - 1.1 Introductions
 - 1.2 Agreement on Agenda

- 2. *Approval of November 2, 2007 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 Patient Relations Committee
 - 3.6 Discipline Committee

- 4. *Auditor's Report: March 31, 2008 Audited Financial Statement***

- 5. *New Business***
 - 5.1 "Q" and "A"

- 6. *Announcements***
 - 6.1 Board meeting:
Friday, October 24, 2008 6:00pm to 9:00pm
Saturday, October 25, 2008 9:00am to 12:30pm

- 7. *Adjournment***

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

**ANNUAL GENERAL MEETING
For the 2006/2007 Year**

**Friday, November 2, 2007
4:45 to 5:35pm
Boardroom B201, 2nd Floor B Building
Langara College
100 West 49th Avenue, Vancouver, BC**

Bd07/AGM Nov 2 07 minutes Nov 13

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Glenn Kissmann, Chair of the Board, called the Annual General Meeting of the College of Dietitians of BC (CDBC) to order at 4:45pm by welcoming all attendees. Attendees were asked to ensure they sign the attendance record and that they have a copy of the Annual Report. It was noted that the AGM covers the April 1, 2006 to March 31, 2007 fiscal year.

The Chair commented on progress the College has made since opening April 1, 2004 and thanked registrants and public representatives on the Board and committees, and staff, for their dedication and commitment.

The purposes of the Annual General Meeting were stated and registrants were reminded of the question/answer period later in the meeting.

1.1 Introductions

Board members provided self-introductions. The Chair introduced Melanie Journoud, RD, Practice Advisor, who joined the CDBC staff in August 2007.

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. Adrian Kershaw, public Board representative, acted as Parliamentarian. It was noted that resolutions need to be moved but not seconded.

The agenda was adopted as circulated, by consensus.

2. Approval of November 3, 2006 Minutes

BE IT RESOLVED THAT the November 3, 2006 Minutes of the CDBC Annual General Meeting are accepted as circulated.

Moved: Glenn Kissmann

Carried.

3. Annual Reports

3.1 Board of Directors and Registrar

Glenn Kissmann, elected registrant and Chair of the Board, reviewed the seven Strategic Priorities for the 2006/07 year and highlighted actions taken to meet the objectives.

Fern Hubbard, Registrar, highlighted information in the report regarding the College's email and in-person communications with registrants, provincial and national links, labour mobility agreements, and current initiatives including upcoming implementation of the national Essential Competencies for assessing all registration applicants.

3.2 Registration Committee

Joyce Statton, appointed Board member and Committee Vice-chair, reported for the Registration Committee on behalf of Meredith Cushing, Chair. Highlights included registration statistics and trends, provincial administration of the Canadian Dietetic Registration Examination for the Alliance, committee work relating to assessing international applicants for "substantial equivalence" to Canadian education and internship standards (soon to be the Essential Competencies) and determining appropriate upgrading courses and practical training. College staff were thanked for their support and meeting preparation.

3.3 Quality Assurance Committee

Adrian Kershaw, public representative and Chair, commented on the frequent meeting schedule during 2006/07 in order to develop the Continuing Competency Program which was implemented April 1, 2007. He thanked attendees Liz daSilva, who was the original Committee Chair, and Marlyn Davis, Vice-chair for their strong contributions to the program. Adrian noted that feedback on the program and the Interim Standards of Practice is currently being gathered and revisions needed for clarity and comprehensiveness will be incorporated during the winter of 2007/08. He also noted that the purpose of the program was monitoring on-going competence for public safety.

3.4 Inquiry Committee

Robin Watt, Vice-chair, reported on Inquiry Committee activities during 2006/07 for Debbie Zibrik, Chair. Robin noted that two cases were investigated during the year and that case outcomes are posted on the website on the Legislation Page. The two College Investigators who received three days of training in March 2006 through the Council of Legislation, Enforcement and Regulation (CLEAR) will relate their training to pertinent aspects of the next case to share their learning with committee members. Carol Kline, Board member and appointed public representative, was thanked for her leadership and commitment as past-Chair of the Committee.

3.5 Patient Relations Committee

Peter Lam, elected registrant and Chair, thanked attendees Ingrid Verduyn, Vice-chair, and Carol Kline, Board member and appointed public representative, for their valued participation on the Committee. Peter reviewed the activities addressed during the past year and reported on current activities including development of the Patient Relations Program, website update and annual review of the Code of Ethics.

3.6 Discipline Committee

Glenn Kissmann, Chair of the Board, reported that Discipline Committee has not yet been activated. Members will be appointed and trained when needed to conduct hearings as outlined in the *Health Professions Act*.

BE IT RESOLVED THAT the Annual Reports are accepted as circulated.

Moved: Vesanto Melina

Carried.

4. Auditor's Report: March 31, 2007 Audited Financial Statements

Glenn Kissmann reviewed the March 31, 2007 audited Financial Statements and explained revenue and expense differences between the 2006 and 2007 years. Glenn noted that the goal for the Restricted Fund is one million dollars to cover unexpected legal and disciplinary costs.

BE IT RESOLVED THAT the 2006/2007 audited Financial Statements are accepted as circulated.

Moved: Anna Bozac

Carried.

5. New Business

Bylaw amendments

The Registrar noted that bylaw amendments approved by the Board during 2006/2007 had been returned by the government for reformatting to fit with the new model bylaws. In addition, changes will need to be incorporated to meet the requirement of the BC/Alberta Trade, Investment and Labour Mobility Agreement (TILMA). Once final drafting is complete, the proposed bylaws will be posted on the website for registrant comment. It is hoped that the Board will review and approve them in the Spring of 2008.

Board election

The Chair announced that the terms of four Board positions end March 31, 2007 – two in the Interior/North electoral region and two in the Vancouver Coastal region. An announcement and nomination form was sent out by email prior to the November 1, 2007 deadline and nominations are due by December 1, 2007.

Laura Cullen, current Board member for Vancouver Coastal electoral region, announced that she would not be running for re-election and encouraged registrants to get involved at the Board or committee level. New Board members bring a fresh perspective to the Board which is needed for on-going development. Glenn thanked Laura for her commitment and leadership since 2002 as a volunteer registrant on the Interim Board and an elected member of the current Board.

“Q” and “A”

The Chair and Registrar answered questions relating to the government appointment of Board public representatives and the College recruitment of committee public representatives. Registrants were encouraged to submit the names of possible public representatives to the Registrar for follow-up recruitment.

6. *Announcements*

The Chair announced that observers were welcome to attend the Board meeting on Saturday, November 3 from 9:00am to approximately 5:00pm at College Place.

7. *Adjournment*

Janice Macdonald's motion to adjourn was accepted by consensus and the meeting adjourned at 5:35pm.

List of Attendees

Registrants (29):

Nooshin Alizadeh	Louise LeFebrae
Anna Bozac	Heather Lovelace
Joan Carlson	Janice Macdonald
Joyce Chow	Allen Mak
Laura Cullen	Heather Martin
Liz da Silva	Jeanne McCutcheon
Marlyn Davis	Vesanto Melina
Valli Fraser	Mary Pilipenko
Beverly Grice	Glenda Reid
Jayne Hardy	Jill Romanchuk
Lai-Lin Harvalias	Ingrid Verduyn
Frances Johnson	Eva Villeneuve
Melanie Journoud	Robin Watt
Glenn Kissmann	Kristen Yarker-Edgar
Peter Lam	

Public representatives:

Adrian Kershaw
Carol Kline
Joyce Statton

Staff:

Fern Hubbard, Registrar
Melanie Journoud, RD, Practice Advisor

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
2007/2008
Annual Report from the Board of Directors and Registrar

Bd08/AGM.Bd of Dirs-Regs rpt

Reporting Period: April 1, 2007 to March 31, 2008
Report date: October 23, 2008
Submitted by: Glenn Kissmann, Chair, Board of Directors
Fern Hubbard, Registrar

Board of Directors:

- Glenn Kissmann, elected registrant (Interior/North) 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 (Victoria)
- Jane Darville, public representative (Abbotsford)
- Peter Lam, elected registrant (Fraser)
- Joyce Statton, public representative (Vancouver)
- Robin Watt, elected registrant (Interior/North)

2007/2008 Meeting Dates:

- November 3, 2007
- June 22, 2007
- February 19, 2008 (teleconference)
- February 29, 2008

**Status of Board's "3-year Rolling" Strategic Plan (to March 31, 2008):
Years 1 & 2 - 2006/2008**

1. Continue to build the College's infrastructure to ensure efficient and effective response to registrants' needs
 - Hired Melanie Journoud, RD, MSc, to manage international registration, Continuing Competence Program (CCP) and assist Registrar
 - Expanded database to include statistical data, for workforce planning
 - Enhanced website.
2. Establish CDBC's Standards of Practice
 - Posted draft Standards of Practice for registrant feedback (based on Board-approved Essential Competencies, January 2008); incorporated feedback into interim version
 - Quality Assurance Committee and Board approved Interim Standards of Practice
 - Consulted with registrants via email and in-person during Continuing Competence Program consultation sessions and finalized Standards of Practice (future submission to government as Schedule B of CDBC bylaws).
3. Implement a Continuing Competence Program (CCP)
 - Mailed Professional Development Guide (PDG) to all registrants for April 1, 2007 CCP implementation; incorporated Interim Standards of Practice into Self-Assessment
 - Cohort 1 completed one-year CCP cycle by March 31, 2008
 - Further refined CCP criteria and 2008/09 review processes for Cohort 2 (registrants completing CCP cycle March 31, 2009), incorporating registrant feedback;
 - Revised Self-Assessment to incorporate final Standards of Practice
 - Updated all CCP documents; posted on website instead of mailing.
4. Further develop and enhance the College's working relationship with dietetic educators in BC
 - Met with UBC Program Director, Clinical Managers, Gerontology Nutrition Society (GNS) Internship Director and Dietetic Canadian Experience Program (DCEP) Director to discuss Essential Competencies and topics related to registration
 - Presented to UBC dietetic students in 3rd and 4th year; met with all 5th year interns re: registration processes; participated in Langara College's Orientation session for GNS and DCEP students/interns.

5. Develop an efficient, effective and timely application process for international applicants
 - Monitored provincial and federal registration initiatives to ensure transparency and ease of credential recognition and work experience; further developed current assessment processes
 - With consultant's assistance, identified online clinical and advanced nutrition upgrading courses
 - Applied for and received grants totaling \$33,000 from the Ministry of Economic Development for two "Regulator Projects to Increase Access to Regulated Professionals":
 - "Review of Academic Upgrading Courses" – online community and food administration courses as bridging/upgrading courses for international and out-of-practice applicants
 - "Essential Competencies Assessment Project" – development of forms, processes and policies to incorporate the national Essential Competencies into registration assessment processes for international applicants and out-of-practice dietitians
 - Continue to develop knowledge on "substantial equivalence" of "knowledge, skills and abilities".

6. Enhance the CDBC's working relationship with other dietetic agencies
 - Actively participated in the Alliance' monthly teleconference and bi-annual in-person meetings
 - Continued to establish regulatory relationships with western provinces
 - Liaised with BC and Alberta Ministries of Economic Development and College of Dietitians of Alberta to draft "Trade, Investment and Labour Mobility Agreement" (TILMA)

7. Recruit emerging professional leaders to the Board and committees
 - Board continues to identify regional informal/formal leaders and registrants with leadership potential for participation in College committees and Board.

Year 3 - 2008/09

1. Develop learning path for Reserved Acts.
1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
2. Develop a marketing/communications plan to reach provincial stakeholders.
3. Develop medium-long term plan to keep pace with information technology evolution.

Additional Registrar Activities:

- Maintained database register and website public register; produced statistical reports for Board, Workforce Planning Committee and Ministry of Health
- Coordinated work of Board and four committees including administrative support, drafting policies, managing contracts/liasing with consultants, completing actions and providing legislation and governance guidance
- Monitored legislation amendments; trends in dietetic practice and health care; provincial and national issues; consulted with legal counsel as needed
- Managed fiscal and administrative functions of the College in accordance with legislation and Board policies
- Coordinated complaints process; liaised with legal counsel; ensured investigation and decision processes comply with legislation; arranged Investigator training and orientation
- Communicated in-person with registrants during Role/Scope of Practice Liaison Sessions, via emailed Monthly Updates, Newsletters, Inquiry Committee Case Outcome Reports, announcements and, with registrants and potential registrants via mail, email and telephone
- Further developed relationships with BC Ministries of Health and Economic Development, provincial regulatory and professional groups, and federal labour mobility and human resource groups
- Represented CDBC at a variety of meetings, conferences and events.

2007/2008
Registration Committee Annual Report

Bd08/AGM.RCcomm rpt

Reporting Period: April 1, 2007 to March 31, 2008
Report date: October 8, 2008
Submitted by: Heather Martin, Chair

Terms of Reference: (attached)

Current Members and Terms:

- Heather Martin, elected Board member and Chair
- Monica McAuley, registrant and Vice-Chair (started term April 1, 2007)
- Joyce Statton, Board public representative
- Theresa Cividin, registrant
- Meredith Cushing, registrant
- Lesley Nicholls, public representative (started term April 1, 2007)

Meeting Dates:

- April 18, 2007 (teleconference)
- June 27, 2007 (teleconference)
- October 12, 2007 (in-person)
- May 12, 2007 (in-person)
- July 12, 2008 (teleconference)
- February 1, 2008 (in-person)
- February 19, 2008 (teleconference)

Summary of Activities during 2007/2008 year:

- Developed and/or revised registration policies and procedures including: Substantial Equivalence and Post-graduate Degree Route for Registration.
- Reviewed and approved applications for registration: international, new graduates, Mutual Recognition Agreement transfers, masters route applicants and reinstatements.
- Implemented Substantial Equivalence Assessment Table.
- Contracted project to develop competencies for achievement of Reserved Acts and options for proof of competence.
- Contracted and received deliverables for project to review and recommend on-line courses suitable for upgrading in the area of clinical nutrition.
- Contracted projects funded by a grant from the Ministry of Economic Development to review and recommend on-line courses suitable for upgrading in the areas of advanced nutrition, food service administration and community nutrition.
- Contracted a project funded by a second grant from the Ministry of Economic Development to develop an on-line self-assessment tool based on the Essential Competencies for international and out-of-practice applicants to self-assess their "knowledge, skills and abilities" prior to applying for registration, for validation by the Committee.

Current Activities and Issues:

- Investigate suitability of "Internationally Educated Health Professionals Orientation to Canadian Health Care Systems" course for international dietetic applicants.
- Monitor and advise project consultants (contracts completed September/08).
- Develop Bc/Alberta TILMA Agreement (Trade, Investment and Labour Mobility Agreement)
- Field-test tools developed to provide proof of competence for Reserved Acts

2007/08 Meeting Dates:

- May 3, 2008 (in-person)
- June 7, 2008 (in-person)
- June 16, 2008 (teleconference)
- September 19, 2008 (in-person)
- October 4, 2008 (in-person)
- November 4, 2008 (teleconference)
- January 30, 2009 (in-person)

Registration Committee Terms of Reference
(RC policy last reviewed and approved by the Board June 22, 2007)

Authority: HPA s. 16, 19(1) and 20; Bylaws, s. 13, 14, 19 to 21, 43 to 52, and 54 to 55.

Background: The College is required to establish a Registration Committee to ensure, in the public's interest, that registrants are qualified to practice

Policy:

1. The Committee's mandate is to:
 - establish standards of academic or technical achievement and the qualifications required for registration as a member of the college;
 - grant 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 registrant, and pays the required fees;
 - attach terms and conditions to the grant of registration; and
 - refuse to grant registration or set 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*.
2. Key Roles: To ensure registrants are qualified to provide safe, competent and ethical services, the committee will:
 - grant registration pursuant to the Act and bylaws
 - develop and monitor registration policies
 - monitor registration requirement processes
 - establish protocols for substantial equivalence assessment processes
 - inform registrants and the public about responsibilities of registration
 - advise and report to the Board
3. Membership
At least 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
 - at least 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.

2007/2008

Quality Assurance Committee Annual Report

Reporting Period: April 1, 2007 to March 31, 2008
Report date: October 23, 2008
Submitted by: Mélanie Journoud, Practice Advisor for Jacqueline Parsons,
Chair

Terms of Reference: (attached)

Current Members and Terms:

- Adrian Kershaw, appointed Board member and Chair; (appointed Vice-chair April 1, 2008)
- Marlyn Davis, elected Board member and Vice-chair
- Jacqueline Parsons, registrant (appointed Chair April 1, 2008)
- Linda Lytle, public representative
- Alexis Blueschke, registrant
- Parveen Khattra, registrant

Meeting dates:

June 4, 2007
October 11, 2007
February 4, 2008

Summary of Activities during the April 1, 2007 to March 31, 2008 year:

- 1) Continuing Competence Program (CCP)
 - Completion of CCP registrant liaison sessions. Over 400 RDs attended. Adjustments to the Program were made on the basis of the feedback received from registrants. Additional updated sessions to be offered to registrants in the Interior and Northern BC.
 - CCP documents were revised and published on the College website.
 - CCP Assessment Criteria revised and approved for 2008-09.
- 2) Standards of Practice
 - CDBC Standards of Practice finalized, approved as Schedule B of the CDBC bylaws by the Board and incorporated into the CCP.
- 3) CCP By-laws and Quality Assurance Program (QAP) Implementation
 - Additional information about by-law content required before finalizing the draft CCP by-laws for recommendation to the Board.
 - Discussed implementation of the HPA QAP (s. 26 (2) and (3)). To review and discuss QA processes planned by other colleges under the HPA as well as similar programs in dietetics across Canada before implementation.
- 4) Practice Guidelines
 - Transfer of QA Committee work to the Patient Relations Committee: Insulin adjustments and renal dietetics (adjustment to calcium intake).
 - Dysphagia assessment guidelines tabled pending the outcome of the work on inter-professional protocols.

Current Activities and Issues:

- On-going development of processes to support the new CCP
- On-going development of draft by-laws for the CCP
- On-going planning and implementation of the QAP

2008/09 Meeting Dates:

- May 8, 2008
- September 8, 2008
- February 16, 2009

Quality Assurance Committee Terms of Reference

Date created: October 13, 2004

Date approved: October 30, 2004

Date last reviewed by Board: June 22, 2007

Category: Quality Assurance Committee

File code: Qac06/Policies/Qac Terms of Reference – final June 22 07

Authority: HPA s. 16, 19(1); Bylaws, Sections 13, 17, 20, 21 and 53 (Note: future HPA amendment, section 26)

Background: The College is required to establish a Quality Assurance Committee to ensure, in the public's interest, that registrants are safe and competent to practice, and practicing to a high standard.

Policy:

1. The Committee's mandate is to:
 - Establish, monitor and enforce standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants; and
 - Establish and maintain a continuing competency program to promote high practice standards among registrants.
2. Key roles: To ensure the safe and competent practice by registrants, as well as enhance practice, the committee will:
 - Establish and monitor standards of practice
 - Develop practice guidelines and/or advisory statements
 - Establish and maintain a continuing competency program
 - Inform registrants and the public about quality practice
 - Advise and report to the Board
3. Membership
At least 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
 - at least 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

2007/2008

Inquiry Committee Annual Report

Bd08/AGM.IC rpt (1)

Reporting Period: April 1, 2007 to March 31, 2008
Report date: Oct 15, 2007
Submitted by: Deborah Zibrik, Chair

Terms of Reference: (attached)

Current Members and Terms:

- Debbie Zibrik, registrant and Chair
- Robin Watt, elected board member and Vice-chair
- Jane Danville, Board public representative
- Carol Fawcett, registrant
- Lesley Nicholls, public representative
- (Carol Kline, public representative, for completion of case initiated during her term)

Meeting Dates:

- Six meetings all by teleconference – no in-person meetings were held – June 1 and October 12, 2007; March 11, April 29, May 13 and July 24, 2008.
- E-mail discussions and ratification of items discussed at the meeting were completed between meetings.

Summary of Activities during 2007/2008 year:

- The Committee investigated a total of 3 cases in accordance with the *Health Professions Act* and CDBC By-laws.
- Once completed the results of the cases were abbreviated and shared with the registrants of the College via email to highlight the application of the legislated complaint process to practice (they are also posted on the website).
- The Committee received a presentation from the current CDBC Investigators which illustrated how the training prepared them for the work on a case.
- The Committee has appointed two new registrants to attend Council on Legislation, Enforcement and Regulation (CLEAR) training in September 2008.
- As required, the Inquiry Process Interpretive Guide will be reviewed regularly to ensure clarity and a thorough explanation of the complaint process to registrants and the public.

Status of Complaints:

- Two cases were completed, both relating to competence and professionalism.

Current Activities and Issues:

- Complete case #07-03.
- Manage any complaints against registrants that are received by the College.

Next Meeting Date: November 5, 2008 via teleconference.

Inquiry Committee Terms of Reference

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

Authority: HPA s. 16, 19(1), 27 to 36, and 37; Bylaws, Sections 13, 15, 19 to 21, 56 - 59, and 63 - 64

Background: The College is required to establish an Inquiry Committee to manage the public risk associated with the practice and conduct of registrants.

Policy:

1. The Committee's mandate is to:
 - Investigate, inquire into, inspect, observe or examine the premises, equipment and materials used by a registrant to practice; the records relating to the registrant's practice; and the practice of a registrant;
 - Investigate complaints against registrants delivered by the Registrar to the Committee, pursuant to the Act, Dietitians Regulation and bylaws
 - On its own motion, investigate a registrant pursuant to the legislation;
 - Report to the Board and the complainant the results of an investigation and inform registrants and the public, to educate registrants and enhance practice
 - Refer matters that cannot be resolved at the inquiry level to the Discipline Committee for a hearing.
2. Key Roles: To enforce the safe, ethical and competent practice by registrants, the committee will:
 - Investigate complaints against registrants pursuant to the legislation
 - Monitor the investigation process
 - Make decisions pursuant to the legislation
 - Track and monitor effectiveness of inquiry process
 - In liaison with Patient Relations Committee, inform registrants and the public of the inquiry process and outcomes
 - 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.
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7. Indemnification
Immunity for acts or omissions in good faith (section 24, *HPA*); Directors and Officers Liability Insurance.

**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
2007/2008**

Patient Relations Committee Annual Report

Bd08/AGM/PRC final report

Reporting Period: April 1, 2007 to March 31, 2008
Report date: October 11, 2008
Submitted by: Ingrid Verduyn, Vice Chair

Terms of Reference: (attached)

Members and Terms:

- Peter Lam, elected Board member and Chair
- Ingrid Verduyn, registrant and Vice-chair
- Harry Caine, public representative
- Joyce Statton, Board public representative
- Shemina Patni, registrant

Meeting Dates:

- May 15, 2007 (in-person)
- September 24, 2007 (in-person)
- February 11, 2008 (in-person)

Summary of Activities during 2007/2008 year:

- The issues of **RD roles and cope of practice** may be resolved by inter-professional protocol agreements, rather than regulatory amendments, to remove barriers to effective dietetic practice. Government approval will be needed. Liaison sessions with registrants, employers, educators, other regulatory colleges and the public, if possible, are being planned to obtain information on restrictions/barriers to practicing full scope of practice in order to enhance the delivery of health care in BC. Following this, a report will be completed for the Board to review.
- The mandatory **Patient Relations Program** (to prevent professional misconduct of a sexual nature) was reviewed by legal counsel with recommendations to purchase or seek permission to adapt the College of Physical Therapists of BC program to our college's needs. The PRC will move forward with these suggestions prior to submitting the final draft to the Board for review.
- The PRC is planning to start work on a BC **Jurisprudence Handbook**. It will address generic as well as BC professional, legal and ethical dietetic practice. The Handbook would be used by international applicants to meet the Professionalism Essential Competencies, by dietetic students to supplement their formal education, and by current registrants as a reference for practice questions. The PRC will recommend to the Board that development costs be included in the 2009/2010 budget.
- The College's updated **website** and suggested improvements are regularly reviewed at PRC meetings.
- Yearly review of the **Code of Ethics**.
- A new **interpretive guideline** on "Refusal to Treat Dietetic Clients" is being considered.

Current Activities and Issues:

- Continue to work to solve the many issues around RD roles and scope of dietetic practice
- Complete Patient Relations Program, submit to the Board and post for registrants.
- Seek budgeting for a BC version of a Jurisprudence Handbook.
- Continue to assess the CDBC website for ease of access and content.
- Yearly review of the Code of Ethics.
- Develop interpretive guidelines and policies as needed

Next Meeting Dates:

- February 2, 2009 (in-person)

Patient Relations Committee Terms of Reference
(PRC policy last reviewed and approved by the Board June 17, 2006)

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

2007/2008

Discipline Committee Annual Report

Bd08/AGM.DC rpt

Reporting Period: April 1, 2007 to March 31, 2008
Report date: October 23, 2008
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:

- none

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.