

*College of Dietitians of BC*



*2006/2007*  
**ANNUAL REPORT**

**Presented at the Annual General Meeting**

**November 2, 2007  
4:45 to 5:30pm  
Room B201, 2<sup>nd</sup> Floor B Building  
Langara College  
100 West 49<sup>th</sup> Avenue  
Vancouver, BC V5Y 2Z6**

# **COLLEGE OF DIETITIANS OF BC**

## **AGENDA**

### **CDBC ANNUAL GENERAL MEETING**

*for the*

***April 1, 2006 to March 31, 2007 year***

***Friday, November 2, 2007***

***4:45 to 5:30pm***

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

Bd07/AGM/agenda.Nov 2 07

- 1. *Call to Order and Remarks of the Chair***
  - 1.1 Introductions
  - 1.2 Agreement on Agenda
- 2. *Approval of November 3, 2006 Minutes***
- 3. *Annual Reports***
  - 3.1 Board of Directors – Glenn Kissmann, Chair of the Board and Fern Hubbard, Registrar
  - 3.2 Registration Committee – Meredith Cushing, Chair
  - 3.3 Quality Assurance Committee – Adrian Kershaw, Chair
  - 3.4 Inquiry Committee – Robin Watt, Vice-chair
  - 3.5 Patient Relations Committee – Peter Lam, Chair
  - 3.6 Discipline Committee – Glenn Kissmann, Chair of the Board
- 4. *Auditor's Report: March 31, 2007 Audited Financial Statement***
- 5. *New Business***
  - 5.1 Bylaw amendments
  - 5.2 Board election
  - 5.3 "Q" and "A"
- 6. *Announcements***
  - 6.1 Board meeting:  
Saturday, November 3, 9:00am to 5:00pm, Room 112, College Place
- 7. *Adjournment***

# **COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

## **MINUTES**

### **ANNUAL GENERAL MEETING**

*for*

*April 1, 2005 to March 31, 2006 Fiscal Year*

*Friday, November 3, 2006*

*4:45 to 5:40pm*

*Room 112, College Place*

*1765 West 8<sup>th</sup> Avenue, Vancouver, BC*

Bd06/AGM Nov 3 06 minutes Nov 14 (2)

**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 had a copy of the Annual Report that contains all reports and the audited Financial Statements. It was noted that reports provide information about the April 1, 2005 to March 31, 2006 fiscal year.

##### **1.1 Introductions**

Board members 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. Resolutions require a mover but not a seconder.

The date of the June 2005 minutes was corrected and the agenda was adopted as amended by consensus.

#### **2. Approval of June 10, 2005 Minutes**

***BE IT RESOLVED THAT the June 10, 2005 Minutes of the CDBC Annual General Meeting are accepted as circulated.***

***Moved: Sharon-Lee Mitchell***

***Carried.***

#### **3. Annual Reports**

##### **3.1 Board of Directors**

Glenn Kissmann, elected registrant and Chair of the Board, noted that the CDBC has been in operation for over two years and that foundational infrastructure and processes are in place. Further development and refinement will continue over the years. The Chair reviewed the seven Strategic Priorities developed during the 2005/06 year that were initiated April 1, 2006. Current and upcoming activities address three legislated mandates: the Continuing Competence Program, CDBC Standards of Practice and a Patient Relations Program.

### **3.2 Registration Committee**

On behalf of Meredith Cushing, Chair, Joyce Statton, appointed Board member and Committee Vice-chair, reported on 2005/2006 registration statistics and on the need to determine registrant demographics for human resource planning. The two main areas of Committee work included development of an Interpretive Guideline on the Reserved Acts and processes to assess international applicants for "substantial equivalence" to Canadian dietetic education and determine appropriate academic and practical training upgrading. The Committee is currently developing a conceptual framework for assessing substantial equivalence which will assist with the review of international applications.

### **3.3 Quality Assurance Committee**

Adrian Kershaw, public representative and Chair, provided background information on the development of the Continuing Competency Program, including the involvement of curriculum consultants and extensive registrant consultation through province-wide focus groups. Details about the program that is being proposed to the Board during the November 3-4 meeting were provided. Other activities during the 2005/06 year included the development and approval of Standards for the Insertion of Feeding Tubes. As stated in the Dietitians Regulation, the Standards were approved by the CDBC Board as well as the Board of the College of Physicians and Surgeons of BC. Current activities include the development of CDBC Standards of Practice and a Practice Guideline on insulin adjustment.

### **3.4 Inquiry Committee**

Carol Kline, appointed public representative and Chair, reported on the training case study that was developed to orient Committee members to the complaint process as outlined in the *Health Professions Act*. In addition, the selection and training of two Registered Dietitian investigators, Dianne Cunningham and Noony Santos Paletta, was discussed. Two cases were investigated during the year. The 1<sup>st</sup> case relating to competence and professionalism is not yet complete. The 2<sup>nd</sup> case pertaining to practicing without registration was completed in June 2006 and a Complaint Outcome Report was circulated to registrants by email for education purposes. The Committee has recently completed an Interpretive Guideline on the Inquiry Process that will be reviewed by the Board during the November 3-4 meeting. Once approved, it will be posted on the website.

### **3.5 Patient Relations Committee**

Peter Lam, elected registrant and Chair, reported on the development and approval of the CDBC Code of Ethics which has been submitted to the government for inclusion as Schedule A of the CDBC bylaws. Other work during the 2005/06 year that is continuing in the current year includes development of the Patient Relations Program mandated in the *Health Professions Act* and Dietitians Regulation and policy and guideline development on privacy legislation for private practitioners, co-signing interns' charts, and verbal enteral/parenteral diet orders. Work on a national jurisprudence handbook on ethics and the law is in progress. The CDBC website is being reviewed for ease of use, content and layout.

### **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*.

### **3.7 Registrar**

Fern Hubbard, Registrar, provided information relating to the College's new database and the success of online registration and credit card payment. Communication with registrants is primarily electronic and registrants were encouraged to browse the website regularly and read the electronically delivered Newsletters and Monthly Updates. Copies of emailed documents are mailed to the approximately 11 registrants without email addresses. Other activities during the 2005/06 year that continue in the current year include Board and committee support, communication with registrants, educators and the public, staffing, liaison with the Ministries of Health and Economic Development and participation in the Alliance of Canadian Dietetic Regulatory Bodies.

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

***Moved: Noony Santos Paletta***

***Carried.***

### **4. Auditor's Report: March 31, 2006 Audited Financial Statements**

Glenn Kissmann reviewed the March 31, 2006 audited Financial Statements and answered questions.

***BE IT RESOLVED THAT the 2005/2006 audited Financial Statements are accepted as circulated.***

***Moved: Anna Bozac***

***Carried.***

### **5. New Business**

#### **5.1 Bylaw amendments**

The Registrar noted that 23 bylaw amendments had been approved by the Board over the past year and were submitted to government in early October 2006 for approval. A few of the amendments were highlighted.

#### **5.2 Board election**

The Chair announced that the terms of two Board positions end March 31, 2007. An announcement and nomination forms were sent out by email prior to the November 1, 2006 deadline and nominations are due by December 1. Elections will take place in the Fraser and Vancouver Island electoral regions.

#### **5.3 "Q" and "A"**

The Chair and Registrar answered questions relating to the Reserve Fund, the cost of online registration and renewal, and obtaining protected title for the term "nutritionist."

### **6. Announcements**

#### **6.1 Board Meeting**

The Chair announced that observers were welcome to attend the Board meeting following the AGM and continuing on Saturday, November 4.

#### **6.2 Presentation**

Glenn Kissmann presented a framed Certificate of Appreciation to Laura Cullen for her leadership and dedication as the Interim and first Chair of the College Board, from November 2002 to March 2006.

**7. Adjournment**

Sharon-Lee Mitchell motion to adjourn was accepted by consensus and the meeting adjourned at 5:40pm.

***List of Attendees***

***Registrants (40):***

Joan Arnold  
Jane Arthurs  
Kathleen Beggs  
Beverley Blair  
Anna Bozac  
Joan Carlson  
Nicole Cave  
Christine Chou  
Theresa Cividin  
Lynda Corby  
Huguette Cloutier  
Laura Cullen  
Marlyn Davis  
Kenton Delisle  
Treena Hansen  
Carol Hartnett  
Lai-Lin Harvalias  
Anne Holtzman  
Rebecca Horsman  
Veronica Kacinik

Glenn Kissmann  
Peter Lam  
Janice Macdonald  
Anita Marriott  
Heather Martin  
Jeanne McCutcheon  
Margaret McKenzie  
Sharon-Lee Mitchell  
Catherine Morley  
Janet Parker  
Glenda Reid  
Jill Romanchuk  
Susan Ross  
Noony Santos Paletta  
Lynne Sawchuk  
Barbarah Tinskamper  
Eva Villeneuve  
Robin Watt  
Gayle Waylett  
Helen Yeung

***Public representatives:***

Adrian Kershaw  
Carol Kline  
Joyce Statton

***Interns:***

Gita Joshi  
Kate Hutchings

***Staff:***

Fern Hubbard

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2006/2007

## Annual Report from the Board of Directors and Registrar

Bd07/AGM.Bd of Dirs-Regs rpt

**Reporting Period:** April 1, 2006 to March 31, 2007  
**Report date:** November 2, 2007  
**Submitted by:** Glenn Kissmann, Chair, Board of Directors  
Fern Hubbard, Registrar

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### **Board of Directors:**

- Glenn Kissmann, elected registrant (Interior/North) and Chair
- Heather Martin, elected registrant (Vancouver Coastal) and Vice-chair
- Laura Cullen, elected registrant (Vancouver Coastal)
- Marlyn Davis, elected registrant (Vancouver Island)
- Adrian Kershaw, public representative (Victoria)
- Carol Kline, public representative (Vancouver)
- Peter Lam, elected registrant (Fraser)
- Joyce Statton, public representative (Vancouver)
- Robin Watt, elected registrant (Interior/North)

### **2006/2007 Meeting Dates:**

- June 16-17, 2006
- November 3-4, 2006
- January 3, 2007
- March 3, 2007

### **Status of Board's "3-year Rolling" Strategic Plan:**

#### **Year 1 - 2006/2007**

1. Continue to build the College's infrastructure to ensure efficient and effective response to registrants' needs
  - Hire RD(s) to manage international registration, Continuing Competence Program (CCP) and assist Registrar (complete)
  - Through use, determine capabilities of new database; identify database enhancements to provide improved services to registrants; enhance website (in progress)
  - Include website enhancement in 2007/08 budget (complete)
2. Establish CDBC's Standards of Practice
  - Determine format for CDBC Standards of Practice; draft CDBC Standards of Practice statements and indicators using Board-approved Essential Competencies for entry-to-practice; obtain registrant, CDBC committee and Board feedback; incorporate (complete)
  - Approve interim Standards of Practice (QA Committee and Board); incorporate into Continuing Competence Program documents (complete)
  - Consult with registrants via email and in-person during CCP consultation sessions (in progress)
3. Implement a Continuing Competence Program (CCP)
  - Review Professional Development Guide (PDG) drafts (QA Committee and consultant), obtain QA and Board approval (complete)
  - Work with graphic designer to format document; print; mail to registrants for April 1, 2007 implementation (complete)
  - Further define CCP review and audit processes; submit bylaw amendments to government; establish electronic submission process (in progress)

4. Further develop and enhance the College's working relationship with dietetic educators in BC
  - Meet with UBC Program Director, Clinical Managers, Gerontology Nutrition Society Internship Director and Dietetic Canadian Experience Program Director on a regular basis (in progress)
  - Present to UBC dietetic students in 3<sup>rd</sup> and 4<sup>th</sup> years; meet with all interns re: registration processes (in progress)
5. Develop an efficient, effective and timely application process for international applicants
  - Educate Registration Committee members and course assessment consultant re: "substantial equivalence" bylaws; identify and reduce barriers for registration of international applicants, including website enhancements (in progress)
  - Identify upgrading courses that meet Canadian education standards (in progress)
  - Address barriers to CDBC international registrants moving across Canada (in progress)
6. Enhance the CDBC's working relationship with other dietetic agencies
  - Be an active participant in the Alliance – member of Essential Competencies Working Group and Canadian Dietetic Registration Examination subcommittee (in progress)
  - Relate knowledge of accreditation processes to Alliance to assist understanding of the impact of the Essential Competencies on the accreditation process (in progress)
7. Recruit emerging professional leaders to the Board and committees
  - Identify regional informal/formal leaders; identify registrants with leadership potential (in progress)
  - Contact potential leaders and seek their participation in the College's committees; advertise committee/board positions in CDBC correspondence; appoint potential leaders to vacant committee positions (complete)

**Years 2 and 3:**

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs (in progress)
2. Develop a marketing/communications plan to reach provincial stakeholders (in progress)
3. Broaden the protection of titles (complete)

**(Note:** Strategic Plan is being reviewed and updated during the November 3, 2007 board meeting – objectives that are in progress will be "rolled over" into the current year and updated)

**Additional Registrar Activities:**

- Maintained register
- Communicated with registrants via emailed Monthly Updates, Newsletters and special announcements; presented to numerous groups
- Further developed links with BC Ministry of Health, provincial regulatory and professional groups, and federal labour mobility and human resources groups
- Liaised with BC and Alberta Ministries of Economic Development and the College of Dietitians of Alberta regarding implementation of the "Trade, Investment and Labour Mobility Agreement"
- Submitted proposals to the Ministry of Economic Development for two "Regulator Projects to Increase Access to Regulated Professionals" and received \$33,000. Projects titles are:
  1. Review of Academic Upgrading Courses – online community and food administration courses as upgrading courses for international and out-of-practice applicants
  2. Essential Competencies Assessment Project – development of forms, processes and policies to incorporate the national Essential Competencies into registration assessment processes
- Represented the CDBC at a variety of meetings, conferences and dietitian events
- Supported Board and committees including meeting package preparation, draft policies, minutes and actions
- Consulted with legal counsel regarding bylaw amendments.

**2007/08 Meeting Dates:**

- June 22, 2007
- November 3, 2007
- February 29 – March 1, 2008



# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2006/2007

## Registration Committee Annual Report

Bd07/AGM.RCcomm rpt

**Reporting Period:** April 1, 2006 to March 31, 2007  
**Report date:** June 3, 2007  
**Submitted by:** Meredith Cushing, Chair

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### **Terms of Reference: (attached)**

### **Current Members and Terms:**

- Meredith Cushing, registrant and Chair
- Joyce Statton, Board public representative and Vice-chair
- Theresa Cividin, registrant
- Louise Malysh, public representative (completed term March 31, 2007)
- Heather Martin, elected Board member
- Lesley Nicholls, public representative (started term April 1, 2007)
- Monica McAuley, registrant (started term April 1, 2007)

### **Meeting Dates:**

- June 21, 2006 (in-person)
- November 29, 2006 (teleconference)
- October 14, 2006 (in-person)
- February 10, 2007 (in-person)
- Meeting with Langara College's GNS and DCEP Directors: March 28, 2007 (in-person)

### **Registration Statistics:**

Number of Registrants per class	March 31/04	March 31/05	March 31/06	March 31/07
Full Registration (Grandparented)	799	822	790	733
Full Registration	14	54	121	214
Temporary Registration	1	3	6	9
<b>Total</b>	814	879	917	956

### **Summary of Activities during 2006/2007 year:**

- Developed and/or revised registration policies and procedures including: Currency, Full Registration – Substantial Equivalence, Extension to Three-year Upgrading Time Period
- Reviewed and approved applications for registration: international, new graduates, Mutual Recognition Agreement transfers, masters route applicants and reinstatements.
- Established tracking record for applicants requiring academic/practical training upgrading.
- Developed Interpretive Guide for the Reserved Acts.
- Created draft conceptual framework for assessing international applicant's substantial equivalency to Canadian academic and internship education.

### **Current Activities and Issues:**

- Continued development of Conceptual Framework
- Review of course content of online upgrading courses – clinical, community and food service administration
- Development of competencies and proof of competence for Reserved Acts

### **2007/08 Meeting Dates:**

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

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

2006/2007

## Quality Assurance Committee Annual Report

**Reporting Period:** April 1, 2006 to March 31, 2007  
**Report date:** August 15, 2007  
**Submitted by:** Adrian Kershaw, Chair

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### **Terms of Reference: (attached)**

### **Current Members and Terms:**

- Adrian Kershaw, appointed Board member and Chair;
- Marlyn Davis, elected Board member and Vice-chair
- Jacqueline Parsons, registrant
- Linda Lytle, public representative
- Alexis Blueschke, registrant
- Parveen Khattra (appointed April 1, 2007)

### **Meeting dates:**

May 29 <sup>th</sup> , 2006	June 7, 2006
July 24, 2006	October 4, 2006
October 17, 2006	December 19, 2006
February 5, 2007	February 21, 2007

### **Summary of Activities during the April 1, 2006 to March 31, 2007 year:**

#### **1) Continuing Competency Program (CCP)**

- Dr. Catherine Morley, RD, the consultant hired to continue the development of the Continuing Competency Program (CCP), completed eleven focus group sessions involving over 140 participants. Adjustments to the Program were made on the basis of the feedback received from registrants.
- A Professional Development Guide (PDG) was developed for the CCP, approved by the Board, and the program was launched on April 1, 2007.
- A Continuing Competence Requirements for Reinstatement policy was developed for the approval of the Board. This policy complements the CCP.

#### **2) Standards of Practice**

- CDBC Standards of Practice (interim) document was developed and incorporated into the CCP and PDG. The interim standards are based on the Alliance's national Essential Competencies document that was published January 2007 and adopted by the CDBC Board
- Once registrant consultation has taken place, the Standards of Practice will be finalized and approved as Schedule B of the CDBC bylaws.

### **Current Activities and Issues:**

- On-going development of processes to support the new CCP.
- At the request of registrants, a Practice Guideline on Insulin Adjustments is currently under development by a consultant.
- With respect to renal dietetics, registrants have requested clarification of their scope of practice regarding adjusting a physician's vitamin/mineral prescription. Again, this is under investigation by a consultant and a report is expected later in 2007 or early 2008.

### **2007/08 Meeting Dates:**

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

**Quality Assurance Committee Terms of Reference**  
(QAC policy last reviewed and approved by the Board June 17, 2006)

**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  
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

2006/2007

## Inquiry Committee Annual Report

Bd07/AGM.IC rpt (2)

**Reporting Period:** April 1, 2006 to March 31, 2007  
**Report date:** July 18, 2007  
**Submitted by:** Deborah Zibrik, Chair

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### **Terms of Reference: (attached)**

#### **Current Members and Terms:**

- Debbie Zibrik, registrant and Chair
- Robin Watt, elected board member and Vice-chair
- Carol Kline, Board public representative
- Carol Fawcett, registrant
- Lesley Nicholls, public representative

#### **Meeting Dates:**

- June 6, 2006, teleconference
- October 11, 2006, teleconference
- June 1, 2007, teleconference
- E-mail discussions and ratification of subjects discussed at the meeting were completed between meetings.

#### **Summary of Activities during 2006/2007 year:**

- The Committee investigated a total of 2 cases in accordance with the *Health Professions Act* and CDBC By-laws.
- 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).
- Since an in-person meeting was not convened there was no opportunity to have the Investigators present an overview of the Council on Legislation, Enforcement and Regulation (CLEAR) training received in March 2006; however during investigation of the next complaint, the Committee will ask the Investigators to share how the training prepared them for the work they are undertaking on the case.
- 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.
- Although the Inquiry Committee developed a policy regarding the management of case documents, it was subsequently the Committee's recommendation that a broader Board policy regarding the management of documents could incorporate the specific/unique needs of the Inquiry Committee. The Board's policy was amended to accommodate the Inquiry Committee's needs.

#### **Status of Complaints:**

- Two cases have been completed relating to:
  1. competence and professionalism
  2. practicing without registration.

#### **Current Activities and Issues:**

- Manage any complaints against registrants that are received by the College.

**Next Meeting Date:** November 5, 2007

***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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6. Meeting Procedures
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  - 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

2006/2007

## Patient Relations Committee Annual Report

Bd07/AGM.PRCrpt

**Reporting Period:** April 1, 2006 to March 31, 2007  
**Report date:** June 9, 2007  
**Submitted by:** Ingrid Verduyn, Vice Chair

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### **Terms of Reference: (attached)**

#### **Members and Terms:**

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

#### **Meeting Dates:**

- April 25, 2006 (in-person)
- October 3, 2006 (in-person)
- January 23, 2007 (in-person)

#### **Summary of Activities during 2006/2007 year:**

- Completed 3 policies and 2 interpretive guidelines:  
Policies:
  - Prc-02: Privacy Legislation for Private Practice
  - Prc-03: Cosigning Intern Records
  - Prc-04: Verbal Enteral/parenteral OrdersInterpretive Guidelines:
  - Interpretive Guideline - Privacy Legislation for Private Practice
  - Interpretive Guideline - Co-signing Intern Records
- Worked with consultant to review Boundary Issues for addition to the in the Patient Relations Program (to prevent professional misconduct of a sexual nature) based on the Jurisprudence Handbook published by the College of Dietitians of Ontario
- Submitted draft of the mandatory Patient Relations Program to legal counsel for review
- Discussed communication with registrants and the public via the website; the websites usability and its content; planned updates
- Planned yearly review of the Code of Ethics.

#### **Current Activities and Issues:**

- Based on legal counsel's comments, review current consultant's draft and complete Patient Relations Program for submission to the Board
- Finalize the interpretive guidelines for enteral/parenteral orders
- Continue to assess the CDBC website for ease of access and monitor updates
- Review the Code of Ethics annually
- Develop, in the future, a CDBC or national 'jurisprudence and the law' handbook.

#### **2007/08 Meeting Dates:**

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

**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**

**2006/2007**

**Discipline Committee Annual Report**

Bd07/AGM.DC rpt

**Reporting Period:** April 1, 2006 to March 31, 2007

**Report date:** October 30, 2007

**Submitted by:** Fern Hubbard, Registrar

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**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.

**5.1 *Bylaw amendments (verbal report)***

In progress.

**5.2 *Board Election***

The following four Board positions are available through registrant election, effective April 1, 2008 for a two-year term. Incumbents are eligible to run for an additional two-year term, if desired:

- Laura Cullen, Vancouver Coastal
- Glenn Kissmann, Interior/North
- Heather Martin, Vancouver Coastal
- Robin Watt, Interior/North

Election notice was provided in the October Monthly Update sent to registrants via email on October 31, 2007. Nominations must be received in the CDBC office by December 1, 2007. Ballots are sent to registrants by January 1, 2008 and they are counted on February 15, 2008.