

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

## Registration Committee Meeting

Monday, January 28, 2013

9:10am to 2:15pm

College of Dietitians of BC office

Suite 409, 1367 West Broadway, Vancouver, BC

### MINUTES

**Present:** Monica McAuley (Chair), Lesley Nicholls (Vice-chair), Cassandra Hamilton, Frances Johnson, Diana Stephenson and Winnie Hung  
**Staff:** Fern Hubbard, Registrar and Jeannie Poon, Practice Advisor  
**Guest:** Tamar Kafka, RD (to 1:37pm)  
**Regrets:** Buncy Pagely

Rc12/Meetings/Jan 28 13.Minutes

Item No	Agenda Item	Discussion/Decision
1.	<b>Call to Order and Remarks of the Chair</b>	Monica McAuley, Chair, called the meeting to order at 9:10am. Committee members, staff and Tamar Kafka, guest provided self-introductions.
1.1	<b>Agreement on agenda</b>	Monica introduced a new order for agenda items to enhance use of meeting time, beginning with decision items, then discussion items and lastly information. Committee members were asked to provide feedback at the end of the meeting on this format to facilitate future meetings. Jeannie suggested moving item 4.6 to the end of the meeting to accommodate the guest's attendance. The agenda was adopted by consensus as amended.
1.2	<b>Minutes of September 17, 2012</b>	Circulated for information.
1.3	<b>Email ballot results and approved registrations</b>	Circulated for information.
2.	<b>Reports</b>	
2.1	<b>Staff report</b>	Circulated for information. Fern reported on items and activities of interest to the Committee and answered questions. Committee members made suggestions regarding the Joint Communique with the College of Occupational Therapists of BC on dysphagia. Committee members expressed interest in the Trade, Investment and Labour Mobility Agreement dispute resolution decision regarding the BC College of Social Workers' refusal to certify a social worker previously registered in Alberta based on lack of good character. Members requested a draft policy to clarify an applicant's proof of good character be available for the next meeting. Members also requested further information about all Canadian labour mobility agreements. Fern reported that work on the agreement between the Alliance and the Accreditation Council for Education in Nutrition and Dietetics, the accrediting body of the Academy of Nutrition and Dietetics, to mutually recognize the education and practical training of Dietitians is delayed as other Alliance work is taking priority. Committee member noted that the time planned for the CDBC 2012/13 Annual General Meeting at the Dietitians of Canada (DC) conference in Victoria in June is in conflict with the Fun Run, a popular event drawing many participants. Fern will contact the DC conference representative to schedule another time if available or will arrange an alternate date and time.
2.2	<b>Applicants report</b>	
2.2.1	<b>Directed assessment process</b>	Circulated for information. Jeannie highlighted the progress of a few applicants including three applicants waiting for practical training.
2.2.2	<b>Competence Self-Assessment Process (CSAP) update</b>	Circulated for information. Committee members requested to have the information presented annually rather than at each meeting.

2.3	<b>Approved courses for upgrading</b>	Jeannie noted that course HMRIMD 422D is no longer offered by Kansas State University on-line but is available for campus attendance. Kansas State University recommends an alternate course for on-line study, HMD 426, Financial Management in Dietetics. Committee members reviewed and compared course descriptions, objectives and evaluation of both courses and agreed course HMD 426 is more comprehensive to meet the requirement for Food services cost control and accounting. <b><i>The Registration Committee resolves to approve Kansas State University course HMD 426, Financial Management in Dietetics, and the list of Approved Upgrading Courses as revised. Carried.</i></b>
3.	<b>On-going Business</b>	
3.1	<b>PDEP Integrated Competencies</b>	Fern reported that the Integrated Competencies for Dietetic Education and Practice (ICDEP) are now finalized and ready to be incorporated into the Competence Self-Assessment Process (CSAP) for registration. There is no required timeline for the completion of this project but funds will be included in the 2013/14 budget to hire a consultant. The CSAP update fits with the Alliance's goal to develop a national assessment process for internationally educated applicants that was been initiated by the College of Dietitians of Ontario's request for provincial and national funding. Committee members recommended consulting the CDO and other regulators on provincial plans and to consider partnership cost sharing initiatives. <b><i>The Registration Committee recommends the Board allocate funds in the 2013/14 budget to contract a consultant to incorporate the Integrated Competencies into the Competence Self-Assessment Process. Carried.</i></b>
3.2	<b>Legislation amendments</b>	
3.2.1	<b>Dietitians Regulation and Certified Practices</b>	Jeannie provided an update on the proposed Dietitians Regulation amendments as per the meeting Fern had with Daryl Beckett, Director of Professional Regulation at the Ministry of Health on November 27, 2012. Committee members reviewed the latest draft Schedule I, "Advanced Practice: Insertion of Feeding Tubes", which is a merge of draft Schedules K, "Certified Practice: Insertion of Feeding Tubes" and L, "Certified Practice: Replacement of Balloon Gastrostomy Feeding Tubes". Comments provided will be relayed to the Certified Practices Advisory Committee (sub-group A) working with the Quality Assurance Committee.
3.2.2	<b>FOIPPA update</b>	Jeannie reviewed section 33.1 (1) of the <i>Freedom of Information and Protection of Privacy Act</i> that states a public body may disclose personal information inside or outside Canada "...for the purposes of licensing, registration ...of persons regulated inside or outside Canada by governing bodies of professions and occupation." It was clarified that the College remains in compliance with <i>FOIPPA</i> .
3.3	<b>Update on Langara College/UBC/CDBC project</b>	Fern reported on the progress of the UBC/Langara College/CDBC project funded by the BC Ministry of Jobs, Tourism and Skills Training. The focus is to determine a formal, long-term "home" for a program to bridge the knowledge, skills and abilities of Internationally Educated Dietitians to attain "substantial equivalence" to Canadian competence levels. The options are Langara College or UBC hosting the program alone or together, in collaboration. Fern anticipates that two proposals will be received by the deadline for review by the Project Advisory Team and selection of a consultant.
3.4	<b>Canadian Dietetic Registration Examination (CDRE)</b>	Circulated for information. An email ballot will be forwarded to Committee members prior to the next in-person meeting to approve the arrangements of the computerized Canadian Dietetic Registration Examination on May 11, 2013.
4.	<b>New Business</b>	
4.1	<b>International application for registration – S K</b>	Circulated for information only. Staff were asked to clarify documentation of the Competence Self-Verification (CSV, case study) statistics.
4.2	<b>Practical training upgrading plan – A G</b>	Committee members reviewed the upgrading plan of the applicant. <b><i>The Registration Committee resolves to approve A G's practical training upgrading plan as enclosed (circulated)</i></b>

		<b><i>for completion by September 20, 2013 to be eligible for Temporary registration. Carried.</i></b>
4.3	<b>DC course on Critical Care Nutrition</b>	Circulated for information only. Jeannie reported a consultant has been contracted to review the Critical Care Nutrition on-line course offered by Dietitians of Canada. If the Committee determines the course is comparable to other Proof of Competence options, this course will be added to the list of options approved for registration with Restricted Activity "A" (and possibly "B") on Appendix 1, "Application to Practice Restricted Activities". An email ballot will be circulated to Committee members if the course review is available prior to the next meeting.
4.4	<b>CDBC Bylaws</b>	
4.4.1	<b>Liability Insurance</b>	Circulated for information only. Committee reviewed the liability insurance coverage provided by LMS ProLink Ltd. and Shepherd Insurance Service Inc. and noted a difference in insurance companies providing "per year" coverage versus CDBC bylaw requirement for "per occurrence". Committee members recommended a bylaw amendment be drafted by legal counsel and forwarded to the Ministry requesting an immediate revision to section 49, Liability Insurance, from "per occurrence" to "per year" coverage to ensure all registrants have adequate liability insurance for public protection. Committee member enquired what happens if a registrant does not purchase liability insurance. Fern explained registrants declare they carry liability insurance during annual registration renewal. Further information will be gathered and legal counsel will be consulted as needed.
4.4.2	<b>More than 3 years out of practice</b>	Fern facilitated a discussion among Committee members on bylaw 54 (1), Reinstatement after more than 3 years, which applies to a former CDBC registrant who has been off the register (out of practice) for more than three years. Two concerns were noted: 1) Temporary registration is granted for a period of supervised practice, when supervised practice is generally not available in the province, and 2) once supervised practice is completed, the Temporary registrant is granted Full registration without writing the CDRE as required for all other Temporary registrants. Committee members noted that the current bylaw imposes a barrier for registrants returning to practice but expressed concern for public safety. Fern explained BC lacks refresher course resources for these applicants. Many health professional colleges have systems in place to re-assess the skill levels for applicants returning to practice while some dietetic provincial regulators have affiliations with Universities to allow practical upgrading. Committee members proposed amendments to the current bylaw that include the requirement to complete the Competence Self-Assessment Process and complete any self-directed study needed before being granted Temporary registration, continue with the supervised practice requirement, allow for Temporary registration renewal once only and successfully complete the Canadian Dietetic Registration Examination for Full registration. Fern will ask legal counsel to assist with re-drafting this section of the bylaws for Board consideration and approval.
4.5	<b>Committee Policies</b>	
4.5.1	<b>Policy Rc-02 Full registration</b>	The Registration Committee deferred review and approval to revise policy Rc-02: Full Registration, to a future meeting due to proposed CBDB bylaws amendment and possible changes to the Proof of Competence to practice Restricted Activities.
4.5.2	<b>Policy Rc-04 Temporary Registration</b>	The Registration Committee deferred review and approval to revise policy Rc-04: Temporary Registration, to a future meeting due to proposed CBDB bylaws amendment and possible changes to the Proof of Competence to practice Restricted Activities.
4.5.3	<b>Policy Rc-07: Applicants educated in the USA</b>	The policy was revised to include the former names of the USA dietetic organizations. <b><i>The Registration Committee resolves to approve revised policy Rc-07: Applicants educated in the USA as revised and recommends approval to the Board. Carried.</i></b>
4.5.4	<b>Policy Rc-10: Interpretive</b>	<b><i>The Registration Committee resolves to approve revised policy Rc-10: Interpretive Guide – Restricted Activities</i></b>

	<b>Guide – Restricted Activities</b>	<b><i>as revised and recommends approval to the Board. Carried.</i></b> The revisions address consistent minimum standards required in facilities. Staff were asked to differentiate “policies” and “Guidelines” and bring forward title amendments to the next meeting..
4.6	<b>Committee Terms, Chair, Vice-chair positions</b>	The Committee reviewed the members’ terms and public representative/dietitian ratio stated in the bylaws. Taking into consideration the functionality and cost of a six or nine member Committee, members recommended having six members consisting of one appointed public representative Board member, one community public representative, one elected dietitian Board member and three practicing dietitians. In addition to the guest, a second dietitian is interested in becoming a new member of the Committee. As a recommendation on this position will be made at the next meeting, Monica McAuley agreed to being reappointed for one month, to cover the transition. Fern noted that s community public representative is being recruited. <b>1) The Registration Committee resolves to recommend to the Board approval of the following Registration Committee members for two year terms beginning April 1, 2013 to March 31, 2015.</b> - Frances Johnson, registrant - Diana Stephenson, appointed public representative and Board member <b>Carried.</b>  <b>2) The Registration Committee resolves to recommend to the Board approval of extending Monica McAuley’s term for one month until April 30, 2013.</b> <b>Carried.</b>  <b>3) The Registration Committee resolves to recommend to the Board Frances Johnson as Chair and Cassandra Hamilton as Vice-chair for the April 1, 2013 to March 31, 2014 year.</b> <b>Carried.</b>
4.7	<b>Activity Report for the February 22 Board meeting</b>	Lesley agreed to write the Activity Report for the February 22 Board meeting, covering the September 18, 2012 to January 28, 2013 period.
5.	<b>Next Meetings</b>	The next in-person meetings are scheduled for Monday, April 29, 2013 from 9:00am until approximately 2:00pm and Monday, September 23, 2013 from 9:00am until approximately 2:00pm.
6.	<b>Announcements</b>	Fern noted that Monica’s and Lesley’s term on the Committee ended March 31, 2013. Monica has been on the Committee since April 1, 2007 including Vice-chair April 1, 2008 to March 31, 2012 and Chair April 1, 2012 to March 31, 2013. Lesley has been on the Committee since April1, 2007 including Vice-chair, April 1, 2012 to March 31, 2013. Fern presented Monica and Lesley with Certificates of Recognition and thanked them for their active, long-term participation on the Committee.
7.	<b>Adjournment</b>	Committee members welcomed the new arrangement of agenda items and requested to have the same format for future meetings. The meeting was adjourned by consensus at 2:15pm.

**The Minutes were approved as circulated via email ballot on March 8, 2013.**