

Investigators

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Category: Inquiry Committee

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Authority:

Health Professions Act, sections 27 and 28.

Background:

The Inquiry Committee may appoint a trained individual to investigate a complaint.

Policy:

1. Depending on the complexity of the case and experience of the Investigator(s), one or two trained Investigators who may or may not be dietitians are appointed by the Inquiry Committee to investigate a complaint. If the complaint relates to dietetic practice, at least one of the Investigators will be a Registered Dietitian.
2. The Registrar may be appointed as an Investigator.
3. Current members of the Inquiry or Discipline Committees cannot be appointed Investigators.
4. Non-dietitian Investigators:
 - have satisfactorily completed recognized training;
 - have completed at least two investigations within the last 5 years for colleges regulated under the *Health Professions Act* (the Act);
 - are current registrants with a college legislated under the Act;
 - demonstrate effective verbal communication skills;
 - are clear and concise writers; and
 - work collegially as a member of a team.
5. Registered Dietitians Investigators:
 - have satisfactorily completed recognized training;
 - are current registrants of the CDBC, in good standing;
 - have been practicing as a Registered Dietitian for a minimum of 5 years;
 - demonstrate effective verbal communication skills;
 - are clear and concise writers;
 - work collegially as a member of a team;
 - are willing to travel; and
 - are willing to participate in investigations for a minimum of 5 years.

6. The names of trained CDBC Investigators will be held in a “pool.” The Registrar will recommend to the Inquiry Committee the appointment of Investigator(s) from the “pool,” taking into consideration:
 - the scope of practice area of the complaint;
 - proximity to the geographic area of the complainant and registrant; and
 - the Investigators’ experience investigating complaints.

7. Inspectors are paid an hourly rate established in policy by the CDBC on the Inquiry Committee’s recommendation (refer to Administration policy Ad-04, Investigator Compensation). Payment is made on receipt of a completed and signed Investigation Expense Form. Expenses approved by the Registrar that are directly related to the investigation are reimbursed. Receipts must be attached to the expense claim form.