

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Registration Committee

Friday, April 23, 2010

12:20 to 4:40pm

CDBC: Suite 103-1765 W 8th Avenue, Vancouver, BC

MINUTES

Present: Heather Martin (Chair), Monica McAuley (Vice-chair), Maria Dedegikas, Frances Johnson, Lesley Nicholls, Diana Stephenson (12-2:30pm)

Guests: Liz da Silva and Jan Greenwood, consultants (via teleconference 1-2:15pm)

Staff: Fern Hubbard, Registrar (items 2.1, 3.4 and 4.1) and Mélanie Journoud, Deputy Registrar

Item No	Agenda Item	Discussion/Decision
1	Call to Order and Remarks of the Chair	Chair Martin called the meeting to order at 12:20pm.
1.1	Adoption of agenda	Adopted as circulated.
1.2	Adoption of January 29 and April 9, 2010 Minutes	<i>The Registration Committee resolves to approve the Minutes of the January 29 and April 9, 2010 meeting as circulated. Carried.</i>
1.3	Mail ballot results and approved registrations	Circulated for information only.
2	Reports	
2.1	Staff report	Circulated for information only. The Registrar answered questions regarding College activities and items of interest to the Committee.
2.2	Applicant status report	Circulated for information only.
2.3	Approved courses for upgrading	Circulated for information only.
3	On-going Business	
3.1	Practical training upgrading plan approval	<i>The Registration Committee resolves to approve the supervised practical training upgrading plan of KF as revised to include enteral and parenteral nutrition experience to meet the Upgrading Competencies and requirements to practice Restricted Activities. Carried.</i>
3.2	Upgrading course approval	The Committee reviewed a course offered at Langara College: FSRV 4444 Management of Facilities and Support Services. The Committee decided the course did not meet the requirements for 3 credits food service facilities, cost control and accounting or personnel management.
3.3	Competence Self-Assessment Process (CSAP)	

3.3.1	Application #48	Circulated for information and discussion. The Committee reviewed a “blind” application of an internationally-educated applicant. The application compared the regular CDBC registration assessment process with the pilot competency assessment process.
3.3.2	Application #69	Circulated for information and discussion. The Committee reviewed a “blind” application of an internationally-educated applicant. The application compared the regular CDBC registration assessment process with the pilot competency assessment process.
3.3.3	Pilot Update	The Deputy Registrar answered Committee questions regarding the CSAP pilot update. <i>The Registration Committee resolves to approve the Competence Self Assessment Process Pilot and the Directed Assessment Process for registration as revised for registration under section 44(2) of the CDBC bylaws. Carried.</i>
3.4	Bylaw amendments	The Registrar answered Committee questions about the proposed bylaw amendments and legal counsel’s recommendations. <i>The Registration Committee resolves to approve the revised “draft” CDBC registration bylaws as revised and recommends them to the Board for approval. Carried.</i>
3.5	Restricted Activities Competencies project	Committee members reviewed consultants Jan Greenwood and Liz da Silva’s second draft report on the Restricted Activities Competencies project. Liz and Jan answered Committee members’ questions. Committee members provided comments and suggestions for revisions and consultation on the Restricted Activity Competencies, performance indicators and proof of competence guidelines. A final draft of the Restricted Activities Competencies project will be reviewed at a future meeting.
3.6	Report writing for the May 14-15 Board meeting	Chair Martin agreed to write the report.
3.7	Report writing for the Annual General Meeting	Chair Martin agreed to write the report.
4	New Business	
4.1	Orientation	The Registrar reviewed the Committee’s mandate under the <i>Health Professions Act</i> and Terms of Reference, and answered questions.
4.2	International applications for registration	
4.2.1	Applicant DJ	<i>The Registration Committee resolves that, in order to meet the upgrading requirements of bylaw 44(2)(b), internationally-educated applicant DJA is required to complete the following academic and practical training upgrading requirements within three years, by April 23, 2013:</i> <ul style="list-style-type: none"> • <i>3 credits basic principles of management</i> • <i>3 credits communication arts</i> • <i>3 credits clinical nutrition</i> • <i>3 credits community nutrition</i> • <i>3 credits foodservice systems organizations & management</i> • <i>3 credits quantity food production management</i> • <i>3 credits foodservice facilities, cost control and accounting or personnel</i>

		<ul style="list-style-type: none"> • Food Safe Level 1 and 2, and • A full internship. Carried. <p>Given the long list of requirements and the three-year timeline for currency, the Committee recommends this applicant apply at the University of British Columbia Bachelor of Science in Food Nutrition and Health degree program to meet the CDBC registration requirements.</p>
4.2.2	Applicant ATG	<p><i>The Registration Committee resolves that, in order to meet the requirements of bylaw 44(2)(b), internationally-educated applicant ATG is required to complete the following academic and practical training upgrading requirements within three years, by April 23, 2013.</i></p> <ul style="list-style-type: none"> • 3 credits physiology • 3 credits foods advanced • 3 credits clinical nutrition • 3 credits foodservice systems organizations & management • 3 credits quantity food production management • 3 credits foodservice facilities, cost control/ accounting or personnel • Food Safe Basic (Level 1) and Advanced (Level 2), and • A full internship. Carried. <p>The Committee acknowledged the applicant's experience in community nutrition research.</p>
4.3	Policy Review	
4.3.1	Registration Committee Terms of Reference	<i>The Registration Committee reapproves the Registration Committee Terms of Reference, as revised, and recommends re-approval to the Board. Carried.</i>
4.3.2	Rc-08: Registrar's Limited Authority	<i>The Registration Committee reapproves policy Rc-08: Registrar's Limited Authority, as revised, and recommends re-approval to the Board. Carried.</i>
5	Next Meetings	The next teleconference meeting was scheduled for June 18, 2010 from 10am to 1pm. The next in-person meeting was scheduled on September 27, 2010 from 10am to 4pm.
6	Announcements	There were no announcements.
7	Adjournment	The meeting was adjourned at 4:40pm.

Minutes were approved unanimously by the Registration Committee via teleconference on June 18, 2010.