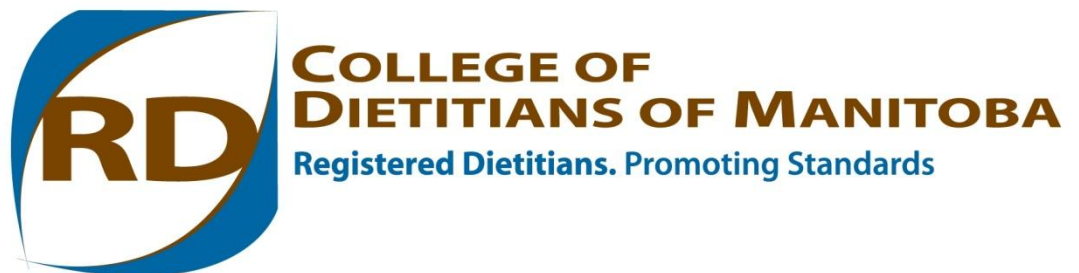


ANNUAL REPORT



2008-2009

College of Dietitians of Manitoba

To ensure excellence in dietetic practice for the nutritional health of Manitobans

Annual Report

TABLE OF CONTENTS

CDM VISION STATEMENT	2
CDM Official and Agents	2
CDM Organization	3
College Employees	4
CDM Membership Information	5
Bylaw Changes	6
Regulation Changes	6
Chair's Report	7
Registrar's Report	8
Professional Practice Coordinator	9
CDM STANDING COMMITTEE REPORTS	10-12
• Board of Assessors	10
• Executive	10
• Continuing Competence	11
○ Audit	
○ Screening	
• Complaints Report	12
• Finance Report	12
CDM 2008-2009 Strategic Plan	13-16
APPENDIX	
2008-2009 Financial Statements	Appendix I
Overview of Membership	Appendix II

CDM EMPLOYEES

EMPLOYEES

Michelle Hagglund RD

Registrar

Heidi Wong RD

Professional Practice Coordinator

Sandra Bains

Administrative Assistant

CDM Membership Information

As of March 31, 2009 total membership in the College was:

- New Members 5
- Resignations in good standing 12
- Transfer to another province 4
- Reinstatements 1

Roster Breakdown

- Registered Dietitians 351
- Graduate Dietitians 20
- Dietetic Interns 23

For further information about the membership, please see Appendix II.

There were no suspensions, disciplinary actions or limitations placed on any members this year.

COMPLAINTS: Two new complaints were received against members of the College in the 2008-2009 year, with the complaints committee convening to review these issues.

Bylaw Changes

The College made a by-law change to 5.1.3 for the Graduate Dietitian roster. Three restrictions are added onto this roster to bring it in line with those found in the Registered Dietitians Act. The bylaw change for 5.1.3:

Graduate Dietitian members:

- a) Are not entitled to vote at meetings of members*
- b) Are not eligible for election to council*
- c) May not supervise dietetic interns or provide supervision for training purposes*
- d) May not use the title dietitian, or registered dietitian and must indicate their status as a graduate dietitian when communicating with patients/clients and documenting*
- e) May not bill through third party providers*

This motion was passed at the General Meeting held on February 26, 2009 at the Richardson Centre. This motion received a unanimous vote.

Regulation Changes

No revisions or additions were made to the regulations in the 2008-2009 year.

Chair's Report

The College of Dietitians of Manitoba continues to evolve and grow to achieve excellence in dietetic practice for the nutritional health of Manitobans. In the past year, Council has approved the addition of a part-time (term) staff member, Vanda Racciatti, to develop and formulate CDM's complaints process. This work is of utmost importance as we continue to protect the public.

In March 2009, the Health Minister of Manitoba released the draft Regulated Health Professions Act – Bill 18. Highlights were presented to the membership on February 26, 2009 at the Richardson Centre plus numerous smaller sessions throughout the province. Our College has been actively involved in the development of this legislation and the Reserved Actions with other Manitoba Professional Colleges. Once Bill 18 is passed, the College and Council will invest a good portion of their activity in the interpretation of those reserved acts; the establishment of new processes for licensure; and the development and implementation of education and communication plans for Manitoban Dietitians.

Enhancements to our existing structures this past year include the addition of online renewal, development of practice guidelines and policies which are all accessible via the website. Plans for next year will include further development of the website to accommodate online payment.

Lifelong learning is essential to maintain our professional competencies. The College has further expanded the Continuing Competence program and has trained several new members for audit and screening.

It is with great pride that I would like to announce that Michelle Hagglund, CDM Registrar is also the chair of the Canadian Alliance for Dietetic Regulation, which is the national body that represents dietetic regulatory colleges across Canada. In her capacity as chair she has also played an active role in the establishment of the Partnership for Dietetic Education and Practice. This new group will determine consistent competencies for Canadian dietitians.

I would like to thank the Council members for their guidance and all our volunteers for donating their precious time and energy. I would like to thank the CDM staff for their vision, insight, hard work and successfully positioning College of Dietitians of Manitoba for the future.

-Brenda Hotson RD

Chair, Council Committee

Registrar's Report

This has been a busy year for CDM in regards to new legislation from the Provincial government. The new legislation that has been passed in the last year, that the College is responsible for upholding are Bill 21, *The Labour Mobility Act* and Bill 24 *The Fair Registration Practices Act*. As we write this, Bill 18 *The Regulated Health Professions Act* is in its third reading and it is anticipated it will move through the legislature in the near future. CDM has been involved in meetings with the other provincial regulated colleges to provide comments and input into this legislation. Each of these Acts has specific demands that our College will need to meet to ensure we are compliant with the legislation.

The Labour Mobility Act addresses the issues of “full term” regulated members, those members on the registered dietitian roster, being able to move freely to any Canadian jurisdiction without the need for re-assessment by the receiving province if you have practiced as an RD safely and competently. What that means for members is that should you move to another practice and wish to keep your status as a registered dietitian, you will not have to undergo an assessment of your credentials before you can become a member. You must prove (through your CDM membership) that you are current, have practiced safely and competently in your career. The requirement for all registered dietitians is to continuously maintain registration with the College, meet the requirements of the College's continuing competence program annually, and not be the subject of any complaints or discipline issues. This new legislation replaces a previous bill for labour mobility. It has allowed regulators to address issues found in other provinces that created a one-sided approach to registration and where the requirement of the Canadian Dietetic Regulation Examination (CDRE) became an issue. All new applicants to CDM will be required to write and pass the CDRE, but when registered full term members of our College who wish to relocate apply to another jurisdiction, they can not be asked to write the CDRE if you meet the conditions stated above.

The Fair Registration Practice Act ensures that regulated professions and individuals applying for registration by regulated professions are governed by registration practices that are transparent, objective, impartial and fair. Although our College currently meets many of the requirements of this legislation, we are required to report to a new office, called the *Manitoba Fairness Commissioner* on an annual basis to document our processes and procedures.

The Regulated Health Professions Act will create many exciting changes for CDM and our members. It is anticipated we will see this legislation by mid-summer 2009 and we will have a busy year adapting College policies, procedures, processes and regulations to meet its challenges within the next year. Enclosed in this Act is the Reserved Acts legislation, which outlines 23 tasks, reserved for regulated health professionals to perform only. The College has been assessing which of the 23 tasks dietitians perform in their work and practice and with the help of members will be writing competencies for them. Members maybe familiar with similar legislation in Alberta, British Columbia and proposed in Ontario. It is important to note that all registered dietitians who wish to perform the Reserved Acts will need to show their competence and be required, through the CC program, to maintain their competence each year. This legislation provides very exciting opportunities for our members and for those members affected by this legislation. The College will continue to provide information on this to members so they will be prepared for the changes in legislation.

Another large project CDM has been working on is the **Partnership for Dietetic Education and Practice (PDEP)**. The partnership is between all dietetic provincial regulatory bodies, the association (DC) and all education programs (both academic and practicum). The partnership respects the mandates of the three partnership groups and is viewed as an opportunity to work together on issues where all three connect. The first task the partnership will be working on is to update dietetic competencies to ensure that education, training and regulatory needs are realized within an integrated approach. In the past, CDM has discussed the development of the Essential Competencies. This document as well as others will be under review by PDEP to ensure that an integrated set of competencies will meet the demands of all three pillars of the profession.

Professional Practice Coordinator

The responsibilities of the Professional Practice Coordinator include:

- development and implementation of a membership communication plan;
- development of practice guidelines, documents and policy to support changes in the continuing competence program, omnibus legislation and entry-to-practice competencies
- expansion of the continuing competence program.

A membership communication plan has been developed with priority given to rural Manitoba this past year. Information presented included the role of the College, member's responsibilities within the College's Code of Ethics as well as an update on current and upcoming initiatives i.e. Omnibus Legislation. Presentations have been completed in for the regional health authorities of Central Manitoba, Parkland, North Eastman, South Eastman and Assiniboine. A teleconference was held with dietitians in Burntwood Health Authority regarding the Omnibus Legislation.

The focus of the communication plan for the 2009-2010 year is to present this information to dietitians in Winnipeg. Once all presentation have been completed, ethics scenarios will be posted on the website, for member discussion.

In the past year, the following practice guidelines for duty to report, records storage after closing a practice, prescribing by RDs, delegation of function and advertising by RDs have been developed, approved by Council and posted on the College website.

Our continuing competence guidelines for points allocation sheet has been updated however, we have found that this will be an ongoing process as new programs and on-line courses are constantly being developed. The manuals for our screening and audit programs have been revised and new assessors for both programs have been recruited and trained.

Board of Assessors

The Board of Assessors continues to provide registration assessments for CDM. In the past year, our work has included academic and practicum assessments of three individuals applying for dietetic internships; an assessment of one former member; two international applicants applying for CDM membership; an assessment of five members who did not meet the CDM Continuing Competence Program requirements and two members requesting exemptions due to illness.

As part of our assessment of international applicants, the Board has relied on the University of Toronto Comparative Education Service to assess equivalency of degrees between Canada and other countries. The Board has now reviewed and agreed to accept an additional service for educational assessments from WES (World Education Services) as well the University of Toronto Comparative Education Service.

Our committee work has been completed via mail, email and telephone, which has proven effective.

Thank you to the committee members for their ongoing participation – Melanie Hart, Gina Sunderland, Maria Knaus, Caroline Lang (Chair).

Executive Committee

The Executive of the College is appointed by Council from among its members. The Executive Committee of the College is responsible for the general administration of the affairs of the College where action may be required between meetings of the Council and for those activities requested by the Council.

The Executive Committee of the College is Angela Beaton RD, (Chair) Sheryl Bates Dancho RD, Lucie Schlitcher RD, and Brenda Hotson RD.

This year the committee has reviewed a list of administrative policies and made recommendations to Council about their development. The Registrar's performance appraisal form was finalized as well as staff pay schedules and benefits.

Continuing Competence Committee

The Continuing Competence Committee is sub-divided into both Screening and Audit. These committees have different roles and meet separately.

The purpose of Screening is to ensure all members meet the requirements of the CC program as outlined within our Act. The committee will also provide feedback to membership on their submissions if requested.

The Audit committee was developed by CDM to meet our obligations under labour mobility legislation (Mutual Recognition Agreement). We are required to audit 5% of all members' submissions annually.

All of the CC forms have been on the CDM's website for the past two years. Members were asked to fill out their CC on the website throughout the year and then at renewal time, print it off and send it in with their renewal and cheque. This has worked well for many members since it allows them to continuously work on their program throughout the year at their convenience.

The program this year required members to submit any documentation on any event they claimed more than three points for. The intent for the 2009-2010 year is that the entire submission and payment will be made online, therefore this requirement will change. Further information on this issue and any changes to the program will be well communicated to membership before renewal time next year.

CC SCREENING

This year many members submissions were flagged during the screening for not having proper documentation when submitting more than three points for attending a session/conference/workshop. Members were contacted by the office to provide this information and it was obtained by most in a timely fashion. Screening referred five (5) submissions to the Board of Assessors for review since members did not meet the conditions of the CC program.

Thank you to the committee members for their participation in this screening process: Joanne Hamilton (Chair), Amy Hui, Michelle Turnbull, Donna Cronmiller, Connie Rodrigues, Anna Pohorecky.

CC AUDIT

The audit committee met this year to review 19 audits. The assessors broke into 3 groups of 2 auditors and then reconvened to discuss any concerns or issues with the submissions. No submissions were referred to the Board of Assessors for review.

Thank you to the committee members for their participation in the audit process: Kelly Smith (Chair), Joan Rew (co-chair), Janice Blararu, June Kohut, Pat Bugera, Laela Janzen.

Complaints Committee

The Complaints Committee currently is comprised of Vanda Racciatti (Chair), Janice Siemens RD and Diana Mills, Public Member. The Act stipulates that a public member must be on the complaints committee and comprise of one-third of the committee.

Anyone can lodge a written complaint against a current member of the College. Complaints can be lodged against former members of the College, as long as the conduct occurred during their time as a member. If a dietitian is aware of any member who has displayed questionable conduct in practice, she/he should inform the Registrar. Employers also are required to report a College member whose employment has been terminated for reasons of misconduct, incompetence or incapacity.

Once a complaint has been lodged against a member, the member is informed in writing of the complaint and has 30 days to submit a letter to the Committee in response. At that time, the Complaints Committee convenes to review the documentation and determine the next steps.

The role of the committee is to ensure the RD has upheld the Code of Ethics, Standards of Practice and performed their work in a competent manner. The complaint is investigated according to the legal boundaries in the Act.

Over the past year, the Complaints Committee has received two complaints. One has been informally resolved. The other complaint is ongoing.

Finance Committee

The Finance Committee is responsible for developing the overall financial plan and necessary financial policies of the College. They are task with ensuring fiscal accountability within the College. All recommendations are made to Council, who develops the overall organizational plan.

The Finance Committee is made of Council members and the following people sat on the committee: Lucie Schlitcher RD (Chair), Rhonda Derkatch RD, Brenda Hotson RD, Michelle Hagglund (Registrar) RD and Auna Marie Brown, Public Member.

The issues Finance Committee dealt with this year are: activating the employee pay schedule, establishing employee benefits package, finalizing the College corporate credit card.

CDM Strategic Plan 2008-2009

GOALS / OBJECTIVES / ACTIONS

GOAL A: ENSURE COMPLIANCE TO THE CDM ACT AND REGULATIONS

OBJECTIVE 1 Revise and develop policies for committees

	<u>ACTION</u>	<u>STATUS</u>
Action 1	Develop policies and procedures for Complaints Committee	Completed
Action 2	Develop policies and procedures for the Inquiry Committee	Contracted position developed

OBJECTIVE 2 Review and revise necessary policies and documents within the CDM policy and procedures book

	<u>ACTION</u>	<u>STATUS</u>
Action 1	Update CDM policies and procedures as specified	Ongoing
Action 2	Review and develop policies and documents in regard to member voting by mail for the AGM	Being reviewed
Action 3	Develop and approve policy regarding role of Graduate Dietitian	Completed

OBJECTIVE 3 Develop necessary policies and documents in response to Omnibus Legislation

	<u>ACTION</u>	<u>STATUS</u>
Action 1	Review and develop necessary procedures for Omnibus Legislation	Ongoing
Action 2	Review and develop necessary procedures for reserved acts	Ongoing

GOAL B: COUNCIL GOVERNANCE – establish appropriate policies, governance and infrastructure to support CDM

OBJECTIVE 1 Develop a succession plan for CDM Council

	ACTION	STATUS
Action 1	Develop policy regarding recruitment	Under review by College Executive Committee
Action 2	Develop policy regarding succession of Council	Under review by College Executive Committee
Action 3	Develop policy for reimbursement of Council and Public Members	Under review by College Executive Committee

OBJECTIVE 2 Develop a plan for action for the ECs Document

	ACTION	STATUS
Action 1	Develop and incorporate process into CDM policies and CC documents	Presently being reviewed by PDEP (see page 8)
Action 2	Develop a process to launch ED to CDM members	Presently being reviewed by PDEP (see page 8)

OBJECTIVE 3 Investigate and obtain a CDM Corporate Credit Card

	ACTION	STATUS
Action 1	Seek appropriate credit card to meet needs of the College	Completed
Action 2	Develop policy and procedure for use of credit card	Completed
Action 3	Develop policies and procedures for risk management	Completed

OBJECTIVE 4 Develop Human Resources/Administrative policies for CDM

	ACTION	STATUS
Action 1	Establish a performance appraisal process for the Registrar	Completed
Action 2	Develop a priority list of issues	Completed

GOAL C: DEVELOP AND IMPLEMENT A COMMUNICATION PLAN

OBJECTIVE 1 Implementation of educational sessions about the College for members

	ACTION	STATUS
Action 1	Establish a plan for implementation for members	Completed
Action 2	Disseminating information on practice guidelines and Code of Ethics, Role of College and Roles of Liability	Ongoing
Action 3	Roll-out presentation to various groups including members, especially in rural areas, Clinical Leadership group and community agencies	Ongoing
Action 4	Develop and post on website scenarios, ie. Code of Ethics, complaint issues	Ongoing

OBJECTIVE 2 Implement Website Communication Plan to Public and Members

	ACTION	STATUS
Action 1	Biography of Council Members on website (RD members)	Completed for RD members
Action 2	Summary of College News, Alliance, Registrar, Committee, New Members	Completed and ongoing
Action 3	Regular updates of College issues and information to members	Completed and ongoing

GOAL D: IMPROVING CONTINUING COMPETENCE (CC) PROGRAM

OBJECTIVE 1 Recruit and train new assessors for audit and screening process

OBJECTIVE 2 Update suggested points sheet

	ACTION	STATUS
Action 1	Identify gaps of CC points sheet by CDM, including incorporating e-learning and point structures	Completed
Action 2	Research and review other CC programs (CDA) and make recommendations to Council	completed

OBJECTIVE 3 Investigate web-casts from other organization for educational purpose and post on CDM website and incorporate into CC program

OBJECTIVE 4 Investigate the development of testing and survey systems for membership as part of CC program

GOAL E: DEVELOPMENT OF CDM PRACTICE STANDARDS

OBJECTIVE 1 Determine draft practice guidelines within the CDM Action and Regulations

	ACTION	STATUS
Action 1	Review and revise 'Charting and Records Retention' guideline	Completed
Action 2	Review and revise 'Prescribing by RDs and RD Referral' guideline	Completed
Action 3	Review and revise 'Supervising Students by RD' guideline	Completed

OBJECTIVE 2 Develop a priority list of new additional practice guidelines

	ACTION	STATUS
Action 1	Develop additional practice guidelines and policies	ongoing

Appendix I

2008-2009 FINANCIAL STATEMENTS

OVERVIEW OF MEMBERSHIP 2008-2009

Appendix II

