



**COLLEGE OF
DIETITIANS OF MANITOBA**
Registered Dietitians. Promoting Standards

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



Annual Report 2014-2015

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Message from Chair of Council

The College of Dietitians of Manitoba (CDM) has continued to work effectively over the past year to fulfill our legislated mandate to regulate the profession of dietetics in Manitoba. A Council of 10 registered dietitians, 4 public members and a staff of 3, along with many valued volunteers worked to establish safe, ethical and competent nutrition services in the interest of promoting optimal nutritional health of all Manitobans.

This report provides an opportunity to outline the work of the College in the past year. We have introduced new programs and strengthened our existing ones to support and enhance the practice of registered dietitians within our province. Our programs promote a culture of knowledge acquisition, skill development, collaboration, ethics and accountability in dietetic practice and client service.

The College is very involved in work both locally, provincially and nationally. At a local level, we are continuing with efforts to promote public awareness to ensure Manitobans are accessing nutrition services from qualified and registered professionals. As the Regulated Health Professionals Act (RHPA) advances, the College will continue to support the work needed to prepare for the upcoming changes to our registration and licensing. On a national level, we have worked together with the Alliance of Canadian Dietetic Regulatory Bodies, academic stakeholders and the Partnership for Dietetic Education and Practice (PDEP) to develop a new program for the accreditation of nutrition education across the country.

This year, the College is concluding a successful three year strategic plan. Within this report, the work undertaken to meet the objectives within that plan are outlined. We are currently undertaking the development of a new three year strategic plan and look forward to the challenges and opportunities that our plan will bring forth.

I would like to extend a thank you to Carrie O’Conaill, Laurie Evans and Shannon Milks for their contributions and time on Council. Finally I would like to express my appreciation for our hard-working and visionary staff members, Michelle Hagglund, Heidi Wong and Sandra Bains. Your energy, expertise and dedication to the work of the College have contributed greatly to the success of this past year.

Laura Toews, RD Chair,
College of Dietitians of Manitoba

Council of the College

The College of Dietitians of Manitoba's role is legislated under the *Registered Dietitians Act of Manitoba (2002)*. Dietetics is a self-regulated profession both in Manitoba and across Canada. Self-regulation acknowledges that members of the profession are in the best position to set standards for the profession. As such, there is an expectation of both the profession and public to ensure, through self-regulation, that the commitments within our legislation are met. The primary areas of accountability are registration (entry to practice), the assurance of quality practice (standards setting and continuing competence management) and the investigation of complaints and the management of disciplinary matters (professional misconduct).

The Council of the College is the link between the College and the citizens in the regulation of the profession of dietetics in Manitoba. In the 2014-15 year, Council was composed of 4 public members (business leader, business student, optometrist and professor) and nine (9) registered dietitians. The Registrar of the College is ex-officio to the Council. The Council is task with setting the direction for the College's regulatory work and ensures all decisions are based on the mandate to govern in the best interests of the public. They are responsible for the oversight, planning and policy-making of the College.

Through oversight to the operations, the programs and the policies of the College, the Council is able to monitor the work of the College. Strategic planning, annual planning, management reports, committee reports and budgetary planning are all key ways the Council ensures oversight on all College activities.

The College's Act, mission and vision statements guide the Council of Directors and the planning and operations of the College. Within the context of our mission and vision, the Council has established three strategic priorities to shape the scope of work for a three (3) year plan. These priorities are: Public Protection, Increasing awareness of the work of RDs and Engaging Members. This report will outline the work that has been accomplished within these priorities in the past year. The Council will be addressing a new strategic plan in spring 2015.

PUBLIC PROTECTION

Registered Health Profession's Act (RHPA):

Although this Act has received Royal Assent, dietitians have yet to be proclaimed under the new RHPA Act. The only group that has been proclaimed so far is the College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM). We have have been informed that the College of Physicians and Surgeons (CPSM), the College of Registered Nurses of Manitoba (CRNA), the College of Licensed Practical Nurses of Manitoba (CLPNM), the College of Registered Psychiatric Nurses of Manitoba (CRPNM) and the Manitoba Chiropractors Association (MCA) are next in the process to move under the new legislation. Although it appears that it may be

sometime before CDM will be brought under the new RHPA, we will continue to work on various areas of the legislation that will change for the College. All of our new regulations and processes must be written before we can be proclaimed under this legislation, so there is much work to be done.

International Applicant Registration:

In the past year, CDM has partnered with a variety of other provincial dietetic colleges on the development of a competence assessment tool and program for internationally educated dietitians. This program is being spearheaded by the College of Dietitians of Ontario (CDO) and has received funding from the Ontario Ministry of Citizenship and Immigration. The purpose of this tool is to orient international dietitians to the scope of dietetics practice in Canada; the standards of dietetics in Canada and allow a comparison to those within their country of origin; provide international dietitians with resources that support learning allowing them to make well-informed decisions about their ability to immigrate and practice as a dietitian in Canada. This tool will have online access and content that contains a self-assessment component, to help individuals compare their skill level to that required to practice dietetics in Canada. Case based scenarios, related questions and access to online resources will be an important component of the site. It is expected this tool should be completed within the next two years allowing CDM to incorporate it within our current assessment system. This program will meet the requirements of the Manitoba Fairness Commissioners office and should provide international dietitians who immigrate a fair and realistic picture of the skill and practice level required to practice in our province.

Accreditation:

Nationally, the Partnership of Dietetic Education and Practice (PDEP) are still involved in the development of an updated accreditation system. In the past year, CDM Council, along with all provincial dietetic regulatory college councils, was invited to review and comment on the draft structure for the new accreditation system and draft program policies and procedures. Further development of the policies and system are still ongoing.

Responsible Governance

With the desire to strive for excellence in public protection, the College consistently reviews policy, by-laws and regulations to ensure that we are reflecting best practice. Good governance and effective organization are an integral part of the culture of the College to ensure public trust. This is achieved through consistent monitoring and on-going education of all staff and volunteers ensuring that CDM strives for continuous improvement. Policy and procedures are discussed regularly at Council meetings and updates are reflected within the minutes.

INCREASING AWARENESS OF REGISTERED DIETITIANS

Long Term Care Committee:

As outline within the College's strategic plan, development of a staffing model that articulates the optimum ratio of RDs to patients in various settings of practice was identified as a priority. A committee comprised of RDs who work in this area was formed and provided input to the Continuing Care Branch of Manitoba Health regarding their review of the performance measures within the provincial Personal Care Home Standards. A final report from the committee has been completed and presented to the College Council. It is now recommended that the advocacy phase of this project be completed by Dietitians of Canada, whose role, as an association, is advocacy for the profession.

Dysphasia National Network:

In the past year, a national committee has been task with writing a position paper on the role of the dietitian in the area of Dysphasia. A role paper has been written by the committee, with CDM being an active member on this project. Throughout this process, RDs across Manitoba have been consulted on the role and work of a dietitian in Dysphasia. The next phase is for a regulatory working group to develop competencies for RDs working in this area of practice.

Media Directory:

Within the strategic plan for the College was to increase awareness of what an RD does and promote the profession as the nutrition expert. Discussions of how to promote RDs in the media has taken place with Dietitians of Canada as well as the RD Network of Manitoba. In the past year, the College surveyed RDs across the province and has developed a media directory that identifies RDs who are willing to work with the media as well as their areas of specialty. In the near future, the plan is to post this information on the public side of the College's website for direct access by media and the public. Also, for some time, the College has had a Speakers Bureau listing which is updated annually. The plan is also to move this list to the public side of the website as well once participants are confirmed.

CDM Promotional Video

The video "*Choose an RD for your nutritional needs*" was launched by CDM in the past two years and is still available on our website and through YouTube. Use of this video is encouraged by the College for all members to educate the public on the qualifications of registered dietitians and the benefits of choosing a Registered Dietitian for nutritional advice.

Sound Nutritional Advice for the Public

Periodically, the College is asked by RDs or other individuals to review and comment on nutrition information in the public domain. The College takes misinformation seriously and in the past has written letters to individuals or organizations warning or requesting clarification on perceived misinformation. The role of RDs and that of Dial-a-Dietitian, food and nutrition are promoted as a competent source of information.

ENGAGING MEMBERS

The College strives to support the work of RDs by keeping them informed of the laws and obligations affecting their practice. Through a variety of methods, RDs are routinely kept up to date with any changes to legislation or practice through our website, workshops, presentations, practice directions as well as a quarterly newsletter with articles, practice questions and scenarios.

Communication with Members

Educational sessions are routinely held at all Annual General Meetings of the College as well as rural regional visits. Rural dietitians who are unable to attend the AGM are provided with updates and the educational sessions through face to face meetings during the year.

We have noticed a steady increase in the number of inquiries from dietitians on practice issues and expect this to continue as we move towards proclamation under the RHPA. Current top areas for inquiries are scope of practice issues, liability insurance requirements, record keeping and communication issues. RDs are encouraged to contact the College with practice based questions when they arise.

Practice Directions:

The following are Practice Directions written and approved by Council within the last year.

- Protection of Personal Health Information in Electronic Format
- Electronic Practice
- Treatment of a Family Member

RD Navigation Project:

This has been an ongoing project between the College and Dial-a-Dietitian for several years. Lists that include registered members and their area of practice have been developed as part of the College strategic plan to strengthen communication amongst RDs. As well, this list provides the public with access to dietitians in variety of ways; by region, by community service (such as diabetes education, outpatient services), non-regional settings (such as Heart and Stroke Foundation, Canola Council, etc.). The lists are updated on a regular basis with WRHA listings posted on both their website and linked to CDM's website. The listing for the Northern Region was substantially revised in this year to add outlying areas that RDs travel to and how often they go.

RD Network:

Part of the College's strategic plan, the RD Network has been established in collaboration with Dial-a-Dietitian. The purpose is to increase communication and collaboration amongst registered dietitians practicing in or who have an interest in any aspect of dietetics, such as public health, long term care, primary care, tele-dietetics, non-profit organizations or private practice. The network has representatives from all health regions as well as community service agencies such as Dairy Farmers of Manitoba, First Nations Inuit Health Branch, CancerCare Manitoba, Dietitians of Canada, School Nutrition, Sports Nutrition and Private Practice. Meetings are held 4 times per year.

Summary of Council activities and motions for 2014-2015 year

Motions Accepted:

Acceptance of Policy 6.2.20 Criminal Record Check

Acceptance of Policy 6.2.21 Conviction on a Criminal Record Check and Legal Disclaimer

Acceptance of Alinity data management and renewal program

Council Activities

- Investigate social media options for the College to communicate with members and the public
- Development of a media directory. Part of the College's strategic plan was to develop a media directory, which would be accessed by a media spokesperson in order to find a registered dietitian to speak on a specific nutrition topic, instead of a non-regulated professional. A survey was sent to membership to gather names of RDs who would like to be part of the CDM media directory. The media directory can now be found on the CDM website for the public and for members.
- Internationally Educated Dietitians can now access a video from the CDM website, which outlines step by step the registration process. This project was completed in consultation with the Office of the Manitoba Fairness Commissioner.
- Participated in an ad campaign to highlight the value of accessing a regulated health professional. The advertising campaign including TV commercials, bus billboards, waiting room advertisement and printed ads in local newspapers.

Mission

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

Vision

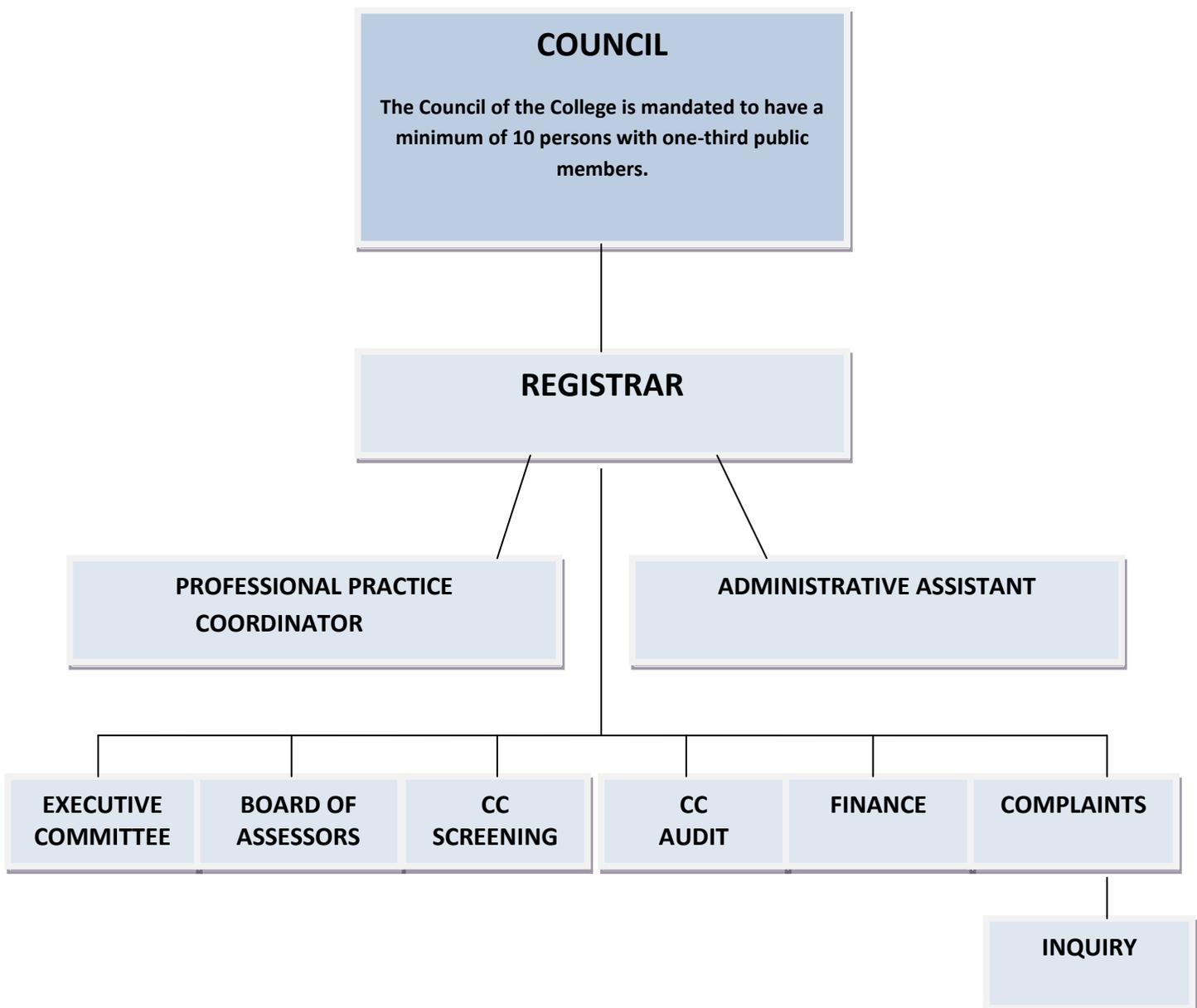
The Vision Statement for the College guides the work of the Council of the College and our committees. We strive to achieve an environment of excellence in professional dietetic practice by establishing standards of ethical practice.

Mandate

The College of Dietitians of Manitoba is a not-for-profit organization dedicated to regulating the practice of dietetics in the province. The College ensures all registrants meet the educational standards established by the Council, ensure all registrants are competent and practice in the public interest. The College sets the standards for the delivery of safe, effective and ethical services to the public by dietitians.

College Organization

The organizational structure of the College is set out below. The Council, Committee and positions are established in accordance with the *Registered Dietitians Act* and the College of Dietitians of Manitoba by-laws.



Council

The Council is elected by the membership of the College and is responsible for the governance and management of the regulatory and business affairs of the College. The Council and the College are accountable to the public in all areas of its business, as well as the Government of Manitoba, the Office of the Fairness Commissioner (OMFC) and the Provincial Ombudsman. The Council establishes the mission, vision and policy direction for the College, as well as hears appeals on registration and complaints issues as outlined by the *Registered Dietitians Act of Manitoba*. The Council is responsible for establishing standing committees as well as appointment of the Registrar. The Council consists of a minimum of 10 Registered Dietitian members as well as public members and must consist of one third public representation.

Registrar

The Registrar works in compliance with related Acts, Regulations, and By-laws and within the governance model established by the Council of the College of Dietitians of Manitoba. The Registrar develops and coordinates the activities of the College to achieve Council stated objectives.

Professional Practice Coordinator

The Professional Practice Coordinator is responsible for the professional practice initiatives of the College that includes membership communication, development of practice guidelines, documents and policy to support changes in the CC program, omnibus legislation and entry-to-practice competencies.

Executive Committee

The Executive Committee is made up of four Council members, including the Chair, Vice Chair, and Past-Chair. The Registrar is ex-officio to the committee. The Executive Committee makes recommendations to Council on policies, by-law development or revisions or any other matter referred to it by Council for consideration.

Members: Angela D'Avanti RD, (Chair), Maria Baranowski RD, Laura Toews RD, Steven Mintz, Public Member and Michelle Hagglund RD (ex-officio)

Board of Assessors

The Board of Assessors is appointed by Council and reviews applications referred by the Registrar for registration.

The Board determines whether applications are eligible for registration and whether any upgrading of academic or practicum qualifications is required; and if so, outlines the necessary requirements for registration. The Board reviews applications for reinstatement of registration, where currency or competency is an issue.

Members: Maria Knaus RD Chair; Gina Sunderland RD; Melanie Hart RD; and Joan Rew RD

Continuing Competency – Screening

The CC Screening Committee Chair is appointed by Council with a committee of no less than four registered dietitian members. The CC Screening Committee reviews all College members continuing competence submissions to ensure the requirements of the program are met and provide feedback to members where necessary. Follow-up or remedial action is determined by the committee and referred to the Registrar.

Members: Marni Robert RD (Chair), Belinda Dunlop RD, Anna Badenhorst RD, Brie Seniuk RD, Daniel Catte RD, Patti Thomson RD, Elaine Sheng RD, Ginette LeGal RD, Diane Yu RD

Continuing Competency – Audit

The CC Audit Committee Chair is appointed by Council with a committee of no less than four registered dietitian members. Each year, five percent of the membership is randomly selected for audit, and the CC Audit Committee reviews the documentation sent to the College. Correspondence is confidential and any issues exposed are referred to the Board of Assessors for review.

Members: Joanne Hamilton RD (Chair), Laela Janzen RD, Colleen Walker RD, Carmen Ho RD, Lauren Paquette RD, Diane Unruh RD, Janice Blararu RD, Lindsay Graham RD

Finance Committee

The Finance Committee is made up of four Council members including the Chair, Past-Chair and a public member.

The Registrar is ex-officio to the committee. The Finance Committee is responsible for developing the overall financial policies and accountabilities of the College. The Finance Committee reviews designated financial documents and recommendations to Council, as needed.

Members: Jennie Cowan RD (Chair), Amanda Nash RD, Amy Hui RD and Cian Whalley, Public Member and Michelle Hagglund Registrar, ex-officio

Complaints and Inquiry

The Complaints and Inquiry Committee members are appointed by Council, and include a public member specific to the committee. The Complaints Committee receives and investigates complaints of unprofessional conduct from the Registrar and determines whether the complaint is dismissed or further investigated. If the complaint is found valid, it can be dealt with an informal complaint resolution or referred to Inquiry.

Members: Vanda Racciatti RD Chair; Angela Martens RD Member; and Justine Hesselbart, Public Member; and Zully Trujilo, Public Member – Inquiry

CDM OFFICIALS AND AGENTS

Council 2014-2015

Name	Position	Term	Location
Laura Toews RD	Chair	4 of 5 years	Winnipeg
Angela D'Avanti RD	Past Chair	5 of 6 years	Winnipeg
Jennie Cowan RD	Vice Chair	4 of 5 years	Swan River
Meera Kaur RD	Director	5 of 5 years	Winnipeg
Maria Baranowski RD	Director	4 of 5 years	Winnipeg
Melissa Fuerst RD	Director	4 of 5 years	Beausejour
Amanda Nash RD	Director	1 of 2 years	Winnipeg
Steven Mintz	Public Member	2 of 3 years	Winnipeg
Cian Whalley	Public Member	2 of 2 years	Winnipeg
Moses Nyongwa	Public Member	1 of 2 years	Winnipeg
Carrie O'Conaill	Public Member	1 of 2 years	Winnipeg

College Employees

Michelle Hagglund RD	Executive Director and Registrar
Heidi Wong RD	Professional Practice Coordinator
Sandra Bains	Administrative Assistant

Agents

Helga Van Iderstine, Solicitor
Aikins Law

Tony Gauthier, Accountant
Craig Ross Chartered Accountants

William G. Haight, Solicitor
Duboff, Edwards, Haight and Schuchter

Registration Reports

Registration Statistics (reported at April 1, 2015)

	2012-2013	2013-2014	2014-2015
General Register	398	408	429
Graduate Dietitian	25	24	24
Dietetic Intern	23	24	22
TOTAL:	446	456	475

Age Distribution (as of April 1, 2015)

Age Groups	Female	Male	Total
20-29	106	3	109
30-39	141	4	145
40-49	107	3	110
50-59	92	4	92
60-75+	19	0	19

Resignations (effective April 1, 2014)

	2012-2013	2013-2014	2014-2015
Moved out of Province	6	4	5
Retired	6	3	7
TOTALS	12	7	12

Retired / Resignation Age Groups (as of April 1, 2014, and include students moved out of province)

Age Groups	Female	Male	Total
25-34	3	0	3
35-44	1	0	1
45-54	2	0	2
55-64	5	0	5
65-74	1	0	1
TOTALS	12	0	12

Demographics of Membership (effective April 1, 2014)

New Registrants

(April 1, 2013 to March 31, 2014)

Entry Route	2012-2013	2013-2014	2014-2015
Accredited program applicants	16	24	24
International applicants	1	0	0
Mutual Recognition Agreement (MRA) applicants	4	0	0
Total	21	24	24

International Applications

The College received three international applications between April 1, 2014 and March 31, 2015. All three applications were referred to the Board of Assessors for review of eligibility, and all applicants required academic upgrading and/or an internship.

Canadian Dietetic Registration Examination

The Canadian Dietetic Registration Examination (CDRE) is a national registration examination administered by the College of Dietitians of Manitoba along with other Canadian Dietetic Regulators. Successful completion of the CDRE is required in regulation under the *Registered Dietitians Act* for registration with the College. The examination is held twice a year in May and November. Examination committees composed of registered dietitians from across the country work with a testing agency to develop questions, answers and set the pass score. As May 2013, the CDRE is now completely computer based.

CDRE Provincial Statistics	2012	2013	2014
Candidates (May)	3	3	2
Candidates (November)	18	23	23

By-law:

The College recently underwent a complete review and revised their existing by-laws. The following by-laws were revised as follows:

Fee Payment

5.2.6 A person applying for membership through the year shall pay the initial processing assessment fee and a monthly prorated fee as calculated as per CDM policy.

Non-Confidence

6.12.2 Within thirty days of receiving the call for a vote of non-confidence, the Registrar is to put the question of non-confidence to a mail vote.

Online Voting – clarify to the current by-laws

16.9 Online voting shall be permitted for Council elections and College by-law revisions. Each registered dietitian is entitled to one vote whether on-line or in-person. Council election processes are outlined in '7.0 Elections of the College by-laws.' Any motion pertaining to by-law changes are passed by a majority of the total number of votes. In the event of an equality of vote, the motion would be defeated.

Regulation Changes:

No revisions or additions were made to the regulations in the 2014-2015 year.

Continuing Competence Program Report

The *Registered Dietitians Act of Manitoba* requires that CDM have a Continuing Competency Program in place to monitor the ongoing competence of their members and foster an environment of life-long learning for its members. The Continuing Competence program of the College is also a necessary requirement to fulfill our commitment within the National Labour Mobility Agreement with Canadian dietetic regulators.

In addition to monitoring continuing competence and the program is flexible, outcomes based and designed to support the professional growth and development of members to enhance their career and personal goals.

A summary of previous years' program statistics is as follows:

Continuing Competence Committee Program Reviews	2012/2013	2013/2014	2014/2015
Total number of CC submissions reviewed	384	432	427
Total number of CC submissions selected for audit	25	27	21
Submissions referred to the Board of Assessors	0	10	7
Number of incomplete submissions	6	20	7
Recommendations for improvement: no member follow-up required	2	7	3
Recommendations for improvement: follow-up required	16	10	18

Audit Report

A summary of the 2014-2015 Audit results is as follows:

Audit Program Reviews	2012-2013	2013-2014	2014-2015
Total number of CC submissions selected for audit	22	27	21
Total number of complete audits	19	25	18
Total number of incomplete audits	3	2	3

Reasons for incomplete CC submissions (Audit):

- Supporting documentation not submitted
- Activities reported were not at a professional level and/or geared towards the public

Letters were sent to members requesting either additional point in order to reach required 15 points and/or re-submission of missing documentation.

Complaints Report

The College of Dietitians of Manitoba is committed to protecting the public interest and ensuring trust in the profession through high standards of professional conduct and competency. The complaints process is an important aspect of self-regulation that gives a voice to patients and employers to provide feedback and concerns about CDM members.

CDM responds to all written complaints from members of the public, employers, or members of the profession about the practice or conduct of regulated members of the College. The complaints process ensures fairness to both the complainant and the practitioner. Complaints are thoroughly investigated and a decision is made to refer the complaint for further investigation, provide resolution or dismiss it.

	New complaints received 2013-2014	New complaints received 2014-2015
Employers/Peers	0	0
Public	1	1
Regulatory Body	0	0



Appendix I

Financial Statements