



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

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



Annual Report 2013-2014

Table of Contents

Message from Chair of Council	4
Reports	5-8
PUBLIC PROTECTION	5-6
<u>Registered Health Profession’s Act</u>	5
<u>International Applicants Registration</u>	5
<u>Accreditation</u>	6
<u>Responsible Governance</u>	6
<u>Trade marking</u>	6
<u>Establishing of professional insurance criteria</u>	6
INCREASING AWARENESS OF REGISTERED DIETITIANS	6-7
<u>MLA Reception</u>	7
<u>CDM Promotional Video</u>	7
<u>Sound Nutritional Advice for the Public</u>	7
<u>Liaise with Other Regulated Professionals on the Role of an RD</u>	7
ENGAGING MEMBERS	8
<u>Provincial RD Network</u>	8
<u>LTC Committee</u>	8
<u>Communication with Members</u>	8
Summary of Council Activities and Motions for 2012-2013	8-9
<u>Governance Policy Development and Motion</u>	9
Mission/ Vision / Mandate	10
College Organization	11-14
Council.....	12
Registrar	12
Professional Practice Coordinator.....	12
Executive Committee	12
Board of Assessors	12
Continuing Competency - Screening	12, 13
Continuing Competency - Audit	13
Finance Committee	13, 14
Complaints and Inquiries.....	14
CDM Officials and Agents	15
College Employees.....	15
Agents.....	15
Registration Reports	16-17
Canadian Dietetic Registration Examination	18
By-law	18

Regulation Changes	18
Continuing Competence Report	19-20
Audit Report	20
Complaints Report	21

Appendix I: Financial Statements

Message from Chair of Council

The College of Dietitians of Manitoba (CDM) continues with the legislative mandate to carry out activities and govern members in a manner that protects the public interest. The College Council consists of regulated and public members whose responsibility is to ensure transparency and accountability to Manitobans.

The College has been able to achieve excellence in dietetic practice for the nutritional health of Manitobans through the dedicated involvement of committee members. Committees formed on behalf of the College have dedicated their time and expertise to provide recommendations and guidance to the Council. These efforts have made it a privilege to chair the Council for a second term.

The Regulated Health Professionals Act (RHPA) requirements have continued to advance. The College has been monitoring other Health Professionals to stay abreast of expectations and requirements of the RHPA. Council has been reviewing regulation and by-law requirements to ensure compliance. Membership consultation along with research will continue to identify applications pertinent to RDs that fall within the Reserved Acts.

The College continues to be involved in the Partnership for Dietetic Education and Practice (PDEP). The Council approved the new Integrated Competencies and new Accreditation Standards to position the profession for the future.

I would like to extend a warm welcome to Dr. Moses Nygonwa and Carrie O’Conaill, both who are public members who joined us this year. Lastly, I would like to thank the dedicated staff of the College for their hard work to meet the objectives of the College. Thanks to Michelle Hagglund, Registrar, Heidi Wong, Professional Practice Coordinator and Sandra Bains, Administrative Assistant for your guidance and support.

Angela D’Avanti, RD Chair,
College of Dietitians of Manitoba

Reports

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 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 throughout the past year. 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.

PUBLIC PROTECTION

Registered Health Profession's Act:

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. CDM continues to work on various areas of the legislation that will change for the College when we are proclaimed in the future. At present, the government wishes to bring the College of Physicians and Surgeons and the College of Registered Nurses under the new legislation before other allied health colleges transition.

International Applicants Registration:

CDM receives approximately 20 inquiries yearly for registration from international dietitians, of which about six on average apply to the College. CDM strives to ensure that all College policies and registration requirements are fair and transparent; meeting the scrutiny of the Office of the Fairness Commissioner to ensure the public will get excellence in care from all members. Work has been started in the past year on developing a stronger assessment system to ensure the applicant is being assessed based on their competence and not just their credentials and allowing for up-front self assessment so one is better able to understand the level and skill of a registered dietitian in Canada.

Accreditation:

Nationally, an extensive consultation of new draft Accreditation Standards was undertaken. The purpose of the consultation was to engage key stakeholders; CDM included, in ensuring the proposed standards could be applied in all dietetic education program models, were achievable, and would still allow for the accommodation of any unique elements which distinguish one dietetic program from another within the context of the standards. Development of these standards is important, ensuring all programs across Canada produce safe and competent graduates and meet the requirements of the College. These standards were reviewed by the CDM Council in 2013 and met the necessary scrutiny within our requirements. They will now undergo a pilot phase with the goal of early 2015 implementation nationally.

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.

Trade marking

A national project is underway to ensure protection of profession titles used by all dietitians throughout Canada by registering them as trademarks. Although our legislation does protect the titles we use provincially, nationally the profession wanted to ensure all titles used are protected in both provincial *and* federal legislation.

Establishing of professional insurance criteria:

CDM established the necessary criteria needed for members to meet the professional insurance requirements within our legislation. This document provides members with the necessary information to make an appropriate decision on their insurance needs, therefore; ensuring the public that those members who are practicing within the scope of practice, carry the appropriate insurance. The College has provided education to members on this issue through newsletters and education at the AGM.

INCREASING AWARENESS OF REGISTERED DIETITIANS

A public education campaign was started to increase awareness of the College's mandate of regulating the profession of dietetics and the role dietitians play within our health care system. A variety of activities were conducted to support this.

College of Dietitians of Manitoba

MLA Reception

A reception for all provincial MLAs was held March 10, 2014 jointly by the College and Dietitians of Canada as an opportunity to highlight the work of RDs, how RDs are making a difference and supporting the work of government. Topics were chosen based on extensive consultation with dietitians across the province. Efforts were made to represent the nutritional concerns of all Manitobans. This event was a great success with 25 MLAs and approximately 70 registered dietitians attending.

CDM Promotional Video

The video *“Choose an RD for your nutritional needs”* was launched last year 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

The College and Dial-a-Dietitian continue to promote increased access to dietitians across Manitoba through the RD Navigation Project. This project involves developing listings of RDs across the province, as well as community services and referral criteria. CDM has surveyed dietitians and developed a contact list of those RDs that are available to provide presentations to various groups.

Liaise with Other Regulated Professionals on the Role of an RD

While the Registrar meets on a regular basis with other allied health registrars, CDM has been actively liaising with other colleges to provide accurate information in the area of nutritional health for their members. Opportunities to provide information for allied health newsletters or meeting on accurate nutritional information have arisen and we respond to these invites to network. The College also participated in MDA meetings/consultation/strategic planning regarding dental care for residents of long term care facilities.

ENGAGING MEMBERS

Provincial RD Network:

The College and Dial-a-Dietitian continue to collaborate on a network for dietitians across the province. Efforts have been made to include all practice areas. The goals of this network are to provide an opportunity to share collaborative practice based recommendations, knowledge and experiences; support for standardization of nutrition practice; share research opportunities and results; highlight regional programs or projects and decrease gaps in the continuum care.

Long Term Care Committee:

The College has established a committee of RDs to develop a staffing model that articulates the optimum ratio of RDs to residents in personal care homes across Manitoba. This committee has provided input to the Continuing Care Branch of Manitoba Health regarding their review of the performance measures within the Provincial Personal Care Home Standards.

Communication with Members

The College strives to communicate effectively with members and provide education through a variety of means such as clinical nutrition rounds (through telehealth), WRHA Preceptors Day, as well as a quarterly newsletter with articles, practice questions and scenarios.

We have not pursued social media to date; however are considering this as an additional educational opportunity.

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.

Summary of Council activities and motions for 2013-2014 year

Governance Policy Development and Motions:

- 1. Acceptance of ad-hoc committee to deal with governance/legislation issues related to the RHPA.** An ad-hoc committee will be established to deal with governance issues related to the RHPA. This would include determining whether or not the College moves to a practice/non-practicing roster. Tasks will be divided amongst small working committees, and recommendations will be made to council for their approval.

2. **Acceptance of Practice Direction – Liability Insurance:** The purpose of the practice direction was to educate RDs on what is required from the Act. RDs have to make an informed decision as to the carrier for public protection, and investigate what the member is covered for. The practice direction has been placed on the CDM website and communicated in the winter 2013 newsletter.

3. ***Acceptance of Policy: CC submission for RDs with registration in multiple Canadian jurisdictions:*** This policy provides direction for RD members who are practicing in Manitoba and additional provinces. The policy states that members must meet the requirements of renewal, which would include meeting the requirements of the continuing competence program of the provinces that they are registered in; however provides some flexibility for the format in which this information can be submitted.

Mission

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

Vision

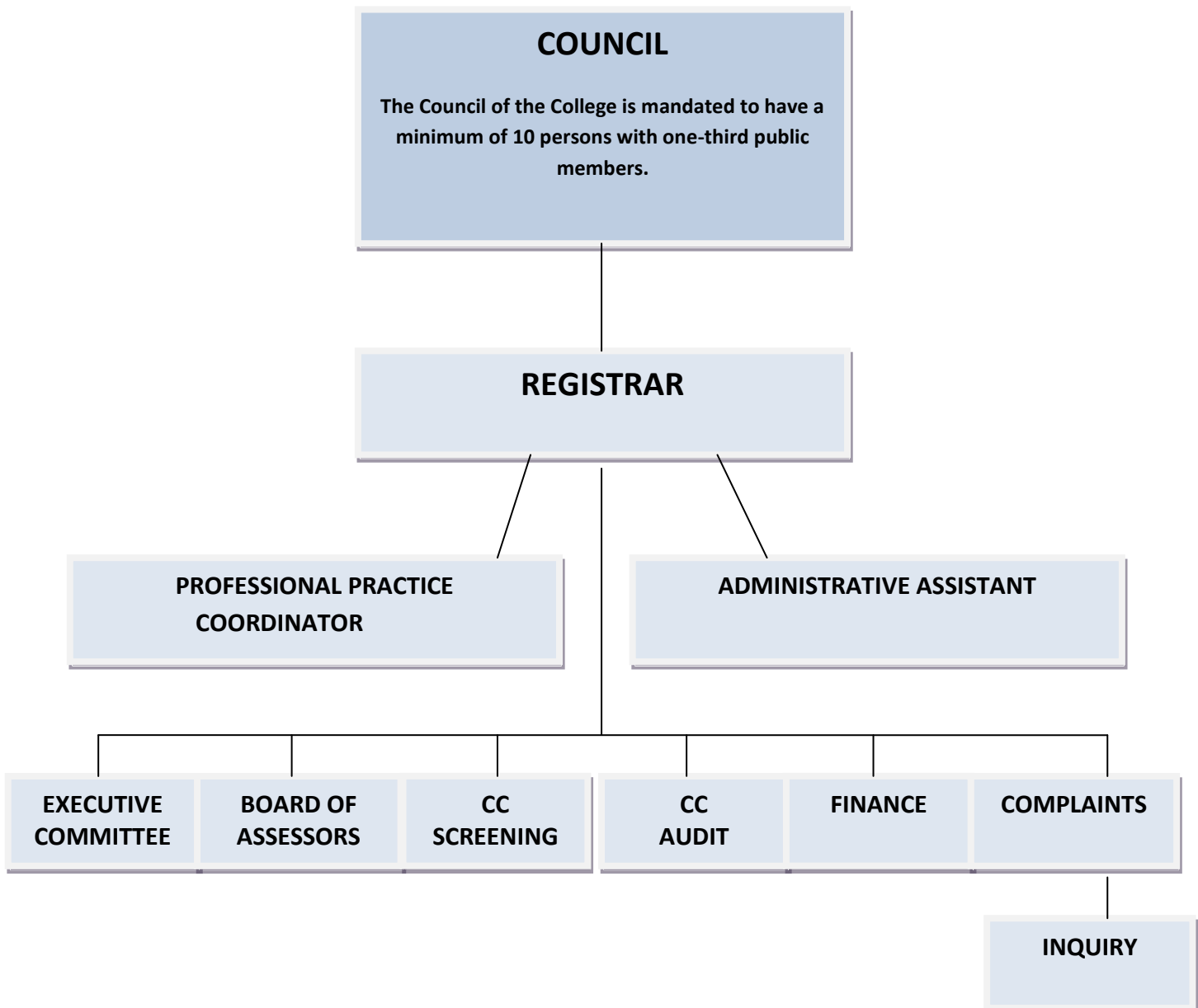
The Vision Statement for the College guides the work of the Council of the College and our committees. We strive to achieve an environment of excellence in professional dietetic practice by establishing standards of ethical practice.

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: Jennie Cowan RD, Chair of Executive; Angela D'Avanti RD (Chair of Council); Maria Baranowski RD, 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 McFadden RD, Chair; Ginette LeGal RD; Gracinda Bueno RD; Belinda Dunlop RD; Valerie Howden RD; Patti Thomson RD; Phyllis Marsch 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: Kelly Smith RD, Chair; Lauren Paquette RD; Virginia Stillwater RD; Diane Unruh RD; and Joanne Hamilton RD; Colleen Rand 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: Shannon Milks RD, Chair of Finance; Steven Mintz, Public Member; Carrie O’Conaill, 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; Karen Pirnie Public Member; and Justine Hesselbart, Public Member; and Zully Trujilo, Public Member – Inquiry

CDM OFFICIALS AND AGENTS

Council 2013-2014

Name	Position	Term	Location
Angela D'Avanti RD	Chair	5 of 6 years	Winnipeg
Shannon Milks RD	Past Chair	5 of 6 years	Winnipeg
Jennie Cowan RD	Vice Chair	4 of 5 years	Winnipeg
Laura Toews RD	Director	4 of 5 years	Winnipeg
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	Swan River
Laurie Evans RD	Director	2 of 2 years	Minitonas
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
Dr. 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, 2014)

	2011-2012	2012-2013	2013-2014
General Register	377	398	408
Graduate Dietitian	10	25	24
Dietetic Intern	22	23	24
TOTAL:	409	446	456

Age Distribution (as of April 1, 2013)

Age Groups	Female	Male	Total
20-29	123	3	126
30-39	139	2	141
40-49	87	5	92
50-59	84	4	88
60-75+	9	0	9

Resignations (effective April 1, 2013)

	2011-2012	2012-2013	2013-2014
Moved out of Province	8	6	4
Retired	7	6	3
TOTALS	15	12	7

Retired / Resignation Age Groups (as of April 1, 2013, and include students moved out of province)

Age Groups	Female	Male	Total
25-34	2	0	2
35-44	1	0	1
45-54	1	0	1
55-64	2	0	2
65-74	1	0	1
TOTALS	7	0	12

Demographics of Membership (effective April 1, 2013)

New Registrants

(April 1, 2013 to March 31, 2014)

Entry Route	2011-2012	2012-2013	2013-2014
Accredited program applicants	18	16	24
International applicants	1	1	0
Mutual Recognition Agreement (MRA) applicants	5	4	0
Total	24	21	24

International Applications

The College received three international applications between April 1, 2013 and March 31, 2014. 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	2011	2012	2013
Candidates (May)	2	3	3
Candidates (November)	18	18	23

By-law:

The College made amendments to their by-laws in 2013. The by-law now provides members with the option to vote on-line. This revision was accepted at the Annual General Meeting held on November 14, 2013.

Regulation Changes:

No revisions or additions were made to the regulations in the 2013-2014 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	2011/2012	2012/2013	2013/2014
Total number of CC submissions reviewed	336	384	432
Total number of CC submissions selected for audit	21	25	27
Submissions referred to the Board of Assessors	4	0	10
Number of incomplete submissions	8	6	20
Recommendations for improvement: no member follow-up required	10	2	7
Recommendations for improvement: follow-up required	45	16	10

Audit Report

A summary of the 2013-2014 Audit results is as follows:

Audit Program Reviews	2011-2012	2012-2013	2013-2014
Total number of CC submissions selected for audit	21	22	27
Total number of complete audits	17	19	25
Total number of incomplete audits	4	3	2

Reasons for incomplete CC submissions (Audit):

- Missing goals for upcoming renewal year 2014-2015
- 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.

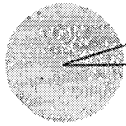
CDM responds to all written complaints from members of the public, employers, or members of the profession about the practice or conduct of regulated members of the College. The complaints process ensures fairness to both the complainant and the practitioner. Complaints are thoroughly investigated and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

	New complaints received 2012-2013	New complaints received 2013-2014
Employers/Peers	0	0
Public	0	1
Regulatory Body	0	0



Appendix I

Financial Statements



July 14, 2014

REVIEW ENGAGEMENT REPORT

To the Executive of
College of Dietitians of Manitoba

We have reviewed the statement of cash receipts and disbursements for the general fund and the investment fund of the College of Dietitians of Manitoba for the year ended March 31, 2014. Our review was made in accordance with Canadian accounting standards for review engagements for not-for-profit organizations and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information provided to us by the College.

A review does not constitute an audit, and consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with the cash basis of accounting as disclosed in Note 1.

Craig & Ross

Chartered Accountants

COLLEGE OF DIETITIANS OF MANITOBA

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS - GENERAL FUND
(Unaudited)

YEAR ENDED MARCH 31, 2014

	Actual \$	Budget \$
Receipts		
Membership fees	243,460	220,180
Miscellaneous	5,754	10,100
	<u>249,214</u>	<u>230,280</u>
Disbursements		
Bank charges	7,003	6,500
CDM member	388	700
Conference/workshops	2,029	5,000
Equipment and maintenance	2,063	200
Examination fees	9,374	8,000
Insurance	2,160	2,500
Internet charges and website development	1,345	5,350
Meetings (alliance)	6,562	4,500
Meetings (annual, board and committee)	5,777	11,000
Office	5,103	4,700
Postage	1,607	1,500
Professional dues	10,934	4,000
Professional fees	3,148	5,000
Rent	17,254	19,500
Salaries and employee benefits	154,771	141,000
Telephone	4,424	1,700
	<u>233,942</u>	<u>221,150</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	15,272	9,130
CASH AND SHORT-TERM INVESTMENTS - BEGINNING OF YEAR	<u>197,414</u>	<u>197,414</u>
	212,686	206,544
CHANGE IN PREPAID DEPOSITS	<u>8,768</u>	<u>-</u>
CASH AND SHORT-TERM INVESTMENTS - END OF YEAR	<u>221,454</u>	<u>206,544</u>

COLLEGE OF DIETITIANS OF MANITOBA

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS - INVESTMENT FUND
(Unaudited)

YEAR ENDED MARCH 31, 2014

	Actual \$	Budget \$
Receipts		
Interest	6,304	-
Dividends	1,630	-
	<u>7,934</u>	<u>-</u>
Disbursements		
Investment fee	<u>-</u>	<u>-</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	7,934	-
CASH AND INVESTMENTS - BEGINNING OF YEAR	<u>219,326</u>	<u>219,326</u>
CASH AND INVESTMENTS - END OF YEAR	<u>227,260</u>	<u>219,326</u>

COLLEGE OF DIETITIANS OF MANITOBA

Notes to the Financial Statement
(prepared without audit)

Year Ended March 31, 2014

1. Significant Accounting Policy

The College records its activities using the cash basis of accounting.