



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

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

Annual Report 2015-2016

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College of Dietitians of Manitoba

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Appendix I: Financial Statements

Message from Chair of Council

The College of Dietitians of Manitoba (CDM) is made up of nine registered dietitians, three public members, and three hard-working staff, along with many RDs who volunteer their time on numerous committees. This diverse group ensures that the College stays transparent and accountable to the province, its members, and most importantly, the public. Together, we work towards excellence in dietetic practice for the nutritional health of all Manitobans.

This was an exciting year for the College as we developed a new strategic plan for 2015-2018. This plan allows us to focus on local, provincial and national issues. We will be working to develop new programs, as well as working on strengthening existing programs to support registered dietitians in Manitoba.

On behalf of the Council, I would like to thank the hard-working, knowledgeable staff that we are so lucky to work with: Michelle Hagglund RD, Registrar, Heidi Wong RD, Professional Practice Coordinator and Sandra Bains, Administrative Assistant. I welcome Pamela Klasssen, RD and Ginette Le Gal, RD who have completed their first year as Council members.

A huge thank-you also to those Council members who have completed their terms: Laura Toews (6 years) and Meera Kaur (6 years)

To all of those who have volunteered with CDM this past year, THANK-YOU. Your energy, expertise, and dedication to the work of the College have contributed greatly to the success of this past year.

It has been a privilege to Chair a Council with such a strong commitment to the profession of dietetics.

Melissa Fuerst, MSc, 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 2015-16 year, Council was composed of 3 public members (business leader, optometrist and professor) and nine (9) registered dietitians. The Registrar of the College is ex-officio to the Council and a registered dietitian. The Council is tasked 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, programs and 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 and the planning and operations of the College. In the 2015-16 year, Council, under the direction of a facilitator developed a new strategic plan (included within this report). The Council established three strategic priorities to shape the scope of work for the three (3) year plan. These priorities are: public protection, engaging members and engaging the public.

PUBLIC PROTECTION

Registered Health Profession's Act (RHPA):

Although this Act has received Royal Assent, dietitians have yet to be proclaimed under the RHPA Act. The only group that has been proclaimed so far is the College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM). At this time, there is uncertainty whether the new provincial government will change any aspects of the RHPA and so work on this legislation will await further clarification from the provincial government and Manitoba Health before we move further.

Internationally Educated Dietitian (IED) Applicant Registration:

CDM has partnered with a variety of other provincial dietetic colleges in a program being spearheaded by the College of Dietitians of Ontario (CDO), with funding from the Ontario Ministry of Citizenship and Immigration for the past few years. This project will develop a competence assessment tool and program for internationally educated dietitians. 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.

At this time, the project has developed an online tool that contains a self-assessment component. This tool is found on our website under the International Dietitian tab and will help individuals compare their skill level to that required to practice dietetics in Canada.

Another aspect of this project is the knowledge and competency assessment tool, referred to as the KCAT. It is a multiple choice, computer based exam that will assess what areas of practice the individual is competent in and where additional academic or practicum work maybe needed. This tool will be in use for November 2016, but there is work to be done yet to ensure this can be offered nationally.

The next phase of this project is to develop a Practice Based Assessment (PBA). The PBA is the last stage of assessment in the new competency assessment process for IEDs. The purpose of the PBA is to assess applicants' readiness to practice dietetics safely, competently and ethically within the Canadian context. Successful completion of the PBA will result in applicants being eligible to gain temporary or provisional registration with the provincial college, and write the CDRE.

Unsuccessful completion of the PBA may result in further practical training either through a bridging program. At present, Manitoba does not have a bridging program, so alternative routes of assessment will need to be developed or direction to availability of programs in other provinces.

This program will meet the requirements of the Manitoba Fairness Commissioner's 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.

Within the strategic plan is to participate in a national project on Benchmarking. Benchmarking is the development of the profession specific scale of language needed to communicate effectively within that profession. This will provide individuals entering practice a level of skill in communication, both written and spoken, that is required to proficiently work in Canada.

Panel Interview

In the past year, the College has developed and administered a new process of assessment for IEDs or return to practice applicants called the Panel Interview. The Panel Interview is comprised of an interview with Registered Dietitians familiar with entry-to-practice standards. Questions are asked of the applicant at an entry-level of competency based on the Integrated Competencies document (ICDEP 2013).

The Panel Interview allows the College to assess where the academic, practicum and work experience place the applicant compared to Canadian standards. Based on the outcome of the Panel review, the applicant may be asked to do several things, including undergoing academic course work to update their skills, knowledge and practice, participate in a practicum assessment or asked to apply for a dietetic internship in Canada. This is to ensure the necessary skills and competencies required to practice in Canada are obtained.

Accreditation:

Nationally, the Partnership of Dietetic Education and Practice (PDEP) launched a new dietetic accreditation system in late 2015. New to this system is a Regulatory Representative who is part of the National Accreditation Council and also the ability for a regulator to appoint a regulatory representative on the Accreditation Site Committee to a program undergoing accreditation within their province.

This ensures issues of regulation within the program are being met and helps fulfill the mandate of our College around approval of education programs. Policies are being developed to ensure process is outlined within our structure.

Responsible Governance

As we 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.

In the new strategic plan, Council has placed emphasis on strengthening Council governance. A Governance committee was established and tasked with conducting an audit on various aspects of how the Council operates and is managed. Throughout the next year, a variety of ways to strengthen oversight will be tested and put into place.

Practice Illustrations for the Integrated Competencies for Dietetic Education and Practice (ICDEPs):

Practice illustrations were developed to accompany the *Integrated Competencies for Dietetic Education and Practice*. These illustrations are intended to provide context to entry level dietetic practice for Registered Dietitians in Canada. The illustrations allow an individual to read the competency document and understand specifically what skills, knowledge and tasks are required within this competency. CDM developed the practice illustrations for use with the competencies document, which are currently being reviewed by other dietetic regulators across Canada.

National Standards of Practice:

With the development of the new competencies for dietetic practice (ICDEPs), the College is interested in developing Standards of Practice that are more reflective of current practice. Several Colleges are also working on this, and have got together to review a variety of drafts and discussed alternate formats.

This project is still in process and no matter what is adopted by the College, the standards need to be consistent with requirements set by Manitoba Health.

Engaging Registered Dietitians:

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.

Practice Directions:

New practice directions or revisions of existing are developed based on regulatory needs, i.e. is there an interest in the context public protection for the practice direction? Is clarity of legislation required for dietetic practice?

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

- 16.12 Treatment of Family Members
- 16.13 Dysphagia Assessment and Management by RDs
- 16.14 Conflict of Interest
- 16.15 Nutrigenomics

All Practice Directions are accessible for our members on the CDM website.

RD Network:

The RD Network has been established in collaboration with Dial a Dietitian. The RD Network is a network of Manitoba registered dietitians practicing or interested in the all

areas of dietetic practice. The purpose is to increase communication and collaboration amongst registered dietitians practicing in or who have an interest in any aspect of dietetics: public health, long term care, primary care, teledietetics, non-profit organizations or private practice as examples.

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 of the Network are held about four times per year.

Practice Advisory Service:

Dietitians are encouraged to contact the Professional Practice Coordinator with practice based questions. Responses are provided based on existing legislation, scope of practice, code of ethics and practice guidelines.

The College also receives questions from managers of RDs, dietitians and regulators from other provinces as well as insurance and other health care providers with questions about dietetic practice in Manitoba. There has been a steady increase in the number of questions posed to the College.

Newsletter Articles, Practice Questions and Scenarios :

The College sends out a quarterly newsletter and articles written are based on new practice directions, initiatives the College is involved in or updates of practice. Practice questions are often based on new practice directions (i.e. provide an example to guide dietitians in day-to-day practice) or questions the College has received.

Continuing Competence Program:

The Continuing Competence (CC) program is mandated through legislation for all registered members to participate in annually. The program is updated annually prior to renewal. Part of the program is the screening of all submissions and the random selection of some for audit. Each year there is a call for both screening and audit committee members and training takes place with each renewal.

Professional Practice Handbook for Dietitians in MB

The College has just completed the development of a revised Professional Practice Handbook for registered dietitians. This will be available to new members on a flashdrive instead of a paper in a binder.

Engaging the Public:

Unregulated Providers of Nutrition Information:

This is a concern by not only our College, but many other dietetic Colleges in Canada. A presentation was made concerning this issue at our Fall 2015 AGM on actions the College has taken as well as actions that can be taken within the limits of our legislation. For example, CDM sent a letter to the author of an article in the *Lancet* that had questionable recommendations.

Since the AGM, CDM has received information from several RDs with concerns about unregulated providers. We are researching and evaluating each concern and taking action where it fits within our legislation and role. We are also tracking concerns brought forward by RDs. It has been brought to our attention that Dietitians of Canada will be developing a strategy on this issue and the College will keep in touch with the working committee to see how we can participate.

Current projects ongoing into next year:

Dysphasia National Network:

Considerable time this year has been spent working with other dietetic regulators in Canada to develop *Practice Competencies for Dysphagia Assessment and Management*. These competencies build on the *Integrated Competencies for Dietetic Education and Practice* (ICDEPs) and provide guidance to dietitians by setting out the expectations for safe, ethical and effective practice in the area of dysphagia assessment and management.

CDM, in consultation with other dietetic regulators across Canada, is working with the Dysphagia Education Working Group to develop learning modules regarding dysphagia assessment and management. The first module, *Professional Practice in Dysphagia Management* was recently released. Work has begun on the next module, non-

instrumental assessments. Throughout this process, RDs across Manitoba have been consulted on the role and work of a dietitian in Dysphasia.

Jurisprudence Program

There is a requirement within the RHPA for the College to ensure registered members are adequately aware of jurisprudence issues within their province and this has the College developing a program for our members. The content of the program has been developed and at this time, questions need to be validated. We are also exploring options for delivery of the program via our website or other means.

Another avenue that has developed recently is to explore options for sharing or developing common jurisprudence education modules with other health regulators in Manitoba. This will be further explored in the coming year.

Diagnosis of Malnutrition by RDs:

The College is in the process of working with the Manitoba College of Physicians and Surgeons in relation to the ability to have dietitians make a nutrition diagnosis of Malnutrition. CDM has met with stakeholders to explore concerns around the overlap between ICD10 codes and nutrition diagnosis terminology with respect to malnutrition. Further information will be provided to registrants in the near future.

2015-2018 Strategic Plan

GOAL 1 : SATISFY REQUIREMENTS OF THE REGISTERED HEALTH PROFESSIONALS ACT

- Develop policies to support mandate and role as they arise
- Develop policy to meet new legislation requirements of RHPA
- Develop competencies and requirements for Reserved Acts
- Identify process to gather feedback from members and public and stakeholders and legislative changes

GOAL 2: DEVELOP POLICIES TO MEET REQUIREMENTS OF THE OFFICE OF THE MANITOBA'S FAIRNESS COMMISSIONER

- Incorporate new assessments for internationally educated dietitians into registration process
- Benchmark dietetic practice
- Training new members to Board of Assessors

GOAL 3: INCORPORATE NEW ACCREDITATION SYSTEM

- Develop policy to incorporate new PDEP accreditation system
- Develop policy of regulatory site rep within accreditation system

GOAL 4: ENGAGE MEMBERS WITH ENHANCED COMMUNICATION AND KEEPING WELL-INFORMED

- Develop jurisprudence program
- Review Standards of Practice to align with new Integrated Competencies
- Review/Improve CDM website
- Develop competencies for advanced practice issues (i.e., Dysphagia)

GOAL 5: INTER-PROFESSIONAL HEALTH PROFESSIONALS AND STAKEHOLDERS

- Promotion of RD to other healthcare professionals

STRATEGIC PLAN (CONTINUED)

GOAL 6: IMPROVE EARLY, EASY ACCESS TO THE “RIGHT” RD

- Review process (formal/informal) for accessing RD services
- Educate other health care providers about value of/process for early referral

GOAL 7: EMPHASIZE VALUE OF REGULATED PROFESSION

- Strategy for promotion of the RD as nutrition expert to combat unregulated nutritional professionals
- Develop communication strategy to target audiences, which may include:
 - Develop position statements
 - Update website content

GOAL 8: DEVELOP COMPREHENSIVE STRATEGIC COMMUNICATIONS STRATEGY

- Conduct audit/inventory of existing materials/tactics
- Develop plan for priority communication materials/tactics:
 - Website updates (to optimize for public, members, other stakeholders)
 - Resources to provide to members
 - Resources directly intended for public
 - Communication with other colleges, professional associations, etc.

GOAL 9: SUCCESSION PLANNING

- Review performance evaluation process of all staff
- Ensure corporate succession plan

GOAL 10: STRENGTHEN COUNCIL GOVERNANCE

- Conduct Governance Audit
 - Roles of Council/Management
 - Council Structure
 - Council policies and processes
 - Education and training
 - Oversight materials
 - Ongoing strategy/risk assessment
 - Council evaluation
 - Training for Council on appeals to CDM admission process

Summary of Council activities and motions for 2015-2016 year

Motions Accepted:

- *Approval of by-law changes, article 5.2.2 and 5.3*
- *Approval of Deletion of Policy 14.3 Membership Mailings*
- *Approval of Practice Direction 16.14 Conflict of Interest*
- *Approval of Practice Direction 16.15 Nutrigenomics*
- *Acceptance of amendments made to Policy 6.2.11 Internationally Training Applicants*
- *Acceptance of amendments to Policy 14.3 Communication*
- *Acceptance of amendments to Policy 6.1.5 Documentation required from Applicant*

CDM'S MANDATE, VISION, MISSION AND COUNCIL MANDATE STATEMENT

The College has developed a new strategic plan for 2015-2018. Within that strategic plan, the College developed its mandate, vision and mission statement, which is the foundation of all the tasks and activities contained in the College's strategic plan. These new statements were introduced to members at the Annual General Meeting in November. We are pleased to present them in the Annual Report.

Mandate CDM's Mandate is described in and derived from the *Registered Dietitians Act*. CDM articulates its mandate as:

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 and ensures 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.

Vision CDM's Vision Statement expresses the ideal of what the organization will be, or how the world in which it operates will be.

Optimizing health and well-being for all Manitobans through excellence in nutrition practice.

Mission CDM's Mission Statement describes the fundamental purpose of the organization, describing why it exists and what it does to achieve its vision.

To protect the public through regulation, by setting standards of practice and ensuring competency of all registrants with the College of Dietitians of Manitoba.

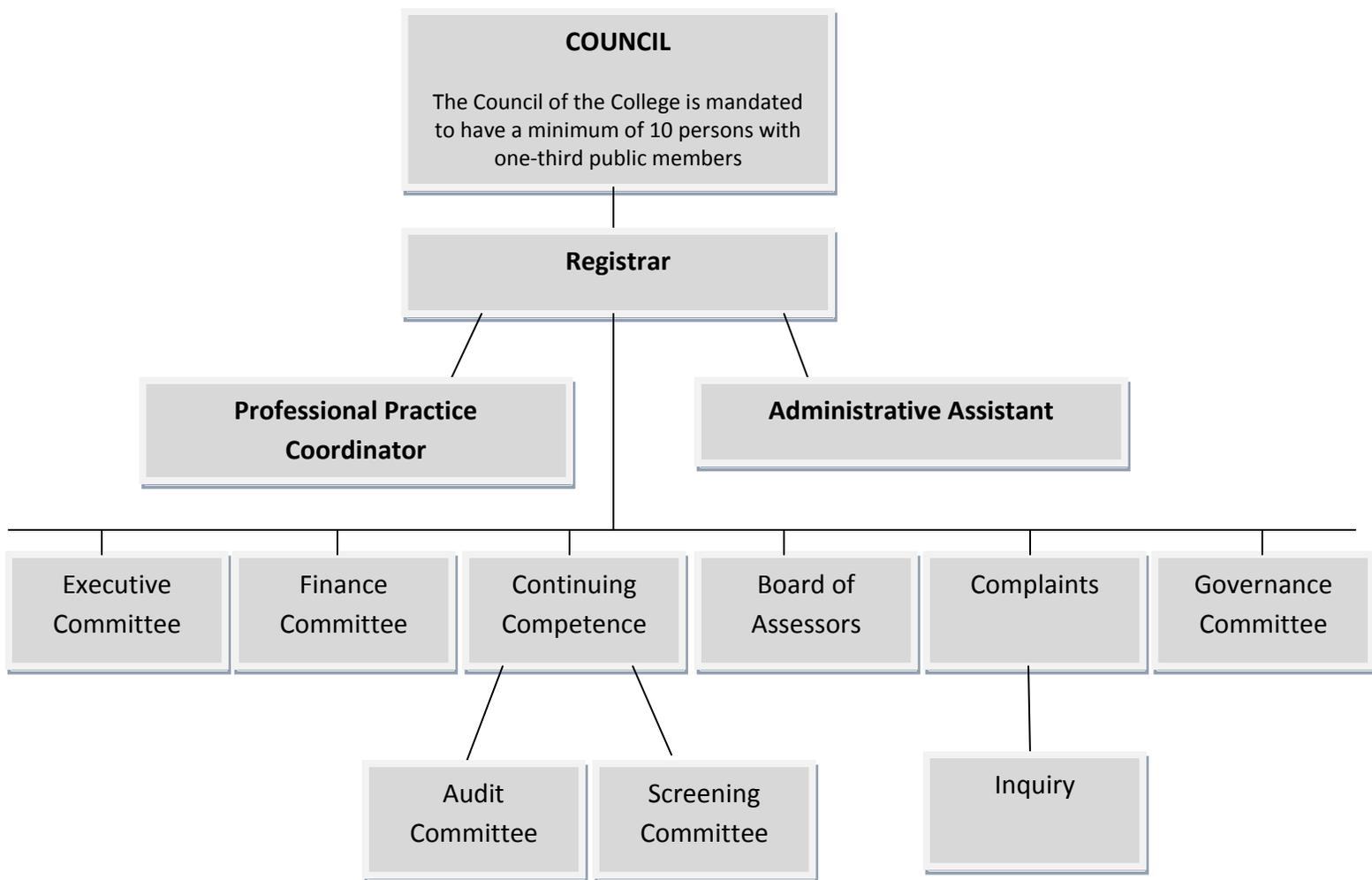
Council's Mandate

Council's Mandate is the mission statement of the Council. It describes why Council exists and what Council does to contribute to achieving the mandate and vision of CDM.

To ensure public protection and confidence, Council members unite their diverse expertise to build and maintain a strong governance foundation, provide strategic direction to management and demonstrate leadership to the College's shareholder and stakeholders.

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: Melissa Fuerst, Pamela Klassen, Lana Pestaluky, Amy Hui 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; Joan Rew RD and Michelle Hagglund 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), Anna Badenhorst RD, Diane Yu RD, Brie Seniuk RD, Laura Creek Newman RD, Daniel Catte RD, Randi Bourke RD and Leanne Bradley 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), Coralee Hill RD, Diane Unruh RD, Colleen Walker RD, Laela Janzen RD, Lindsay Martens RD and Patti Thomson 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, Jennifer Mayor RD and Dr. Moses Nyongwa, 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

Governance Committee

In 2015, the Council of the College re-established the Governance Committee. The purpose of the Governance Committee is to ensure that the Council fulfills its legal, ethical and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of Council activities and evaluation of Council members' performance. Several items were outlined in the strategic plan for the Governance Committee to work on in the coming year.

Members: Cian Whalley, Public Member (Chair); Steven Mintz, Public Member; Maria Baranowski RD; Michelle Hagglund RD, ex-officio

CDM OFFICIALS AND AGENTS

Council 2015-2016

Name	Position	Term	Location
Melissa Fuerst RD	Chair	5 of 6 years	Beausejour
Vacant	Past Chair		
Jennie Cowan RD	Vice Chair	5 of 6 years	Swan River
Maria Baranowski RD	Director	5 of 6 years	Winnipeg
Amanda Nash RD	Director	4 of 4 years	Winnipeg
Lana Pestaluky RD	Director	3 of 3 years	Winnipeg
Jennifer Mayor RD	Director	2 of 3 years	Winnipeg
Ginette LeGal RD	Director	1 of 2 years	Winnipeg
Pamela Klassen RD	Director	1 of 2 years	Winnipeg
Amy Hui 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

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
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Registration Reports

Registration Statistics (reported at April 1, 2016)

	2013-2014	2014-2015	2015-2016
General Register	408	429	443
Graduate Dietitian	24	24	24
Dietetic Intern	24	22	22
TOTAL:	456	475	489

Age Distribution (as of April 1, 2016)

Age Groups	Female	Male	Total
20-29	102	2	104
30-39	155	4	159
40-49	107	3	110
50-59	91	5	96
60-75+	20	0	20

Resignations (effective April 1, 2016)

	2013-2014	2014-2015	2015-2016
Moved out of Province	4	5	6
Retired	3	7	7
TOTALS	7	12	13

Retired / Resignation Age Groups (as of April 1, 2015, and include students moved out of province)

Age Groups	Female	Male	Total
25-34	5	0	5
35-44	2	0	2
45-54	1	0	1
55-64	4	4	4
65-74	1	0	1
TOTALS	13	0	13

Demographics of Membership (effective April 1, 2015)

New Registrants

(April 1, 2015 to March 31, 2016)

Entry Route	2013-2014	2014-2015	2015-2016
Accredited program applicants	24	24	22
International applicants	0	0	2
Mutual Recognition Agreement (MRA) applicants	0	0	0
Total	24	24	24

International Applications

The College received 11 international applications between April 1, 2015 and March 31, 2016. All eleven applications were referred to the Board of Assessors for review of eligibility. Two were granted licensure as a graduate dietitian and the remainder were asked to complete academic upgrading and/or practicum assessment.

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	2013	2014	2015
Candidates (May)	3	2	4
Candidates (November)	23	23	21

By-law:

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

- 5.2.2 The fees payable by members shall be set by Council and may include:
- (a) an initial processing fee;
 - (b) an annual fee;
 - (c) an academic assessment fee;
 - (d) a late penalty fee of 35% of the annual fee;
 - (e) a processing fee for curriculum review when such a review is required;
 - (f) an NSF fee.
 - (g) any fee or levy due to the College
 - (h) any costs assessed

By-law changes (continued)

5.3 Annual renewal

By April 1 of each year, each member shall complete and return the required annual renewal form providing such information as may be requested including:

- (a) information required to be maintained in a register;
- (b) information respecting his or her participation in the continuing competence program;
- (c) proof of such professional liability insurance coverage as may be required under the Regulations;
- (d) the nature of the dietetic services provided by the member;
- (e) information that relates to the professional characteristics and activities of the member that may assist the College in carrying out its objects; and
- (f) information for the purposes of compiling statistical information to assist the College in fulfilling its objects.
- (g) any fees or levy due to the College
- (h) any costs assessed

Regulation Changes:

No revisions or additions were made to the regulations in the 2015-2016 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 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	2013/2014	2014/2015	2015/2016
Total number of CC submissions reviewed	432	427	445
Total number of CC submissions selected for audit	27	21	22
Submissions referred to the Board of Assessors	10	7	0
Number of incomplete submissions	20	7	2
Recommendations for improvement: no member follow-up required	7	3	3
Recommendations for improvement: follow-up required	10	18	11

Audit Report

A summary of the 2015-2016 Audit results is as follows:

Audit Program Reviews	2013-2014	2014-2015	2015-2016
Total number of CC submissions selected for audit	27	21	22
Total number of complete audits	25	18	18
Total number of incomplete audits	2	3	4

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 2014-2015	2015-2016
Employers/Peers	0	0
Public	1	0
Regulatory Body	0	0



Appendix I

Financial Statements

August 26, 2015

REVIEW ENGAGEMENT REPORT

To the Members of College of Dietitians of Manitoba

We have reviewed the statement of financial position of College of Dietitians of Manitoba as at March 31, 2015 and the statements of revenues and expenses, changes in net assets and cash flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied 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 Canadian accounting standards for not-for-profit organizations.

Chartered Accountants

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Financial Position
March 31, 2015
(Unaudited)

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 209,075	\$ 221,454
Marketable securities	194,270	227,261
	403,345	448,715
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	35,586	-
	\$ 438,931	\$ 448,715
LIABILITIES AND NET ASSETS		
CURRENT		
Prepaid membership fees	\$ 177,100	\$ 206,168
NET ASSETS		
General fund	261,831	242,547
	\$ 438,931	\$ 448,715

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Revenues and Expenses
Year Ended March 31, 2015
(Unaudited)

	2015	2014
REVENUE		
Membership fees	\$ 268,783	\$ 243,460
Miscellaneous	2,332	5,754
	<u>271,115</u>	<u>249,214</u>
EXPENSES		
Amortization of website	1,873	-
Bank charges and interest	7,493	7,004
CDM member	99	388
Conference/workshops	6,142	2,029
Postage	1,266	1,607
Examination fees	9,700	9,374
Insurance	2,160	2,160
Internet charges and website	4,716	1,345
Legal fees	13,306	14,082
Meetings (committee, annual and council)	14,365	12,339
Office	7,930	5,101
Rent	19,783	17,254
Repairs and maintenance	941	2,063
Salaries and wages	161,973	154,771
Telephone	2,618	4,424
	<u>254,365</u>	<u>233,941</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>16,750</u>	<u>15,273</u>
OTHER INCOME (EXPENSE)		
Dividend	1,915	1,630
Interest	2,410	6,304
Unrealized loss on investments	(1,791)	-
	<u>2,534</u>	<u>7,934</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 19,284</u>	<u>\$ 23,207</u>