



The College of Dietitians of Ontario exists to regulate and support all Registered Dietitians in the interest of the public of Ontario.

We are dedicated to the ongoing enhancement of safe, ethical and competent nutrition services provided by Registered Dietitians in their changing practice environments.

## EDUCATION SESSION

June 26<sup>TH</sup> 2015

5775 Yonge Street, Main Floor Conference Room

### Present

Susan Knowles RD-Chair  
Alan Warren  
Alexandra Lacarte RD  
Alida Finnie RD  
Barbara Major-McEwan RD  
Claudine Wilson-9:08am  
Dianne Gaffney-9:10am  
Edith Chesser  
Elsie Petch  
Erin Woodbeck RD

Najmudin Hassam-9:10am

Nicole Osinga RD  
Suzanne Obiorah RD

### Staff

Mary Lou Gignac-Registrar & ED  
Jenny Wu-Administrative Assistant-Minute Taker

### Regrets

Abigail Langer RD  
Shelagh Kerr

Friday June 26<sup>th</sup> 2015 9:00am-11:00am

TOPIC	TIME
Education: Managing Transitions <ul style="list-style-type: none"><li>o Facilitator: Glennie Mercer</li><li>o Themes: Letting Go, The Neutral Zone &amp; New Beginnings</li></ul>	9:00-11:00am



## COUNCIL MEETING MINUTES

June 26<sup>TH</sup> 2015

5775 Yonge Street, Main Floor Conference Room

### Present

Susan Knowles RD-Chair  
Alexandra Lacarte RD  
Alida Finnie RD  
Barbara Major-McEwan RD  
Claudine Wilson-9:08am  
Elsie Petch  
Erin Woodbeck RD  
Najmudin Hassam-9:10am  
Nicole Osinga RD  
Suzanne Obiorah RD

### Guests

Alan Warren  
Edith Chesser  
Dianne Gaffney-9:10am

### Staff

Mary Lou Gignac-Registrar & ED  
Jenny Wu-Administrative Assistant-Minute Taker

### Regrets

Abigail Langer RD  
Shelagh Kerr

Friday June 26 <sup>th</sup> 2015 11:15am-4:30pm	
ITEM & DISCUSSION	ACTION
1.0 CALL TO ORDER	The meeting was called to order at 11:38am by Susan Knowles RD, President and Chair
2.0 APPROVAL OF AGENDA  Susan	MOTION to approve the agenda  Move by: Erin Woodbeck RD Seconded by: Claudine Wilson  All in favour (9/10) Motion Carried
3.0 DECLARATION OF CONFLICT OF INTEREST	None Declared

<b>ACCOUNTABILITY-IN CAMERA</b>	<b>ACTION</b>
<b>4.0 RESPONSE TO AUDITOR'S REPORT RE EXECUTIVE LIMITATIONS</b>	Discussed in-camera
<b>OTHER-IN CAMERA</b>	<b>ACTION</b>
<b>5.0 HUMAN RESOURCES MATTERS</b> <ul style="list-style-type: none"> <li>○ Hiring the Registrar &amp; ED</li> </ul>	<p>MOTION to move In Camera to discuss Human Resources Issues (items 4 &amp; 5) at 1:07pm</p> <p>Move by: Erin Woodbeck RD Seconded by: Claudine Wilson</p> <p>All in favour (10/10) Motion Carried Unanimously</p> <p>MOTION to move out of In Camera at 1:42pm</p> <p>Move by: Erin Woodbeck RD Seconded by: Alexandra Lacarte RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<b>STRATEGIC ISSUES</b>	<b>ACTION</b>
<b>6.0 REVIEW ANNUAL COUNCIL PLANNING &amp; OVERSIGHT AGENDA</b>	<p>MOTION to approve the Annual Council Planning &amp; Oversight Agenda</p> <p>Move by: Alida Finnie RD Seconded by: Claudine Wilson</p> <p>All in favour (10/10) Motion Carried Unanimously</p>

## 7.0 PDEP ACCREDITATION

PDEP has worked over several years to evolve accreditation ownership from DC to PDEP. PDED was developed to be the entity of collaboration with associations, regulatory bodies and education programs. All 3 sectors have concerns over association owned accreditation of education and training programs. Alliance have been influential in influencing policies to address conflict of interest within this collaboration model. If there are any questions, Mary Lou have been intimately involved in bridging interests.

Three regulatory bodies (Alberta, Nova Scotia and British Columbia) will be not making a decision until into September. Five regulatory bodies have accepted PDEP as education qualification. CDO will be the 6<sup>th</sup> as Manitoba endorsed it this week. As partners, Alliance & DC will contribute \$40K annually and fees from the exam will fund the Alliance portion. Remaining fees will come from education programs as accreditation listing fees.

PDEP accreditation will proceed even in the event that fewer than 10 provincial regulatory bodies adopt it. For purpose of labour mobility for graduates of programs that are not accredited but approved directly by the regulatory body in the same province, the graduates would first be required to register in that province then have legal rights to be registered in the other province.

Dianne commented the Accreditation is keenly sound & advance mission and will support if she had the vote.

Barbara Major-McEwan noted the Registration committee has reviewed it with no concerns as a committee.

**MOTION** to give the floor to Dianne Gaffney to speak from perspective of her role as a former dietetics educator

**Move by:** Barbara Major-McEwan RD  
**Seconded by:** Erin Woodbeck RD

**All in favour (9/10)**  
**Motion carried**

**MOTION** that Council approve the PDEP & Practice Accreditation Council as the body that accredits Canadian dietetic education & practical training programs for the purpose of meeting the registration requirements as set out in section 6(1) of the General regulation that set out registration requirement and that this approval take effect on the first day that the PDEP Accreditation Council meets as a duly constituted Council under the auspices of the PDEP

**Move by:** Erin Woodbeck RD  
**Seconded by:** Naj Hassam

**All in favour (9/10)**  
**1 abstention**  
**Motion carried**

POLICY ISSUES	ACTION
<p><b>8.0 TRANSPARENCY</b></p> <p>Dianne Gaffney presented the results of the transparency consultation. 287 members responded. They were generally supportive of the proposed amendments to By-Law 1: General, Section 42, which sets out the information about a dietitian to be publicly displayed on the Register of Dietitians. The amendments are consistent with the AGRE directives for transparency and also with what other colleges in Ontario are implementing. The changes include new information, information that is already in the public domain and information already collected by the College, which would now be added to the Register, specifically:</p> <ul style="list-style-type: none"> <li>• Existing federal or provincial charges, or any other offence, as long as these are relevant to the suitability of the dietitian to practice dietetics.</li> <li>• Bail conditions and conditions of parole.</li> <li>• Findings of guilt related to an offence or charge.</li> <li>• Professional licenses or registration in other jurisdictions.</li> <li>• Discipline findings in other jurisdictions.</li> <li>• Appearing for a caution (ICRC outcome).</li> <li>• Specified Continuing Education and Remediation Program (SCERP) Orders (ICRC outcome).</li> </ul> <p>Council thoughtfully considered comments and further made a recommendation to have legislative issue committee consider by-law provision to address removal of publication of conviction.</p> <p><b>TRANSPARENCY</b></p> <p>Council was asked to consider and approve a new transparency policy, one related to the Registrar's role to determine whether a charge or conviction of an offence is Relevance to Safe and Ethical Dietetics Practice which would trigger publication on the Register of Dietitians (Attachment 8.5).</p> <ul style="list-style-type: none"> <li>• Through by-law provisions, the Council delegated to the Registrar &amp; Executive</li> </ul>	<p>Move that By-Law provision 1, section 42, Register be amended by replacing it with the proposed by-law provisions 1, section 42 that is attachment 8.1</p> <p>Move by: Barbara Major-McEwan RD Seconded by: Alexandra Lacarte RD</p> <p>All in favour (9/10) 1 abstention Motion carried</p> <p>MOTION to have Legislative Committee consider By-law Provisions that will permit a member to apply for a removal of publication of conviction</p> <p>Move by: Alida Finnie RD Seconded by: Suzanne Obiorah RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>

<p>Director (Registrar) the authority to determine if a charge or conviction is significantly related to dietetics practice to be of interest or value to the public. Information about any charge or conviction that is so determined will be published on the Register of Dietitians.</p> <ul style="list-style-type: none"> <li>• In order to create balance between transparency and accountability with privacy and fairness, where Registrar has discretion, the draft policy "Relevance to Safe and Ethical Dietetics Practice" was thoughtfully considered. The policy sets out the parameters and criteria to guide the Registrar &amp; Executive Director discretion in determining what charges and offences are relevant to safe and ethical dietetics practice.</li> <li>• The public expects the College to deliver its mandate of public protection in a manner that is transparent and fair.</li> </ul>	
<p>Council recommended the policy "Relevance to Safe and Ethical Dietetics Practice" as circulated as attachments 8.5 be approved with the following changes:</p> <p>4.1 include the first line and move the rest to a new section 4.2. Discretion to determine relevance to safe and ethical dietetics practice would be applied to criminal offences which are summary, summary offenses under the criminal code, summary that are indictable offences and other offences.</p> <p>5.3 to change the word "caution" to "charge" in publication of "charge".</p>	<p>MOTION that Council Move that council approve policy "Relevance to Safe and Ethical Dietetics Practice" with amendments to 4.1 section 4.2 and 5.3 to change the word "caution" to "publication of charge" as attachments 8.5</p> <p>Move by: Erin Woodbeck RD Seconded by: Naj Hassam</p> <p>All in favour (8/10) 1 Abstention</p>
<p><b>9.0 STANDARDS: CONSENT</b> Council is being asked to approve, in principle for the purposes of consultation, the proposed <i>Professional Practice Standard: Consent to Treatment and for the Collection, Use &amp; Disclosure of Personal Health Information</i> (attachment 9.1).</p>	<p>MOTION That Council approves, in principle for the purposes of consultation, the proposed draft <i>Professional Practice Standard: Consent to Treatment and for the Collection, Use &amp; Disclosure of Personal Health Information</i> circulated as attachment 9.0</p>

<p>The requirement for RDs to obtain consent to treatment and for the collection, use &amp; disclosure of personal health information is well articulated in both the <i>Health Care Consent Act</i> (HCCA) and the <i>Personal Health Information Protection Act</i> (PHIPA).<sup>2,3</sup> This professional obligation is also expressed in the College's <i>Professional Misconduct Regulation</i>.<sup>4</sup> RDs thereby have a clear legal and professional responsibility to obtain informed consent when practicing dietetics.</p> <p>The underlying goal of the Standards of Consent is to clarify the required behaviours by which an RD's performance can be evaluated, and serve as a basis for assessing whether RDs fulfill their professional responsibilities when obtaining consent.</p>	<p>Move by: Suzanne Obiorah RD Seconded by: Alida Finnie RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<p><b>10.0 DYSPHAGIA POLICY UPDATE</b></p> <p>Council is being asked to approve, in principle for the purposes of consultation, the proposed updated CDO dysphagia policy related to scope of practice for RDs caring for clients with dysphagia in Ontario.</p> <p>In April 2015, Council approved the endorsement of the 2015 Dietitians of Canada Dysphagia Role of Definition Paper.</p> <p>New policy clarifies the full role of the RD within a dysphagia interprofessional team and set out the College's expectations regarding managing risks &amp; implementing protective solutions for safe, client-centered services. It focuses on RD's competency at every phase of the practice to entry or advanced practice and it includes evidence-informed practice, informed consent with a focus on safe and ethical practice.</p>	<p>MOTION that Council approves, in principle for the purposes of consultation, the proposed draft dysphagia policy as circulated attachment 10.1</p> <p>Move by: Naj Hassam Seconded by: Nicole Osinga RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<p><b>COUNCIL OVERSIGHT &amp; ACCOUNTABILITY</b></p>	<p><b>ACTION</b></p>
<p><b>11.0 INDICATORS REPORT</b></p> <p>Presentation and report on file with the minutes</p>	

<p><b>12.0 EXECUTIVE LIMITATIONS AMENDMENTS</b></p> <p>Changes were proposed and circulated. The changes addressed ambiguity in the investment policy related to auditing "high quality" equities. A second change was proposed to remove a redundancy.</p>	<p>MOTION to move revised Executive Limitations as attachment 12.0</p> <p>Moved by Elsie Petch Seconded by Erin Woodbeck RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p> <p>MOTION to amend L8 by removing "c" Move by: Suzanne Obiorah RD Seconded by: Claudine Wilson</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<p><b>13.0 COMMITTEE APPOINTMENTS</b></p> <p>The proposed committee compositions were circulated to Council. Edits were made following the X of the Executive Committee to rebalance the work load for elected councillors.</p>	<p>MOTION to approve appointment of members to Committee with changes</p> <p>Move by: Elsie Petch Seconded by: Erin Woodbeck RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<p><b>14.0 SELECTION OF INTERIM COMMITTEE CHAIRS</b></p>	<p>MOTION to approve appointment of interim chairs</p> <p>Move by: Erin Woodbeck RD Seconded by: Claudine Wilson</p> <p>All in favour (10/10) Motion Carried Unanimously</p>
<p><b>15.0 SETTING COUNCIL MEETING DATES</b></p>	<p>MOTION to set 2015/2016 Council dates as circulated:</p> <ul style="list-style-type: none"> <li>• October 22/23, 2015</li> <li>• February 5, 2016</li> <li>• April 8, 2016</li> <li>• June 23/24, 2016</li> </ul> <p>Move by: Alida Finnie RD Seconded by: Barbara Major-McEwan RD</p> <p>All in favour (10/10) Motion Carried Unanimously</p>



<b>CONSENT AGENDA</b>	<b>ACTION</b>
16.0 APPROVAL OF APRIL 2015 COUNCIL MINUTES	MOTION to approve Consent Agenda
17.0 EXECUTIVE COMMITTEE REPORT	Move by: Suzanne Obiorah RD Seconded by: Alida Finnie RD
18.0 MANAGEMENT REPORT	
19.0 AUDIT OF OPERATIONS OF REGISTRAR	
20.0 COUNCIL/COMMITTEE EVALUATIONS	All in favour (10/10) Motion Carried Unanimously
<b>OTHER</b>	<b>ACTION</b>
21.0 COUNCIL MEETING EVALUATORS <ul style="list-style-type: none"> <li>o Alexandra Lacarte RD</li> <li>o Najmudin Hassam</li> </ul>	Evaluations are included with minutes <u>Productivity:</u> Appropriate time given to each subject were appropriate. Excellent speakers and presentations from staff and guests. <u>Quality Decisions</u> The President did a good job summarizing discussions and giving overview to provide a platform to move the discussions forward. Auditors' slides should be more visible and the agenda was too heavy. <u>Openness &amp; Collaboration</u> All opinions were respected and listened too especially more polarizing topics. WOW cards were excellent showcase of creative activities to engage Councillors.
22.0 NEXT MEETING EVALUATORS <ul style="list-style-type: none"> <li>o Shelagh Kerr</li> <li>o Claudine Wilson</li> </ul>	
23.0 ADJOURNMENT	MOTION to adjourn the meet at 4:25pm moved by Alida Finnie

Susan Knowles RD  
Susan Knowles, President

October 30, 2015  
Date

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Jenny Wu, Recorder

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Date