

Quality Assurance Committee Report

Committee Mandate

The Quality Assurance (QA) Committee advises, conducts and evaluates NBAD programming to support and ensure dietitians engage in continuing professional development throughout their careers.

Number of meetings via teleconference/zoom: 6

Number of meetings in person: 0

Chair: Christine Roherty (April 2021 – June 2021) and Josée Gagnon (February 2022 – March 2022)

Committee Members: Lucie Bijeau-Boudreau, Josée Bélanger-Ploudre, Julia Besner, Melanie Langille-Lewis, Monica Brideau, Brittany Mason and Kristin Brown (until October 2021)

Staff: Nicole Arsenault Bishop (Registrar) and Carolyn Lordon (Practice and Quality Assurance Assistant)

Action Items Completed

- Continuing Competence Program (CCP) virtual audit training for all QA Committee members in April 2021.
- The Audit of the 2020 CCP occurred on May 8, 2021.
- Adapted the CCP Audit to electronic and virtual format.
- Reviewed and updated the CCP Workbook in a generic way so that annual reviewing will no longer be required and added several new questions to improve the quality of CCP submissions.
- Reviewed and updated the electronic CCP submission form to improve the quality of submissions.
- Reviewed and proposed updates to CCP policies for presentation to the Board (Policies 8.1.1; 8.1.2; 8.1.3).
- Developed a webinar for members to review the CCP and how to create good smart goals for CCP.
- Distribution of the CCP Audit results to membership in December 2021.

Action Items in Progress or Pending

- CCP virtual audit training April 11, 2022 for all QA Committee members.
- The virtual Audit of the 2021 CCP is scheduled on May 7, 2022.
- Continuing to support members with CCP questions through QA email and with support of NBAD Practice and Quality Assurance Assistant, Carolyn Lordon.
- Upon approval of the QA policies by the Board, the CCP Workbook will be revised.

Overall Assessment

This was the first audit after the implementation of changes to the CCP policies and submission form in 2020. The number of members required to resubmit was very high (48%). The QA Committee did mention that Covid-19 may have contributed to this result. However, they also identified common issues and proposed changes to the CCP Workbook and submission form to address these issues and improve the quality of submissions.

Recognizing the overall impact of Covid-19 on NBAD members, while still ensuring that dietitians engage in meaningful continuing competence activities, the QA Committee recommended to the Board that the requirements of the CCP be altered for the 2021-22 and 2022-23 CCP submissions. It was proposed that either one of the two submitted goals be Covid-related and not dietetics-related or that only one dietetic-related goals be submitted instead of two.

In addition, the QA Committee continued to answer members questions regarding their CCP submissions.

Submitted by: Josée Gagnon, QA Committee Chair

Registration Committee Report

Committee Mandate

The Registration Committee develops and maintains policies and procedures, evaluates programs for the credentialing of all applicants to NBAD and advises the Registrar and Board of Directors on such matters.

Number of meetings via teleconference/zoom: 7

Number of meetings in person: 0

Chair: Heather Godfrey (April 2021 – August 2021) and Véronic Boucher (January 2022 – March 2022)

Committee Members: Laura Brennan, Heather Godfrey, Debbie Blais, Janet von Weiler, Donna Mallet (joined September 2021), Tanya James (joined January 2022)

Staff: Nicole Arsenault Bishop (Registrar)

Action Items Completed

- Reviewed request from an intern outside NB requesting to do a food service placement in NB without dietitian on-site.
- Request from a dietitian from Ordre des diététistes-nutritionistes du Québec (ODNQ) requesting permission to do virtual appointment with a patient in NB.
- Reviewed request from a candidate to write the Canadian Dietetic Registration Examination (CDRE) for a 3rd attempt. Recommendations provided for improving chances to succeed as per policies in place.
- Reviewed request from an internationally educated dietitian who applied to NBAD, but was not successful at the College of Dietitians of Ontario's Knowledge and Competence Assessment Tool (KCAT). Recommendations and requirements provided for the candidate to practice as a dietitian in NB.
- New Registration Committee Members, Tanya James and Donna Mallet joined the Committee following submission of their candidacy.
- Reviewed request from candidates for additional attempts at writing the CDRE after 1st failure. Recommendations and working conditions with restriction/supervision provided to the candidates who are currently working in a RD role.
- Appointment of new Chair – Véronic Boucher.

- Provided guidance to the Registrar through discussion regarding an intern who failed to register as an NBAD Dietetic Intern prior to starting placement in NB.
- Committee Members reviewing Temporary Members with Restrictions' monthly reports while waiting to write the CDRE for a 2nd attempt.
- Reviewed request for change of position of a candidate working with restriction/supervision.
- Provided guidance to the Registrar through discussion regarding CDRE requirements and ODNQ.
- Committee Members agreed for Leah Cain to rejoin the Registration Committee once she has completed her mandate on the NBAD Board of Directors.
- Provided recommendations following a request from a Temporary Member with Restrictions supervising a Dietetic Intern.

Action Items in Progress or Pending

- Recruitment for new Registration Committee bilingual member (francophone).
- Review process for failed candidates and supervision of work. Tools need to be developed to streamline the process.
- Review registration requirements from candidates transferring from ODNQ.
- Develop policy related to virtual practice.
- Revise the Temporary Membership with Restrictions policy to include some limitation in presence of a Dietetic Intern.

Overall Assessment

The Registration Committee has certainly been busy since the beginning of this year (January 2022), following requests requiring guidance and recommendations, which some of them have been new situations not encountered before.

The Committee needs to revise some processes and policies (as per mentioned above) to ensure clarity and standardization following requests as to ease decision making and when providing recommendations and guidance.

Submitted by: Véronic Boucher, Registration Committee Chair

Discipline Committee Report

Committee Mandate

The Discipline Committee administers disciplinary procedures as set out in the Act and Regulations, as well as investigate complaints of professional misconduct, incompetence, or professional secrecy.

Number of meetings via teleconference/zoom: 1

Number of meetings in person: 0

Chair: Natalie Carrier

Committee Members: Nadine Lewis (joined July 2021) and Lay Representative, Stéphanie Edwards (appointed September 2021)

Staff: Nicole Arsenault Bishop (Registrar)

Action Items Completed

- No discipline issues were forwarded to the committee this year.
- Recruited two new members.
- Completed the *Authorization for release of information section* to Complaints section of the Website.

Action Items in Progress or Pending

- Continue monitoring practices in other provinces regarding disciplinary issues.
- Review of Discipline Committee Terms of Reference.
- Explore developing a procedure guide for treating complaints.

Overall Assessment

- We only had one meeting as we didn't have all our members.

Submitted by: Natalie Carrier, Discipline Committee Chair

Ad Hoc Legislative Committee Report

Committee Mandate

The New Brunswick Association Legislative Committee has been created to revise the current Dietitians Act and to update it to reflect the current and future scope of practice of dietitians.

Number of meetings via teleconference/zoom: 8 (includes meetings of only Registrar and Co-Chairs)

Number of meetings in person: 0

Co-Chairs: Esther Archibald and Cathy MacDonald

Committee Members: Michelle Corcoran, Véronique Ferguson (April – June 2021), Teri Emrich (April 2021 – January 2022), Jaclyn Murgatroyd, Christine Roherty, Janie St-Onge, and Lay Representative, Nicole Vienneau (joined in March 2022)

Staff: Nicole Arsenault Bishop (Registrar)

Action Items Completed

- Legal counsel has prepared a final draft prior to stakeholder review. The Committee will be reviewing in preparation for stakeholder review in Fall 2022.
- Legal counsel has begun working with the draft regulations.
- Position papers to support draft Act and regulations have begun to be drafted. The position papers will be used during stakeholder review to provide further context to new items in the Act.

- Preparation of workplan for stakeholder review has begun.

Action Items in Progress or Pending

- Complete draft regulations in preparation for stakeholder review.
- Complete workplan for Stakeholder review.

Overall Assessment

The pandemic delayed progress on completing drafts of Act and Regulations, thus moving the timeline for Stakeholder review.

Significant progress has been made in the last 3 months to move toward stakeholder review in Fall 2022.

Submitted by: Esther Archibald and Cathy MacDonald, Ad Hoc Legislation Committee Co-Chairs