

Committee Chair Report for 2023 ADNB-NBAD Annual General Meeting /
Rapport du président du comité pour l'Assemblée générale annuelle de l'ADNB-NBAD de 2023

Annual Report for April 1st, 2022 to March 31st, 2023 /
Rapport annuel du 1^{er} avril 2022 au 31 mars 2023

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: 5

Number of meetings in person: 0

Chair: Josée Gagnon

Co-Chair: None

Committee Members: Lucie Bijeau-Boudreau, Josée Bélanger-Ploudre, Julia Besner, Monica Brideau, Melanie Lewis-Langille, Brittany Mason

Action Items Completed:

- CCP virtual audit training for all QA Committee members in April 2022
- The Audit of the 2021 CCP occurred on May 7th 2022
- Completed the CCP Audit with electronic and virtual format
- Identified challenges and improvement opportunities for the 2023 Audit process
- Revised the CCP workbook with the recently approved QA policies

Action Items in Progress/Pending:

- QA is recruiting new members for vacant positions
- CCP virtual audit training April 17 for all QA Committee members
- The virtual Audit of the 2022 CCP is scheduled on May 13th, 2023
- Continuing to support members with CCP questions through QA email and with support of NBAD Practice Advisor, Carolyn London

Overall Assessment:

Although for the 2021-2022 CCP submission, only one dietetic-related goal was required of members, the online submission permitted the submission of two goals. The number of members required to resubmit was lower this year at 31% vs. last year at 48%.

For the 2022-2023 CCP, only one dietetic-related goal was to be submitted and the online program permitted for only one submission.

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

Submitted by: Josée Gagnon, Quality Assurance Committee Chair

Date: April 1st, 2023

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: 6

Number of meetings in person: 0

Chair: Véronic Boucher

Co-Chair: Laura Brennan

Committee Members: Debbie Blais, Donna Mallet, Nadya Savoie

Action Items Completed:

- Change in committee members –Vanessa Martel joined and left. Heather Godfrey and Tanya James left. Nadya Savoie joined.
- Provided guidance to the registrar through discussion of policy 6.1.2 Criteria for membership – Internationally Educated Applicants regarding the need for courses from accredited universities, but no course available in Canada.
- Motion was put forward to further amend the Policy 6.1.2 to include courses on the CDBC list in addition to course from an accredited institution for upgrading.
- Provided guidance to Registrar regarding Labour mobility and CDRE as to address issues with registrations in Quebec moving to NB.
- Reviewed request from a member in Quebec for an active membership in NB
- Reviewed and updated the Policy 6.1.3 – Membership Application.
- Reviewed CDRE result of November and recommendations provided for candidate who failed.
- Reviewed request from a candidate who was not able to write her 3rd attempt CDRE and provided recommendations.

Action Items in Progress/Pending:

- Update Policy 6.1.2
- Update the Dietetic Intern Policy
- Update the Temporary Members Policy and create a form for Temporary members who failed the CDRE and supervision request
- Update the Committee Membership policy

- Review registration requirements from candidates transferring from ODNQ and to address issues with registration in Quebec to avoid CDRE being written, and then moving to NB
- Recruitment of members to join the committee

Overall Assessment:

The registration Committee certainly had a lot of changes in members and will need to do more recruitment.

The Committee needs to revise some processes and policies 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

Date: April 28, 2023

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

Interim Chair: Martha McLean (Temporarily replacing Natalie Carrier)

Co-Chair: None

Committee Members: Nadine Lewis and Stéphanie Edwards (Lay Representative)

Action Items Completed:

- There were no discipline complaints/issues received by this committee for the period 2022 – 2023

Action Items in Progress/Pending:

- Discussion on reviewing the Terms of Reference for the Discipline Committee
- Discussion on developing a complaints procedure guide

Overall Assessment:

The committee will continue to explore and develop the Discipline Procedure Process and complaints procedure guide in keeping with the NBAD Act.

Submitted by: Martha McLean, Discipline Committee Interim Chair

Date: May 26, 2023