

*strategies for the future...
setting the course*



Annual Report
2000~2001

College of Dietitians of Ontario



Strategies for the future... setting the course

As the College of Dietitians of Ontario identifies new goals, grows and builds on its strengths, we have now put in place a framework to afford us a more comprehensive external voice for future dietetic practise. At the same time, the mission statement of the College: "Excellent Dietetic Practice in the Interest of Ontarians" continues to be the guiding principle of all our initiatives to protect the public from harm and maintain a regulatory framework that guarantees safe, ethical, and competent practice by dietitians.

Council, statutory committees, ad-hoc working groups, and College staff continue the tasks of revising Council's policies and procedures and overhauling the by-laws. Concurrently, we are beginning to review the College's regulations, while the various statutory committees continue to develop and maintain programming that will promote quality practice.

For example, the Fitness to Practise Committee revised and updated its policies and procedures while the Patient Relations Committee published Guidelines of Conduct for Professional Members on the Prevention of Sexual Abuse as part of its mandatory program. The Quality Assurance Committee conducted a survey to collect feedback on member satisfaction with the Self Directed Learning (SDL) tool and put in place the prerequisites for the development of the practice assessment component during the upcoming year.

Various communications vehicles and strategies have enabled members to maintain practice standards in the ever-changing work environment. The newsletter *Résumé*, publication of guidelines and practice-based articles, group presentations, the web site and one-on-one communications such as telephone, e-mail, and fax have supported members in their ongoing quest to provide quality care.

The College continued to actively participate in the referral program of the Health Professions Regulatory Advisory Council (HPRAC) of the Ministry of Health and Long Term Care (MOHLTC) by responding to requests for information and providing advice. Referrals included Naturopathy, the Personal Health Information Privacy Act (which was also presented before the Standing Committee on General Government of the Legislature), an amendment to the Business Corporations Act, and refractometry. The evaluation of the College's Quality Assurance Plan and the results chain review on the Patient Relations program, both conducted by an outside consultant, were submitted to HPRAC. Members of Council and staff also attended HPRAC-sponsored forums on the five-year review *Weighing the Balance* and on *Sexual Abuse by Health Professionals*.

Council agreed that the beginning of the millennium was the appropriate time to launch a strategic plan to give focus to the College's activities, promote the attainment of goals consistent with our mission statement, and provide direction for the future. This was accomplished during two Council meetings, under the theme *Mapping the Road Ahead: Vision 2006*.

The College hosted a successful meeting of the Alliance of Dietetic Regulatory Bodies. The Examination Committee's budget has now been converted to an Alliance budget, and the Canadian Dietetic Registration Examination (CDRE) is now fully shared among nine provinces, ensuring high entry-level competencies for dietitians across Canada. Further discussions continue to enhance labour mobility within the framework of a Mutual Recognition Agreement (MRA).

Council continues to work on a number of issues through ad-hoc working groups including issues on Primary and Long-term Health Care, Telepractice, Delegation of Controlled Acts, and Environmental Scan. These issues were integral to the discussion of the strategic plan because they will impact both the expanded role of dietitians and the College's future ability to respond in a manner that promotes excellent dietetic care and competent practice.

The College is in a sound financial position. Additional staff required to maintain programs, higher rent, and increased program activity combined to produce higher expenses. However, we continue to enjoy an operating surplus and no increase in the registration fee is anticipated in the coming year.

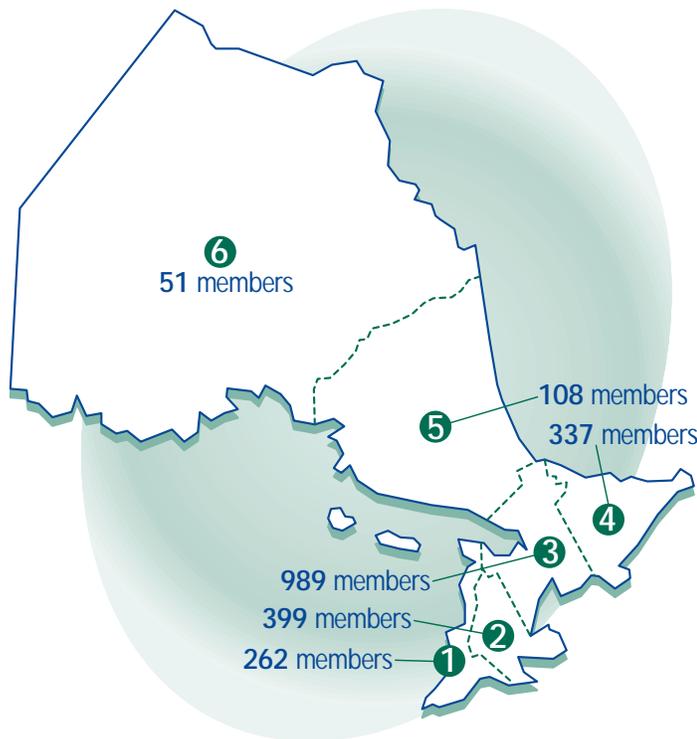
Highlights

- Council undertook a strategic plan review: *Mapping the Road Ahead: Vision 2006*.
- General membership in the College grew by 2.3 per cent
- Final submissions were made for the evaluation plan for CDO's QA program and the review and results chain, and on the Patient Relations Program for HPRAC.
- Responses to five Ministry of Health and Long Term Care (MOHLTC) referrals, included naturopathy, Personal Health Information Privacy Act (PHIPA), and the Business Corporations Act.
- A members' survey carried out by the Quality Assurance Committee in the third year of implementation of the SDL tool elicited a 54 per cent response rate.
- The College's bilingual web site continued to be developed and enhanced.

Statistical Data of Registrants

as of March 31, 2001

Districts and Member Totals



Number of Dietitians Registered to Practise by District

District	Number of Dietitians Registered		
1 South Western	264 Total	Members: 262	Temporary: 2
2 Central Western	402 Total	Members: 399	Temporary: 3
3 Central Eastern	998 Total	Members: 989	Temporary: 9
4 Eastern	341 Total	Members: 337	Temporary: 4
5 North Eastern	110 Total	Members: 108	Temporary: 2
6 North Western	53 Total	Members: 51	Temporary: 2
7 Out of Province	44 Total	Members: 44	Temporary: 0
8 Out of Country	44 Total	Members: 43	Temporary: 1

Total (including temporary members) **2256**

Distribution of Dietitians by District and Area of Practise

District	Admin	Clinical	Comm	Consult.	Private	Other	No Info
1	44	141	41	30	22	19	13
2	67	202	64	48	37	32	33
3	170	451	143	109	85	124	63
4	57	153	58	44	22	34	27
5	13	61	29	8	3	8	5
6	8	33	10	3	1	5	2
Total	359 (14%)	1041 (41%)	345 (14%)	242 (10%)	170 (7%)	222 (9%)	143 (5%)

NB: The total exceeded 100% of membership because a member may have more than one area of practice.

Activity Rate

Dietitians Employed in the field of Dietetics by Electoral District

District	Active (employed)	Non-active (unemployed)	Dietitians Employed out of the field
1	245	9	8
2	358	27	14
3	876	50	63
4	301	22	14
5	103	4	1
6	50	0	1
7	29	10	5
8	31	11	1
Total	1993 (89%)	133 (6%)	107 (5%)

Number of re-entrants to practice: 9

Attrition Rate:

57 dietitians have resigned in Fiscal Year 2000

Gender of Dietitians

Registered: 2233
 Male: 23 (1%)
 Female: 2210 (99%)

Statutory Committee Reports

Executive Committee

Teresa Barr (*Chair*), **Mary Anne Boccock**, **David Dawson**, **Gayle Owen**

CDO's Executive Committee, faced with an increased workload and numerous challenges, met 23 times over the past year to review five confidential referrals and respond, on behalf of Council and the College, on a variety of other issues.

Included were five referrals from MOHLTC dealing with refractometry, naturopathy, Personal Health Information Privacy Act, reporting of gunshot and knife wounds and the Business Corporations Act – Incorporations of Regulated Health Professionals. Other responses involved letters concerning primary health care reform to MOHLTC and the Federation of Health Regulatory Colleges of Ontario (FHRCO); communications concerning the FHRCO strategic planning survey; participation in the Price Waterhouse Coopers survey re. the review of the Health Professions Regulatory Advisory Council; response to Regroupement des intervenantes et intervenants francophones en sante et en services sociaux de l'Ontario (RIFSSSO); and a letter concerning an amendment to the Long Term Care Facility Manual.

Together with the Registrar, Executive Committee members attended the Regulated Health Professions Act Weighing the Balance public forum, a follow-up to the submissions made by regulatory colleges and stakeholders. The Committee also planned for and consulted with the facilitator for Council's two strategic planning exercises and worked extensively to prepare draft bylaws for Council's consideration; these by-laws are now approved in principle. The committee also worked on advancing the College's draft regulations and proposed amendments of regulations between Council meetings, reviewing responses from the Ministry and legal council to prepare them for Council's consideration.

To prepare for Council's annual reviews, the Executive Committee conducted extensive reviews of the governance policies and of the executive limitation policies; drafted new policies where deficits were identified and made recommendations for Council's consideration.

Complaints Committee

Jane Ann McLachlan (*Chair until May 2000*), **Teresa Barr** (*Chair until June 2000*), **Heather Keller** (*Chair until September 2000*), **William Franks** (*Chair until April 2001*), **Emmanuel DeFreitas**, **Colin McSweeney**, **Martha Chown**, **Marg Hedley** (*from March 2001*), **David Milton** (*September until November 2000*), **John Morrison** (*from January 2001*)

There was a large turnover of Complaints Committee members during what turned out to be an eventful year. Members reviewed Committee policies and procedures, previous decisions, and took part in a mock complaint.

Committee members reviewed the outline for the proposed College of Dietitians of Ontario Ethics and Jurisprudence Program and reached a consensus on a recommendation as to what would constitute a passing score.

Two member complaints were received this year and a panel of the Committee rendered a decision on the first. The second complaint is currently being prepared for assessment, pending receipt of further information.

Discipline Committee

Doreen Wilson (*Chair*), **David Buell**, **Diane Marcou**, **Colin McSweeney** (*from September 2000*), **David Milton** (*until September 2000*)

Committee activities focused on revising and updating several sections of the *Discipline Handbook* including the *Use of Alternative Dispute Resolution*, *Handling Allegations of Sexual Abuse* and *Onus of Proof*. The handbook and the *Fitness to Practise Manual* were compared for consistency of process; legal opinions were obtained on several sections and revisions were made.

Members of the Committee attended discipline hearings at the other Colleges and, to further build skills in the process, viewed videos of discipline hearings.

Activities for the coming year will focus on informing the public of the disciplinary process by means of a brochure and/or through the College's web site. The disciplinary process is initiated by the referral of allegations of misconduct against a member by the Executive or Complaints Committee. The Discipline Committee did not receive any referrals in the 2000/2001 fiscal year.

Fitness to Practise Committee

Diane Marcou (*Chair*), **Mary Ann Boccock** (*from September 2000*), **David Buell**, **Kristin Ticknor**, **Colin McSweeney** (*from September 2000*)

There were no referrals to the Fitness to Practise Committee for incapacity hearings. The Committee met October 26, 2000 and January 16, 2001.

In January 2001, the chairs of the Discipline and Fitness to Practise Committees met to review policies and procedures of both committees for consistency. The ensuing recommendations were discussed with the committees and the Registrar; edits were approved and changes incorporated.

The Committee's policies and procedures were subjected to further legal review and opinions were received on policies dealing with *Handling Allegations of Sexual Abuse* and panel composition. The policy which dealt with the allegations was reviewed and deleted. The policy which dealt with panel composition was edited and shared with Council members as it pertains to other statutory committees when panels are needed.

The Fitness to Practise Committee's policies and procedures are now complete and ready in principle should there be a need to deal with a hearing. However, in practice, they will remain in technical draft format.

The public information package titled *Information on the Incapacity Process* was further edited and sent for legal review. The document has now been revised and the package is ready for Council's consideration. The intent is to have the information readily available to both College members and the public. Dissemination through the College's web site and other effective channels will be considered as soon as possible and a French translation is required.

Initiatives for 2001-2002 include orientation of new members; French translation and external review of the *Information on the Incapacity Process*; consideration of collaboration with other colleges regarding a public document on the incapacity process; posting the information on the incapacity process on the College web site; preparation of a *Résumé* article; continuing research on incapacity in health professionals; attending hearings of other colleges; and obtaining information from other colleges regarding rules of practise.

Patient Relations Committee

David Dawson (*Chair since November 2000*), **Teresa Barr** (*Chair until November 2000*), **Mary Ann Boccock**, **Yvonne Camire-Lehoux** (*until June 2000*), **Michelle DesRoches** (*since September 2000*), **William Franks** (*June to September 2000*)

There were no reports or complaints of sexual, emotional, physical, or verbal abuse of patients by members in the past year. To date the Committee has not received any application to the fund established for therapy and counseling of individuals who, while patients, were sexually abused by members.

The Committee focused on its legislated mandate to develop and improve measures to prevent and deal with sexual abuse of patients. The document *Guidelines of Conduct for Professional Members on the Prevention of Sexual Abuse* was finalized and circulated to members. Mandated by the Regulated Health Professions Act, the document defines sexual abuse, sets out obligations of members and mandatory reporting required, and discusses "boundary issues" to assist members avoid real or perceived incidents of sexual abuse.

The Committee worked with and made a submission to the consultants overseeing the evaluation of the Patient Relations Program on behalf of HPRAC. A results "chain" based model was used in the development to evaluate the rationale, efficiency, effectiveness, access, equity, and impact of the College's Patient Relations Program activities.

The Committee organized a continuing education session to help staff of the College deal comfortably and effectively with complaints of a sexual nature. It also initiated an education program for Council and non-Council members on the nature and prevention of sexual abuse, as well as a comprehensive review of the committee's policies and procedures. The Committee continues to work with the Ministry to finalize the regulations to define the criteria for alternative funding for therapy.

Quality Assurance Committee

Lynsay Clark (*Chair until June 2000*), **Martha Chown** (*Chair since July 2000*), **Louise Corriveau**, **David Dawson**, **Irene Lees** (*since July 2000*), **David Milton** (*until November 2000*), **John Morrison** (*since November 2000*)

Self-assessment and professional development, practice assessment and remediation, standards and guidelines development, QA program evaluation and member educa-

tion were among the priorities of the Quality Assurance Committee for the past year.

The third year of implementation of the SDL tool began in September 2000. New this year was the development of a QA Program Handbook to assist members in completing the process. In addition, the QA Committee began to investigate the development of a program where dietitians can serve as regional mentors or coaches to help peers benefit fully from the self-directed learning and reflection process.

In order to create a profile of learning needs for Ontario dietitians, analysis of the data collected on the 1998 SDL tool was initiated. The QA Committee also developed a voluntary records form, available through the web site, which members can use to capture their professional development activities.

Two requests for proposals were developed by the QA Committee for the practice assessment component of the program. Consultants were invited to submit proposals to conduct focus groups, to solicit member feedback regarding the stage one practice assessment tool and for the development and validation of the practice assessment program.

The QA Committee has a mandate to identify quality standards which promote excellent dietetic care and make related program proposals to the Council for implementation through the College. However, CDO is hampered by a lack of consensus on the meaning and use of the terms "standards" and "guidelines." In order to develop a common vocabulary, the QA Committee has developed a draft policy regarding these definitions for approval in principle by Council. This policy is currently being revised and will be reviewed by legal counsel.

After submitting the final report of the QA evaluation plan to H. Cummings and Associates, CDO received the final draft report "The Evaluation of the QAP of Ontario Colleges of Health" from the consultant in June, 2000.

The QA Committee continued to conduct a monthly review and evaluation of the professional improvement plans of randomly selected members. This review enables the Committee to gain a better understanding of members' learning needs and goals, making the Committee better able to provide assistance in the use of the SDL Tool to members. A survey to evaluate the Tool, sent to all CDO members in November, 2000, elicited a 54 per cent response rate. Analysis of the survey data is now underway and results will be reported in the coming year. Meetings were hosted by the College, in London, Barrie and Oshawa, to provide information with regards to the tool, the survey, the mentorship program and practice assessment.

Several articles were included in *Résumé: Tips for Writing a Clear Learning Plan, Documentation Guidelines for your QA Record* and *Evaluating CDO's QA Program*.

The QA Committee reviewed and commented on a variety of external documents including *Regulation Policies for the College of Dietitians of Alberta, Dysphagia Guidelines* developed by CASLPO (College of Audiologists and Speech Language Pathologists) and *Proposed Provincial Case Management Standards*.

The mandate of the QA Committee is to develop "a program to assure the quality of practise of the profession and to promote continuing competence among members". The regulation that provides the College with legislative authority to implement the QA program is Ontario Regulation 593/94.

An amendment to the *Professional Misconduct Regulation* regarding the enforcement of the QA program was approved in March 2000.

Registration Committee

Donna Hennyey (Chair), Teresa Barr, William Franks (from September 2000), Emmanuel DeFreitas, Gayle Owen

The Committee receives referrals under section 15 of the Health Professions Procedural Code if the Registrar doubts an applicant meets registration requirements. During the past year the Committee reviewed 35 applications, of which eight applicants required further training and 16 were refused. Six applicants appealed the Committee's decisions. The Health Professional Appeal and Review Board upheld two of the Panel decisions and returned two for reconsideration; one appeal was withdrawn and one remains outstanding.

The Committee has maintained liaison with the Alliance of Canadian Dietetic Regulatory Bodies and Dietitians of Canada and continues to work to identify practicum opportunities for applicants. The Committee reviewed and commented on both the Skilled Worker Selections document and the draft legislation for the new College of Dietitians of Alberta, and identified registration applications of Bill 152 amendments.

Committee Report: Fiscal Year 2000

Total number of applications	162
Canadian trained applicants	143
Foreign trained applicants	19
Referrals in 2000/2001	35
1999/2000 referrals reviewed	10
2000/2001 referrals reviewed	25
Applicant's requiring additional education	8
Applicants refused registration	16

Financial Statements

Auditors' Report

To the Council of the College of Dietitians of Ontario

We have audited the financial statements of the College of Dietitians of Ontario as at March 31, 2001 in accordance with generally accepted auditing standards and expressed an unqualified opinion on these statements in our May 17, 2001 report.

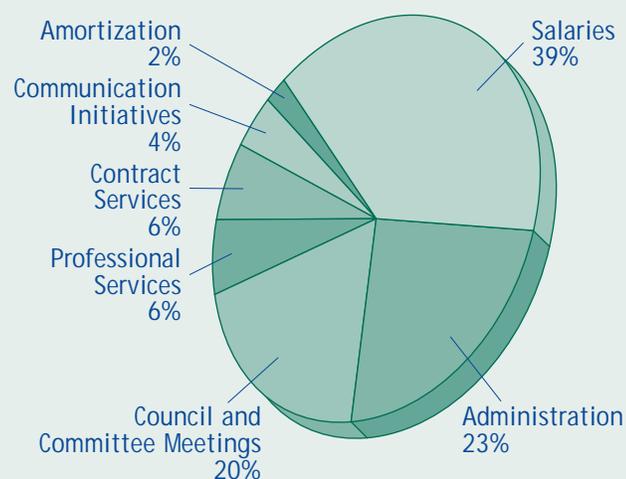
The information presented in the accompanying Condensed Statement of Operations and Changes in Fund Balances is derived from the above-mentioned financial statements and in our opinion presents fairly the information therein.



Kopstick Osher, Chartered Accountants, LLP
Toronto, Ontario, May 17, 2001

College Expenses

For the Year Ended March 31, 2001



Copies of the complete 2001 audited financial statements are available on request.

College of Dietitians of Ontario Condensed Statement of Operations and Changes in Fund Balances

For the Year Ended March 31, 2001

	2001	2000
Revenue		
Membership fees	\$ 783,107	\$ 768,104
Other Income	137,485	149,493
	<u>920,592</u>	<u>917,597</u>
Expenses		
Salaries and benefits	327,374	297,834
Contracted services	46,419	45,348
Council and committee expenses	166,981	162,403
Communication initiatives	32,553	32,625
Administration	188,981	124,173
Professional services	53,244	47,717
Amortization	17,769	16,308
	<u>833,321</u>	<u>726,408</u>
Excess of revenue over expenses	87,271	191,189
Fund balances – beginning of year	941,350	750,161
Fund balances – end of year	<u>\$ 1,028,621</u>	<u>\$ 941,350</u>

Allocation of Fund Balances

– end of year

	2001	2000
Investment in Capital Assets	\$ 47,980	\$ 48,334
Internally Restricted – note 1	912,852	832,727
Unrestricted	67,789	60,289
Fund Balances – end of year	<u>\$ 1,028,621</u>	<u>\$ 941,350</u>

Note 1 – Internally restricted funds are reserved for future hearings, investigations, therapy and counselling of sexually abused patients and development of examination and programs. These funds are not available for other purposes without the approval of Council.

2000-2001 Council

Public Members



Teresa Barr
President
starting September 2000



David Dawson
Vice President
until June 2000



David Milton
until November 2000



John McDermott
until May 2000



Jane Ann
McLachlan
until November 2000



David Buell
starting May 2000



Emmanuel
DeFreitas
starting May 2000



John Morrison
starting January 2001

Colin McSweeney
starting September 2000

Professional Members



Diane Marcou, RD
District 1



Martha Chown, RD
District 3



Gayle Owen, RD
District 4



Irene Lees, RD
District 5
starting June 2000



William Franks, RD
District 6
until March 2001



Mary Ann Bockock, RD
District 2, President
until April 2000



Brenda Wines-Moher, RD
District 3
until November 2000



Lynsay Clark, RD
District 5
until June 2000



Micheline LaForme, RD
District 6
until June 2000

Non-Council Professional Members



Doreen Wilson, RD
District 1
until June 2001



Donna Henryey, RD
District 3



Kristen Ticknor, RD
District 5
starting June 2000



Michelle DesRoches, RD
District 6
starting August 2000

Margaret Hedley, RD
District 2
starting March 2001



Heather Keller, RD
District 2
until January 2001



Louise Corriveau,
RD
District 4



Yvonne Camiré-
Lehoux, RD
District 5
until June 2000



Terry Koivula, RD
District 6
until June 2000



College of Dietitians of Ontario

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Annual Report 2000-2001 is available in both
Official Languages of Canada (English and French).
It is also posted to the web site at: www.cdo.on.ca

Le rapport annuel 2000-2001 est également
disponible en français et sur le site web :
www.cdo.on.ca