



COLLEGE OF DIETITIANS
OF ALBERTA

Annual Report 2008– 2009



COLLEGE OF DIETITIANS
OF ALBERTA

**ANNUAL
REPORT
2008 - 2009**



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Council Report

As President of the Council of the College of Dietitians of Alberta, I am pleased to present this report on the activities for 2008 – 2009 on behalf of the Council of the College.

This past year has been one of successful transition for the College as we mark the first full year with our new Registrar and the addition of our new Professional Practice Coordinator.

Earlier this year the College welcomed Shannon Mackenzie to the CDA team as the new Professional Practice Coordinator. Shannon brings with her an outstanding and well rounded background allowing her to be a knowledgeable and valuable resource to Alberta dietitians in their daily practice.

Council embarked on a strategic planning exercise earlier this year that will conclude by year's end. The plan is focused on key areas of communication and technology as we strive to provide members with tools and timely information to assist them to practice to their full capability.

In the spring of 2008 Council moved to have the University of Alberta take responsibility for all Alberta internships. The U of A, working with stakeholders throughout the province, was able to reposition all intern positions under the responsibility of the University's Integrated Dietetic Internship Program. This allowed an expansion to 56 internship positions over the past year, up from 36 positions under the previous model. This initiative is crucial looking forward as we expect to lose a significant number of dietitians to retirement over the next ten years.

The annual workshops that the College holds each year provide important information that impacts the practice of regulated members of the College. The College Council believes that member participation in workshops that expand understanding and awareness of members to regulatory topics and issues are a professional responsibility. As such, the College Council strongly supports the continued offering of the annual workshop and encourages all members to attend in the future.

Building on the success of the Integrated Internship Program, Professional Practice Coordinator Shannon Mackenzie co-presented workshops across the province with the University of Alberta that focused on preceptor training. Council was pleased at both the



attendance of the workshops and the positive response from members as they continue to answer the call for more preceptors.

In further collaboration the College has worked with the University of Alberta to remove barriers to the Nutrition major allowing expanded capacity that will assist in graduating more dietitians as we face shortfalls in the coming years.

The College continues to work with the University of Alberta to support the development of courses that are available online for the upgrading of academic qualifications. The goal is to increase access to courses for individuals who are returning to dietetic practice as well as for international applicants to the College. In 2007/08 the first course, NUTR468, Clinical Nutrition, was made available online.

The Continuing Competence Program (CCP) was revised for 2007/2008 to reflect the Essential Competencies. The CCP was simplified to include 3 parts: a self assessment tool based on the new *Standards of Practice and Essential Competencies for Dietetic Practice*, worksheets and College forms that have been shortened and simplified for easier use, and self assessment tools and forms for Restricted Activities. The CCP workbook is made available online in the Members Only section of the College website.

The College has been very active on a national level. In November the Alliance of Dietetic Regulatory Bodies of Canada invited Dietitians of Canada and dietetic educators to meet and discuss issues of shared interest. The result of the meeting was the formation of the Partnership for Dietetic Education and Practice (PDEP). The Partnership formed an Interim Steering Committee for 2009 to establish and begin work on shared priorities. First among those priorities was to begin work on an integrated set of competencies to be implemented nationally. The unprecedented collaboration of this group will result in congruent standards across the country from education through regulation.

Nationally, the Alliance also worked on labour mobility this year by establishing a framework for labour mobility for dietitians in response to provincial governments' Agreement on Internal Trade. Under this framework mobility has been eased for dietitians registered in good standing with any provincial regulator.

Moving forward on a strategic initiative from last year, Council of the College approved implementation of online registration for the 2010 renewal period. The implementation process is currently under way and will be in place by the year's end. In anticipation of online registration the College introduced the option of credit card payments for registration for the first time in 2008 to an overwhelming response.



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The College began initial work in preparation for a review of Restricted Activities. A scan of the province resulted in the College identifying issues to be considered under the review for recommendations to the Alberta Government.

As the review of Restricted Activities moves forward members and stakeholders will be consulted to gather information. This will inform the College of what members are currently doing with respect to Restricted Activities and solicit feedback as to what areas should be looked at and what Restricted Activities should be considered or expanded in the future.

The impact of the Alberta economy appeared evident this past year with a smaller increase in applications and registration assessments from the previous few years. The College experienced an overall increase of 3% in registration for the year, a decrease from 5% the previous year and 7% in 2006/07. These numbers underscore the need to expand capacity at the university and internship level and the importance of registering foreign trained dietitians.

In closing, I would like to acknowledge the Registered Dietitians who serve on the Registration Committee, Competence Committee, Hearing Tribunals, along with my colleagues on Council and our public members for the contribution they make in ensuring the regulation and governance of the dietetic profession in Alberta is in the public interest.

Teri Langlois
President
College of Dietitians of Alberta



The Role of the College

In defining the role of a college, the *Health Professions Act* states:

“3(1) A college

- (a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- (b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- (d) must establish, maintain, and enforce a code of ethics,
- (e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- (f) may approve programs of study and education courses for the purposes of registration requirements.”

Mission, Vision, Values

Mission

The Mission of the College of Dietitians of Alberta is to protect Albertans by regulating the competent practice of Registered Dietitians and Registered Nutritionists.

Vision

The College of Dietitians of Alberta is a thriving regulatory body.

The College achieves the trust, confidence and respect of the public, government, Registered Dietitians and Registered Nutritionists by governing with integrity and fairness, building partnerships and communicating effectively.

Organizational Values

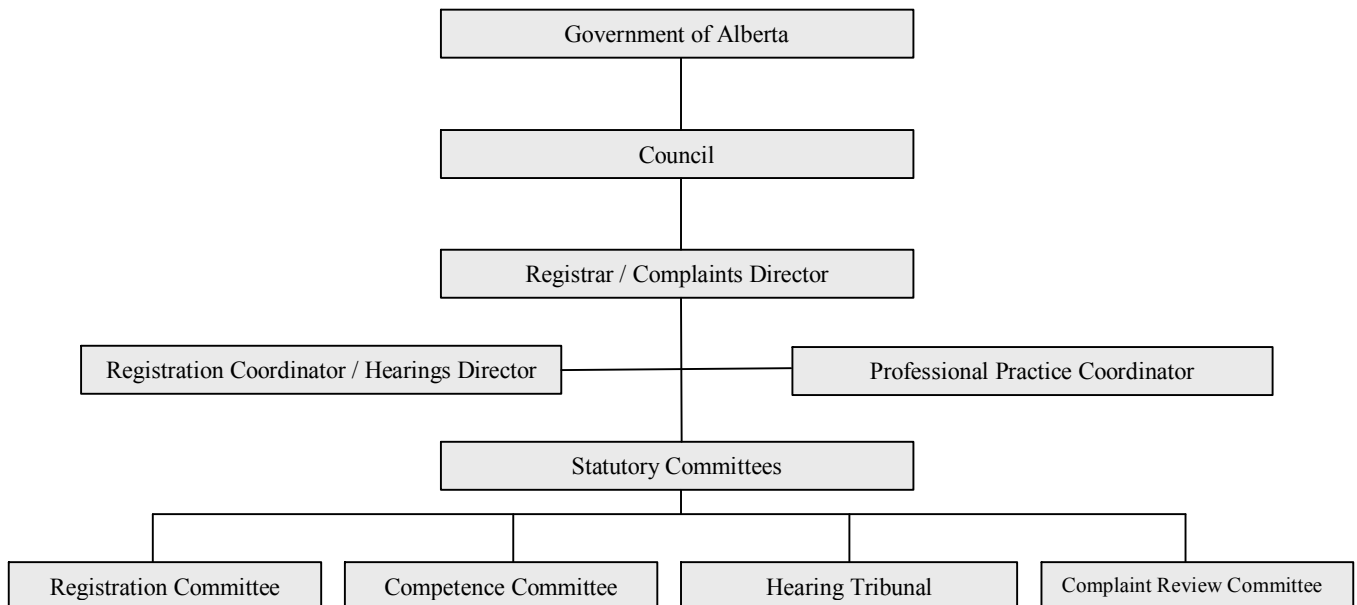
The Values of the College of Dietitians of Alberta are:

- Integrity
- Accountability
- Effectiveness
- Respect
- Transparency



Organizational Structure

The organizational structure of the College is set out below. The Council, Committees and positions are established in accordance with the *Health Professions Act* and the College of Dietitians of Alberta Bylaws.



Council

The Council is elected by the membership and is responsible for the governance and management of the regulatory and business affairs of the College. The Council is accountable to the Government, the Privacy Commissioner and the Ombudsman as well as the public. A key mechanism for public protection in legislation requires that twenty-five percent of the voting members of Council are public members appointed by Government. The Council establishes the mission, vision and policy direction for the College. The Council also hears appeals referred to it under the *Health Professions Act* and appoints the Registrar, Complaints Director and Hearings Director.

Registrar / Complaints Director

The Registrar performs duties designated in legislation, as well as those delegated by the Council of the College. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the Alternate Complaint Resolution process or referred to a hearing.



Registration Coordinator / Hearings Director

The Registration Coordinator coordinates registration and renewal processes and also serves as the Hearings Director of the College. The Hearings Director establishes a Hearing Tribunal or a Complaint Review Committee from the list of members appointed by Council and coordinates scheduling, production of notices and records for the hearing.

Professional Practice Coordinator

The Professional Practice Coordinator is responsible for the professional practice initiatives of the College including the Continuing Competence Program, member communications, workshops, presentations and educational sessions.

Registration Committee

The Registration Committee is appointed by Council and reviews applications that are referred by the Registrar and determines whether applicants are eligible for registration and whether any upgrading of academic or practical qualifications is required. The Committee also reviews applications for reinstatement of registration that result from disciplinary action.

Competence Committee

The Competence Committee is appointed by Council and reviews competence programs referred by the Professional Practice Coordinator and determines whether criteria established by Council for competence programs have been met or whether any follow up or remedial action is required.

Membership List for Complaint Review Committees or Hearing Tribunals

The Council appoints members to the Membership List. Two or more members from the Membership List are appointed to a Hearing Tribunal to hear evidence, determine findings and appropriate sanctions when a complaint is referred to a Hearing Tribunal. The same number of members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an Alternate Complaint Resolution Process or to review the dismissal of a complaint if requested by a complainant. The number of public members set out in legislation, are required to sit on a Hearing Tribunal or Complaint Review Committee.



Registration Reports

Registration Statistics (reported at April 1, 2008)

	2006/07	2007/08	2008/09
General Register	820	864	904
Temporary Register	15	25	27
Total	835	879	931

Resignations (effective April 1, 2008)

	2006/07	2007/08	2008/09
Moved out of Province	15	15	21
No longer working in the field of dietetics	3	7	5
Retired	5	4	4
Reason unspecified	-	-	-
Total	23	27	30

Cancellations (effective April 1, 2008)

	2006/07	2007/08	2008/09
Failure to renew	8	10	2
Non-compliance with the Continuing Competence Program	-	-	-
Other	-	-	-
Total	8	10	2



New Registrants

(April 1, 2007 – March 31, 2008)

Entry Route	2006/07	2007/08	2008/09
Accredited program applicants	58	62	70
International applicants	1	4	4
MRA applicants	33	28	9
Other	-	-	-
Total	92	94	84

The College received a total of 89 complete applications of which 84 were approved between April 1, 2008 and March 31, 2009.

Seventy applications were received from graduates of accredited Canadian programs. One of these applicants was referred to the Registration Committee for review, and determined not eligible for registration.

In total, sixty nine applications received from graduates of accredited Canadian programs were approved.

Eight applications were received from internationally trained graduates. Eight applicants were referred to the Registration Committee for review of eligibility. Six applicants required upgrading and internship and two applicants required an internship. Therefore eight applicants are still currently completing the requirements for registration.

The College received nine applications under the Mutual Recognition Agreement (MRA) with other Canadian Dietetic Regulators. All nine applications were approved for registration.



Canadian Dietetic Registration Examination

The Canadian Dietetic Registration Examination (CDRE) is a national registration examination administered by the College and its regulatory counterparts in other provinces. Successful completion of the CDRE is required in Regulation under the *Health Professions Act* for registration with the College. The examination is held each 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.

CDRE National Statistics	2006	2007	2008
Candidates	324	360	263
Passing	307	338	255
Failing	17	22	8
% passing	95%	94%	97%

Restricted Activities

In order to become authorized, regulated members document and verify they have achieved the competence established to perform a restricted activity. Once competence has been demonstrated and authorized by the College, members are issued a practice permit listing each restricted activity they may perform.

Currently 240 authorizations have been issued. The distribution of restricted activity authorizations at April 1, 2008 is:

Restricted Activity	2006/07	2007/08	2008/09
Prescribing parenteral nutrition (including schedule 1 drugs)	163	168	174
Prescribing or administering oral contrast agents	10	7	4
Inserting or removing gastrostomy / jejunostomy tubes	3	3	1
Performing psychosocial interventions	22	23	27
Distributing drugs regulated by a drug schedule	40	39	36
Total	238	240	242

The College provides the Alberta College of Pharmacists and Alberta Blue Cross with a list of regulated members who have prescribing authorities under the legislation.



Continuing Competence Program Report

The Continuing Competence Program (CCP) of the College focuses on maintaining professional competence related to practice. The key elements of the CCP are self assessment, development of a competence plan including identification of competence goals and activities, and evaluation of the outcome of the competence plan of practice.

The CCP was implemented in 2002 / 2003 in response to the *Health Professions Act* requirement that all Colleges have a CCP in place. All CCP documents were evaluated by the College in the first year of the program. At that time, a Continuing Competence Committee was also established with the mandate to review member programs referred by the College and to develop an improvement checklist form to offer guidance to members for future CCP submissions. The Continuing Competence Committee has since met on a yearly basis to review those programs referred by the College and provide recommendations for member feedback.

For 2007 / 2008 a limited review was done to gauge the effectiveness of the program revisions and to determine if further communication and direction was needed. A summary of the previous years' program statistics is as follows:

Continuing Competence Committee Program Reviews	2004	2005	2006	2008
Programs referred to Continuing Competence Committee	116	132	140	106
Approved	31	73	93	41
Recommendations for improvement: no member follow up required	53	46	38	55
Recommendations for improvement: follow up required	32	13	9	6

The CCP underwent revisions with changes effective for the 2007 / 2008 program year.

These changes are summarized as follows:

- The program has been simplified to include three parts:
 - Part 1 – Practice Profile
 - Part 2 – Self Assessment
 - Part 3 – Competence Plan

- The self assessment tools are based on the new *Standards of Practice and Essential Competencies for Dietetic Practice*.



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- The CCP has been designed to help members focus their learning on activities that relate to their practice.
- Worksheets and College Copy forms have been shortened and simplified for easier use.
- In addition to the regular CCP requirements, members who are authorized to perform restricted activities are required to complete one competence plan for each restricted activity that they are authorized to perform.

Changes to the CCP were communicated to members in the following ways:

- A letter outlining program changes was included with CCP Workbooks that were mailed to each member.
- Information regarding program changes and new Workbook samples have been posted on the member side of the College website.
- Members who participated in the Spring 2007 College Workshops were introduced to the newly revised program.



Complaints Director’s Report

The College responds to 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 Chart below provides an overview of the complaints received by the College in the registration year which begins with April 1, 2008.

Complaint Received	2005	2006	2007	2008
Employers	-	-	-	1
Public	1	-	-	-
Regulatory Body	-	-	-	-
Total	1	0	0	1

Section 128 (5) of the Health Professions Act (HPA) prohibits a person from using a title, abbreviation, or initials that are protected under a schedule to the Act, alone or in combination with other words that implies the person is a regulated member of a college under the Act. Registered Dietitian, Registered Nutritionist, Dietitian and RD are protected under Schedule 23 of the Health Professions Act. Section 128 (10) also prohibits persons from using the term “registered” in a manner that implies that they are a regulated member under the Health Professions Act unless the person is in fact a regulated member or is authorized to use the term “registered” by some legislation.

The College responds to complaints from members of the public or the profession regarding misuse of the titles protected under sections 128 to 130 of the Health Professions Act.

Once contacted by the College, the individual must respond indicating that they are prepared to discontinue use of the protected title and provide the College with evidence that the protected title has been removed from advertisements, pamphlets, business cards or other materials. Continued use of protected titles is an offense under section 129 of the HPA, and could result in prosecution and a fine up to \$2,000.00, or a court injunction.



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The Chart below provides an overview of the complaints received by the College in the registration year which begins April 1, 2008.

Protected Title Misuse Complaint Received	2006	2007	2008
Registered Dietitian, Registered Nutritionist, Dietitian or the initials RD	-	5	3
Other*	2	-	-
Total	2	5	3

* May include but not limited to misuse of one or more of the following titles: Registered Nutrition Consultant (RNC), Registered Holistic Nutritionist (RHN), Registered Nutrition Consulting Practitioner (RNCP), Registered Dietary Technologist (RDT)



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Auditor's Report

To the Members of the College of Dietitians of Alberta

We have audited the statement of financial position of the College of Dietitians of Alberta as at March 31, 2009 and the statements of operations and net assets for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2009 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta
July 7, 2009

**SVS Group LLP
CHARTERED ACCOUNTANTS**



STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2009

	2009	2008
ASSETS		
CURRENT		
Cash in accounts - allocated (financial reserve/deferred fees)	\$257,078	\$327,846
Cash in accounts - unallocated	219,774	113,091
	<hr/>	<hr/>
Total cash in accounts	476,852	440,937
Term deposits - allocated (financial reserve/deferred fees)	714,297	595,529
Grant receivable	-	11,200
Prepaid expenses and deposit	18,974	8,786
	<hr/>	<hr/>
	1,210,123	1,056,452
CAPITAL ASSETS (Note 3)	16,103	19,731
	<hr/>	<hr/>
	\$1,226,226	\$1,076,183
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$41,707	\$48,285
Exam fees surplus payable	75	132
Deferred membership fees	467,775	442,575
Deferred exam fees	3,600	10,800
Deferred grant revenue	-	2,800
	<hr/>	<hr/>
	513,157	504,592
NET ASSETS		
FINANCIAL RESERVE	500,000	470,000
CAPITAL ASSETS RESERVE	16,103	19,731
GENERAL UNRESTRICTED RESERVE	196,966	81,860
	<hr/>	<hr/>
	713,069	571,591
	<hr/>	<hr/>
	\$1,226,226	\$1,076,183



STATEMENT OF NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2009

	2009	2008
FINANCIAL RESERVE		
Balance, beginning of year	\$470,000	\$500,000
Transfer to general reserve (Note 5)	30,000	(30,000)
Balance, end of year	500,000	\$470,000
CAPITAL ASSETS RESERVE		
Balance, beginning of year	19,731	\$22,112
Purchase of capital assets	3,033	6,475
Amortization of capital assets	(6,661)	(8,856)
Balance, end of year	16,103	\$19,731
GENERAL UNRESTRICTED RESERVE		
Balance, beginning of year	81,860	\$89,392
Purchase of capital assets	(3,033)	(6,475)
Amortization of capital assets	6,661	8,856
Transfer from financial reserve (Note 5)	(30,000)	30,000
Excess (deficiency) of revenue over expenses for the year	141,478	(39,913)
Balance, end of year	\$196,966	\$81,860



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STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2009

	2009		2008		%
REVENUE					
Membership fees	\$489,453	92.2	\$461,230	89.7	
Registration fees	8,843	1.7	10,800	2.1	
Interest Income	18,768	3.5	28,669	5.6	
Penalties and miscellaneous	13,790	2.6	13,105	2.6	
	530,854	100.0	513,804	100.0	
EXPENSES					
Amortization	6,661	1.3	8,856	1.7	
Audit and bookkeeping	10,697	2.0	10,647	2.1	
Bank charges and interest	856	0.2	568	0.1	
College projects/development	31,844	6.0	75,694	14.7	
Equipment lease (photocopier)	1,997	0.4	1,595	0.3	
Insurance	6,223	1.2	6,293	1.2	
Legal	6,818	1.3	25,351	4.9	
Meetings	29,694	5.6	24,909	4.8	
Memberships, dues and resources	10,998	2.1	11,174	2.2	
Office supplies and services	23,620	4.4	35,390	6.9	
Professional and board development	11,781	2.2	5,409	1.1	
Rent	41,352	7.8	38,312	7.5	
Repairs and maintenance	695	0.1	695	0.1	
Stationery, printing and postage	8,997	1.7	11,628	2.3	
Telephone and fax	8,007	1.5	8,809	1.7	
Wages and benefits	189,136	35.6	288,387	56.1	
	389,376	73.4	553,717	107.7	
EXCESS (DEFICIENCY) OF REVENUE OVER					
EXPENSES FOR THE YEAR (Note 5)	\$141,478	26.6	\$ (39,913)	(7.7)	



NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2009

1. NATURE OF OPERATIONS

The College is established under legislation created to protect the public by registering qualified professional dietitians, setting standards, monitoring competency and investigating and acting on complaints.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgement. These financial statements have, in management's opinion, been prepared within the reasonable limits of materiality and the framework of the significant accounting policies summarized below:

(a) Financial Instruments

The College's financial instruments consist of cash in accounts, term deposits, grant receivable, and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments and their carrying value represents fair value.

(b) Capital Assets

Capital assets are stated at cost. Amortization is recorded using the declining balance method at the following annual rates:

Computer equipment	30%
Office furniture	20%

(c) Revenue Recognition

The College follows the deferral method of accounting for revenue. Therefore, revenue is recognized as revenue in the year in which the related expenses are incurred. Accordingly, membership fees received at the year end for the annual term commencing immediately after the year end have been deferred and will be recognized in the fiscal period to which they relate.

(d) Contributed Service

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.



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3. CAPITAL ASSETS

	2009		2008	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$45,362	\$37,505	7,857	\$9,424
Office furniture	34,364	26,118	8,246	10,307
	\$79,726	\$63,623	16,103	\$19,731

4. COMMITMENTS

The College is committed to a lease for office premises to September 1, 2012. The minimum monthly lease payments required are \$2,683 with nominal annual increases.

The College has also entered into an operating lease for photocopying equipment until October 2010. The minimum annual lease payments required are \$4,783.

5. FINANCIAL RESERVE

The Council established a financial reserve to provide for continued operations for one year if there are unexpected interruptions in cash flow or unexpected expenses. As well, the financial reserve is intended to provide funds to cover the costs of any unexpected disciplinary hearings. The Council has set an objective of \$500,000 for the financial reserve. Transfers to/from the financial reserve require Council approval. During the year, Council approved the transfer of \$30,000 to the financial reserve.

6. STATEMENT OF CASH FLOW

A statement of cash flow was not presented since the cash flow information would not provide any meaningful information.



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