



# Annual Report 2017/2018

*Nova Scotia Dietetic Association*

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## MISSION

In the public interest, NSDA regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

## VISION

Trust and excellence in regulation and practice



### Board of Directors

President - Melissa Campbell

President elect - Judy Lowe

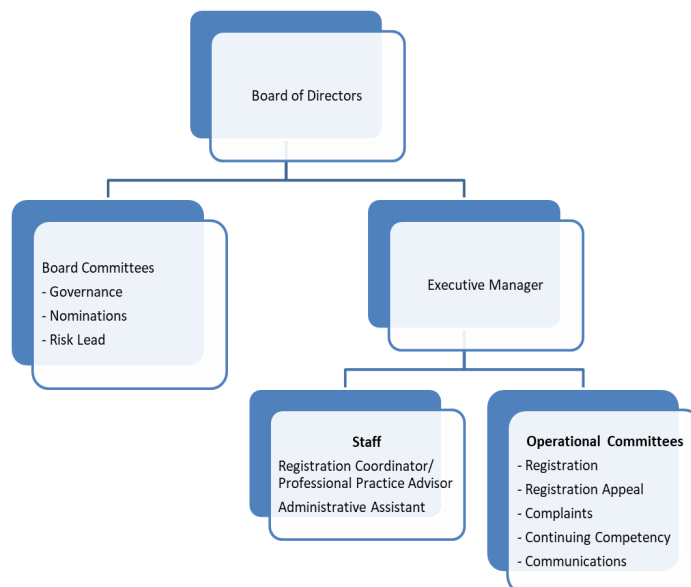
Treasurer - Janice Terry

Members at large - Megan Austen, Shannan Grant, Amy MacDonald, Kelly Poirier, Sarah MacDonald, Valerie MacPherson

### Staff

Executive Manager - Jennifer Garus

Registration Coordinator/Practice Advisor - Amanda Connors



# President's Report

It is hard to believe that almost two years have passed since I began my term as president. My term will conclude at the AGM, and Judy Lowe will take on this role. It has been an amazing two years filled with many accomplishments for the Board and NSDA. I would like to thank current NSDA board members (Judy Lowe, Megan Austin, Janice Terry, Sarah MacDonald, Amy MacDonald, Kelly Poirier, Shannan Grant, and Valerie MacPherson) and the Executive Manager, Jennifer Garus, for helping to make this year (and my term) a productive and successful one.

For the Board, the main focus of the year was developing our strategic directions, identifying indicators, forming board committees to undertake the board strategic direction and reviewing and revising our vision, mission and values.

## STRATEGIC GOAL STATEMENTS

### Regulation of Practice

1. Review the Continuing Competency Program and explore its relevance and utility
2. Collaboratively develop preceptorship competencies (NSDA and education programs)

### Governance Excellence

3. Develop a strategy to recruit and maintain leaders who enhance and contribute to NSDA's mission, vision, values and strategic directions.

### Communication and Engagement

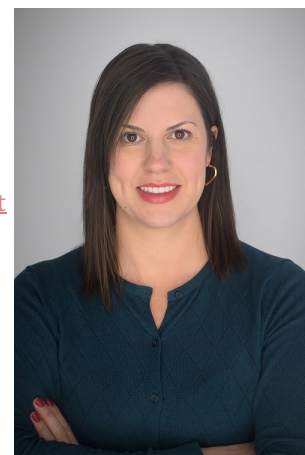
4. Enhance collective understanding of regulation and the role of NSDA

Two board committees were formed to address strategic goal #3: the Governance Committee and Nominations Committee. These committees were populated, and terms of reference and work plans were established to meet this strategic direction.

An ethical decision-making framework was developed and utilized when making difficult decisions. Ethical decision-making refers to the process of evaluating and choosing among alternatives in a manner consistent with ethical principles. In making ethical decisions, it is necessary to perceive and eliminate unethical options and select the best ethical alternative.

The Board's risk lead position description and succession plan for the position were developed. This board position was created to maintain and review the risk management framework, and identify and assess new and emerging risks and to bring them forward to the Board for response. This helps to support a risk management culture within the board.

Lastly, the board addressed enforcement of the [Position Statement on the Sale, Endorsement and Recommendation of Products](#) through an informal complaint process.



Melissa Campbell, PDt  
President

# Executive Manager’s Report

I am pleased to report on the progress of two initiatives this year: implementing the Jurisprudence e-Learning Module and introducing the Nutrition Prescription Standards. I will also provide an overview of collaborative initiatives and summarize changes to staffing that impact NSDA’s effectiveness.

The Jurisprudence e-Learning Module was launched in December 2017. The Module supports dietitians to maintain a current understanding of the regulatory, provincial and federal requirements related to dietetic practice. Feedback was overwhelmingly positive about the learning opportunity and led to more dietitians contacting NSDA’s Practice Advisor for guidance about ethical dilemmas in their practice.

Standards for Nutrition Prescription will be relevant when the *Dietitians Act* (2009) comes into effect. These standards were drafted in 2014 and support the scope of practice that is defined in legislation. To prepare for college proclamation, information sessions on the standards have been offered and will continue to be offered to dietitians in the next fiscal year.

NSDA’s collaboration with the Alliance of Canadian Dietetic Regulatory Bodies and the [Nova Scotia Health Professions Regulatory Network](#) continues. These partnerships enhance NSDA’s ability to perform core regulatory functions and

Practice of Dietetics: “...the translation and application of scientific knowledge of food and nutrition to human health through

- (i) comprehensive nutritional assessment to determine nutritional status, nutrition-related diagnosis and nutritional requirements of individuals or populations related to health status and disease,
- (ii) the planning, implementation and evaluation of nutrition interventions aimed at promoting health and preventing disease,
- (iii) nutrition prescription, including enteral and parenteral nutrition and the prescription or ordering of drugs or other agents to optimize nutrition status,
- (iv) ordering parameters required to monitor nutrition interventions and evaluate nutrition outcomes,
- (v) the provision of nutrition education and counselling to clients, families, colleagues and health-care professionals,
- (vi) development and evaluation of policies that affect food, food security and nutrition as it relates to health status,
- (vii) integration of food and nutrition principles in the development and management of food service systems,
- (viii) such delegated medical functions as are approved in accordance with the Medical Act, and
- (ix) such other aspects of dietetics as may be prescribed in regulations approved by the Governor in Council, and research, education, consultation, management, administration, regulation, policy or system development relevant to subclauses (i) to (ix)” (*Dietitians Act*, 2009)

maintain a current understanding of trends in professional regulation. Collaboration with the College of Dietitians of Ontario has led to having an objective, fair and reliable competency assessment framework in place for international applicants. In 2017, NSDA underwent a review process and maintained its compliance status with the *Fair Registration Practices Act*. In the [Progress Report](#) exemplary practices were noted, as well as areas for improvement.

In September 2017, NSDA’s Practice Advisor Amanda Connors returned from a leave of absence to resume her part-time role and took on the responsibilities of Registration Coordinator. I’m grateful to Cheina MacArthur, employed with the College of Paramedics, for providing administrative support.

This year, NSDA held its first annual orientation for volunteers who sit on operational committees. The session was also an opportunity to formally acknowledge volunteers for their engagement and contribution to the regulation of the profession.



Jennifer Garus  
Executive Manager

## Committee Reports

### Continuing Competency Committee

Members: Veronica Lawen (chair), Shannon MacEwen Smith, Jennifer Guy, Bonnie Conrad, Jessica Roy, Courtney Ceponis, Amanda Connors (staff).

In the spring of 2017, 15 % of registrants' Continuing Competency Program (CCP) submissions were audited. The table illustrates the audit results. Of those considered satisfactory, results were skewed toward the bottom of the range (scores were closer to 50% than 75%). Results and concerns with the audit results were communicated to the board of directors at their fall board meeting.

The Committee met three times this fiscal year. The Committee reviewed and revised CCP policies, which were subsequently approved by the board of directors at their fall board meeting. The committee reviewed and revised the audit tool, and implemented it, along with a new audit process in the spring of 2018. 2017 audit results informed the need to revise the [audit tool](#) to detect unacceptable submissions more accurately. The weighting of criteria was adjusted to focus more on outcomes rather than on the manner in which goals are written.

In 2018, the committee's workplan will reflect NSDA's strategic goal statement: *Review the Continuing Competency Program and explore its relevance and utility.*

	2016	2017
Total # audits	74	88
Well done Score 75-100%	50 (67.5%)	41 (46.5%)
Satisfactory Score 50-74%	21 (28%)	35 (40%)
Unsatisfactory Score less than 50%	3 (0.5%)	12 (13.5%)

### Communications Committee

Members: Monica Rodriguez (Chair), Jennifer Brady, Cathy Chenhall, Bonnie Conrad, Jane Pryor, Courtney Ceponis, Jennifer Garus (staff).

The Communications Committee is in place to advise on a communication strategy to meet the board's strategic goal: *To enhance collective understanding of regulation and the role of NSDA.* Public education initiatives will inform the public about the regulation of dietetic practice, including information of the profession's protected titles, credentials, scope of practice, and accountability. Communication initiatives will enable the public to make an informed choice when seeking nutrition advice.

To date, the committee has established its terms of reference in collaboration with the executive manager. In May 2017, the consultant, Michelle Coleman, presented an environmental scan and recommendations for a public education strategy. The Committee has drafted a plan and is in the process of establishing key messages.



## Registration Committee

Members: Lisa Slauenwhite (chair), Audra Gallant, Pam Soley, Connie Foote, Daphne Lordly, Nicole Druhin-McGinn, Teresa Flynn, Jennifer Garus (ex-officio, staff)

This fiscal year, the Registration Committee met four times and their work involved:

- ⇒ Revision and approval of Policy #4.11: Eligibility to take the Knowledge and Competency Assessment Tool. This policy is relevant to internationally educated applicants. It enables knowledge and skills to be assessed using the College of Dietitians of Ontario's prior learning assessment tool and facilitates a more reliable assessment of applicants' current knowledge and skills.
- ⇒ Development and approval of Policy 4.2: Renewal of Temporary Membership. This policy enables the executive manager to renew an individual's temporary membership after the first failure of the national exam and sets criteria that must be met.
- ⇒ Revising the [Pathway to Licensure](#) for internationally educated dietitians
- ⇒ Assessing two applications for reinstatement
- ⇒ Assessing two applications from internationally educated dietitians

Two committee members attended an education session on the principles of administrative law. This session was relevant to this committee's duty to make fair, objective and consistent decisions.

## Registration

Full-licensed members 569  
Temporary members 11  
New members 47  
Resignations 38

This data is current as of April 30, 2018.  
A current list of registrants is maintained on the [home page](#) of the NSDA website.

### 2017/18 Registration

Rebecca Tran (4/17)  
Kyla MacLean (4/17)  
Victoria Stead (4/17)  
Helen Scott (5/17)  
Jessica MacLean (5/17)  
Carmen Swain (5/17)  
Caroline Spurr (5/17)  
Laura Woodworth (5/17)  
Celia Luo (5/17)  
Molly McLaughlin (6/17)  
Kirstie Clynick (6/17)  
Erin MacNeil (6/17)  
Laurenn O'Connor (7/17)  
Hannah Magee (7/17)  
Nicole Clowe (7/17)  
Alana Barry (7/17)

Rawan Suleiman (8/17)  
Rebecca Green-LaPierre (8/17)  
Chad Nippard (8/17)  
Courtney Ceponis (8/17)  
Jean Baker (8/17)  
Allison Norman (8/17)  
Rekha Menon (9/17)  
Landon Brown (9/17)  
Alison Chappell (9/17)  
Ann Flanagan (9/17)  
Mikaela Henderson (9/17)  
Kalli MacDonald (9/17)  
Ellen Greenan (9/17)  
Laura Bockus-Thorne (9/17)  
Cristy Nippard (9/17)  
Jenny Boutilier (10/17)  
Elizabeth Muggah (10/17)  
Jessica Power (10/17)  
Jacqueline Cote (12/17)  
Hailey Madill (12/17)  
Clarissa Smith (12/17)  
Gina Murphy-Walsh (12/17)  
Mallory O'Neill (1/18)  
Sarah Donovan (1/18)  
Jane Stevenson (1/18)  
Kerri Robichaud (1/18)  
Makayla MacLellan (1/18)  
Jessica Cyr (2/18)

Kara Parsons (2/18)  
Katie Jeffrey (3/18)  
Emily Davenport (3/18)

### 2017/18 Resignations

Alina Bychkova (4/17)  
Erin Kelly (9/17)  
Susan Butts (12/17)  
Jill Conrod (12/17)  
Christine McPhail (1/18)  
Allison Norman (1/18)  
Ruth Seamone (1/18)  
Jessica Pippy (2/18)  
Victoria Stead (3/18)  
Frances Haley (3/18)  
Bonnie Hudson (3/18)  
Kathleen Glenn (3/18)  
Monica Holmes (3/18)  
Ismay Bligh (3/18)  
Terri Delisle (3/18)  
Myriam Letourneau (3/18)  
Rita Fitzgerald (3/18)  
Lindsay MacKinnon (3/18)  
Theresa Glanville (3/18)  
Cynthia Bigelow (3/18)  
Hilary Boudreau (3/18)  
Lynn Campbell (3/18)  
Lindsay Corbin (3/18)

Nicole Dube (3/18)  
Brittany Fletcher (3/18)  
Andrea Glenn (3/18)  
Rachel Graham (3/18)  
Stacy Hanninen (3/18)  
Kathy Harrigan (3/18)  
Julie Johnson (3/18)  
Myriam Letourneau (3/18)  
Susan MacKay (3/18)  
Jessica MacLean (3/18)  
Virginia Point (3/18)  
Leah Poirier (3/18)  
Joanne Redden (3/18)  
Melanie Richard (3/18)  
Rebecca Shorrocks (3/18)

## Financial Summary

Financial statements for the year ending March 31, 2017 have been audited. The audited financial statements will be presented at the AGM and are posted on the NSDA website.

For the year ending March 31, 2018, the net loss of ~ \$21,819 was less than expected because actual revenue exceeded budgeted revenue and total expenditures were ~\$15,791 less than expected. The total expense associated with the public education strategy and expenses associated with proclamation of the *Dietitians Act* were not incurred during the 2017-2018 fiscal year.

	<b>2017/18 Budget</b>	<b>2017/18 Actual *</b>	<b>Difference</b>
<b>Total Revenue</b>	\$189,000	~\$197,500	~(\$8,500) Over budget (desired)
<b>Total Expenses</b>	\$235,110	~\$219,319	~\$15,791 Under budget (desired)
<b>Net Loss</b>	(\$46,110)	~(\$21,819)	~24,291 Under budget (desired)

\* estimates based on the 2017/18 unaudited year-end statement

### 2018-19 Proposed Budget

The 2018/19 budget (page 10) includes a net loss of ~\$64,782. This amount will be drawn from the contingency. According to the 2017 audited financial statement, the contingency at the end of the 2016/17 fiscal year was \$166,976. Key differences between the 2017/18 and 2018/19 expenditures include funds for replacing computer, staffing, training for committee members, in-person meetings with registrants across Nova Scotia re. Nutrition Prescription Standards and College proclamation, and the public education strategy. The budget reflects the needs of the organization to meet its legislated mandate and the board of director's strategic direction.

Janice Terri, P.Dt  
Treasurer



## Proposed budget for the 2018/2019 fiscal year

<b>Revenue</b>		
Exam Fees		21,000
Membership Dues		166,000
Application and Late Fees		5,000
Temporary Members		4,000
Interest and GIC		900
Misc. Income		100
<b>TOTAL REVENUE</b>		<u>197,000</u>
<b>FROM CONTINGENCY</b>		<u>64,782</u>
<b>TOTAL</b>		261,782
<b>Expenditures</b>		
<b>Office Expenses</b>		
Phone/Fax/Internet		1,200
Printing & Photocopying		3,000
Postage & Handling		3,000
Office Supplies & Equipment		2,500
Office Rental & Insurance		14,100
<b>Website</b>		
Website		2,500
PayPal Registration Fee		4,200
<b>Committees</b>		
Registration		500
Continuing Competency		250
Complaints Committee		1,000
Orientation for Committees		1,000
<b>Staffing</b>		
Meals/Travel		7,000
Staff Development		2,500
Salaries		133,232
<b>Board Expenses</b>		
Board meetings		12,500
AGM		6,000
Misc Board Expenses		250
Insurance		3,250
Board Development		6,000
<b>Audit</b>		5,000
<b>Organizational Memberships</b>		
Alliance		3,500
CDRE		21,000
Provincial Regulatory Network		800
<b>Misc Expenses</b>		500
<b>Legal Expenses</b>		5,000
<b>Proclamation of Act (publicity)</b>		10,000
<b>Education Strategy</b>		<u>12,000</u>
<b>TOTAL EXPENDITURES</b>		<u>261,782</u>
<b>NET INCOME</b>		(64,782)