



# Annual Report 2018/2019

*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— Judy Lowe

Registrar—Amy MacDonald

President elect—Sarah MacDonald

Secretary—Megan Austen

Treasurer— Janice Terry

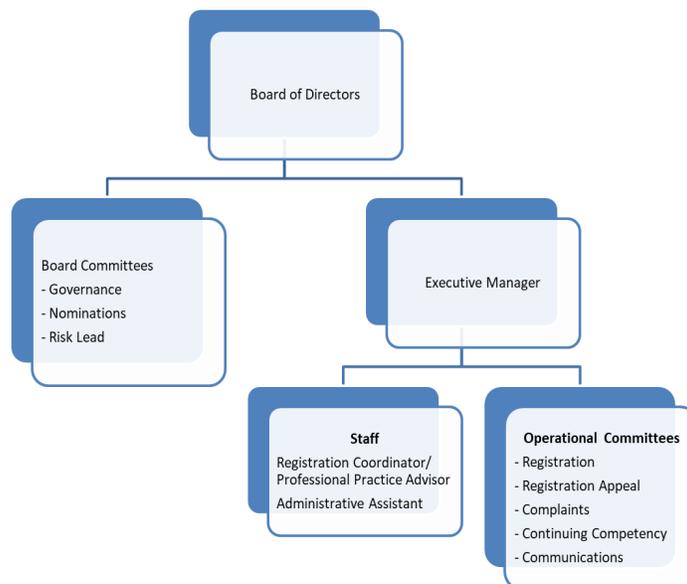
Vice president—Melissa Campbell

Members at large—Valerie MacPherson, Jennifer Josey, Laura Bockus-Thorne

### Staff

Executive Manager—Jennifer Garus

Registration Coordinator/Practice Advisor— Amanda Connors



## President's Report

The past year has been a busy and productive one for the NSDA Board. We acquired two new board members last May and their orientation was held in late summer, prior to our board meeting/education retreat in September. This meeting/retreat provided an opportunity for education for all board members around board governance and the role of a regulatory board. This education and knowledge are extremely valuable to the work of the Board.

In preparation for college proclamation, we began to review, revise and redevelop the bylaws for the Nova Scotia College of Dietitians and Nutritionists. The draft bylaws will be circulated to NSDA registrants for consultation. We are cautiously optimistic that our legislation will be proclaimed within the next year.

In October, the President and President-elect attended the Canadian Network of Agencies for Regulation (CNAR) Conference. CNAR is a national body of self-regulatory professions of all types. Learnings obtained from conferences of this sort strengthen and enhance the leadership of the Board.

Our Nominations and Governance committees continue to work toward strengthening and enhancement of the Board of Directors overall, through development of criteria and a process for recruitment and selection of board members and ongoing evaluations of our current board members and processes. Our Risk Management Lead and Co-lead are diligent of their roles and responsibilities to ensure policies and processes are in place to address potential risks to the organization.

Over the past year, we have had opportunities to practice generative governance principles, and to use the decision-making framework our Risk Management Lead developed last year. The use of generative governance principles allowed for richer and more meaningful discussion of topics. The decision-making framework strengthens decisions made by the Board, as the framework allows us to systematically review all aspects relative to the decision, allowing for relevant, germane and prudent deliberation and sound decision making.

The Board is a cohesive group of individuals that bring varying levels of knowledge and experience to the Board. The presence of the variation of knowledge and experience of the board members allows for inclusive and wide-ranging representation of our profession, which is very supportive helpful to a self-regulatory body.

The Board will continue to move ahead with progressive and proactive efforts to ensure public protection.

Respectfully submitted by Judy Lowe  
President, NSDA Board of Directors



Left to right: Megan Austen, Melissa Campbell, Janice Terry, Judy Lowe, Sarah MacDonald, Jennifer Garus, Laura Bockus-Thorne, Jennifer Josey, Amy MacDonald. Absent: Valerie MacPherson

## Executive Manager's Report

I am pleased to report on the progress towards meeting the strategic goals related to “Communication and Engagement” and “Regulation of Practice.” I will also provide an overview of collaborative initiatives. NSDA’s collaboration with the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance) and the Nova Scotia Health Professions Regulatory Network continues.

### Strategic Goals

**Communication and Engagement:** Enhance collective understanding of regulation and the role of NSDA.

**Regulation of Practice:** Review the Continuing Competency Program and explore its relevance and utility.

Efforts are underway to meet the “Communication and Engagement” goal statement. The public and registrants will have an enhanced understanding of NSDA’s role and professional regulation. College Update presentations were offered to dietitians in the fall and they will continue in the spring. One of the sessions will be recorded and posted on the NSDA website. The session highlights what will change when the Dietitians Act (2009) is proclaimed.

A public education strategy will inform the public of the value of choosing a regulated nutrition practitioner and of NSDA’s role. A marketing firm, Revolve Branding & Marketing, is working with us to revise website content and develop digital media (e.g. infographics) for use on social media.

The review of NSDA’s Continuing Competency Program (CCP) is underway. The CCP is being evaluated to determine its utility in ensuring dietitians are engaging in professional development to support their competency to practice and are current and competent to practice. A national working group was formed for dietetic colleges to share their respective CCP practices. The current literature is under review, a member survey was launched, and CCP audit results are being assessed to identify strengths and limitations associated with the current Program in meeting the desired outcomes.

I continue to participate on the Alliance as the director for the Canadian Dietetic Registration Exam (CDRE) and chaired the national working group to develop practice illustrations for the dysphagia competencies. This partnership, and participation within the Network, enhances NSDA’s ability to perform core regulatory functions and maintain a current understanding of trends in professional regulation.

NSDA’s Practice Advisor/Registration Coordinator Amanda Connors continues to provide valuable service to NSDA by supporting applicants and registrants with the application and renewal processes. Amanda leads education sessions for new registrants and university students, and supports registrants to interpret practice policies and standards as they address dilemmas in their practice. Amanda is a significant support to the Continuing Competency Committee by managing the CCP audit process and gathering the data to support the strategic plan related to the CCP.

I wish to thank dietitians who volunteer on operational committees. Over 50 dietitians volunteered to audit CCP submissions! This is a positive indication of engagement and reflects the true spirit of professional self-regulation.



Jennifer Garus  
Executive Manager

# Committee Reports

## Continuing Competency Committee

Members: Veronica Lawen (chair), Jennifer Guy, Bonnie Conrad, Maria Vautour, Lisa Gaudet, Kelley Cavan, Rita MacAulay, Amanda Connors (staff).

In the spring of 2018, 15 % of the membership’s Continuing Competency Program (CCP) submissions were audited. Table 1 illustrates the audit results.

The Committee met once this fiscal year to review the strategic plan related to the goal statement: *Review the Continuing Competency Program and explore its relevance and utility.* The Committee also met on four occasions to review unsuccessful CCP submissions according to Policy 5.2 prior to releasing results. This Committee is self-sufficient under the leadership of the Chair and support from the practice advisor, Amanda Connors.

In 2019, the committee’s workplan will reflect NSDA’s strategic goal statement: *Review the Continuing Competency Program and explore its relevance and utility.*

	2017	2018
Total # audits	88	138
Well done Score 75-100%	41 (46.5%)	65 (47%)
Satisfactory Score 50-74%	35 (40%)	37 (27%)
Unsatisfactory Score less than 50%	12 (13.5%)	36 (26%)

Table 1: CCP Audit Results

## Communications Committee

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

The Communications Committee is in place as an ad hoc advisory capacity to support the executive manager’s plan to meet the board’s Strategic Goal Statement: Enhance collective understanding of regulation and the role of NSDA.

In the spring of 2018, the Committee finalized key messages and developed an RFP to send to potential vendors. Revolve was the marketing firm selected to implement the public education strategy. The Committee participated in Revolve’s process to develop a Brand DNA.



## 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 the draft Active Practice Policy. The draft was sent to registrants for consultation.
- Review and revision of the Policies 4.3, 4.9 and 4.10
- Review of a registrant's registration who had not completed the Continuing Competency Program (CCP)
- Assessment of three applications from internationally educated dietitians
- Revisions to the pathway to licensure for internationally educated dietitians are ongoing.

## Registration

Full-licensed members	575
Temporary members	8
Pending renewal	11
New members	42
Resignations	41
Forfeiture	1

This data is current as of April 22, 2019.  
A current list of registrants is maintained on the [home page](#) of the NSDA website.

### 2018/19 Registration

Katelyn Inkpen (4/18)  
Lesley Seto (4/18)  
Catherine Street (4/18)  
Emily Mills (4/18)  
Michelle MacGrath (4/18)  
Angela Ward (4/18)  
Jodi Morine (4/18)  
Caitlyn McNeill (4/18)  
Alixis Grano (4/18)  
Megan Hatt (5/18)  
Anne-Charlotte Chiasson (5/18)  
Kielyn Jenkins (5/18)  
Kirsten Swantee (5/18)  
Elizabeth Stewart (5/18)  
Margaret Armstrong (5/18)  
Jessica Matchem (5/18)  
Avery Tremblett (6/18)  
Cassandra Wells (6/18)  
Maude Morin (7/18)  
Caroline Black (8/18)

Janna-Leigh MacKay (8/19)  
Bailey Scaplen (8/19)  
Whitney Mabee (9/19)  
Elizabeth MacDonald (9/19)  
Melissa Allen (9/18)  
Melanie Ingram (9/18)  
Courtney McKenney (10/18)  
Katherine Eckert (10/18)  
Brianna Kean (10/18)  
Charlotte Gardiner (10/18)  
Victoria Pike (10/18)  
Cassidy Graham (10/18)  
Karine Dostie (10/18)  
Kristen Turnbull (10/18)  
Rebecca Skerry (11/18)  
Mireyne MacMillan (12/18)  
Acacia Puddester (12/18)  
Madison Smith (1/19)  
Taylor Richter (1/19)  
Roberta Jackson (2/19)  
Jessica MacNeil (3/19)  
Haley MacKenzie (3/19)

### 2018/2019 Forfeiture

Laura Kingston (5/18)

### 2018/2019 Resignations

Caitlin Creaser (5/18)  
Ussma Ghani (5/18)  
Patricia Williams (5/18)  
Elizabeth Fraser (7/18)  
Carina Mazier (8/18)  
Ruth Plant (8/18)  
Janey Hughes (9/18)  
Alixis Grano (1/19)  
Alexandra Jones (1/19)  
Kerri Robichaud (1/19)

Megan Matthews (1/19)  
Gwendolyn Simms (2/19)  
Sara Watters (2/19)  
Lindsay Boisvenue (2/19)  
Katie Jeffrey (2/19)  
Gwendolyn Simms (2/19)  
Michelle Cleveland (2/19)  
Landon Brown (3/19)  
Michelle Murton (3/19)  
Patricia Lee (3/19)  
Tracey Donovan (3/19)  
Maggie Chapman (3/19)  
Krissy Adams-Schofield (3/19)  
Kim Barro (3/19)  
Beverley Noseworthy (3/19)  
Ben Currie (3/19)  
Laura Gougeon (3/19)  
Oliva Newton (3/19)  
Meghan Day (3/19)  
Brittany Lauzon (3/19)  
Lindsay Jean Baker (3/19)  
Jane Stevenson (3/19)  
Shelley Wilson (3/19)  
Paula Gallant (3/19)  
Michelle Coleman (3/19)  
Karen d'Entremont (3/19)  
Allison McIsaac (3/19)  
Molly McLaughlin (3/19)  
Sarah Donovan (3/19)  
Erin O'Flaherty (3/19)  
Janice Roper (3/19)

# Financial Summary

Financial statements for the year ending March 31, 2018 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, 2019, the net loss of ~ \$24,216 was less than expected because actual revenue exceeded budgeted revenue and total expenditures were ~\$32,163 less than expected. Expenses associated with the public education strategy and proclamation of the *Dietitians Act* were not incurred during the 2018-2019 fiscal year.

The estimated contingency fund, at year end, is \$117,219. The goal is to maintain \$100,000 in the contingency fund for emergency use or for expenses associated with a complaint.

	<b>2018/19 Budget</b>	<b>2018/19 Projected *</b>	<b>Difference</b>
<b>Total Revenue</b>	\$197,000	~\$204,947	~\$7,947 Over budget (desired)
<b>Total Expenses</b>	\$266,582	~\$242,366	~\$24,216 Under budget (desired)
<b>Net Loss</b>	(\$69,582)	~(\$37,419)	~\$32,163 Under budget (desired)

\* estimates based on the 2018/19 unaudited year-end statement

## 2019-20 Proposed Budget

Key differences between the 2018/19 and 2019/20 expenditures include funds for increased staffing, the public education strategy and college proclamation. As is normally expected in the operation of an organization over time, there has been an expected increase in the cost of rent, insurance, financial audit, credit card fees and staffing. The registration fee increase imposed for the 2019/20 fiscal year enables the 2019/20 budget (page 10) to be a balanced budget. 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 2019/2020 fiscal year

<b>Revenue</b>		
Exam Fees		21,000
Membership Dues		232,000
Application and Late Fees		7,500
Temporary Members		4,800
Interest and GIC		900
Misc. Income		200
<b>TOTAL REVENUE</b>		<b>266,400</b>
<b>Expenditures</b>		
<b>Office Expenses</b>		
Phone/Fax/Internet		1,500
Printing & Photocopying		3,000
Postage & Handling		3,000
Office Supplies & Equipment		1,500
Office Rental & Insurance		14,135
<b>Website</b>		
Website		3,000
Credit card fees		4,400
<b>Committees</b>		
Registration		1,000
Continuing Competency		250
Complaints Committee		250
<b>Staffing</b>		
Meals/Travel		6,750
Staff Development		2,500
Salaries / Payroll deductions		141,654
<b>Board Expenses</b>		
Board meetings		12,500
AGM		6,000
Misc Board Expenses		250
Insurance		3,775
Board Development		4,500
<b>Audit</b>		5,100
<b>Organizational Memberships</b>		
Alliance		2,650
Provincial Regulatory Network		800
<b>Canadian Dietetic Registration Exam</b>		21,000
<b>Misc Expenses</b>		500
<b>Legal Expenses</b>		10,000
<b>Proclamation of Act</b>		5,000
<b>Education Strategy</b>		12,386
<b>Provincial presentations to registrants</b>		1,500
<b>TOTAL EXPENDITURES</b>		<b>266,400</b>
<b>NET INCOME</b>		<b>0</b>