

2020 ANNUAL REPORT
NOVA SCOTIA
DIETETIC ASSOCIATION

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ABOUT NSDA

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

STRATEGIC GOAL STATEMENTS

Regulation of Practice

- ◆ Review the Continuing Competency Program and explore its relevance and utility.
- ◆ Collaboratively develop preceptorship competencies.

Governance Excellence

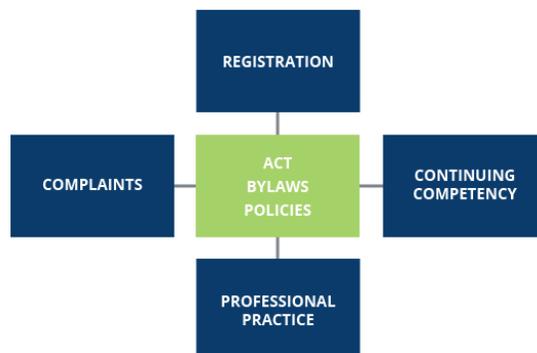
- ◆ Develop a strategy to recruit and maintain leaders who enhance and contribute to NSDA's mission, vision, values and strategic directions.

Communication and Engagement

- ◆ Enhance collective understanding of regulation and the role of NSDA

CORE FUNCTIONS

NSDA's core functions include addressing complaints, registration, continuing competency and professional practice.



ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

President— Judy Lowe

Registrar—Amy MacDonald

President elect—Sarah MacDonald

Secretary—Megan Austen

Treasurer— Janice Terry

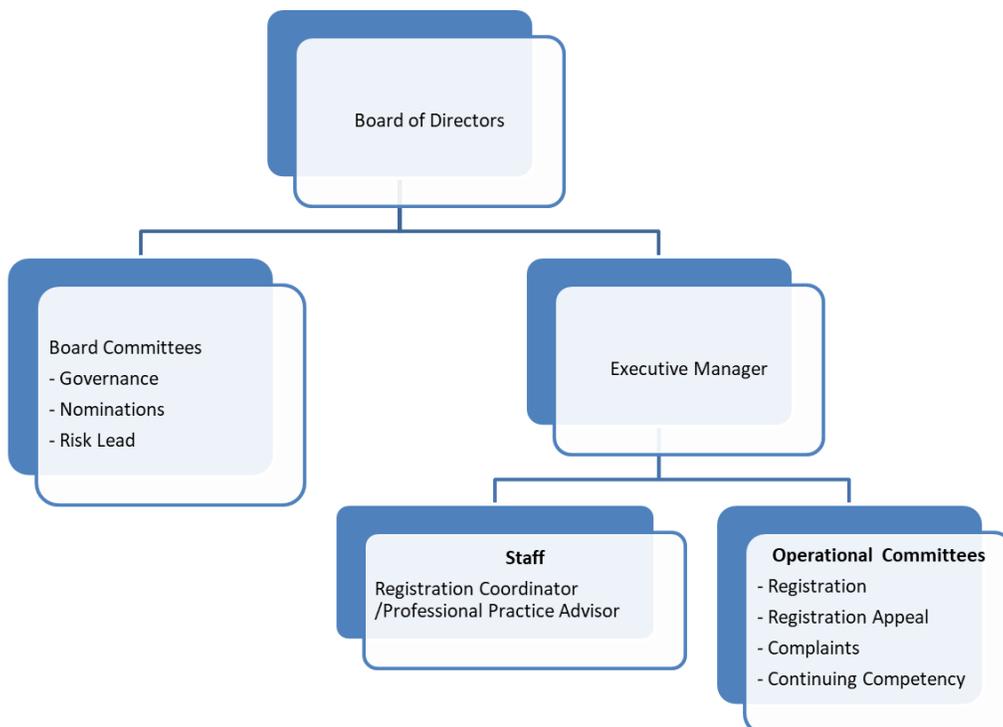
Vice president—Melissa Campbell

Members at large—Valerie MacPherson, Jennifer Josey, Laura Bockus-Thorne, Sarah Campbell-Bligh, Erica Reynolds

STAFF

Executive Manager (full-time) —Jennifer Hemeon

Registration Coordinator/Practice Advisor (part-time) — Amanda Connors



PRESIDENT'S REPORT

As I write this report, the second and last as my tenure as NSDA President, we are in the midst of a global pandemic that has changed and will continue to change many things about our professional and personal lives. Many dietitians have been working from home for the past few months, others have had no option but to attend work at their place of employment. How they have prioritized and carried out their roles and responsibilities may have been greatly altered. They may have been asked to accept responsibilities that are not normally part of their role or expected of them. If they are self employed, this might have been and continues to be a very difficult time for them financially. Perhaps they have decided to return to the dietetic workforce post retirement to help lighten the load for others. If they, like me, do much better with face to face communication, it is indeed challenging to carry out business at hand in a virtual manner. Compounding all these changes, adapting to new ways of work practices, and the terrible series of tragedies and sadness has affected the psyche of our province as a whole. The past few months have certainly been a very trying and stressful time. It is my fervent wish that each and every dietitian is doing okay and handling things as best they can, and that they have a system of support to help get through these unprecedented times.

The Executive Manager and NSDA Board of Directors attempted to alleviate some pressures on dietitians in the initial stages of “staying the blazes home” by extending the renewal deadline until the end of June, and cancelling the audit of the Continuing Competency Program submissions for this year. We sincerely hope that these interventions have helped in some small way.

Over the course of the past year, as a step towards ensuring improved transparency and communication with staff and volunteers, the Board invited the Registration Coordinator/Practice Advisor, Amanda Connors, to attend all board meetings. This is felt to be a timely and progressive step forward.

Throughout the past year, the Board continued to do and oversee work towards achieving our strategic goal statements. You will learn of work done regarding the goal statements of *Regulation of Practice* and *Communication and Engagement* in the Executive Manager's Report (page 7). The work of the Board is around *Governance Excellence*. This work is primarily conducted by the Governance and Nominations Committees. (Continued on page 6)



Left to right (back row): Valerie MacPherson, Jennifer Hemeon, Sarah MacDonald, Amy MacDonald, Laura Bockus-Thorne
 (front row): Jennifer Josey, Erika Reynolds, Megan Austen, Melissa Campbell, Sarah Campbell-Bligh, Judy Lowe
 Missing: Janice Terry

(Continued from page 5)

In addition to ensuring evaluations are carried out on the Board and its functions, the Governance Committee also ensures that these evaluations are conducted and information and feedback obtained are used in a positive manner to improve the work and processes of the Board. The Governance Committee also ensures relevant training and education is provided to the Board, to enhance knowledge of governance and to strengthen such things as decision-making processes. The Governance Committee is a vital component of the overall function of the Board. The main direction of its work is related to maintenance, enhancement and retention of board members, based upon analysis of the needs of the board. It is chaired by the president elect. By chairing this committee, this individual obtains much needed knowledge and experience to assist them throughout their tenure as president.

The Nominations Committee plays a crucial role in the recruitment of board members as leaders who will enhance and contribute to the mission, vision, values and strategic directions of NSDA overall. The work of the Nominations Committee is still in its development stages and revolves around a recruitment strategy, based on the analysis of skills, knowledge and experience currently present on the Board and identifying areas where other skills, knowledge and experience may be required. The Nomination Committee has done a very good job over the past two years laying a foundation for work to proceed in this area. This committee is chaired by the vice president (the past president). Having this individual as chair of this committee, provides a wealth of knowledge and expertise to the committee that this individual has gained in their roles of president elect and president.

Sadly, at the end of this term, we are losing a wealth of knowledge and expertise from Megan Austen, Melissa Campbell, Janice Terry, and Laura Bockus-Thorne. Megan Austen has served as president elect, president, past president and member at large/risk lead. Melissa Campbell has served as member at large, treasurer, president elect, president, vice president and Chair of the Nomination Committee. Janice Terry has served as member at large and two terms as treasurer. Laura Bockus-Thorne has served as member at large and has been a productive member of the Nominations Committee. We wholeheartedly thank these individuals for their work and dedication to the NSDA Board, and sincerely wish you all the very best in whatever the future holds for you. We will have new board members starting on the Board in the fall, and we are pleased to welcome them!

In closing, I would like to thank all the board members who I had the absolute pleasure to work with over the two years of my presidency. I also want to give a very sincere thank you to the Executive Manager, Jennifer Hemeon, who I so enjoyed getting to know better and working more closely. I welcome Sarah MacDonald into the role of president of the NSDA Board and look forward to my next role on the Board!

My heartfelt best wishes to everyone!

Judy Lowe President, NSDA Board of Directors

In preparation for college proclamation, the board of directors undertook a branding process and approved a new logo. The new logo incorporates the profession's new professional designation "RD" (registered dietitian). "RD" will replace "Pdt" under the new college act and will be consistent with other jurisdictions. The current logo has the same appearance, but without the "RD", and will transition to that seen below upon College proclamation.



NOVA SCOTIA COLLEGE OF
Dietitians AND
Nutritionists

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 Regulated Health Professions Network (the Network) continues.

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 Yarmouth, Digby and Cape Breton this year. The session highlighted what will change when the Dietitians Act (2009) is proclaimed. The NSDA website was updated. The Communications Committee established key messages that would communicate the role of the regulatory body. A marketing firm translated these key messages into website content. Graphics were updated to reflect the dietetic scope of practice and the profession’s diverse roles.

A 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. The results of an environmental scan, literature review and member survey were presented to the Continuing Competency Committee and Board of Directors. The Network, in its strategic plan, will review best regulatory practices in assuring ongoing competence of registrants. NSDA will defer changes to its current CCP to enable the Network’s work to inform decisions.

I continue to participate on the Alliance as the director for the Canadian Dietetic Registration Exam (CDRE) and am serving a two-year term on the Network’s executive council. I also participated as a regulatory representative on an accreditation survey team for the Partnership for Dietetic Education and Practice (PDEP). Professional regulatory bodies either approve education programs directly or rely on an accreditation body. NSDA relies on PDEP’s accreditation process to ensure the quality of education programs and graduates’ readiness to practice. These partnerships enhance NSDA’s ability to perform its 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, continuing competency 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 networks with practice advisors of other Canadian dietetic regulatory bodies which supports consistency and informs NSDA’s initiatives. Amanda supports 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 Hemeon
Executive Manager

CONTINUING COMPETENCY

Continuing Competency Committee: Veronica Lawen (chair), Bonnie Conrad, Maria Vautour, Lisa Gaudet, Genevieve Lefebvre, Amanda Connors (staff).

Successful completion of a regulatory body's continuing competency program is an indication that health professionals meet their career-long professional obligation to pursue relevant and sufficient professional development activities to support their competency to practice. In the spring of 2019, 15 % of the membership's Continuing Competency Program (CCP) submissions were audited. Table 1 illustrates the audit results.

The Committee met twice 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 three occasions to review unsuccessful CCP submissions according to Policy 5.2 and provided feedback to registrants.

	2017	2018	2019
Total # audits	88	138	147
Well done Score 75-100%	41 (46.5%)	65 (47%)	107 (73%)
Satisfactory Score 50-74%	35 (40%)	37 (27%)	25 (17%)
Unsatisfactory Score less than 50%	12 (13.5%)	36 (26%)	15 (10%)

CCP Audit Results

COMPLAINTS

Complaints Committee: Jennifer Hemeon, Deborah Everett

One formal complaint was received and is currently under investigation by the Complaints Committee. Upon the completion of the investigation, the Board of Directors addresses the complaint as per the Dietitians Act.

PROFESSIONAL PRACTICE

Common questions asked by registrants of the Practice Advisor are commonly related to professional boundaries, virtual practice, the sale and endorsement of products, and scope of practice. This year, registrants were consulted on new [Standards of Practice](#) and they were approved by the Board of Directors in March 2020.

REGISTRATION

Full License

Janice Abbott	2019-04-01
Chantal Gradel	2019-04-01
Emma Johnson	2019-04-01
Vince Ziccarelli	2019-04-01
Madison Walsh	2019-04-10
Jazmine Westhaver	2019-04-11
Marika Wamback	2019-04-11
Claire Egan	2019-04-24
Erin Carmody	2019-04-24
Jenna Nagle	2019-05-09
Lindsay Harris	2019-06-19
Alexandra Telford	2019-07-03
Amanda Gail Rees	2019-07-10
Brianna Danielle Smith	2019-07-10
Monica Holmes	2019-07-16
Danielle MacIntyre	2019-08-14
Kate Parsons	2019-08-14
Cassandra Crowe	2019-08-15
Jessica Patlan-Richard	2019-08-19
Megan Wood	2019-08-22
Lauren Wills	2019-08-28
Sarah O'Brien	2019-08-28
Laura Ann Bellussi	2019-08-28
Allana Kerr	2019-08-31
Michelle Carol Porter	2019-09-11
Rebecca Elizabeth DeWare	2019-09-11
Laura Elizabeth Gosine	2019-09-11
Carissa Faye Bellefontaine	2019-09-11
Alice Marie McCain	2019-09-11
Alah Shakshuki	2019-09-11
Carina Marie Helene Mazier	2019-09-12
Kathryn Hillier	2019-09-18
Charla Adams	2019-10-04
Jennifer Kimberly Fowler	2019-10-09
Breanne Hopkins	2019-10-09
Jenelle Lynn MacIsaac	2019-10-22
Jelisa Gallant	2019-10-22
Leah Gouthro	2019-10-24
Cassandra Meghan Burton	2019-10-30
Paula Ann Serratore	2019-10-30
Irene Awuor Ogada	2019-11-05
Adèle Corkum	2019-11-07
Tracy Everitt	2019-11-15
Sarah Marie Densmore	2019-12-04
Victoria Fraser	2020-01-15

Temporary Members

Rachel MacKenzie
Kelsey Marie Fleming
Terri Lynn Finbow
Katherine Yason
Renee Bujold
Rachel Marie Hilts
Jonathan Geneau
Haileigh Robb
Kristin Marie Genereux
Kyle Butler
Karen Stewart

Resignations

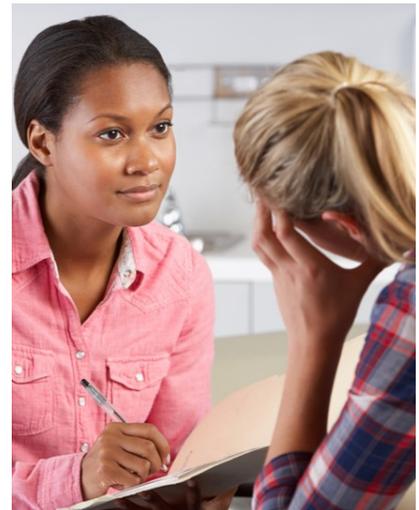
Carol Rogers	2019-05-15
Nicole Clowe	2019-06-17
Premila Ariyaratnam	2019-06-26
Jingyi (Celia) Luo	2019-07-30
Anita MacKinnon	2019-09-18
Kirsten Marie Farago	2019-09-19
Janey Hughes	2019-09-26
Danielle Barkhouse	2019-12-04
Courtney Jennifer Ceponis	2020-01-08
Rebecca Rose Pumphrey	2020-01-17
Margaret Dunbar	2020-02-04
Heather Avery	2020-02-05
Rekha Menon	2020-02-14
Ellen Greenan	2020-02-18
Jennie Ellen Orr	2020-03-12
Emily Mills	2020-03-30
Karen Gibson	2020-03-31
Anjana (Anju) Ravindran	2020-03-31
Roberta Leigh Jackson	2020-03-13

Forfeitures

Rawan Suleiman	2019-05-15
Julia Hudson	2019-05-15
Meghan Dixon	2019-05-15

Full-licensed members	599
Temporary members	11
New members	45
Resignations	19
Forfeiture (2018/19)	3

This data is current as of June 3, 2020 to reflect the year-end register. Due to the COVID-19 pandemic, the renewal deadline was extended to June 30, 2020. Therefore, the number of published resignations may be lower than actual. Registration statistics will be published after the renewal deadline.



REGISTRATION (continued...)

Registration Committee: Lisa Slauenwhite (chair), Audra Gallant, Pam Soley-Wheatley, Connie Foote, Daphne Lordly, Nicole Druhin-McGinn, Teresa Flynn, Jennifer Hemeon (ex-officio, staff), Amanda Connors (ex-officio, staff).

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

- Reviewing the consultation results of the draft Active Practice Policy. This policy will be relevant under the college legislation. No changes to the draft policy were warranted.
- Reviewing three applications according to Policy 4.10.
- Reviewing an appeal policy relevant to internationally educated dietitians who write exams that assess their competency to be registered in Nova Scotia.
- Reviewing and granting two appeals from candidates who were unsuccessful on the Canadian Dietetic Registration Exam (CDRE).
- Reviewing the upgrading requirements for CDRE writers who were unsuccessful writing the CDRE after the second writing.
- Assessing applications from internationally educated dietitians (4)

NSDA is committed to the ongoing committee training and quality improvements. The Registration Committee reviewed the Integrity in Decision-making document, discussed how conflict of interest and bias should be addressed and have added declaration of conflict of interest to their agenda as a standing item.



FINANCIAL SUMMARY

Financial statements for the year ending March 31, 2019 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, 2020, the net income of ~ \$22,400 was more than budgeted because actual revenue exceeded budgeted revenue and total expenditures were less than expected. This amount will be added to the contingency fund.

The estimated contingency fund, at year end, is \$133,600. The goal is to maintain a minimum of \$100,000 for emergency use or for expenses associated with a complaint.

	2019/20 Budget	2019/20 Projected *	Difference
Total Revenue	\$266,400	~\$269,900	~\$3,500 Over budget (desired)
Total Expenses	\$266,400	~\$247,500	~\$18,900 Under budget (desired)
Net Gain	0	~\$22,400	

* estimates based on the 2019/20 unaudited year-end statement

2020-21 Proposed Budget

A balanced budget is being proposed. Key differences between the 2019/20 and 2020/21 expenditures include funds for consultants to manage projects, increased funds allocated to staffing, and establishing a new registration management system. Due to the pandemic, usual expenses for travel, accommodations and in-person meetings will not be incurred. Funds associated with proclamation are not within the proposed budget. If they are required during the fiscal year, they will be drawn from the contingency.

A new cloud-based registration management system will provide an easier to use interface, and new and enhanced features, including:

- ◆ Customized public search/automated update and posting of the registrant directory onto the website,
- ◆ An application review system that provides feedback to the applicant
- ◆ Improved interface for the CCP learning log and Jurisprudence e-learning Module
- ◆ Administration features to minimize staff workload
- ◆ Create and publish surveys
- ◆ Event-planning software
- ◆ Voting tool
- ◆ Send mass emails to registrants
- ◆ A more comprehensive member support service.

Janice Terri, P.Dt
Treasurer

Proposed budget for the 2020/2021 fiscal year

REVENUE	
Exam Fees	\$ 21,000.00
Membership Dues	232,000.00
Application and Late Fees	4,700.00
Temporary Members	7,000.00
Interest and GIC	900.00
Mis. Income	350.00
TOTAL REVENUE	<u>\$ 265,950.00</u>
EXPENDITURES	
Office expenses	\$ 5,050.00
Office Rental	13,550.00
Insurance	4,725.00
Fees to enable credit card payment	5,700.00
Website	24,000.00
Audit	5,130.00
Alliance	2,650.00
CDRE fees	21,000.00
Misc. Expenses	500.00
Provincial Regulatory Network	815.00
Legal Expenses	10,000.00
Communications Strategy	500.00
COMMITTEES	
Registration	200.00
Continuing Competence	50.00
Complaints Committee	2,000.00
STAFF	
Meals/travel	300.00
Staff Development/Education	2,500.00
Salaries	156,380.00
Consultants	7,550.00
BOARD EXPENSES	
Meeting costs	600.00
Misc Board Expenses	250.00
Board Development	2,500.00
TOTAL EXPENSES	<u>\$ 265,950.00</u>
DIFFERENCE	-