

2023 ANNUAL REPORT
Nova Scotia
College of Dietitians and Nutritionists

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NOVA SCOTIA COLLEGE OF
Dietitians AND
Nutritionists

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ABOUT THE NSCDN

MISSION

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

VISION

Trust and excellence in regulation and practice

STRATEGIC GOAL STATEMENTS

Strategic Direction 1: Equity Diversity and Inclusion

- ◆ Integrate the principles of equity, diversity and inclusion into NSCDN Board Governance and Operations.
- ◆ Collaborate with others to identify strategic interventions to enhance the cultural safety and competency of our operational processes.
- ◆ Promote cultural competency as a standard of practice for Dietitians and Nutritionists in Nova Scotia.

Strategic Direction 2: Regulation of Practice

- ◆ Establish a strategy for the board to influence timely proclamation of the Act and the transition to a college.
- ◆ Begin development of preceptor competencies.
- ◆ Implement continuing competency program following the review of the Network.

Strategic Direction 3: Governance Excellence

- ◆ Develop recruitment framework and implement an effective recruitment strategy for NSCDN board.

CORE FUNCTIONS

NSCDN’s core functions include addressing complaints, registration and promoting continuing competency and professional practice.



ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

Chair— Kolten MacDonell

Past-Chair —Sarah MacDonald

Chair –Elect— Carole Thompson

Member at large—Erica Reynolds

Treasurer— Amy MacDonald

Members at large— Lauren Wills

Public Member—Phil Veinotte

STAFF

Executive Director & Registrar (full-time) —Amanda Connors (Interim)

Registration Coordinator & (interim) Practice Advisor—Nicole MacPherson

CHAIR'S REPORT

Dear colleagues,

2022-2023 has been an exciting and productive year for the Nova Scotia College of Dietitians and Nutritionists Board of Directors. Throughout the year, the Board and College staff have continued to work to achieve our NSCDN mission of regulating Dietitians and Nutritionists in a safe and competent manner.

Throughout the year, the Board NSCDN Board has concentrated efforts in facilitating our evolution from the Nova Scotia Dietetic Association to the Nova Scotia College of Dietitians and Nutritionists following proclamation of the Nova Scotia Dietitians Act in January, 2023. As you know, the new Act enables dietitians to practice to their full capacity, and for our clients, patients and communities to benefit from the full range of skills that dietitians are uniquely qualified to perform. The Act has also enabled modernization of our regulatory processes in alignment with other healthcare regulatory bodies across our province, and the nine provincial dietetic Colleges across the country. This also provides clarity to partners and stakeholders that the NSCDN is a regulator rather than a professional association.

Over the past year, the Board has concentrated its work in advancing our strategic directions, which are focused on Equity, Diversity and Inclusion, Regulation of Practice, and Governance Excellence. Last fall, the board engaged the support of a local expert in Governance, Leadership and Organizational development to facilitate focused training and skill building in Governance with the board. Additionally, representatives of the board participated in the Canadian Network of Agencies for Regulation national conference in PEI, which provided valuable learning and skill building focused on best- and leading practices in health professional regulation. In particular, this provided an opportunity for focused learning on ensuring appropriate and safe access to disciplinary and complaint processes for registrants living with mental health conditions, and understanding and mitigating bias to ensure fair regulatory decision making. In preparation for proclamation of the Dietitians Act, NSDA policies and bylaws were reviewed and updated for the NSCDN by the Board, which provided an important opportunity for the board to integrate principles of diversity, equity and inclusion into NSCDN policies, including staff and volunteer recruitment processes.

With the proclamation of the Nova Scotia Dietitians Act and our evolution to NSCDN, the board itself has also evolved to a new structure comprised of chair, chair-elect, past chair, treasurer, and member at large (each of whom must hold an active-practicing license), as well 2-3 public representatives appointed by the Governor in Council, who are not members of the College and have expressed interest in serving on the board. Our board has benefitted greatly from the unique insights and perspectives of our government-appointed public members and they have added strength to the board!

The NSCDN Board of Directors is a committed and dedicated group of volunteers who give generously of their time and skills to help us achieve our organization vision. I would like to extend heartfelt thanks to each member of the board for their ongoing involvement and investment, and in particular for the support they have provided me over the last year in my role as chair of the board.

I would also like to recognize and sincerely thank our former Executive Manager, Jennifer Hemeon for her years of dedication to our organization. Dietetic regulation in Nova Scotia has advanced through Jennifer's leadership and commitment to the profession. Jennifer proactively led many essential planning activities in preparation for proclamation of the Dietitians Act that have supported a smooth transition to NSCDN and continue to support successful regulation of the profession in our province. Thank you, Jennifer.

Continued on the next page.

CHAIR'S REPORT

Additionally, I would like to recognize Amanda Connors who stepped up to support our organization as interim Executive Director and Registrar. Amanda's deep understanding of regulation and professional background have been invaluable to the organization over the last several months and she has done a phenomenal job leading NSCDN. Thank you, Amanda.

I am prepared to continue to support the board in the role of past-Chair, and offer Carole Thompson a warm welcome into the position of Chair.



Respectfully submitted,

Koltan MacDonell, RD

Chair, Nova Scotia College of Dietitians and Nutritionists

EXECUTIVE DIRECTOR'S REPORT

As the Executive Director (interim) of the Nova Scotia College of Dietitians and Nutritionists (NSCDN), I am pleased to present the annual report for the 2022/2023 fiscal year. This report aims to provide an overview of the key activities, accomplishments, and challenges faced by the NSCDN during the past year.

The Dietitian's Act was proclaimed in January 2023. This Act established the Nova Scotia College of Dietitians and Nutritionists (NSCDN) as the regulatory body for dietetics in Nova Scotia. The NSCDN replaced the Nova Scotia Dietetic Association (NSDA) as the regulator for dietetic practice in Nova Scotia. The new Act ensures that the public interest is the central and guiding priority. In contrast to the NSDA legislation, the new Act defines and protects dietetic practice and enables dietitians to practice to their full capacity. Under the NSCDN, the professional dietitian designation transitioned from Professional Dietitian (PDt) to Registered Dietitian (RD).

Since the Dietitians Act, NSCDN staff have been developing and implementing relevant policies, procedures, and processes. In 2023, the NSCDN finalized the Nutrition Prescription Standards. Since the approval of these standards, the NSCDN has provided a live webinar to review the standards and the next steps. The NSCDN is currently working with the Department of Health and Wellness to finalize the procedure for dietitians to become authorized prescribers in Nova Scotia. Dietitians can expect the rollout of the nutrition prescription e-learning module and the authorized prescriber process in the summer of 2023. The consultation process for the standards related to ordering monitoring parameters is scheduled to begin in the fall of 2023.

In line with the Board's strategic Equity, Diversity, and Inclusion goal, the NSCDN has integrated these principles into volunteer and staff recruitment processes. Consistent with the Regulation of Practice strategic goal, the NSCDN has continued the development of the preceptor guidelines document and the Code of Ethics. Surveys related to these projects were recently distributed to registrants. The expected launch date for these projects is the winter of 2024.

The NSCDN continues collaboration and partnership in advancing our regulatory objectives. As a member of the Nova Scotia Regulated Health Professions Network, the NSCDN has engaged in governance training and resource sharing. The NSCDN is a member of the Alliance of Canadian Dietetic Regulatory Bodies, composed of ten equal and independent members. These partnerships have allowed us to share best practices, exchange knowledge, and collaborate on initiatives that promote public safety.

Looking ahead, we recognize that ongoing challenges require our attention. One such challenge is keeping pace with rapid advancements in regulation. We must continually assess and update our regulatory structure to ensure it remains relevant and responsive to evolving regulatory needs. We also aim to enhance our communication and engagement strategies, ensuring that registrants and the public are well-informed about our activities and initiatives.

I thank dietitians who volunteer their time above and beyond employment and family commitments. They participate in NSCDN operational committees, working groups, and other collaborative processes. Participation in these activities supports the NSCDN's ability to regulate dietetics in the public interest effectively.



Respectfully submitted,
Amanda Connors, RD
Executive Director/Registrar (interim)

REGISTRATION COORDINATOR REPORT

As the NSCDN's Registration Coordinator, I oversee registration, process applications, and answer questions from current and potential registrants. The proclamation of the Dietitians Act initiated many registration-related changes.

One of these changes was the introduction of the non-active roster. Since the proclamation in January 2023, a registrant may move to the non-practicing roster when not practicing dietetics in Nova Scotia. Those on the non-practicing roster do not hold a dietetic license and are not permitted to practice dietetics or use the designations registered dietitian/RD and nutritionist.

To be eligible for an active practice license, formerly known as full registration, registrants are subject to the Active Practice Policy. An active practice licensee must have practiced dietetics for at least 500 hours in the past three years. Dietitians who have passed the Canadian Dietetics Registration Exam (CDRE) in the past three years are exempt from the active practice requirement.

All active practice licensees must carry and provide the NSCDN with proof of professional liability insurance for five million dollars in both single occurrence and aggregate coverage. Dietitians may seek professional liability insurance from a vendor of their choice. The NSCDN has initiated two group options for registrants. Information on these options is available on the NSCDN website.

The candidate license roster replaced temporary membership for those that have completed their dietetic education and have not yet written the CDRE. The NSCDN Regulations require candidate licensees to practice dietetics under the general mentorship of an active practice dietitian.

The Dietitians Act introduced a temporary license option. A temporary license can be issued when it would be impractical for the dietitian to seek an active practice licence, for example, for dietitians practicing in Nova Scotia on a short-term basis.



As the Registration Coordinator, I am available to answer registration-related inquiries. You can forward these inquiries to registration@nscdn.ca.

Respectfully submitted,
Nicole MacPherson, RD
Registration Coordinator

COMMITTEE REPORTS

Continuing Competency Committee

Members: Tina Witherall (chair), Lisa Gaudet, Jan Palmer, Anne McLaughlin, and Amanda Connors (ex-officio, staff). In the spring of 2022, 19 % of the membership's Continuing Competency Program (CCP) submissions were audited.

The table illustrates the 2022 audit results.
Total # audits 128

Score Categories	2022 Audit results
75% or higher	59 (46%)
50-74%	34 (27%)
Less than 50%	35 (27%)

The Committee met on five occasions during the 2022/23 fiscal year. During these meetings, the Committee reviewed CCP audits that were scored 50% or lower by a CCP auditor. Additionally, the Committee completed a review and revision of the CCP. This Committee is self-sufficient under the Chair's leadership and staff support.

Registration Committee

Members: Nicole Durham-McGinn (Chair), Teresa Flynn, Daphne Lordly, Christine Brennan (public member), Amanda Connors (ex-officio, staff), and Nicole MacPherson (ex-officio, staff)

This fiscal year, the Registration Committee met on seven occasions, and their work involved:

- contributing to the development of College registration policies, and
- reviewing atypical applications based on referrals from the Registrar.

Registration Appeal Committee

There have not been any registration appeals.



REGISTRATION

New Registrants 2022/23

Active Practice Licensees (formerly Full Registration)

1377	Lauren Addison	
1687	Grace Anderson	
1690	Molly Arsenault	
1703	Natalie Austin	
1683	Jessica Bard	
1712	Angela Cameron	
1709	Leslie Carson	
0233	Stacey Carter	
1696	Emma Cleary	
1702	Caitlin Crawford	
1685	Taylor Crawford	
1682	Genevieve Daigle	
1681	Elizabeth Dickson	Dickson
1672	Laurel Ettinger	
1688	Alyssa Fougere	
1651	Kelsey Gill	
1674	Casilda Highland	
1700	Giselle Huntington	
1686	Bao Sang Lam	Lam
1689	Madison Lawrie	
1705	Olga Levin	
1710	Yue Li	
1691	Kristen Lusk	
1515	Elizabeth MacDonald	MacDonald
1684	Jessica MacLean	
1699	Tiffany Manstan	
1684	Jessica Matchem	
1714	Jennifer Matthews	
1704	Austin McNally	
1479	Elizabeth Muggah	Muggah
1695	Rachel Muzak-Ruff	
1701	Teresa Parsons	
1694	Chloe Pineau	
1708	Laura Pugsley	
1693	Olivia Rahal	
1309	Jillian Reid	
1675	Carol-Ann Robert	Robert
1698	Shannon Rouzes	
1707	Courtney South	South
1692	Arriel Tucker	
1676	Jillian Walsh	
1706	Huanyue Wang	Wang
1697	Kelli Weinkauff	

Candidate Licensees (formerly Temporary Members)

1718	Carly Bent	
1711	Jolene Bianco	
1717	Alanna Bray-Lougheed	
1713	Hanna Oravec	
1715	Marley Sampson	
1719	Breanna Scott	
1716	Dallas Smith	

Resignations 2022/23

1377	Lauren Addison	
1294	Stephanie Amos	Amos
0393	Barb Anderson	
0499	Sarah Katherine Bligh	
1049	Jennifer Brenton	
1427	Ashley Brooker	
1712	Angela Cameron	
0441	Janice Comeau	
1423	Victoria Cox	
1389	Carissa Dempsey	
1209	Isabelle d'Entremont	
1619	Kayla Dicks	
0594	Faye Marie Downey	
0568	Catherine Doyle	Doyle
0523	Darlene Durant	
1026	Amanda Ettinger	
1445	Hamid Reza Ferdowsi	
1572	Jennifer Kimberly Fowler	
1088	Jocelyn Fraser	
0260	Doris Gillis	
1476	Ellen Greenan	
1674	Casilda Highland	
0622	Bethany Hopkins	
1537	Emma Johnson	
1519	Brianna Kean	
1604	Stephanie Keddy	Keddy
0560	Joyce Ledwidge	
498	Gina MacDonald	
1596	Julia MacDonald	
0498	Paula MacEachern	
1617	Sarah MacGregor	
1684	Jessica Maclean	
1433	Jessica Matchem	
1369	Jodi Morine	
1330	Kelly Munroe	
1555	Kate Parsons	
1523	Victoria Pike	
0513	E. Jane Pryor	

Resignations 2022/23 (cont.)

1693	Olivia Rahal	
0521	Trudy Reid	
0799	Margo Riebe-Butt	
1698	Shannon Rouzes	
0750	Howard Selig	
1454	Caroline Spurr	
0742	Lorraine Starr Richards	
1590	Karen Stewart	
0565	Susan Taylor	
1644	Alyssa Teed	
1552	Alexandra Telford	Telford
0929	Felecia Tighe Kimball	
0687	Denise Turnbull	
1676	Jillian Lee Walsh	Walsh
0683	Catherine Walsh	Walsh
1697	Kelli Weinkauff	
1509	Cassandra Wells	Wells
1272	Xiang Zhou	

Deceased 2022/23

NSCDN wishes to acknowledge the passing of two registrants:

0705	Janelle Fougere
1670	Sarah Jane Wilson

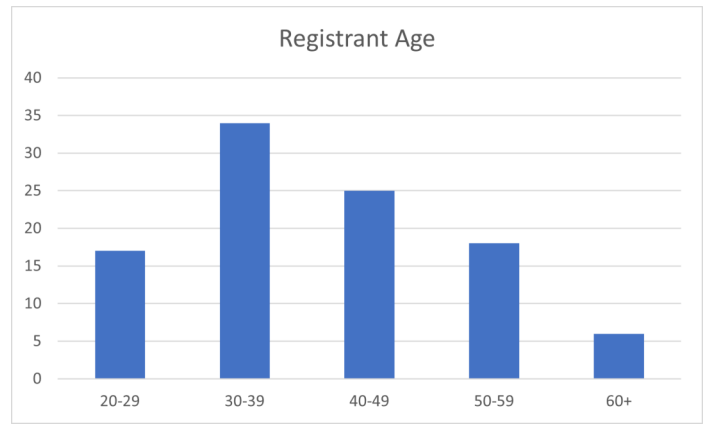
On March 31, 2023, there were 578 active practice licensees and seven candidate licensees.

During the 2022/23 fiscal year, 43 new dietitians registered with NSDA/NSCDN as full licensed registrants/active practice licensees.

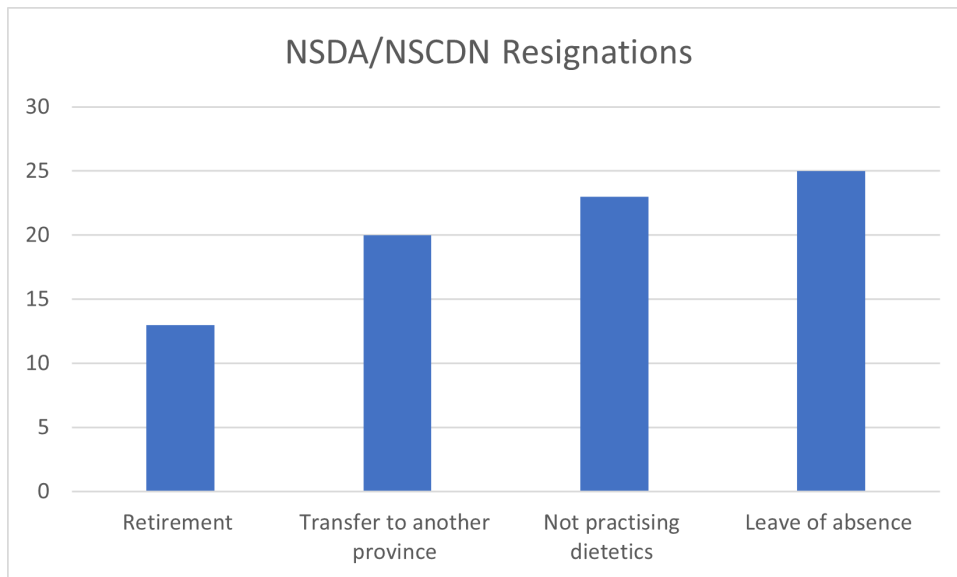
Since March 31, 2022, 58 dietitians have resigned due to the end of their career, inactive in dietetic practice, moved to another jurisdiction, and 25 registrants took a leave of absence intending to return. With the Dietitians Act proclamation, dietitians can move to the non-practice roster during a leave or a break in practice. For more information, see the Registration Policies.

REGISTRATION STATISTICS

Active Practice Roster, March 31, 2023



2023 NSDA & NSCDN Resignations



FINANCIAL SUMMARY

Revenue increased by \$37,718 between 2021 and 2022. This is due to an increase in NSDA membership and exam fees. The NSCD saw a slight increase in registrations. The fee of the exam increased in 2022 as there was an increase in exam writers . CDRE exam writers were down in 2021.

Overall expenditures increased by \$31,333. The remainder of expenditures remained relatively consistent year over year. Once exception was that communications decreased between 2021 and 2022.

Overall, there was a surplus of \$28,116 which was added to the contingency.

	2022/23 Budget	2022/23 Actual (unaudited)
Total Revenue	\$283,350	\$276,264
Total Expenses	\$283,771	\$282,281
Net Gain	-\$421	-\$6017

Originally, a budget with a shortfall of \$421 was presented for the 2022/23 budget. There was an actual shortfall of \$6017 for the budget ending on March 31, 2023. The reason for the additional shortfall was the increase in resignations due to the incoming active practice requirement. This reduced revenue by \$7,086 compared to budgeted. Expenses were \$1,490 under budget, with an overall net loss of \$6017. This shortfall was covered by contingency.

The estimated remaining contingency fund on March 31, 2023, was \$145,000. The Board has a goal of increasing contingency to a minimum of \$300 000, which represents one year of operating costs. The contingency fund is used for expenses associated with a complaint and other emergency uses.

2022-23 Proposed Budget

A balanced budget is being proposed. (see pg. 12). Key differences between the 2022/23 and 2023/24 budgets include:

- \$15,500 will be drawn from the contingency and will be included in the total income budget.
- Total expenses will increase due to honorariums budgeted for board members, legal advice, staffing, and website updates related to the proclamation of the Dietitians Act and the Patient Access to Care Act.

Amy MacDonald
Treasurer

Proposed budget for the 2023/2024 fiscal year

REVENUE	
Exam Fees	\$ 20,400.00
Membership Dues	251,500.00
Application and Late Fees	3,500.00
Interest and GIC	5,000.00
Misc. Income	450.00
TOTAL REVENUE	\$ 280,850.00
EXPENDITURES	
Administrative	\$ 9,310.00
Office Rental	13,700.00
Insurance	4,700.00
Fees to enable credit card payment	5,200.00
Website	30,000.00
Audit	5,500.00
Alliance	3,000.00
CDRE fees	20,400.00
Misc. Expenses	500.00
Provincial Regulatory Network	815.00
Legal Expenses	15,000.00
COMMITTEES	
Honorariums	1,000.00
Committee Training	1,000.00
STAFF	
Meals/travel	1,700.00
Staff Development/Education	2,000.00
Salaries	169,338.00
BOARD EXPENSES	
Meeting costs	4,000.00
Board Development	4,500.00
Honorariums	4,500.00
Misc Board Expenses	240.00
TOTAL EXPENSES	\$ 296,403.00
DIFFERENCE	- \$15,553.