



## **Registration Committee Terms of Reference**

### **Background:**

According to the Dietitians Act (2009, section 13):

13 (1) The Board shall appoint a Registration Committee, the membership of which consists of one public representative and not fewer than two dietitians from the active-practising roster.

(2) The Board shall appoint one of the members of the Registration Committee as the Chair of the Committee.

(3) The majority of the Registration Committee constitutes a quorum.

(4) The Registration Committee shall perform such functions as are set out in this Act, the regulations and the by-laws.

(5) Each member of the Registration Committee has all the rights, powers, privileges and immunities of a commissioner appointed pursuant to the Public Inquiries Act.

**General mandate:** The Registration Committee is a statutory committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent and equitable process to register dietitians competent to practice.

Specifically, the Registration Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate.
- Upon referral by the registrar, determining whether an applicant meets all the criteria for registration or a license roster.

The activities of the Registration Committee shall be conducted in accordance with the Act, Regulations, Bylaws and relevant NSCDN policies.

### **Specific responsibilities:**

- Establish policies that address assessment for registration and licensing;
- Establish or endorse methods and tools to assess the competence of applicants;
- Establish the proficiency level of English required for registration;
- Establish the information required that demonstrates competence to safely and ethically practise dietetics;
- Define acceptable supervision of candidate dietitians;

- Provide written reasons to applicants when registration or a license has been refused, and when conditions or restrictions have been imposed on a license without the applicant's consent.

**Frequency of meetings:** The Registration Committee will meet at the call of the Chair four times per year to a maximum of 12 meetings per year.

**Size and membership of committee:** The Board appoints the committee chair and members of the Registration Committee. The committee will consist of not fewer than two dietitians and a public member. The Committee will strive to have broad representation from various practice settings, including representation from dietetic educators and cultural diversity. One position on the Committee is a designated position whereby the individual is a member of African/Black or indigenous communities or is an internationally educated dietitian.

**Quorum:** A quorum at any Registration Committee meeting shall be the majority of its membership. All decisions require the vote of a majority of the Committee. The Chair of the Committee may vote.

**Ability to retain expert resources:** The Registration Committee retains the right to consult experts in the field of professional regulation.

**Reporting obligations:** The Registration Committee reports to the registrar.

**Annual evaluation of the committee's effectiveness:** The Registration Committee completes a committee evaluation in accordance with the Board's macro agenda.