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## MESSAGE FROM THE PRESIDENT

The last few months have been an exciting and busy time for the Saskatchewan College of Physical Therapists (SCPT). In April we held our Annual General Meeting in Regina. Thank you to all the SCPT Members who were in attendance. For those of you unable to be present at the AGM, please take a moment to review our draft AGM 2016 minutes which have been posted to the website in the Members Area under Council Minutes. Our 2017 AGM is scheduled for April 22<sup>nd</sup> in Saskatoon.

We were pleased to again offer the popular “Brag and Steal” sessions as part of our AGM afternoon and I think I can speak for everyone in attendance when I say that these sessions were most definitely a success. It is always inspiring to see the groundbreaking research conducted by physical therapists right here in our province in order to better serve our clients and provide research based, best practice care.

Those members in attendance for AGM were also presented with a draft of an office procedure for management of the complaints process. Lynn Kuffner, in consultation with our Executive, the Professional Conduct Committee, and the Discipline Committee, has developed this “work in progress” document that delineates the complaints process from time of complaint until resolution with dismissal, alternate dispute resolution (ADR), or a full discipline hearing. It includes expected timelines and identifies key instances where information is shared between the office, complainant, Member, and committees. We are committed to continue working on the development of this administrative document. There will be a second draft distributed via e-blast within the next two months. Please watch your inboxes for a survey related to this as we are hoping to have as many members as possible respond with feedback, comments, and suggestions!

Items on Council’s agenda for the next few months include work on the development of a number of clinical practice guidelines and/or educational information related to the practice of telerehabilitation, use of title and credentials, and use of a “clinical specialist” designation.

## MESSAGE FROM THE PRESIDENT CONT'D

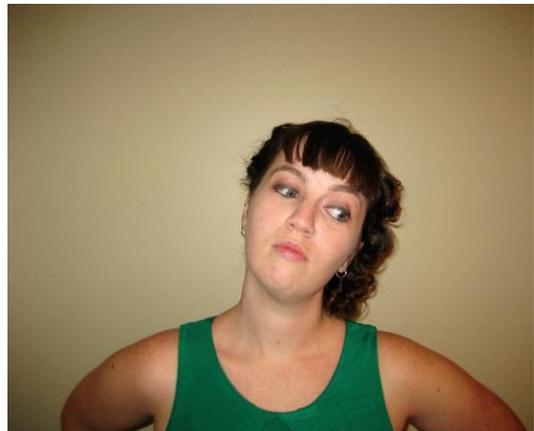
The legislation committee will also be active in reviewing the national Core Code of Ethics and Core Standards of Practice documents which have been shared with the SCPT and all other physical therapy regulators across the country. The committee will be investigating how to incorporate these national level documents into our existing bylaws and guidelines. We will continue to update the membership on the status of that project as it moves forward. The Continuing Competency Committee is also actively working on completing the questions required for the Jurisprudence question "bank". It is expected that the 50 required questions will be completed by this fall and that will ensure sufficient question numbers to allow for continuing with the jurisprudence portion of our registration. The committee continues their work developing a written process document to accompany their updated terms of reference. Please expect updates related to this within the next few months. Our other committees remain active with a number of items as well. Suffice it to say that the PT committee volunteers for the SCPT are worth their weight in gold!

Please take a moment to read the rest of this Momentum. Thank you to the communications committee for their work in putting this together. As always, feel free to provide feedback or questions to myself anytime at [president@scpt.org](mailto:president@scpt.org). Wishing all our members a happy, healthy, and relaxing summer vacation season!

Respectfully submitted by Sarah Sarauer SCPT President

## NEW Council Member- Karla Horvey

I graduated from the U of S in 2008 and then moved to Yorkton to work at the hospital for 3 years. I got an offer to come to Saskatoon to do my Master's degree, which then turned into a PhD (which I'm still not finished). For the past 5 years I've been working casually at St. Paul's Hospital in Saskatoon while doing my PhD in Health Science at the U of S. My area of study is on how anxiety and depression interact with physical activity levels in individuals with COPD. Aside from the work and school stuff, I like to garden, crochet, and do stuff with my manpanion and dog. Also, lifting weights is fun too.



## NEW Public Representative- Jacqueline Hunchak

Jacqueline Hunchak has spent over twenty years in the post secondary education and health care management fields.

She has worked as a consultant with the Northern Health Strategy Working Group and the Northern Labour Market - Health Sector Training Subcommittee to develop a Northern Health Human Resources Planning Model, a \$12M Northern Health Human Resources Training Strategy for health training programs, and to obtain \$2.1M in funding for joint projects with a successful proposal to the Aboriginal Health Transition Fund (AHTF).

She wrote the Gabriel Dumont Institute proposal to the Aboriginal Skills & Training Strategic Investment Fund (ASTSIF) to obtain \$3.2M to provide 24 health training programs to Métis and First Nations students across the province. Programs were offered in partnership with nine health regions: Keewatin Yatthé, Mamawetan Churchill River, Prairie North, Prince Albert Parkland, Kelsey Trail, Saskatoon, Sunrise, Five Hills, and Regina Qu'Appelle.

Her work with the Senior Management Team of Prince Albert Parkland Health Region included developing an Accountability Framework, a Charter of Client Rights & Responsibilities & Expectations, and establishing a Client Complaint Process.

She has worked in program management/development and as an instructor with a variety of post secondary institutions, including the Saskatchewan Indian Institute of Technologies, Gabriel Dumont Institute, the First Nations University of Canada, Saskatchewan Polytechnic, the University of Saskatchewan, and the provincial regional colleges. Jacqueline has extensive familiarity and networks with First Nations and Métis communities across Saskatchewan.

She was appointed and served as Chair for three years for the EI Board of Referees. This board is a quasi-judicial tribunal mandated to hear EI appeals of Service Canada decisions for the Saskatoon and Northern Saskatchewan Region.

Jacqueline holds a Bachelor of Commerce and an MBA from the University of Saskatchewan.



## Changes to Clinical Practice Guidelines #17- Use of Instruments and Devices

As all of our Members are aware, the SCPT has a number of practice guidelines related to a variety of areas of physical therapy practice. These guidelines assist the membership in making informed practice decisions with the best interest of the public (our clients) in mind.

One of these practice guidelines is Practice Guideline # 17 - Use of Instruments and Devices. This guideline can be accessed [HERE](#). The guideline was developed in order to further clarify and complement regulatory bylaw 26 which states that:

*26 “No member shall use any instrument or device in the provision of physical therapy services unless: a) the instrument or device is appropriately maintained and calibrated; b) the member has successfully completed any necessary training to become familiar with the use of the instrument or device and its clinical application;”*

Recently, the Professional Standards of Practice was asked to review this guideline to ensure it provides for appropriate regulation of the use of devices by physical therapists in Saskatchewan. Following this review, the guideline was updated and revised slightly to better outline the responsibilities of each PT member who utilizes an instrument and/or device in their clinical practice.

As stated in the guideline, it is the responsibility of each physical therapist to appropriately investigate and inform themselves regarding the use, efficacy and safety of any instrument or device they use in Physical Therapy practice. In addition to this, members must be aware of any additional health and safety regulations and/or Act that may impact the use of a specific instrument or device. An example of this is the Radiation Health and Safety Act which, among other things, requires the registration of ultrasound and laser units. Your place of employment may also have specific requirements related to instruments or devices and it is always best to familiarize yourself with these requirements should they exist.

The SCPT wishes to remind our members that, in the interests of protection of the public, it is required that you have sufficient training and orientation to allow for safe, competent, and effective use of any instrument or device. The training and orientation required will vary depending on the device utilized and each Members’ specific background, competencies, and education. It would be beneficial for you to keep a record of any training (formal or informal) or orientation obtained in order to provide proof of this should it ever be requested by a member of the public or the regulatory body. As for any other physical therapy intervention, you should also ensure that you thoroughly educate your client regarding the device being used and any associated risks or contraindications that may exist.

If you have any questions or concerns related to this, or any other, practice guideline/regulatory bylaw, please feel free to contact us at [edr@scpt.org](mailto:edr@scpt.org)

Respectfully submitted by Sarah Sarauer Chair of Professional Standards of Practice

## SCPT 2016/17 Committee Listings

### STATUTORY

**PCC** - Pat Beharry-Chair; Travis Eveleigh; Abiodun Adefolarin; Lee Hall; Kim Woycik; Merrilee Rasmussen-Legal Counsel

**Discipline** – Richard Bourassa-Chair; Gordon Pullar; Elyse Greenberg; Scott Anderson, Judy Grant-Public Representative, Heather Miller-legal counsel.

### STANDING

**Legislation** - Elizabeth Rackow, Chair; Susan Bear; Jeremy Costley; Beverly Wilson; Jacquie Holzmann; Cathy Cuddington; Merrilee Rasmussen, legal counsel; Lynn Kuffner, E.D.

**Professional Standards of Practice** - Sarah Sarauer, Chair; Steve Mach; Cara Maher; Arlis McQuarrie; Judy Grant-Public Representative

**Finance** - Brandy Green-Co-Chair/President-Elect; Heather Burrige-Treasurer/Co-Chair; Beverly Wilson; Kimberly Becker; Richard Porter-Public Representative; Lynn Kuffner-E.D.

**Registration** - Melissa Turk-Chair; Shona Nickel; Kim Woycik; Lisa Benson; Cathy Cuddington

**Nominating** - TBA

### SPECIAL

**Communications** - Tasha Descottes-Chair; Suzanne Baan; Cindi Pederson; Lauren McLellan; Lynn Kuffner, E.D.

**Continuing Competency** - Celeste Boucher-Chair; Stacey Lovo-Grona-CPTe & Council Liaison; Arlis McQuarrie; Karla Horvey; Lynn Kuffner-ED

**Support Worker** -Cindi Pederson-Chair; Katherine Spencer; Melissa Cursons; Ken Dornstauder

**Alliance Representative** - Brandy Green

## SCPT Educational Information Policy

In response to the volume of requests and inquiries to the SCPT regarding education, the following policy has been adopted. The SCPT values education and its importance to our membership, as well as the importance to maintenance of competency which is vital to patient safety. In order to ensure consistent management of educational information in the province, all educational requests or opportunities submitted to the SCPT will be sent to both the Saskatchewan Physiotherapy Association (SPA) and Continued Physical Therapy Education (CPTe) division of the University of Saskatchewan and links to both bodies will be made available through the SCPT website.

## Removal of Voluntary Online Roster for Specialized Procedures

On the SCPT website, in the membership listing area, there is a partial list of Physical Therapists that have passed SCPT approved courses in the areas of pelvic floor retraining and treatment of urogenital and rectal dysfunction, acupuncture and dry needling. The current postings allow for voluntary participation and are not all inclusive.

A listing of those who are approved to perform spinal manipulation is not currently published. The variability in skill level of graduates from the MPT program at U of S, compared to IFOMPT/CAMPT certified Physical Therapists was determined to be confusing information for the public.

After lengthy discussions at Council and at the Professional Standards of Practice and Legislation Committees, Council voted to remove the voluntary roster from the membership listing area of the SCPT website.

While a person whose name is on the roster is qualified to perform the specialized procedure, a person whose name is NOT on the roster could also be qualified. After weighing the practical, administrative, and regulatory pros and cons, Council felt that trying to maintain a partial, voluntary list was not best practice in protection of the public.

Our current Act and bylaws do not require members to be on a roster with SCPT. In doing an environmental scan, the provinces that have a roster also have a Health Professions Act, which Saskatchewan does not.

However, our bylaws do require members to have successfully completed approved education before they can perform specialized physical therapy procedures. The bylaws also permit Council to recognize courses that meet the stipulated criteria. At the Professional Standards of Practice Committee, extensive research takes place to approve specialized courses. Council then passes a motion to approve the eligible courses and a list of the approved courses are available to members and the public on the website. The bylaws and practice guidelines for specialized procedures are comprehensive and clear, though it is recognized that specialized practice is always changing and as such, these documents are subject to updates and changes as additional courses are submitted for approval and pass through the approval process outlined above.

Cont`d

## Rostered List Removal Cont'd

Members are reminded that it is their responsibility to ensure they meet all regulatory requirements for the practice of a specialized procedure as a physical therapist in the province of Saskatchewan. Our bylaws and associated practice guidelines are accessible [HERE](#) on the SCPT website. It is important that each physical therapist obtain, and maintain proof of successful completion of the courses required for each procedure. You may wish to consider posting such information in patient care areas and of course should be prepared to discuss your credentials/qualifications with a client if requested. If a SCPT member, or member of the public has a concern, the SCPT office can request the member to produce such proof.

Should you have any further questions about the removal of the voluntary specialized procedure listings, please do not hesitate to contact the SCPT office at [edr@scpt.org](mailto:edr@scpt.org) or [president@scpt.org](mailto:president@scpt.org).

## Ever Wondered what the Executive Director Does?

I have been asked this question a few times so thought I would write a very brief article that highlights the roles and responsibilities of the Executive Director & Registrar (EDR).

The Executive Director is the Chief Administrative Officer of the College and reports directly to Council. Under our current Governance Model the Council determines and regulates the affairs and business of the SCPT and the EDR manages the operation and administrative affairs and business of the SCPT. The following table identifies the role of the Council vs the Executive Director.

<b>Council determines and regulates the affairs and business of SCPT:</b>	<b>Executive Director manages the operational and administrative affairs and business of SCPT:</b>
<ul style="list-style-type: none"> <li>Responsible for SCPT functions under Act and Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>Responsible to Council for SCPT operational functions under Act and Bylaws</li> </ul>
<ul style="list-style-type: none"> <li>Decides the organization’s mission, visions, and strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>Aligns operational functions with mission, visions, and strategic plan</li> </ul>
<ul style="list-style-type: none"> <li>Monitors organizational effectiveness and compliance with Act and Bylaw</li> </ul>	<ul style="list-style-type: none"> <li>Provides information to Council regarding organizational effectiveness and compliance with Act and Bylaws</li> </ul>
<ul style="list-style-type: none"> <li>Approves, maintains and enforces policies, procedures, regulation bylaws and standards</li> </ul>	<ul style="list-style-type: none"> <li>Implements approved Council policies</li> </ul>

## EDR Role Cont'd

<ul style="list-style-type: none"> <li>• Approves operational and administrative policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Develops operational and administrative policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Hires the Executive Director and assesses performance</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises office personnel and assesses performance</li> </ul>
<ul style="list-style-type: none"> <li>• Assigns tasks for the EDR</li> </ul>	<ul style="list-style-type: none"> <li>• Completes tasks assigned by Council</li> <li>• Assigns task to office personnel</li> </ul>
<ul style="list-style-type: none"> <li>• No role in day to day operations</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible to Council for day to day operational and administrative management</li> </ul>

On a day to day basis the EDR would respond to correspondence coming into the office. Most days there are about 25 emails and responding to correspondence from members is a priority task. Sometimes I need to forward the inquiry to a Committee Chair (e.g. Professional Standards of Practice Committee, Registration Committee, or Legislative Committee) for assistance in preparing a response and this may take a few days. If the response will be delayed I would email the person who sent the email informing them of the delay.

In response to inquiries, the EDR's role is to inform the member of the applicable sections of the Act and applicable Regulatory Bylaws and Practice Guidelines so that the member can make an informed decision regarding their actions. It is not the EDR's role to interpret the legislation and direct the member regarding what they should or shouldn't do.

Other day to day tasks would include:

- Work with the Executive on preparation for Council meetings. Arrange for the logistics of the meeting such as book hotel rooms, arrange for meeting rooms, and arrange for food and beverages. The EDR would oversee the preparation of the meeting information package and its circulation to Council members.
- Prepare reports for Council meetings including registration numbers, Professional Conduct Committee and Discipline Committee activity, provincial and national issues that may affect SCPT.
- Assist committee chairs in arranging committee meetings, usually by teleconference. The EDR also attends the Legislation, Finance, Communications, and Continuing Competency Committee meetings.
- Review and approve all new applications for registration including applications for professional corporations.
- Receive complaints and oversee the compliant management process.
- Prepare Orientation Manual and orientate new Council members and new Committee Chairs.
- Prepare reports required by various organizations such as Sask. Health, the Alliance of Physical Therapy Regulators, the Canadian Institute for Health Information, etc.

## EDR Role Cont'd

One of the major responsibilities of the EDR is the annual license renewal process for approximately 780 members. This includes revisions to the online registration form, sending notifications to members, responding to inquiries from members, monitoring license renewals, and managing late renewals. There is a similar process and responsibilities for annual renewal of professional corporations (approximately 40).

The EDR has the responsibility to identify and inform Council of trends and issues in the regulatory community. To keep informed about regulatory issues the EDR attends meetings as a member of a number of national and provincial committees such as:

- Canadian Alliance of Physical Therapists, Registrars Committee
- Canadian Network of Agencies for Registration
- Network of Interprofessional Regulatory Organizations
- Saskatchewan Physical Therapy Advisory Group

As outlined above the EDR is responsible for managing the operational and administrative affairs and business of SCPT. A very important part of this is communication with members and providing them with information that will assist them in their practice. Please do not hesitate to contact me at [edr@scpt.org](mailto:edr@scpt.org) if I can be of any assistance to you.

## WE HAVE MOVED!

The SCPT office has moved. Our new office is located at 105A-701 Cynthia Street in Saskatoon. Our new location offers better parking for those needing to come by the office. Our phone and fax numbers remain the same.



## MOMENTUM

Volume 5; Issue 1 June 2016

### Contact Us:

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