

COUNCIL MINUTES



SCPT Council Meeting at the Saskatchewan College of Physical Therapists Boardroom, in Saskatoon SK, on June 11, 2016.

Present: S. Sarauer; J. Yathon; C. Pederson; R. Porter; T. Descottes; C. Cuddington; E. Rackow; J. Grant; S. Lovo Grona; K. Horvey; J. Hunchak

In attendance: L. Kuffner (Executive Director)

Absent: B. Green; H. Burrridge

1. **Call to Order** - The meeting was called to order by S. Sarauer, President, and meeting Chair, at 8:32.
2. **Opening Remarks of Chair** – welcome to new members K. Horvey and J. Hunchak; introduction of other members.

3. Agenda & Declaration of COI

3.1. Approval of Agenda

Motion: That the agenda be approved as circulated.

Moved by: E. Rackow

Seconded by: J. Grant

CARRIED: MOTION: 16.045

Changes: none

3.2. Declaration of COI – none declared

3.3. Minutes of previous Council meetings

Motion: to approve the Pre-AGM meeting minutes as circulated

Moved by: R. Porter

Seconded by: C. Cuddington

DEFEATED: Motion: 16.046

Changes:

- change in active to “inactive”

- review ongoing action plan in minutes – it appears action plan items in minutes are from November/past actions, not accurate.

ACTION: 3.3 J. Yathon make corrections to action plan and sent out to e-vote.

Motion: to approve the Post-AGM meeting minutes as circulated

Moved by: R. Porter

Seconded by: J. Yathon

CARRIED: Motion: 16.047

3.4. Consent Agenda

Motion: that the consent agenda be approved as circulated

Moved by: S. Lovo Grona

Seconded by: C. Cuddington

Discussion:

- Question re: PSOP minutes - in regards to Telerehab; national work continues in this area.
- Question about budget - income discrepancy between budgeted and actual

ACTION: 3.4 S. Sarauer to follow up with B. Green/H. Burrige to confirm budget 2016 Income numbers.

4. Additional Reports

4.1. Executive Director and Registrar's Report

Motion: to accept the Executive Director and Registrars' report as presented

Moved by: T. Descottes

Seconded by: E. Rackow

CARRIED: MOTION: 16.048

4.2. 2016 AGM Summary

4.2.1. 2016 AGM Evaluation Summary

Motion: none

Discussion:

- Feedback from members reviewed
- use of web-based tech to re-instate multiple sites - discussion about using "smart classrooms"

CARRIED: Motion: 16.049

ACTION: 4.2 S. Lovo Grona to explore remote access options for AGM 2017 and bring back to September council meeting.

4.3. Information included with Notification of Complaint

4.3.1. Notification of Complaint letter

Motion: to include the CPA document in info that will go out to members in a notification of complaint.

Moved by: E. Rackow

Seconded by: J. Grant

Discussion

- Council members not aware of this document but feel this would answer many questions that members have raised. May be beneficial to also include a provincial-specific information document. Would also be valuable to distribute/make public to all membership. Discussion about who “owns” the process and which agency is best to develop information. Members feel more research, discussion/collaboration with other agencies is needed before sending out to membership.

DEFEATED: Motion: 16.050

ACTION:

- **4.3 T. MacSymetz to post the CPA document to the website**
- **4.3 CPA document to be included in the Momentum - need provincial document to go with it**

Motion: to post CPA document to the SCPT website, and ask SPA to consider posting to theirs as well

Moved by: T. Descottes

Seconded by: E. Rackow

CARRIED: Motion: 16.051

ACTION: 4.3 S. Sarauer will discuss the development of a provincial document with SPA and bring back to the September council meeting.

4.4. Core Standards of Practice

4.4.1. Core Standards of Practice Final

Motion: to send the Core Standards of Practice to Legislation committee for review and provide feedback to Council

Moved by: E. Rackow

Seconded by: S. Lovo Grona

CARRIED: Motion: 16.052

Discussion: Work needs to be done by Legislation and PSOP committees before decision can be made. Discussion about importance of retaining our jurisdiction-specific details and

information, in addition to the core standards of practice. Review is needed to assess if the Act would need to be changed.

ACTION:

- 4.4 refer Core Standards of Practice to Legislation committee for review and provide feedback to September council meeting (E. Rackow)

4.5. Core Code of Ethics

4.5.1. Core Code of Ethics Final

4.5.2. Letter from SCPT

Motion: to send the core code of ethics to Legislation committee for review and bring back recommendation to Council

Moved by: E. Rackow

Seconded by: C. Peterson

CARRIED: MOTION: 16.053

Discussion: National work is being done to standardize the ethics nationwide. Would require bylaw change in some areas. Member stated that this would be second priority to the standards of practice document review

CARRIED: Motion

ACTION:

- 4.5 refer Core Code of Ethics to Legislation committee for review and provide feedback to September council meeting (E. Rackow)

4.6. Request for CIHI Data

4.6.1. SCPT CIHI request letter April 2016

4.6.2. SCPT CIHI data request for mapping project

4.6.3. PHC Mapping Project – Ethics For Tayyab Shah

4.6.4. Bio15-2014 REB reply Tayyab

4.6.5. Bio15-2014 REB Approval

4.6.6. Can Geographical Report

Motion: that SCPT release the CIHI data as requested by the U of S mapping research group

Moved by: C. Cuddington

Seconded by: J. Grant

CARRIED: MOTION: 16.054

Discussion: members reviewed documentation as requested, no concerns after discussion.

CARRIED: Motion

ACTION:

- 4.6 L. Kuffner to write a letter to CIHI approving the release of postal codes
- 4.6 L. Kuffner to notify research group of the approval to release postal codes.

4.7. Practice Guideline #16

4.7.1. Practice Guideline #16 Exercise Therapists

Motion: none

Discussion: review of CPG #16. In facilities that have a physical therapist manager that is directly responsible for an ET, the referrals must be screened. Currently, ETs are not regulated and work under PTs license.

CARRIED: Motion : 16.055

ACTION:

- 4.7 S. Sarauer will write an Article for the Fall Momentum explaining the CPG and implications for all facilities/departments.

4.8. Motion: to update AGM 2017 meeting dates to April 21-22, 2017 in the post-AGM minutes.

Moved by: R. Porter

Seconded by: J. Grant

CARRIED: Motion: 16.056

Discussion: there was an error in dates in post-AGM minutes.

ACTION:

- 4.8 T. MacSymetz to ensure AGM dates are accurate on SCPT website

5. Old Business

5.1. Pre-AGM/Post-AGM Council Meeting Action Plan Review

5.1.1. Pre-AGM/Post-AGM Action Plan Review Table

Motion: none

Discussion: Question about 5.3 action plan re: Momentum article for members to check membership requirements of jurisdiction they are providing telerehab services to - currently do not have an Alinity question that captures this.

Discussion on how to modify our Alinity page to capture same.

ACTION:

- 5.1 T. MacSymetz/J. Yathon to add "ongoing actions from March 2016" to Pre-AGM minutes.

5.2. Complaints Process Procedure – Membership Survey

Motion: that EDR And Executive develop an electronic survey for SCPT

Membership regarding the draft office complaints process procedure document.

Moved by: R. Porter

Seconded by: J. Grant

Discussion: survey will be sent out via email update to Membership, with a link to the survey. Question about use of other sources of media to deliver information to members ie. facebook, social media.

CARRIED: Motion : 16.057

ACTION:

- 5.2 Communications committee to assist with developing the membership survey
- 5.2 L. Kuffner and S. Sarauer to develop the electronic survey
- 5.2 liaise with CPTe/SPA to increase survey response
- 5.2 send consideration of Facebook and twitter accounts to communications committee for review. T. Descottes

5.3. AGM 2016 Minutes

5.3.1. AGM 2016 Minutes

5.3.2. Discussion Excerpt

Motion: to approve the AGM 2016 minutes

Moved by: T. Descottes

Seconded by: S. Lovo Grona

CARRIED: Motion: 16.058

Changes:

- remove "listen to tape" 9.2

Discussion: AGM minutes format will follow Perry and Perry format of minimal details/subjective comments. Need to add Action Plan for AGM minutes going forward. These minutes will be approved by Council today, and be approved by Membership at AGM 2017.

ACTION:

- 5.3 T. MacSymetz to post a draft of the AGM 2016 minutes to the website, after edits are made.

5.4. Response Letter to SPA/CPRCS

5.4.1. SPA questions

5.4.2. SPA response letter draft

Motion: to approve the letter of response to SPA as circulated.

Moved by: C. Pederson

Seconded by: R. Porter

DEFEATED: Motion: 16.059

- Need to investigate the evidence/information around ADR prior to providing specific direction. Option may be to rename the process, an alternative to "ADR" that accurately reflects what we are actively doing.

ACTION:

- 5.4 S. Sarauer to distribute updated response letter via e-vote
- 5.4 S. Sarauer to distribute response letter to SPA once completed.
- 5.4 S. Lovo Grona will gather research for other options for ADR and report back to council at september meeting
- 5.4 S. Sarauer to follow up with C. Wiechnik by phone
- 5.4 send issue to PCC committee for review of ADR name (S. Sarauer to follow up with P. Beharry)

5.5. Nominations Committee Review

Motion: none

Discussion:

- K. Becker is stepping down from Nominations committee; discussion on if nominations can become a function of the SCPT office manager;
- T. Descottes has offered to take on role as it fits well with Communications committee. C. Cuddington offered to assist if needed.

ACTION: 5.5. send email to Membership soliciting volunteers for Nominations Chair. (L. Kuffner/S. Sarauer)

5.6. Criminal Record Check Office Procedure

5.6.1. CRC Procedure Document

Motion: to adopt the Criminal Record Check Policy/Procedure document as circulated

Moved by: C. Cuddington

Seconded by: J. Grant

CARRIED: MOTION: 16.060

Discussion:

- variable judgement on history of criminal records from region to region
- discussion re: best committee to manage such inquiries/positive CRC - registration committee has access to legal counsel input if necessary. would need to add to terms reference to reflect legal counsel access. PCC deals with complaints about members; new registrations would not be a member yet so likely not appropriate.
- discussion on most appropriate SCPT staff member to process CRC's - ED is most appropriate to handle sensitive information. Application package goes to Office Manager but can give directly to EDR
- current members will only be asked to declare for the past year/after bylaw came in to effect.

ACTION:

- 5.6 Registration committee to review other Regulatory body infractions in future discussion (other regulatory body complaints/issues)

- 5.6 L. Kuffner to send CRC declaration to legal counsel for review and approval.
- 5.6 L. Kuffner to educate students on new policy
- 5.6 C. Cuddington to write an article in Momentum regarding changes to renewal with addition of CRC declaration

5.7. PCC Committee Member Appointment

Motion: to appoint K. Woycik to the Professional Conduct Committee

Moved by: E. Rackow

Seconded by: T. Descottes

CARRIED: MOTION: 16.061

Discussion: PCC requested one additional member.

ACTION:

- **5.7 S. Sarauer to follow up with P. Beharry re: appointment of new PCC member**
- **5.7 T. MacSymetz to update website with additional member**

6. New Business

6.1. Draft Practice Guideline – Use of Title and Clinical Specialist

6.1.1. Draft CPG #23

Motion: to approve Practice Guideline # 23

Moved by: C. Cuddington

Seconded by: S. Lovo Grona

CARRIED: Motion: 16.062

Discussion:

- need bylaw amendment to protect title of 'clinical specialist' - will not be done in the near future
- Proposed standard is to sign "PT" directly after their name; can be followed by Degree/qualification (ie. J. Smith, PT; J. Smith, PT, BScPT)
- discussion on importance of educating membership - is this realistic to impose the change in documentation practice.
- U of S can change their education for students - make sure students are aware of the charting standard.
- consistency among all membership - all members should be doing the same practice – if certain degree levels are required to do so, the rule should apply for all degrees/certifications
- research-based activities would be exempt of the guideline that disallows using "dr" preceding their name
- title "dr" is protected only for the treatment of medical conditions;
- various websites have listings of certified practitioners - could have a link on website

Amended motion: to change the second point to read "it is recommended" instead of "must"

Moved by: S. Lovo Grona

Seconded by: C. Pederson

For: 4

Opposed: 5

Abstain: 1

Amended motion: to replace the word "must" with "shall" for the second bullet

Moved by: J. Yathon

Seconded by: J. Hunchak

DEFEATED: Motion: 16.063

ACTION: 6.1 send CPG #23 back to PSOP for clarification on wording and bring back to September meeting

6.2. Manipulation Membership Listing/Roster

Motion: that SCPT not maintain a voluntary roster on the website for any specialized procedure

Moved by: C. Cuddington

Seconded by: J. Grant

Discussion:

- the only manipulation currently approved by SCPT are U of S entry level, and IFOMPT/FCAMPT accreditation - variability in skill level can lead to confusing information for the public.
- cost, administrative cost to maintain, bylaw changes are considerations for mandatory rostering
- PSOP has made similar recommendation in the past. Council had previously felt that rosters were a useful tool for education, as well as a tool for members. PSOP felt this was a role of SPA to advocate for its members.
- public should be encouraged to ask their therapist to produce documentation about credentials/qualifications. If there is a concern, the SCPT office can request the member to produce such proof
- risk to the public if a roster is not updated accurately.

CARRIED: Motion: 16.064

ACTION:

- **6.2 C Cuddington will write an educational article for Momentum on changes to rostering**

- **6.2 Executive to determine implementation of removal from website and education of membership.**
- **6.2 T. MacSymetz/L. Kuffner to send a personalized email to all affected members, explaining the decision.**

6.3. CNAR 2016/Council Education Opportunities

Motion: to approve H. Burrige to attend the CNAR 2016 conference.

Moved by: T. Descottes

Seconded by: J. Yathon

CARRIED: MOTION: 16.065

Discussion:

- Suggestion to send a representative from continuing competency committee
- B. Green, H. Burrige, L. Kuffner to attend at this point.

ACTION:

- **6.3 Continue to explore options of web-based Council education**
- **6.3 L. Kuffner to follow up with NIRO re: upcoming events**
- **6.3 L. Kuffner to notify H. Burrige re: approval for funding to attend CNAR conference.**

6.4 Joint SPA/SCPT Activity

Motion: none

Discussion:

- E. Rackow was approached at AGM 2016 about possibility of collaborating with SPA during meeting weekends - often the meeting weekends coincide.
- difficult for some members to dedicate additional time to

ACTION:

- **6.4 E. Rackow to follow up with SPA board member to arrange details and dates, agenda items etc. and bring back to council in September.**

7. Other Business

6.4. Council Action Report

- 3.3 J. Yathon make corrections to action plan and sent out to e-vote
- 3.4 S. Sarauer to follow up with B. Green/H. Burrige to confirm budget 2016 Income numbers.
- 4.2 S. Lovo Grona to explore remote access options for AGM 2017 and bring back to September council meeting.
- 4.3 T. MacSymetz to post the CPA document to the website

- 4.3 CPA document to be included in the Momentum - need provincial document to go with it
- 4.3 S. Sarauer will discuss the development of a provincial document with SPA and bring back to the September council meeting
- 4.4 refer Core Standards of Practice to Legislation committee for review and provide feedback to September council meeting (E. Rackow)
- 4.5 refer Core Code of Ethics to Legislation committee for review and provide feedback to September council meeting (E. Rackow)
- 4.6 L. Kuffner to write a letter to CIHI approving the release of postal codes
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- 5.6 Registration committee to review other Regulatory body infractions in future discussion (other regulatory body complaints/issues)
- 5.6 L. Kuffner to send CRC declaration to legal counsel for review and approval.
- 5.6 L. Kuffner to educate students on new policy
- 5.6 C. Cuddington to write an article in Fall Momentum regarding changes to renewal
- 5.7 S. Sarauer to follow up with P. Beharry re: appointment of new PCC member
- 5.7 T. MacSymetz to update website with additional member

- 6.1 send CPG #23 back to PSOP for clarification on wording and bring back to September meeting
- 6.2 C Cuddington will write an educational article for Momentum on changes to rostering
- 6.2 Executive to determine implementation of removal from website and education of membership.
- 6.2 T. MacSymetz/L. Kuffner to send a personalized email to all affected members, explaining the decision.
- 6.3 Continue to explore options of web-based Council education
- 6.3 L. Kuffner to follow up with NIRO re: upcoming events
- 6.3 L. Kuffner to notify H. Burrige re: approval for funding to attend CNAR conference
- **6.4 E. Rackow to follow up with SPA board member to arrange details and dates, agenda items etc. and bring back to council in September.**

7.2. Momentum and website

- Bio's of new council members – K. Horvey/J. Hunchak
- educational policy changes
- ED role and function
- CPG #17
- updated committee lists


7.3. In camera - none

6.5. Other Business

8. Adjournment: S. Sarauer adjourned meeting at 14:00

Next Meeting:

Signature  (President) Sept 10/16 (Date)

Signature  (Secretary) Sept 10/16 (Date)