

COUNCIL MINUTES



SCPT Council Meeting at the Habitat for Humanity Boardroom, in Saskatoon SK, on March 12, 2016.

Present: S. Sarauer; J. Yathon; B. Green; C. Pederson; R. Porter; C. Cuddington; H. Burrridge E. Rackow; J. Grant

In attendance: L. Kuffner, Executive Director & Registrar

Absent: S. Lovo Grona

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

3. Agenda & Declaration of COI

3.1. Approval of Agenda

Motion: That the agenda be approved as circulated.

Moved by: C. Pederson

Seconded by: B. Green

CARRIED: MOTION: 16.021

Changes: none

3.2. Declaration of COI – none declared

3.3. Minutes of previous Council meetings

Motion: to approve the January 9 meeting minutes as circulated

Moved by: R. Porter

Seconded by: T. Descottes

Amendment: remove T. Descottes from “present” list and list as absent

Moved by: T. Descottes

Seconded by: J. Grant

CARRIED: Motion: 16.022

Motion: to approve the January 9 Council meeting minutes, as amended

CARRIED: Motion: 16.023

3.4. Consent Agenda

Motion: that the consent agenda be approved as circulated

Moved by: B. Green

Seconded by: H. Burrridge

CARRIED: Motion: 16.024

4. Additional Reports

4.1. Executive Director and Registrar's Report

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

Moved by: E. Rackow

Seconded by: C. Cuddington

CARRIED: MOTION: 16.025

Discussion: 7 outstanding members, the office has been unable to contact (have attempted phone calls, emails). Will send registered letter to member and employer after license is lapsed. Improvement in number of late renewals compared to 2015.

4.2. Jurisprudence Questions

Motion: Approve costs for Alinity to make changes to include jurisprudence questions for new applicants

Moved by: C. Pederson

Seconded by: E. Rackow

CARRIED: MOTION: 16.026

Discussion:

- Alinity quoted \$880 project cost (8 hour project at \$110.00/hour)
- Application is online but has small part that must be done in person. Payment is not currently available online – currently office processes cheques and phone calls for credit card payment. Would be more efficient for online option.
- Steps that could not be online include confirmation of education, proof of insurance

CARRIED: Motion

ACTION:

- 4.2 L. Kuffner to investigate possibility of completing application process completely online

- 4.2 L. Kuffner to explore current website setup to include link to “new member application” page

4.3. SCPT Fee Bylaws 2016

4.3.1. SCPT Fee Bylaw

Motion: to approve SCPT Fee Bylaws as attached

Moved by: R. Porter

Seconded by: C. Pederson

CARRIED: MOTION: 16.027

Discussion: no changes to bylaws. Fee bylaws were not filed with the Director of Corporations within 30 days of ratification so need to ratify at AGM 2016. Will be for information at AGM as they will be sent to Director within 30 days of today’s approval.

CARRIED: Motion:

ACTION:

- 4.3 L. Kuffner to submit fee bylaws to Director of Corporations
- 4.3 B. Green will present Fee bylaws to be ratified at AGM

4.4. Invitation to present at MPT

Motion: none

Discussion: costs are higher to send S. Sarauer as well as L. Kuffner. L. Kuffner can represent both physical therapist and administrative sides well. Registration packages have been valuable to members.

ACTION: 4.4 L. Kuffner will present at MPT education event on June 17/16.

4.5. SPT request to add question

4.5.1. Letter from School of Physical Therapy

Motion: to approve the request to add a question to the renewal form recruiting interviewers for MPT MMI.

Moved by: B. Green

Seconded by: J. Grant

DEFEATED: MOTION: 16.028

Discussion: B. Green questioned if SPT is able/willing to pay for cost of adding – Initial estimate from Alinity for adding a question to the list of fields available for extract and a query to find members who had agreed to be contacted was 5 hrs @ \$110/hr.= \$550. Other requests to add items have been paid for by the requestor. There may not be a significant return on investment for SPT – members may not utilize. SCPT already sent out an e-blast in January. Timing of renewal (end February) and MMI’s are too close together to be used within the same year – will then be checking box for the following year. Not sure this is within our mandate –

may open up office to many various requests in the future. May be able to utilize Momentum as a forum to appeal to members; send a follow up e-blast as a reminder.

ACTION:

- 4.5 L. Kuffner will follow up with SPT and share Council feedback regarding SPT MMI interviewer request.

4.6. Foreign Qualification Recognition Survey

4.6.1. FQRWG Survey

Physiotherapists are one of the fourteen target occupations identified for implementation in the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications released November 2009. Government of Sask. Immigration Services Branch, Ministry of the Economy is evaluating progress in foreign qualification recognition for the period January to December 2014 and we have been asked to complete a survey. The results of the survey will be analyzed and broadly used to enhance public reporting and will be used by the Ministry to better understand the status of foreign qualification recognition in Saskatchewan and any challenges experienced by regulators. Survey was originally due February 26, 2016 but following request due date has been extended to March 31, 2016

The Issue:

Motion: none – for information only.

Discussion: Physiotherapists are one of the fourteen target occupations identified for implementation in the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications released November 2009. The Government of Saskatchewan Immigration Services Branch, Ministry of the Economy is evaluating progress in foreign qualification recognition for the period January to December 2014 and we have been asked to complete a survey. The results will be used by the Ministry to better understand the status of foreign qualification recognition in Saskatchewan and any challenges experienced by regulators. It will take significant resources to find out origin of training of each IEPT member – L. Kuffner asked for extension to complete survey due to renewal period. Office may have to do individual search of each IEPT. Alinity has a search option to narrow down IEPTs. Council interested in seeing results of survey when it becomes available.

ACTION:

- 4.6 L. Kuffner will complete survey form and bring to Council
- 4.6. L. Kuffner to bring survey results back to Council when completed.

4.7. Protected Title

Motion: none – for discussion only

Discussion:

- Several scenarios have arisen in recent months:

- Renewing member couldn't put employer name down as it is using term 'physical therapy' – it is a business corporation but not professional corporation.
- Applicant applying for a professional corporation; the SCPT approved the name, sent it to Corporate Registry - they disapproved the name due to the name being too similar to another clinic, who is a business corporation, not a professional corporation
- Member wanted to list employer who has a limited partnership using 'physical therapy' in their name but they are not a professional or business corporation, so clarification needed re: rights to the title
- Need to discuss with legal counsel and corporate registry, as well as take a look at other jurisdictions -environmental scan – what other jurisdictions do with prof, bus, LLP
- Options for complaints/discipline :
 - LLP –each individual partner is subject to the complaints/discipline process;
 - business corporation – no option to discipline, as workers may not be members;
- Approximately half of the current professional corporations have business names that are in violation of the Professional Corporations Act, as well as our bylaws.
- Corporations registry (Corporations Branch) has been approving business name without consulting SCPT; previously registered businesses must be grandfathered in and regulation of business names will be going forward.
- L. Kuffner would like to include legal counsel in producing a process for dealing with past and present business names to ensure regulation is being followed.
- Question of whether term "physical therapy" is being used to indicate title/profession and practice of physical therapy

ACTION:

- 4.7 L. Kuffner to communicate with M. Rasmussen to discuss course of action on Protection of Title issues.
- 4.7 L. Kuffner to approach Director of Corporations to meet regarding current processes and concerns/issues
- 4.7 L. Kuffner to update website with information on changes to corporations once clear process is established

4.8. Approvals for use of data base

Discussion: 3 requests to use data base were approved: 1) SPT request for Interviewers; 2) Survey on Lean Implementation; 3) Walking away from chronic low back pain: one step at a time (waiting for survey participant criteria). Requestors are being charged for office administration time/other resources as needed.

5. Old Business

5.1. Previous Council Meeting Action Plan Review

5.1.1. January 9 Action Plan Review Table

ACTION:

- 5.1 S. Sarauer will follow up with K. Becker regarding contacting committee chairs to see if there are vacancies on their committees, and to see if chairs are continuing on.
- 5.1 S. Sarauer to review access to council and committee minutes and bring back to pre-AGM

Motion: to move pre-AGM meeting to morning to allow Council members to attend the pre-AGM educational event in the afternoon.

Moved by: E. Rackow

Seconded by: C. Cuddington

CARRIED: Motion: 16.029

Discussion: change of time allows council members to attend afternoon session. Extra costs will include hotel costs for Thursday night for travelling members. Education day is scheduled from 10-5pm but council members can still attend afternoon presentations.

Motion: that the DC meeting minutes be distributed to council as soon as received in office

Moved by: C. Cuddington

Seconded: B. Green

CARRIED: Motion: 16.030

Discussion: This applies to the upcoming administrative meeting minutes prior to pre AGM related to terms of reference and procedural document that the DC is currently working on in preparation for AGM. It is hoped that this can be distributed to council once received to allow for time to reflect on the information presented and give feedback prior to presentation at AGM by DC.

5.2. AGM Planning

Motion: none

Discussion:

- Which reports should be presented at AGM?
 - Finance – budget presentation
 - Discipline (will need to finalize items after terms of reference are approved by Council at pre-AGM)
 - PSOP – new clinical practice guidelines
 - Alliance
- Agenda has been developed and notice send out via Momentum.
 - Deadline is March 23/16

- No motions received from the floor
- Presidents report – intro of ED and Office Manager
- Office procedure for complaints process
- Fee Bylaws
- Printed copies: Annual Budget, Fee Bylaws
- Do we need a more formal AGM notice prior to the AGM? Email update? Distribution of Annual report must occur 30 days prior to AGM.
- Email update with annual report as well as AGM notice?
- Presentations to outgoing Council members?
 - Get list of outgoing members from K. Becker
- Review last years' AGM feedback
- Brag n Steal session
 - Ensure Mac users are sending presentations in a Microsoft Office Powerpoint format.

ACTION:

- 5.2 e-blast to members re: reserving rooms for AGM by March 22, 2016
- 5.2. L. Kuffner will reserve rooms for Thursday night prior to pre-AGM
- 5.2 L. Kuffner will make lunch reservations for 50
- 5.2 L. Kuffner will book meeting room for morning and cancel afternoon.
- 5.2 T. Descottes to include an article in Momentum re: education policy
- 5.2 S. Sarauer to follow up with PCC and DC chairs to ensure that they have a designate at AGM if unable to attend
- 5.2 S. Sarauer to share Council feedback related to Continuing Competency questions with C. Boucher
- 5.2 L.Kuffner to follow up with T. MacSymetz regarding attending AGM
- 5.2 T. MacSymetz to send out email update with Annual Report as well as AGM notice on March 23, 2016 – include both 2015 financials and 2016 proposed budget as part of the email update
- 5.2 Executive to ensure that plaques and gifts are ordered/available for outgoing council members
- 5.2 S. Sarauer to review last year's AGM feedback to ensure concerns are addressed.

5.3. Telerehabilitation

Motion: none – for discussion only

Discussion:

- Council reviewed Legislation committee meeting minutes and the recommendations for clarification/concern – see minutes for complete discussion

- Need clarification of purpose of telerehabilitation (for assessment? Or just continuation of services); inclusion of word (insurance) in language regarding licensure; need for a full practicing license in every jurisdiction in which a patient resides that therapist is providing services to; sharing of information in accordance with HIPA regulations; ability to adequately meet supervision guidelines as per Code of Ethics with use of technology.

Council recommendations:

- May need to have a practice guideline for members to consider when practicing via telerehabilitation.
- Need MOU for discipline process.
- If fully registered in all provinces, member must meet continuing competency requirements in all jurisdictions.
- Full disclosure of therapists to patients may be an important aspect
- May be beneficial to send recommendations to Diane Millette (Alberta)

ACTION:

- 5.3 E. Rackow to email list of recommendations to Council
- 5.3 Office to send telerehabilitation recommendations to Diane Millette
- 5.3 article in Momentum re: reminder for members to check membership requirements of jurisdiction that they are providing services to.
- 5.3 refer to PSOP for development of practice guideline for intraprovincial Telerehabilitation

6. New Business

6.1. Practice Guideline #11 – Revision

6.1.1. Practice Guideline #11 – Revised March 2016

Motion: to approve amended Practice Guideline # 11 as attached

Moved by: B. Green

Seconded by: H. BurrIDGE

CARRIED: Motion: 16.031

Discussion: if specified instructor is commonly instructing, then it is appropriate to keep name in list of courses. But if there are numerous instructors teaching this specified course, is it appropriate to list her name specifically? Council agreed that if there is a generic name for the course, that would be best to list, unless this particular instructor is the only instructor teaching the course.

ACTION:

- 6.1 T. MacSymetz to post updated PG #11 to website and S. Sarauer to update list of approved courses and forward to T. MacSymetz for posting to website.

6.2. Myopains Dry Needling Seminars Course Approval

6.2.1. Practice Guideline #10 – Revised March 2016

Motion: to approve Myopain Dry Needling Seminars Courses for the practice of the specialized procedure of dry needling as a physical therapist in the province of Saskatchewan as outlined in attached revised practice guideline # 10

Moved by: B. Green

Seconded by: E. Rackow

CARRIED: Motion: 16.032

Discussion:

- Consistent approach to approving courses based on bylaws.

ACTION:

- 6.2 T. MacSymetz to post the updated PG #10 to the website
- 6.2 S. Sarauer to update list of approved dry needling courses and forward to T. MacSymetz for posting to website
- 6.2 S. Sarauer to inform member of course approval.

6.3. Practice Guideline #17 – Revision

6.3.1. PG #17 – Revised March 2016

Motion: to approve amended Practice Guideline # 17 as attached

Moved by: C. Pederson

Seconded by: J. Grant

CARRIED: Motion: 16.033

Discussion:

- Specific Inquiries to the office may not be addressed in this practice guideline, but the committee feels that the office directs the members with links to resources that can answer specific questions.
- Discussed the need to provide appropriate courses that may be evaluated as meeting requirements
- Will wait to see what inquiries come in to the office to direct future action.

ACTION:

- 6.3 T. MacSymetz to post the updated PG #17 to the website
- 6.3 S. Sarauer to write an article for upcoming Momentum re: changes to PG #17

6.4. Strategic Planning 2016/2017

Motion: none

Discussion:

- J. Grant has facilitated strategic planning sessions in the past and is willing to assist with Council strategic planning; L. Kuffner also has experience and is able to assist

- SCPT has two strategic planning formats from past plans that can be used to facilitate the new plan.
- Finance committee has budgeted for strategic planning this year.
- Could schedule a Friday afternoon Council meeting and Saturday strategic planning session

ACTION:

- 6.4. L. Kuffner, S. Sarauer to forward any raw data from strategic planning to J. Grant for development of strategic planning session
- 6.4 C. Cuddington to forward any information pertaining to strategic planning raw data

6.5. Council Education Policy

6.5.1. SCPT Education Policy

Motion: to accept the council education policy as circulated

Moved by: B. Green

Seconded by: H. Burrridge

TABLED: will complete via E-vote after changes are made.

Discussion:

- Remove line "Members that are chosen to be sent to conferences/courses will not be in their final year on council"
- Add the word "Funding" to title: SCPT Council Education Funding Policy
- Add: Council and committee members would also have the opportunity to bring forward educational requests for consideration

ACTION: 6.5 B. Green to take education policy back, make recommended changes, and bring back to Council for e-vote.

Motion: to approve council funding for council members to attend CPTE/SPA Pre-AGM educational event

Moved by: H. Burrridge

Seconded by: J. Grant

CARRIED: Motion: 16.034

ACTION: 6.5 Council members may register for the CPTE/SPA education session by March 25/16 and submit receipt to SCPT for reimbursement.

6.6. Audited Financial Statements

6.6.1. Audited Financial Statements

Motion: to accept the audited financial statements from Thorp

Moved by: B. Green

Seconded by: R. Porter

CARRIED: Motion: 16.035

Discussion:

- Spent less on ED salary than budgeted (budgeted for full time ED and ended up paying part time salary)
- This year we have increased expenditures so will balance out

ACTION: 6.6 B. Green to check with Thorp about the Professional Fees discrepancy between thorp report and working budget and bring back to pre-AGM

6.7. Criminal Record Check Requirements

Motion: that L.Kuffner and the Registration committee develop an office policy and procedure for the administration and processing of criminal record checks as related to initial licensure

Moved by: C. Cuddington

Seconded by: B. Green

CARRIED: Motion: 16.036

Discussion:

- Need to have a procedure to guide committees
- Intention to add a question on renewal in the future to declare any new convictions in the last year. We are currently not asking members to declare or submit at this time.
- Immigration may be completing this during processing of the residency/visa application for IEPTs.
- Completion of policy by June 2016.

ACTION:

- 6.7 S. Sarauer to take CRC office policy motion to Registration committee
- 6.7 L. Kuffner to sit in on Registration committee meeting
- 6.7. S. Sarauer to follow up with Ministry to notify that CRC requirement is under development

7. Other Business

7.1. Council Action Report

- 4.2 L. Kuffner to investigate possibility of completing new member application process completely online
- 4.2 L. Kuffner to explore current website setup to include link to "new member application" page
- 4.3 L. Kuffner to submit fee bylaws to Director of Corporations
- 4.3 B. Green will present Fee bylaws to be ratified at AGM
- 4.4 L. Kuffner will present at MPT education event at SPT on June 17/16.

- 4.5 L. Kuffner will follow up with SPT and share Council feedback regarding SPT MMI interviewer request.
- 4.6 L. Kuffner will complete FQRWG survey form and bring to Council
- 4.6. L. Kuffner to bring FQRWG survey results back to Council once the entire survey is completed.
- 4.7 L. Kuffner to communicate with M. Rasmussen to discuss course of action on Protection of Title issues.
- 4.7 L. Kuffner to approach Director of Corporations to meet regarding current processes and concerns/issues
- 4.7 L. Kuffner to update website with information on changes to corporations once clear process is established.
- 5.1 S. Sarauer will follow up with K. Becker regarding contacting committee chairs to see if there are vacancies on their committees, and to see if chairs are continuing on in 2016.
- 5.1 S. Sarauer to review access to council and committee minutes and bring back to pre-AGM meeting
- 5.2 L. Kuffner/T. MacSymetz to send e-blast to members re: deadline for reserving rooms for AGM by March 22, 2016
- 5.2. L. Kuffner will reserve Council rooms for Thursday night prior to pre-AGM
- 5.2 L. Kuffner will make AGM lunch reservations for 50
- 5.2 L. Kuffner will book meeting room for morning and cancel afternoon.
- 5.2 T. Descottes to include an article in Momentum re: education policy
- 5.2 S. Sarauer to follow up with PCC and DC chairs to ensure that they have a designate at AGM if unable to attend
- 5.2 S. Sarauer to share Council feedback related to Continuing Competency questions with C. Boucher
- 5.2 L.Kuffner to follow up with T. MacSymetz regarding attending AGM
- 5.2 L. Kuffner, B. Green, and T. MacSymetz to send out email update with Annual Report as well as AGM notice before deadline of March 23, 2016 – include both 2015 financials and 2016 proposed budget as part of the email update
- 5.2 Executive to ensure that plaques and/or gifts are ordered/available for outgoing council members
- 5.2 S. Sarauer to review last year's AGM feedback to ensure concerns are addressed.
- 5.3 E. Rackow to email list of recommendations re: MOU to Council once compiled
- 5.3 Office to send telerehab recommendations to Diane Millette (Alberta) once approved by council
- 5.3 S. Sarauer/T. Descottes article in Momentum re: reminder for members to check membership requirements of jurisdiction that they are providing telerehabilitation services to.
- 5.3 refer to PSOP for development of practice guideline for intraprovincial Telerehabilitation
- 6.1 T. MacSymetz to post updated PG #11 to website and S. Sarauer to update list of approved courses and forward to T. MacSymetz for posting to website.
 - 6.2 T. MacSymetz to post the updated PG #10 to the website
- 6.2 S. Sarauer to update list of approved dry needling courses and forward to T. MacSymetz for posting to website
- 6.2 S. Sarauer to inform member of course approval.
- 6.3 T. MacSymetz to post the updated PG #17 to the website
- 6.3 S. Sarauer to write an article for upcoming Momentum re: changes to PG #17

- 6.4 L. Kuffner and S. Sarauer to look for raw data from 2014 strategic plan (should have been received from Consultants)
- 6.4 C. Cuddington to forward any information pertaining to strategic planning raw data to L. Kuffner and S. Sarauer
- 6.4. L. Kuffner, S. Sarauer to forward any raw data from strategic planning to J. Grant for development of strategic planning session
- 6.5 B. Green to take education policy back, make recommended changes, and bring back to Council for e-vote prior to pre-AGM meeting
- 6.5 Council members may register for the CPTe/SPA education session by March 25/16 and submit receipt to SCPT for reimbursement.
- 6.6 B. Green to discuss the audited financials with Thorp and present at pre-AGM Council meeting
- 6.7 S. Sarauer to take CRC office policy motion to Registration committee
- 6.7 L. Kuffner to sit in on Registration committee meeting
- 6.7. S. Sarauer to follow up with Ministry to notify that CRC requirement is under development

7.2. Momentum and website

- Telerehabilitation update: reminder for members to check membership requirements of jurisdiction that they are providing services to
- new committee listings
- council listings
- ED/R role in SCPT
- Changes to PG #17
- CRC policy development update
- Website:
 - follow up with T. MacSymetz re: posting of email updates
 - ensure council/committee contact information is consistent for upcoming year.

7.3. In camera

7.3.1. SPA Submission

7.4. Other Business - none

8. **Adjournment:** S. Sarauer adjourned meeting at 2:38pm.

Next Meeting: pre-AGM – April 22, 2016 in Regina, SK

Signature  (President) April 22/2016. (Date)

Signature  (Secretary) April 22/2016. (Date)

Item for: Council	Date: March 12, 2016	Agenda Item 4 . 1.
Topic: Executive Director's Report Est. Time Req: 5 (min)		
This item is for: <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		
Overview: The Issue: Suggested Action: Submitted by: Lynn Kuffner Attachments:		

Please add correct information and forward to admin@scpt.org

Registrar's Report

Practicing: 736
 Restricted: 18
 Non-practicing: 28

Professional Conduct Committee Report

New cases (since last report): 0
 Open cases: 0
 Referred to discipline for: 0 Recommend Dismissal
 0 ADR
 0 Hearing

Discipline Committee Report

Referrals received from PCC (since last report): 0
 Cases in process: 0
 Cases closed: 0 Dismissed
 0 ADR
 0 Hearing Concluded

Saskatchewan College of Physical Therapists
The SCPT Fee Bylaws

Title

- 1 These Bylaws may be referred to as *The SCPT Fee Bylaws, 2016*.

Application fees

- 2 The non-refundable processing fee payable for an initial application for registration as a full practising or restricted practising member is \$75.00.

Initial registration and licensing for practising members

- 3(1) The fee for initial registration as a member and for the relevant licence to practice in the initial registration year is the amount opposite the licence year indicated as set out in Table 1.
- (2) Where a person applies for initial registration on or after October 1 in a year, the fee is half the fee described in subsection (1).

Non-practising

- 4 The annual fee for a non-practising membership is \$125.00.

Change of status

- 5 The fee to change status from non-practising to practising and for the relevant licence to practice in the year in which the change in status occurs is the amount of the licence fee described in section 3, less the non-practising fee described in section 4.

Temporary licence

- 6 The fee for a temporary licence as a registrant in or instructor of a course is \$50.00 per course.

Licence monitoring fee

- 7 The following persons shall pay a licence monitoring fee of \$75.00:
- (a) each new applicant for a restricted practising licence;
 - (b) each applicant for a full practising licence who has insufficient hours as provided for in subsection 12(2) of *The SCPT Regulatory Bylaws*;
 - (c) each applicant for a licence who is subject to limitations or conditions attached to the licence as a result of an order of the discipline committee.

Renewal of annual practising licences

- 8(1) The annual fee for renewal of any annual practising licence is the amount opposite the licence year indicated as set out in Table 1.
- (2) All annual renewal fees are payable before March 1.
- (3) A person who pays the required renewal fee on or after March 1 but prior to March 31 shall, in addition, pay a late fee of \$100.00, plus \$10.00 per day for every additional day late to March 31.

Saskatchewan College of Physical Therapists
The SCPT Fee Bylaws

- (4) A person who fails to pay the required licence renewal fees by March 31 ceases to be a licensed practising member as of that date.
- (5) A person who fails to pay the required licence renewal fee by March 31 may subsequently apply to be re-licensed on payment of:
- (a) the licence renewal fee described in subsection (1);
 - (b) the penalty described in subsection (3); and
 - (c) an additional re-licensing fee of \$100.

Remission of fees

9 The Council may, for cause, remit the whole or any portion of any fee or late payment penalty.

Repeal

10 *The SCPT Fee Bylaws* are repealed.

TABLE 1
Licence Fees

Licence Year	Licence Fee
March 1, 2016 to February 28, 2017	\$460
March 1, 2017 to February 28, 2018	\$470
March 1, 2018 to February 28, 2019	\$480
March 1, 2019 to February 29, 2020	\$490
March 1, 2020 to February 28, 2021	\$500

Certified to be a true copy of the Saskatchewan College of Physical Therapists Fee Bylaw made by Council pursuant to a resolution dated March 12, 2016.

Lynn Kuffner, Executive Director & Registrar
Saskatchewan College of Physical Therapists

Date: _____

SCPT Practice Guideline #11

Pelvic Floor Retraining and Treatment of Urogenital and Rectal Dysfunctions

Background

The SCPT Regulatory Bylaws define specialized physical therapy procedures to include invasive techniques for the treatment of urogenital or rectal dysfunction, and section 16 of those bylaws prohibits members from performing invasive techniques for the treatment of urogenital or rectal dysfunction, unless they have completed an educational program recognized by the council.

The College considers non-invasive techniques for the treatment of urogenital or rectal dysfunction to fall within the provision of basic physical therapy services.

The SCPT Code of Ethics provides:

3. Physical therapists must respect the clients or surrogate's rights to be informed about the effects of treatment and inherent risks.
4. Physical therapists must give clients or surrogates the opportunity to consent or decline treatment or alterations in the treatment regime.
19. Physical therapists shall maintain an optimum standard of practice by exercising competent professional judgment and by continually striving to improve knowledge and professional skills.

Recognized Educational Programs

The following educational programs are recognized by the council:

- Pelvi-Perineal Re-Education for Female Urinary Incontinence instructed by Claudia Brown and Marie Jose Lord, or recognized instructors.
- Treating Urinary Incontinence in Women: Pelvic Floor Muscle Re-Education and Behavioural Techniques instructed by Dianna MacDonald, or recognized instructors.
- Treating Fecal Incontinence - A Practical Approach instructed by Judy Fox or recognized instructors.
- Continence Therapy Using Biofeedback Techniques instructed by Judy Fox or recognized instructors.
- Level I: The Physical Therapy Approach to Female and Male Urinary Incontinence instructed by Nelly Faghani, or recognized instructors.
- The Council recognizes the courses included in a recognized educational program provided by Canadian Universities as providing the education and training necessary to perform invasive techniques for the treatment of urogenital or rectal dysfunction taught in these programs

Practice Guidelines

1. Physical therapists who have successfully completed a recognized educational program and are practicing invasive techniques for the treatment of urogenital or rectal dysfunction are expected to use professional judgment and act within their level of competence.

2. The physical therapist should:

- a) treat only the patient population for which the physical therapist has had training;
- b) adhere to all protocols generally accepted within the practice; and
- c) use only assessment/treatment equipment that is medically approved by the d) Canadian Standards Association and maintained on an ongoing basis.

SCPT Practice Guideline #10 – Dry Needling

The SCPT Regulatory Bylaws define specialized physical therapy procedures to include dry needling, and section 18 of those bylaws prohibits members from performing dry needling unless they have completed an educational program recognized by the council. Part of the requirement included in the bylaws is specific to a 90 hour theoretical and practical course instruction component. It should be noted that this 90 hour requirement may be met with course instruction hours, independent study pre course and/or with prerequisite acupuncture related requirements.

Recognized Educational Programs

The following educational programs are recognized by the council:

1. Successful completion of theoretical and practical examination and internship of the UBC Gunn IMS program (UBCGUNNIMS) as well as required prerequisites, including completion of part 1 and part 2 and all associated examinations.
2. Gokavi Transverse Technique (GTT). (Prerequisites for this course include being a member of the AFCl and having successfully completed the AFCl certification examination or equivalent.)
3. Kinetacore Functional Dry Needling. Must have completed either:
 - a) Level I and Basic Acupuncture prerequisite (AFCl certification or equivalent)
 - b) Both Kinetacore Functional Dry Needling Level 1 - Applications for Pain Management & Sports Injuries and Functional Dry Needling Level 2 - Advanced Applications for Pain Management & Sports Injuries *Note: Therapists are not permitted to dry needle following completion of level 1 only. This may apply to individuals who have been certified to practice these techniques through licencing in another jurisdiction in Canada.
 - c) Successful completion of Kinetacore Functional Dry Needling Level 1, Kinetacore Functional Therapeutics, and Kinetacore Functional Dry Needling Level 2 *Note: Therapists are permitted to dry needle only the muscle taught in level 1 following completion of both Level 1 and Functional Therapeutics for the purpose of completing their 100 hour practice log for level 2.
4. Myopain Dry Needling Seminars. Must have completed either:
 - a) DN I and Basic Acupuncture prerequisite (AFCl certification or equivalent)
 - b) DN I, DN II, AND DN III *Note: If they do not hold basic acupuncture prerequisite, therapists are not permitted to dry needle until completion of all three levels is achieved.

Standards of Practice

1. Practicing acupuncture or dry needling techniques on patients is not permitted until the physical therapist has demonstrated competency through successful completion of the approved course and is able to provide proof of their educational requirements to SCPT if requested.
2. Physical therapists that have successfully completed a recognized educational program and are practising dry needling are expected to use professional judgment and act within their level of competence.

SCPT Practice Guideline #17 Use of Instruments/Devices

Background

Within the profession, technology is rapidly changing. The implementation of technology and utilization of new equipment in practice is a professional decision.

The SCPT Regulatory Bylaws prohibit the use of instruments or devices except under specific circumstances as follows:

Use of instruments or devices

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; and

Practice Guidelines

1. It is the responsibility of the physical therapist to complete his or her own investigation regarding the efficacy and use of instruments or devices in accordance with the Regulatory Bylaws.
2. Members must ensure that the device is registered in accordance with any relevant health and safety regulations and/or Acts if they exist.