

COUNCIL MINUTES



SCPT Council Meeting at the Saskatchewan College of Physical Therapists Boardroom, in Saskatoon SK, on September 10, 2016.

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

In attendance: L. Kuffner (Executive Director)

Absent: C. Pederson

1. **Call to Order** - The meeting was called to order by S. Sarauer, President, and meeting Chair, at 8:34.
2. **Opening Remarks of Chair** – Welcome to Council members.

3. **Agenda & Declaration of COI**

3.1. **Approval of Agenda**

Motion: That the agenda be approved as circulated.

Moved by: H. Burrridge

Seconded by: E. Rackow

CARRIED: MOTION: 16.050

Changes: none

3.2. **Declaration of COI** – H. Burrridge declared for 5.8 Sage training.

3.3. **Minutes of previous Council meetings**

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

Moved by: S. Lovo Grona

Seconded by: B. Green

CARRIED: Motion: 16.051

Motion: to approve the June meeting minutes as circulated

Moved by: J. Yathon

Seconded by: R. Porter

CARRIED: Motion: 16.052

Changes: spelling of last name Wiechnik (5.4) in item and action plan will be corrected

3.4. Consent Agenda

Motion: that the consent agenda be approved as circulated

Moved by: E. Rackow

Seconded by: J. Hunchak

Amendment: Pull

- **PSOP committee meeting minutes (3.4.5) - move to 6.7**
- **Alliance report (3.4.2) move to 6.8**

Moved by: J. Grant

Seconded by: E. Rackow

Amend: to approve the consent agenda as amended

CARRIED: Motion: 16.053

4. Additional Reports

4.1. Executive Director and Registrar's Report

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

Moved by: J. Yathon

Seconded by: E. Rackow

CARRIED: MOTION: 16.054

4.2. 2016 Non-permitted corporations – name not in compliance

Motion: to send a letter to the president of each corporation informing of the non-compliance issue

Moved by: B. Green

Seconded by: E. Rackow

Discussion:

- Some businesses renew every year with ISC but because not registered with SCPT as a prof corp, we may not even know about it.
- Owners may be non-members – would have to pursue through court system; if owners are members, can deal with this at an SCPT level.
- Need flow of communication between SCPT and ISC to ensure businesses are flagged when trying to become a business corporation that will also need to be registered with SCPT.

CARRIED: Motion: 16.055

Motion: to approve increased budget for legal counsel to support ED through non-compliance professional corporation issue

Moved by: E. Rackow

Seconded by: C. Cuddington

CARRIED: Motion: 16.056

Discussion:

- Currently room in the budget for this increased amount as legal costs for DC and the Legislation committee costs are below budget. If legal expenses will result in moving over budget Finance Committee will bring back to Council.

4.3. Permitted professional corporation name not in compliance

4.3.1. Permitted professional corporation name not in compliance letter

Motion: None; for information only

4.4. Use of term 'physiotherapy background'

Motion: to approve sending a letter to the gym

Moved by: J. Grant

Seconded by: E. Rackow

Discussion: Letter can be cautionary – informing them of what constitutes a breach of the bylaws (ie. If coach actually states he/she is a physio/PT, etc). SCPT has no further information so further investigation is warranted.

Amendment: add "after the appropriate research is done to determine the need to send the letter"

Moved by: J. Grant

Seconded by: E. Rackow

CARRIED

Amended Motion: to approve sending a letter to the gym after the appropriate research is done to determine the need to send the letter.

CARRIED: Motion: 16.057

ACTION:

- 4.4 L. Kuffner to follow up with individual raising concern about gym coach for more information;
- 4.4 If appropriate, L. Kuffner to send letter to the gym in question.
- 4.4 L. Kuffner to keep a log of occurrences of the practice terms being used by a non-member

- 4.4 C. Cuddington to do an environmental scan of the practice terms currently being used and in what circumstances, and bring back to November Council meeting

5. Old Business

5.1. June 11th Meeting Action Plan Review

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Motion: none

ACTION: 5.1 Exec to investigate a survey incentive for strategic planning survey

5.2. Nominations Committee Review

Motion: to dissolve the SCPT nominations committee

Moved by: E. Rackow

Seconded by: S. Lovo Grona

Discussion:

- Would have to amend the Admin bylaws

CARRIED: Motion : 16.058

ACTION:

- 5.2 E. Rackow to take admin bylaw changes for nominations committee dissolution to Leg committee and bring back to council by November meeting
- 5.2 Finance committee to review nominations committee honorarium and bring back to council for November meeting
- 5.2 T. MacSymetz to remove Nominations committee from committee member area of website

Motion: to have Communications committee take on work of nominations committee with office manager support for administrative duties

Moved by: T. Descottes

Seconded by: C. Cuddington

CARRIED: Motion: 16.059

ACTION:

- 5.2 Communications committee to meet to update terms of reference and bring back to January Council meeting – invite K. Becker to be involved in teleconference
- 5.2 K. Becker, T. Descottes (communications chair), and T. MacSymetz to meet via teleconference to discuss admin functions of nominations committee that could be taken on by the office manager.

5.3. CPG #23 – revised submission

5.3.1. CPG #23 – revised August 2016

Motion: to approve Clinical Practice Guideline #23 as circulated

Moved by: B. Green

Seconded by: R. Porter

CARRIED: Motion: 16.060

Discussion: CPG reviewed.

ACTION:

- 5.3 S. Sarauer to write an article for fall momentum updating membership re: CPG #23
- 5.3 T. MacSymetz to post CPG#23 to relevant areas of website

5.4. Complaints process review update

5.4.1. Updated complaints process flow chart

5.4.2. Action list from complaints process teleconference

Motion: none – for discussion/information

ACTION:

- 5.4 ED and OM to investigate FAQ section for website that will address commonly asked questions about complaints and in general

5.5. Criminal Record Check

5.5.1. Criminal record check

Motion: none – for discussion only

Discussion:

- Remove the last part of the sentence “or may be relevant to my suitability to practice physiotherapy” from both sample declarations
- Vulnerable sector portion removed from policy document (1:30)

ACTION:

- 5.5 C. Cuddington to bring back CRC document to Registration committee to make recommended changes, and forward to legal counsel for review; send back to S. Sarauer/L. Kuffner for distribution to Council for e-vote once completed

5.6. Budget Update

5.6.1. Working Budget

Motion: none – for information only

Discussion:

- Considerable cost of renewal stickers - discussion about option for digital renewal certificate instead of sending stickers in the mail.

- Committee budget requests should be submitted to Treasurer as 2017 Budget will be created in the next month

ACTION:

- 5.6 L. Kuffner to follow up with NIRO and the Registrars' committee to see what other organizations do for certificates/proof of renewal and bring back to November meeting

5.7. Legal Expenses

Motion: none – for information only

Discussion: general council legal fees for 2016 year are/will be over budget, due to ongoing work on complaints process and professional corporations' compliance. Legislation and Discipline committees are under budget as well, so the extra funds should be enough to cover the overages. Discussion about options for ways to keep expenditures transparent for the various issues (ie. Costs associated with prof corps, complaints process, separately). Treasurer can speak to the overages at AGM to explain the costs

ACTION:

- 5.7 H. Burrridge to investigate how to record Incorporation legal fees into the budget.
- 5.7 T. MacSymetz to post Treasurer's PowerPoint with AGM 2017 minutes on the website

5.8. Sage Training (H. Burrridge recused self due to COI at 11:10)

Motion: to approve H. Burrridge taking an online SAGE training course at the cost of \$99 plus GST.

Moved by: B. Green

Seconded by: E. Rackow

CARRIED: MOTION: 16.061

Discussion: added value to have Treasurer familiar with accounting system

ACTION:

- 5.8 B. Green will add the requirement for Treasurer to take an accounting system course to the Treasurer's terms of reference
- 5.8 consider further discussion around succession planning at a future council meeting

H. Burrridge returned to meeting at 11:12

Motion: to approve L. Kuffner taking an online SAGE training course at the cost of \$99 plus GST.

Moved by: E. Rackow

Seconded by: C. Cuddington

CARRIED: Motion: 16.062

6. New Business

6.1. Biomedical dry needling course submission

6.1.1. Biomedical dry needling course outline

6.1.2. CPG #10 – Revised August 2016

6.1.3. List of council recognized courses – revised August 2016

Motion: to approve the biomedical dry needling certificate course/program as a council-recognized course for the practice of the specialized procedure of dry needling as a physical therapist in the province of Saskatchewan

Moved by: E. Rackow

Seconded by: H. BurrIDGE

CARRIED: Motion: 16.063

Discussion:

- Some concern that the trend is for more courses to be coming up, increasing the workload of the committee. Other jurisdictions leave it to the professional to make sure the course meets the requirements
- Unable to use approved lists from other jurisdictions because of differences in legislation between provinces

ACTION:

- 6.1 S. Sarauer to follow up with S. Lovo Grona re: course review process

Motion: to approve the updated Practice Guideline #10 – Dry Needling as circulated

Moved by: T. Descottes

Seconded by: B. Green

CARRIED: Motion: 16.064

ACTION:

- 6.1 T. MacSymetz to ensure updated practice guideline #10 is posted to relevant areas of the website
- 6.1 T. MacSymetz to ensure updated list of council recognized courses for specialized procedures is posted to the relevant areas of the website.
- S. Sarauer to follow up with member about course approval

6.2. Communications committee re: Twitter/Facebook

Motion: none, for information only

Discussion:

- Communication committee explored the usage of these in other jurisdictions. Consensus from committee was to not create a page at this time due to the considerations: Who would maintain page – updates, content, response to questions?
- Facebook pages can be set up to receive messages, not allow comments to be posted on the page;

ACTION:

- 6.2 S. Lovo Grona to publish link to Momentum on CPTe Facebook page
- 6.2 Continuing Competency Committee to explore different ways to educate members on practice issues that have come forward (ie. ED blog post, role of a practice advisor, facts section on website) in addition to jurisprudence questions

6.3. PCC proposed name change of ADR

Motion: that the term “Alternative Dispute Resolution” be replaced with the term “A Resolution by Consent” but that there shall be no change in the process being used by the PCC in its investigation and resolution of complaints

Moved by: B. Green

Seconded by: C. Cuddington

DEFEATED: Motion: 16.065

Discussion:

- discussed idea that consent must be given by both parties – should add “mutual”

ACTION:

- 6.3 S. Sarauer will take back to PCC the proposal to include the word “mutual” to ADR name and bring back to council via e-vote
- 6.3 L. Kuffner and P. Beharry to update PCC and Office Complaints process materials to reflect the changes of name to ADR when it occurs

6.4 Michael Brennan ADR presentation teleconference

Motion: to hold webinar re: ADR on October 15, 2016

Moved by: S. Lovo Grona

Seconded by:

Carried: Motion: 16.066

ACTION:

- 6.4. S. Lovo Grona to liaise with Michael Brennan to arrange time/date and then distribute information to Council re: accessing webinar; if not available, S. Lovo Grona will send out a Doodle for alternative date/time
- 6.4 S. Sarauer to invite PCC and DC to Michael Brennan webinar

- 6.4 S. Sarauer to send request for topics to all invited members (Council, PCC and DC) with a deadline of October 1 for submission
- S. Lovo Grona to inquire if ADR webinar will be recordable

6.5. Legislation Committee public rep appointment

Motion: to appoint Jackie Hunchak to the SCPT Legislation Committee

Moved by: R. Porter

Seconded by: T. Descottes

CARRIED: Motion: 16.067

Motion: to appoint Brandy Green to the SCPT Legislation Committee

Moved by: H. Burr ridge

Seconded by: J. Grant

CARRIED: Motion: 16.068

ACTION: 6.5 T. MacSymetz to update the list of Legislation Committee on the website committee listing area

6.6. SPA/SCPT Collaboration

Discussion: discussed possible topics and common interests that would be beneficial to collaborate on – ie. Meetings with Ministry, complaints process. Could create an adhoc committee as needed

ACTION:

- 6.6 S. Sarauer to discuss topic of SPA/SCPT liaison/collaboration with Chris (SPA)
- 6.6 E. Rackow will respond to SPA representative regarding discussion

6.7. PSOP Report (from Consent Agenda)

Discussion: question about utility of the statement that face to face visit is preferable to telerehabilitation. Many geographical locations warrant telerehab use as main mode of case management. National document is currently in development – more information to come end of October 2016).

6.8. Alliance Report (from Consent Agenda)

Questions:

- **Director of exams:** has a background in psychometrics
- **External exam review:** auditing process and psychometrics of the national exam. More information to come as discussions take place.
- **Timing of exam:** Discussion occurred.

7. Other Business

7.1. Council Action Report

- 4.4 L. Kuffner to follow up with individual raising concern about gym coach for more information;
- 4.4 If appropriate, L. Kuffner to send letter to the gym in question.
- 4.4 L. Kuffner to keep a log of occurrences of the practice terms being used by a non-member
- 4.4 C. Cuddington to do an environmental scan of the practice terms currently being used and in what circumstances, and bring back to November Council meeting
- 5.1 Exec to investigate a survey incentive for strategic planning survey
- 5.2 Communications committee to meet to update terms of reference and bring back to January Council meeting – invite K. Becker to be involved in teleconference
- 5.2 K. Becker, T. Descottes (communications chair), and T. MacSymetz to meet via teleconference to discuss admin functions of nominations committee that could be taken on by the office manager.
- 5.3 S. Sarauer to write an article for fall momentum updating membership re: CPG #23
- 5.3 T. MacSymetz to post CPG#23 to relevant areas of website
- 5.4 ED and OM to investigate FAQ section for website that will address commonly asked questions about complaints and in general
- 5.5 C. Cuddington to bring back CRC document to Registration committee to make recommended changes, and forward to legal counsel for review; send back to S. Sarauer/L. Kuffner for e-vote once completed
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- 6.1 T. MacSymetz to ensure updated list of council recognized courses for specialized procedures is posted to the relevant areas of the website.
- S. Sarauer to follow up with member about course approval
- 6.2 S. Lovo Grona to publish link to Momentum on CPTE Facebook page

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- 6.6 discuss topic of SPA/SCPT liaison/collaboration with Chris (SPA)
- 6.6 E. Rackow will respond to SPA representative regarding discussion
- 7.2 Communications committee to review layout and consistency of website design

7.2. Momentum and website - Deadline end September for submissions

- ☐ Prof Corp renewal
- ☐ Telerehab article (PSOP)
- ☐ Changes to Renewal (Cathy)
- ☐ Dissolution of Nominations committee
- ☐ CPG 10, 16, 23
- ☐ Strategic Planning survey

ACTION: 7.2 Communications committee to review layout and consistency of website design

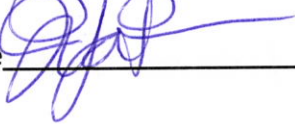
7.3. In camera - none

6.9. Other Business - none

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

Next Meeting:

Signature  (President) Nov 5/16 (Date)

Signature  (Secretary) Nov 5/16 (Date)