

COUNCIL
MINUTES



SCPT Council Meeting September 9, 2017 in Regina, SK at Travelodge

Present: B. Green; K. Earle; R. Porter; J. Grant; C. Cuddington; S. Sarauer; D. Pitura; T. Descottes; J. Hunchak; L. Kuffner; K. Horvey

Absent: E. Rackow

1. **Call to Order: 8:35am**
2. **Opening Remarks of the Chair**
3. **Agenda**

3.1 Approval of Agenda/Consent Agenda

MOTION: To approve the Agenda including Consent Agenda, as presented

Mover: D. Pitura

Seconder: C. Cuddington

CARRIED

Discussion: NIRO report to be pulled from Agenda- to be moved to 4.1.3

3.2 Declaration of Conflict of Interest- none declared

3.3. Minutes of Previous Council Meeting

3.3.1 June 3, 2017 Meeting

MOTION: To approve the June 3, 2017 meeting minutes as circulated

Mover: S. Sarauer

Seconder: R. Porter

CARRIED

Discussion: J. Grant was absent for June 3, 2017 meeting.

please have the Motions listed with ACTION items in the Action Plan

3.3.2 June 14, 2017 Teleconference

MOTION: To approve the June 14, 2017 Teleconference minutes as circulated

Mover: K. Earle

Seconder: J. Grant

CARRIED

4. Additional Reports

4.1 Executive Director and Registrar's Report

PCC Committee

- many open cases at present- unable to determine complaint trends at present
- other professions having increased complaints- to be discussed at NIRO meeting
- EDR will change complaint log to enforce exact date that 30 day response is expected

- Could EDR provide complaint log to council so council can ensure that process/deadlines are being met and determine if further members are required for PCC to ensure protocol being followed

4.1.2. RMS Update:

- weekly phone calls with In1Touch- website has been priority and now working on the Records Management System
- The project is on schedule and on budget
- Formatting of website/registration- suggested that website developer should take care of same
- Search function on website- developer should be managing same.

4.1.2. ACTION: L. Kuffner to ask Registration committee to review Registration process if needed when developing and finalizing registration with In1Touch

4.1.3. NIRO Report-

- Top 3 issues of SCPT in NIRO meeting: increased number of complaints; RMS system/website; MOU Cross Border.
- Could NIRO meeting minutes be circulated to Council – Lynn to circulate same as they are available

4.2 Treasurer's Report

Discussion:

- Review of GIC's and Mutual Funds
- Reserves- SCPT is doing well in meeting target
- Risk tolerance- discussion regarding if our funds could be in liquid reserves or reinvested for higher interest rates

4.2 ACTION: C. Cuddington- to take back to Finance committee to: re-evaluate how much money we have in our liquid reserves and determine if more can be invested at a higher interest rate; what would be the fines to pull out money sooner and would it be worth higher risk investing; and bring back to Council in November

5. Old Business

5.1 June 2, 2017 Meeting Action Plan Review

5.1. ACTION: Council Members- if items are finished off Action Plan please email Brandy and let her know

5.2 CRC Audit Procedures

- EDR drafted procedure.
- 90 days timeline to ensure that people to have time to get CRC performed.
- If audit identifies that someone has a positive criminal record and had declared they didn't it would go to the PCC as this would be fraudulent.

5.2 ACTION: L. Kuffner to refer item to M. Turk at Registration committee to develop written process/procedures for positive CRC results- how to decide if "satisfactory"

5.2 ACTION: L. Kuffner- to change 5.4 wording that if a false declaration- will be referred to PCC as it is a false statement

5.2. ACTION: L. Kuffner- to change wording of 5.4 and 5.5 to ensure consistency of wording of "satisfactory"

5.3 Professional Liability Insurance Audit

- Policy statements from Section 4 are what council has approved
- In1Touch will be able to generate report to for yearly random selection
- Declaration of having insurance on registration form has met legal requirements for liabilities
- Could the document for liability insurance proof (that public practitioners can use) be attached to the policy?

5.3 ACTION: L. Kuffner- to ask In1Touch to ask if we can upload documents to registration profiles

5.3 ACTION: L. Kuffner to attach proof of liability insurance to the Professional Liability Insurance Audit Policy document

5.4 Continuing Competency Hour Logs/Audit Procedures

- There will be a delay in the implementation of the audit as members have to compile hour logs of hours worked
- Possibility of having hour logs uploaded to member profiles
- Issue of self-employed members: is it necessary for second-tier for self-employed members as members will sign their own hour logs, such as producing invoices, schedules, etc.

5.4. ACTION: L. Kuffner to add refer to definition of worked hours on the Verification Forms

5.4. ACTION: L. Kuffner to refer back to CCC that the issue is raised whether it is acceptable for self-employed members to sign their own log or is a second tier necessary for this set of members? Can CCC look at other agencies to see what they do and report back to Council in November

6. New Business

6.1 Practice Guideline #24

MOTION: To approve Practice Guideline #24 as circulated

Mover: S. Sarauer

Seconder: R. Porter

CARRIED

Discussion:

The PSOP recognizes that there will be changes made to this document when extended access legislation comes into effect

The charts are held by the primary practitioner that provides the services- as identified in practice guidelines regarding record keeping

Technology recommendations- wording is generalized so that each member is responsible for the technology that they are using.

6.1 ACTION: S. Sarauer to write an article in the Momentum regarding Practice Guideline #24- clarifying both within-province and inter-provincial use. Currently if you are practicing telerehabilitation across border you are required to hold licensure in both provinces

6.1 ACTION: T. MacSymetz to update website with Practice Guidelines #24

6.2 SPA/SCPT Meeting Outcomes and Plan

Discussion:

- What are SCPT's priorities moving forward? responses are varied.

- the data needs to be compiled further by Brenna and Brandy and come back to Councils- to see if there are a few 2-3 key items we can work on together

6.2 ACTION: B. Green to take the data back to Brenna to further compile the results and try to define 2-3 key areas and bring it back to November Meeting

6.3. Ad Hoc Committee for Policy Work

MOTION: To create an ad hoc committee to perform policy work required

Mover: C. Cuddington

Second: J. Grant

CARRIED:

RESCINDED Due to Further Information Required

Discussion:

- There is no consistency in our current policy- gaps, out of date,
- Purpose that ad hoc committee be created to develop up to date policy manual, including information regarding changes are made when they are and working in conjunction with committee chairs.
- Goal: Governance Policy manual that outlines our structures, who communicates to whom, policies and procedures.
- Project work that perhaps be contracted out- we may need someone to do the conceptual work and then bring it back to Council and then committee could be formed
- Currently SCPT has background information of all the other organizations from NIRO of their table of contents. We need a policy project manager that can report back to

6.3 ACTION: L. Kuffner to look into costs associated with Policy Consultants- may have to do an RFP for same and bring that information back to Council in January

6.4 Appropriate Billing Services Tool

Discussion:

- PSOP feels that they are unable to make a recommendation at this time for use of appropriate billing services tool.
- Office often gets questions from Insurance Companies
- The documents are administrative documents, don't need to be approved by Council but Legislation Committee should review
- Documents could be available to the membership

6.4. ACTION: L. Kuffner to refer to the Legislation Committee to review documents to be sure that they are within our regulations prior to posting and educating

6.4. ACTION: T. MacSymetz to post the appropriate billing tool documents or link to a website from 6.4 to the website for membership once approved by Legislation Committee

6.4 ACTION: T. Descottes- article to be in Momentum about the documents on the website and some education as to why the documents are posted once approved by Legislation Committee

6.5 Complaints Process on Website

MOTION: To put the documents of the Complaints Process under the Members Area on the website

Mover: T. Descottes

Second: K. Earle

CARRIED:

Discussion:

- Under the public section of the website the complaints process is laid out in layman's term
- More technical aspects of the process be posted under the Member's Area of the website

6.5 ACTION: T. MacSymetz to post all documents of Complaints Process under the members area on the website

6.6. Communications Process

Discussion:

We need a plan of how we are going to education our membership on the new processes/notification to the membership

MOTION: To refer to Communications Committee for development and implementation of a plan for informing members of new website prior to September 30 and new registration process by October 27

Mover: S. Sarauer

Second: D. Pitura

CARRIED

Discussion:

- This can likely be an email update for the info regarding the new website

6.6. ACTION: T. Descottes to refer to Communications Committee for development and implementation of a plan for informing members of new website prior to September 30 and new registration process by October 27

6.6. ACTION: T. Descottes to ask T. MacSymetz to edit "File a Complaint" under the Public Information Tab of the website: change the wording "file a complaint" to "what do I do if I have concerns"; the order of the sections of the link should be reordered to have "what to do if I'm not happy" first; insert the SCPT phone number after the line "if you are not satisfied, please contact SCPT"; and remove the link to MS Word document in "filing a complaint".

6.7 IFD Good Character

Discussion:

- Lynn compiled the Spread sheet document: of the good character workgroup recommendations and the SCPT relevant legislation and what the recommendations are
- May need to do some further collection of information about what happens with other regulatory bodies
- Council would like standardized definition of "good standing"
- Council had some specific recommendations regarding the Report of Good Standing Working Group: Page 3, Page 20#2

6.7 ACTION: L. Kuffner to take information to Sept 26 Registrars meeting where they will be discussing the feasibility of a pan-Canadian Letter of Good Standing

6.7 ACTION: L. Kuffner- could the form from Page 20 #2 concerns be brought forward as the implications for the member- if you declare you're involved in an inquiry is implying guilt

6.7. ACTION: L. Kuffner- to take comment from definition of Page 3 of document written in negative language

6.7. ACTION: L Kuffner to report back to Council in November regarding Registrar's meeting about the course of Good Character/Good Standing documents

6.7. ACTION: L. Kuffner to bring to SPTAG meeting the issue of the possibility of being able to get into PT school with positive CRC but possibly not able to license with SCPT or get a job, etc.

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7. Other Business

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- 7.2. ACTION: L. Kuffner to ask SPA if they have any items for Fall Momentum

7.2 Momentum and Website

Fall Momentum to go out in November

- Information- re: professional corporation renewals
- new info for RMS – renewal process
- ask SPA if they have any info for Momentum

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7.3 Future Meeting Dates

- Teleconference in October not needed
November 18, 2017- Saskatoon.

7.4 In Camera Session (Not Required)

8. Adjournment: 2:48pm

Signature B. Green (President) Nov 18/17 (Date)

Signature Ashley Denotter (Secretary) Nov 23/17 (Date)