

COUNCIL
MINUTES



SCPT
Saskatchewan College
of Physical Therapists

SCPT Council Meeting November 18, 2017 in Saskatoon, SK at SCPT Office

Present: E. Rackow, R. Porter, S. Sarauer, L. Kuffner, K. Horvey, K. Earle, J. Grant, B. Green, J. Hunchak, C. Cuddington

Absent: T. Descottes, D. Pitura

1. Call to Order: 8:32 am

2. Opening Remarks of the Chair- Generative Discussion

3. Agenda

3.1 Approval of Agenda/Consent Agenda

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

Mover: J. Grant

Seconder: K. Earle

CARRIED: Motion: 17.091

Discussion: Pulled summary of June meeting feedback and moved to 5.9 old business

3.2 Declaration of Conflict of Interest – none declared

3.3. Minutes of Previous Council Meeting

3.3.1 September 9, 2017 Meeting

MOTION: To approve the September 9, 2017 meeting minutes as circulated

Mover: R. Porter

Seconder: K. Horvey

CARRIED: Motion: 17.092

4. Additional Reports

4.1 Executive Director and Registrar's Report

- registration numbers are up for members and 2 new professional corporations
- PCC has been very busy – 9 complaints received to date with 8 active complaints. 1 complaint did not come to completion despite multiple follow ups by EDR.
- 1 new case since last meeting. 4 open cases before PCC. 2 recommendations for dismissal referred to Discipline Committee this year and 1 recommending a Discipline Hearing.
- Discussed whether there should be a benchmark timeline regarding completion of complaints process.
- EDR indicated has been positive feedback from the membership and from complainants regarding 30 day updates and also regarding initial call to member notifying them of complaint.

- De-identified PCC report to the DC recommending dismissal of complaint was circulated to Council Members for their information and copies were then returned to EDR for confidential shredding.
- Council advised that will continue monitoring number of complaints and response times and will ensure that PCC has appropriate resources to process complaints.
- B. Green and L. Kuffner continue to liaise with SPA re: Saskatchewan specific information and support for members against whom a complaint is brought.
- EDR report also includes updates regarding committee activity for committees which EDR is involved with. This will be updated regularly.

4.1. ACTION: L. Kuffner to follow up with NIRO and Registrars committee regarding benchmark timelines that may exist for other PT regulators or other provincial regulators.

4.1 ACTION: B. Green to follow up with B. Bath and Coalition regarding possible patient advocacy role for private practice.

4.2 RMS Update:

Discussion:

- Process is progressing well.
- New website launched October 16th and monitoring and updating continues to occur.
- Online registration for new members became available October 30th
- Jurisprudence questions are now ready and system will be ready for online renewal
- Online annual renewal for permitted Professional Corporations open November 1st
- One of the issues has been some members are unaware how to upload documents
- Will continue to have Alinity access until the end of year to ensure all information required is transferred over.

4.2. ACTION: L. Kuffner to develop instructions to distribute to members regarding how to upload documents.

4.2 ACTION: T. MacSymetz to send out email to all Council members including Council Member website login information and asking all council members to review website information and report any omissions or inaccuracies and also report what information you would like to have available in this area of the website.

4.3 Omnibus Bill

Discussion:

- L. Kuffner brought information regarding protective wording for continuing competency similar to the SRNA Act to the NIRO meeting and 7 other regulators expressed interest in a co-submission of a group omnibus bill to government regarding this request.
- omnibus legislation would be submitted as an amendment and would not require the opening of the acts.

4.3. ACTION: L. Kuffner to forward request to Legislation Committee to draft Omnibus Bill for protective wording for continuing competency similar to the protective wording in the SRNA Act and then distribute to NIRO for further feedback.

5. Old Business

5.1 September Meeting Action Plan Review

5.2 Paid Practice Hours

Discussion:

- environmental scan was performed and other jurisdictions do not currently have an audit procedure

- Council was in agreement with CCC's suggestion that sole practitioner who have nobody to verify their hours would provide an appointment ledger as proof of hours.
- Question as to whether the requirement need to be only up to 1200 hours and once that is met then you wouldn't have to provide further information beyond that?
- Would need to ensure appropriate education to therapists regarding this requirement
- Request that CCC incorporate this additional step for the audit procedure and policy documents and bring back to council at January meeting.
- Must ensure that information is sent in a confidential way to the office and confidentially shredded after received.

5.2. ACTION: L. Kuffner to take feedback from Council back to CCC and request that CCC submit a complete audit procedure and policy documents for the January Council Meeting.

5.3 Investment Recommendation

Discussion:

- Action item from Council had been to re-evaluate how much money we have in our liquid reserves and determine if more can be invested at a higher rate of return; fines to pull money out sooner
- Following research and discussion Finance Committee recommended that money remain in reserve funds as is most accessible here if required
- Recommendation that this be part of the finance policy development process.

5.3. ACTION: C. Cuddington to include annual review of investment strategy with budget planning process.

5.4 New Regulatory Bylaw Extended Access Physiotherapy

MOTION: To accept the new Regulatory Bylaw Amendment for Extended Access Physiotherapy as attached

Mover: E. Rackow

Second: S. Sarauer

CARRIED: Motion: 17.093

Discussion:

- National MOU for extended access has been approved.
- In order to fully implement there needed to be changes to the membership and licensing bylaws.
- Reviewed documents.

ACTION: E. Rackow/L. Kuffner to ensure that fee bylaw update is drafted related to extended access category

5.5 Regulatory Bylaw Amendments #20

MOTION: That council approve the Regulatory Bylaw Amendment #20 as attached

Mover: E. Rackow

Second: C. Cuddington

CARRIED: Motion: 17.094

Discussion:

- Amendment to regulatory bylaw #20 to reference Code of Ethical Conduct was discussed
- Discussion that when this comes into force the current code of ethics would cease to be in existence

ACTION: PSOP/Legislation to ensure new code of ethics is reflected in all standards of practice once regulatory bylaw amendments are approved at government level.

ACTION: CCC to review current jurisprudence questions correspond to new code of ethics once regulatory bylaw amendments are approved at government level.

5.6 Regulatory Bylaw Amendments #27

MOTION: That council approve the Regulatory Bylaw Amendment #27 as **attached**

Mover: E. Rackow

Seconded: J. Grant

CARRIED: Motion: 17.095

Discussion:

- update to wording provides more clarity regarding advertising bylaw and not allowing endorsement of any product for financial gain

5.7 SCPT/SPA Joint Meeting Survey Feedback

Discussion:

- Feedback from post joint meeting was circulated to council members for information and was separated into 2 categories (SPA vs SCPT) to help clarify direction.
- 2 main areas where both SPA and SCPT agree on importance are increased engagement/participation of membership and equitable access to PT among populations with high needs
- Suggestion that Brandy continue discussions with Brenna on these two categories
- Suggestion to engage the membership on these key areas
- Discussion around planning to have a joint meeting as part of September 2018 council meeting

5.7 ACTION: B. Green to liase with B. Bath regarding council's discussions and also planning for joint meeting possibly in September 2018

5.8 Summary of Governance Discussion from September and Next Steps

- discussion of summary of discussions documents
- discussion regarding what type of governance structure do you think would work best for SCPT
- consensus that Policy Board would be more applicable to our organization as a goal
- some roles might involve more of a working board type of structure
- wanting to define a structure to allow for direction and guidance for the organization
- discussion of what our work flow/organizational chart might look like under a policy board governance structure
- the board (council) is delegated tasks by the government
- need to consider role of president, role of EDR, and role of committees in this structure
- important to have communication/record from EDR regarding referral to committees
- ensure that changes are incorporated into EDR job description and also policies and procedures and governance manual

5.8 ACTION: B. Green/L. Kuffner to develop a document with the governance structure and organizational chart and bring back to Council

5.8 ACTION: L. Kuffner to ensure committee report section of EDR report is complete

5.9 Summary of June meeting feedback

- pulled from consent agenda for discussion regarding specific feedback comments
- discussion regarding role of public reps – consider taking public rep to annual government meeting

5.9 ACTION: B. Green/L. Kuffner to consider inviting one of the public representatives to our annual meeting with government

6. New Business

6.1 Student Reps on Council

MOTION: That Council approve the following position statement: SCPT may invite two students to attend Council meetings as guests, one student from each year of the MPT program at the U

of S School of Physical Therapy. Student guests may participate in discussions but not vote. Term of student guest participation shall be two years with the Physical Therapy Students Society (PTSS) being invited to appoint one first year MPT student each year.

Mover: E. Rackow

Second: R. Porter

CARRIED: Motion: 17.096

Discussion:

- Legislation committee had discussed this and it was determined that students could participate as guests but not be voting members.
- Therefore, no legislative amendments would be required.
- There have been discussions with the school and there was indication that this would be supported.
- Teleconferencing in would be an option for the meetings as needed.

6.1 ACTION: L. Kuffner/B. Green will develop a job description for the position and bring back to council.

MOTION: That Council approve stipends for the students to be included in the budget equivalent to those of Council Members

Mover: E. Rackow

Second: K. Earle

CARRIED: Motion: 17.097

Discussion:

6.1. ACTION: C. Cuddington to ensure that this is included in the budget

MOTION: That the SCPT purchase teleconference equipment appropriate for council meetings.

Mover: E. Rackow

Second: J. Grant

CARRIED: 17.098

Discussion:

- appropriate teleconference equipment is required for council meetings to ensure all information is communicated to all participants

6.1. ACTION: C. Cuddington to ensure that this is included in the budget

6.1. ACTION: L. Kuffner to investigate purchase of this equipment and expected cost

6.2 Budget Summer Student

MOTION: To approve \$4700 to hire a summer student to scan members' paper files into their electronic files

Mover: S. Sarauer

Second: E. Rackow

CARRIED: Motion: 17.099

Discussion:

- now that we have a new records management system we have the capability to put all of our member files online.
- request is made that we have a summer student to complete this work
- there are currently three, four drawer lateral file cabinets that are very full of paper files.

6.2. ACTION: C. Cuddington to include in 2018 budget.

6.3. 2018 Budget

6.3.1.- Draft 2018 Budget

Discussion:

- draft budget for 2018 was presented and discussed
- work is ongoing

6.3.2 Honorariums 2018

MOTION: Honorariums for 2018 will be as outlined in the 2018 SCPT Honorarium Schedule

Mover: C. Cuddington

Second: E. Rackow

CARRIED: Motion: 17.100

6.3.3 Stipends

Discussion:

- Discussion around question of whether email discussions should be included as part of meeting stipend
- Decision was made that we will continue current process of paying stipends for time spent at meetings and teleconferences only.

6.4 Administration Bylaw Recommendation from Finance Committee

6.4 ACTION: C. Cuddington to send Finance bylaw recommendations to Legislation Committee

6.5 Dry Needling Course Approval

MOTION: to approve the Certificate of Integrated Dry Needling Certification (Course by Whitmore Physiotherapy Consulting) including all associated written and practical examinations and required prerequisites as listed in practice guideline #10 (as attached)

Mover: S. Sarauer

Second: K. Earle

CARRIED: Motion: 17.101

6.5 ACTION: T. MacSymetz to update website with practice guideline # 10 and list of recognized educational program

6.5 ACTION: S. Sarauer will follow up with member requesting course approval to notify of council's decision

6.6. PSOP: Course Approval Process

Discussion:

- suggestion to discuss course content and approval process with CPTE and bring back to March council meeting
- suggestion to include content experts in course approval process

6.6 ACTION: S. Sarauer/B. Green to liase with S. Lovo Grona to involve CPTE in assisting with course approval process for January or March meeting to further discuss options

6.7 Website Posting Timelines

Discussion:

- Discussion of PCC and DC recommendations to Council
- PCC has recommended that it should remain indefinitely and based this on an environmental scan completed about 2 years ago.

- DC chair was present via teleconference for this portion of the meeting to present DC's recommendation
- DC recommendation is the development of categories of offences, with pre-determined timeframes for each category to be used for website posting. As part of the Disciplinary Committee decision, the category of the offence would be selected. Time frames are expected to vary between 6 months to indefinite.
- Discussed the website posting length and also transparency versus punishment and education of the membership
- decision was that further discussion is required prior to a final decision being made
- discussion will continue at a future meeting
- Council expressed appreciation for the work that DC and PCC have put into consideration of this topic and issue

6.7 B. Green to follow up with DC and PCC Chairs thanking them for their consideration of the topic and their submissions and advising them that council continues to consider the issue

6.8 March 2018 Meeting Date

MOTION: To change the March meeting date to March 17th, 2018

Mover: S. Sarauer

Seconder: J. Hunchak

CARRIED: Motion: 17.102

6.8 ACTION T. MacSymetz to update website with this information

6.8 ACTION T. MacSymetz to contact Dale and Tasha to update them on the meeting date change

7. Other Business

7.1 Action Plan Review

- 4.1. ACTION: L. Kuffner to follow up with NIRO and Registrars committee regarding benchmark timelines that may exist for other PT regulators or other provincial regulators and report back to council..
- 4.1 ACTION: B. Green to follow up with B. Bath and Coalition regarding possible patient advocacy role for private practice.
- 4.2. ACTION: L. Kuffner to develop instructions to distribute to members regarding how to upload documents.
- 4.2 ACTION: T. MacSymetz to send out email to all Council members including Council Member website login information and asking all council members to review website information and report any omissions or inaccuracies and also report what information you would like to have available in this area of the website.
- 4.3. ACTION: L. Kuffner to forward request to Legislation Committee to draft Omnibus Bill for protective wording for continuing competency similar to the protective wording in the SRNA Act and then distribute to NIRO for further feedback.
- 5.2. ACTION: L. Kuffner to take feedback from Council back to CCC and request that CCC submit a complete audit procedure and policy documents for the January Council Meeting.
- 5.3. ACTION: C. Cuddington to include annual review of investment strategy with budget planning process.
- 5.4 ACTION: E. Rackow/L. Kuffner to ensure that fee bylaw update is drafted related to extended access license category once regulatory bylaw amendments are approved at government
- 5.5 ACTION: PSOP/Legislation to ensure new code of ethics is reflected in all standards of practice once regulatory bylaw amendments are approved at government level.

5.5 ACTION: CCC to ensure current jurisprudence questions correspond to new code of ethics once regulatory bylaw amendments are approved at government level.

5.7 ACTION: B. Green to liaise with B. Bath regarding council's discussions and also planning for joint meeting possibly in September 2018

5.8 ACTION: B. Green/L. Kuffner to develop a document with the governance structure and organizational chart and bring back to Council

5.8 ACTION: L. Kuffner to ensure committee report section of EDR report is complete

5.9 ACTION: B. Green/L. Kuffner to consider inviting one of the public representatives to our annual meeting with government

6.1 ACTION: L. Kuffner/B. Green will develop a job description for the student representation position and bring back to council.

6.1. ACTION: C. Cuddington to ensure that student representative cost is included in the budget

6.1. ACTION: L. Kuffner to investigate purchase of teleconferencing equipment and expected cost

6.2. ACTION: C. Cuddington to include summer student cost in 2018 budget

6.4 ACTION: C. Cuddington to send Finance bylaw recommendations to Legislation Committee

6.5 ACTION: T. MacSymetz to update website with practice guideline # 10 and list of recognized educational programs

6.5 ACTION: S. Sarauer will follow up with member requesting course approval to notify of council's decision

6.6 ACTION: S. Sarauer/B. Green to liaise with S. Lovo Grona to involve CPTE in assisting with course approval process for January or March meeting to further discuss options

6.7 B. Green to follow up with DC and PCC Chairs thanking them for their consideration of the topic and advising them that council continues to consider the issue

6.8 ACTION T. MacSymetz to update website with this information

6.8 ACTION T. MacSymetz to contact Dale and Tasha to update them on the meeting date change

7.3 ACTION: EDR to develop office manager pay scale step wise range and bring back to council for decision for future years.

7.3 ACTION: EDR to develop vacation policy for office manager position

7.4 ACTION: B. Green/C. Cuddington to investigate contract for a market review of Executive Director position and pay scale and bring information back to council by March meeting

7.2 Momentum and Website

- update on new competencies from PPP project
- telerehabilitation article
- new website update and information
- renewal
- provide information to Tasha and Lynn regarding changes required to the website

7.3 OM Performance Review and Compensation Recommendation

Motion: to increase the Office Manager salary compensation by 2% for 2018 and increase vacation to 4 weeks beginning in 2018.

Moved by: S. Sarauer

Seconder: K. Earle

CARRIED: Motion: 17.103

Motion: to award the Office Manager a \$1600 bonus in recognition of work on the Records Management System in 2017.

Moved by: S. Sarauer

Seconded: K. Horvey

CARRIED: Motion: 17.104

7.3 ACTION: EDR to develop office manager pay scale step wise range and bring back HR policy to council for decision for future years.

7.3 ACTION: EDR to develop vacation policy for office manager position

Discussion:

7.4 EDR Performance Review Package

- Lynn excused herself from the meeting at 2:56

Motion: to increase EDR salary compensation by 2% for 2018.

Moved by: S. Sarauer

Seconded: E. Rackow

CARRIED: Motion: 17.105

Motion: to award a \$3000 bonus for the EDR for her role in managing the RMS project in 2017.

Moved by: E. Rackow

Seconded: J. Grant

CARRIED: Motion: 17.106

7.4 ACTION: B. Green/C. Cuddington to investigate contract for a market review of Executive Director position and pay scale and bring information back to council by March meeting

8. Adjournment: 3:16 pm

Signature B. Green (President) April 28/18 (Date)

Signature J. Grant (Secretary) Apr 28/18 (Date)