

COUNCIL MINUTES



SCPT Council Meeting held in Saskatoon at SCPT Office, on March 17, 2018

Present: B. Green; S. Sarauer; K. Earle; E. Rackow; K. Horvey; J. Grant; T. Descottes; C. Cuddington (via teleconference); J. Hunchak

In attendance: L. Kuffner (Executive Director)

Absent: D. Pitura; R. Porter

1. Call to Order - The meeting was called to order by B. Green, President, and meeting Chair, at 8: 32

2. Opening Remarks of Chair –

Governance Activity- how to increase membership knowledge of our regulation?

Discussion:

- Monthly email blast with clinical scenario and applicable guidelines
- Use of social media: Twitter tweet with link; short videos posted from council/committee members
- Educational webinar- to allow for education hours
- Highlighting specific areas: complaint areas; questions EDR frequently receives; could poll nationally
- Interactive areas of the newsletter- Clicking on areas
- Article in Momentum or on website about Governance and why self regulation is important
- Make it more fun and stimulating- ie: true or false or multiple choice
- "What if" section in Momentum or on the website

3. Agenda & Declaration of COI

3.1. Approval of Agenda and Consent Agenda

Motion: That the meeting agenda and consent agenda be approved as circulated.

Moved by: J. Grant

Seconded by: J. Hunchak

CARRIED: MOTION: 18.010

Changes: addition of Audited Financial Statements as Item 6.4. in new business

Discussion: DC did not submit a report but their legal counsel has stepped down and referred to someone else in their firm that DC is interviewing

3.2. Declaration of COI – none declared

3.3. Minutes of previous Council meetings

3.3.1. January 20, 2018 Council Meeting Minutes

Motion: to approve the January 20, 2018 meeting minutes as circulated

Moved by: T. Descottes

Seconded by: S. Sarauer

CARRIED: Motion:18.011

4. Additional Reports

4.1. Executive Director and Registrar's Report- for information

Discussion:

- **New RMS system is working well but some changes still to be made**
- **T. MacSymetz and L. Kuffner to review all electronic messages with in1Touch and ensure all changes have been made to the system.**
- **L. Kuffner will meet with owner of in1Touch once changes have been made**
- **Possibility of L. Kuffner providing CCC with list of complaint types to assist in creation of jurisprudence questions**

4.1 ACTION: Lynn to decide if education to the membership on what SCPT recommends/expects in the events client/patient does not show up or cancels treatment session is appropriate

5. Old Business

5.1. January Council Meeting Action Plan Review

Motion: none – for review

Discussion- Council to email B. Green with any changes for Action Plan.

5.2. Website Posting Timelines

Motion: To have all things posted for the same timeline and to have imbedded in the members profile indefinitely

Moved by: K. Horvey

Seconded by: E. Rackow

Discussion:

CARRIED: MOTION: 18.012

Motion: to post RMC and discipline findings to the website under the discipline section for a period of one year from completion of the case and then removed from the website

Moved By: S. Sarauer

Seconded By: E. Rackow

CARRIED: MOTION: 18.013

Discussion:

- **Once implemented with the development of publicly accessible profiles for members, prior cases will be retroactively removed from the website**

- **General Discussion:**
- **Key Decision making Principles identified by council members**
- **All categories discussed with risks and benefits**
 - o **Category A: all decisions posted indefinitely**
 - **May show max transparency, consistency, increased awareness by membership education and protection of public; ease of use and fairness**
 - **Risks include: fairness; only posted from 2013 on; currently no update on progress or meeting the disciplinary actions; impact on morale; relevancy of old complaints**
 - o **Category B: different categories of decisions with different time lines of how long posted**
 - **how do you categorize? What are the determinants of posting administrative vs. legislative**
 - **What about RMC? – is that a separate category?**
 - **Similar to criminal world: indictable (posted forever) vs summary offenses (not posted forever)**
 - **Benefits: fairness; can bring greater focus to greater offenses**
 - **Risks- different categories may decrease transparency; fairness; what are the determinants of posting**
 - **Legislation should support the decision of how long to post**
 - o **Category C (everything posted for a certain time)**
 - **Benefits: fairness; consistency; education of members**
 - **Risks: increased risk issues; taken off the website decreased protection of the public**

- Category D: (posted to members profiles indefinitely)
 - This category could be done in combination with other categories
 - Should be done retrospectively to include all offenses, including those prior to 2012 before website posting
 - Benefits: relevancy; protection of public; include prior to 2013; member satisfaction (decreased public eyes); ease of access
 - Risks: decreased member/public education; indefinite; member dissatisfaction with retrospective posting; project- increased workload to put on website and need for accuracy; legal liability for member posting (education/communicate with members)

5.2 ACTION: T. Descottes to ask Communications Committee to develop wording for Discipline section of the website once new posting process developed

5.2 ACTION: T. Descottes to ask Communication Committee to develop disclaimer for existing Discipline section of website to reflect postings in effect from

5.2 ACTION: L. Kuffner to contact in1Touch to develop searchable membership directory

5.3. CRC Policy

5.3.1. Amended CRC Policy

Motion: Table Motion until next meeting

5.3 ACTION: C. Cuddington and B. Green to correct amended CRC policy document for next meeting

5.4. Practice Hour Logs

5.4.1. Amended Unpaid Education Hours

5.4.2. Amended Unpaid Work Hours

5.4.3. Paid Work Hours

5.4.4. Amended Audit Policy

Motion: to approve the amended documents (Unpaid Education Hours Log, Unpaid Work Hour Log; Paid Work Hours Log and Audit Policy) as attached

Moved By: S. Sarauer

Seconded By: K. Earle

CARRIED: MOTION: 18.014

5.4 ACTION: SCPT to initiate implementation of audit documents for practice hours in 2019 year

5.5. Audit Implementation

Motion: Recommend pilot audit of professional liability insurance and CRC for 2018 license year

Moved By: S. Saraurer

Seconded By: E. Rackow

Amended Motion: that SCPT implement audits of professional liability insurance and CRC starting in May 2018

Moved: S. Saraurer

Seconded: E. Rackow

CARRIED: MOTION: 18.015

Discussion:

- **Suggestion of pilot audit to be done in 2018 vs 2019 as was recommended by CCC**
- **Education at AGM about audits to the membership**

5.5 ACTION: L. Kuffner to implement audit of professional liability insurance and CRC

5.5 ACTION: L. Kuffner to provide education at AGM for all audits

5.5 ACTION: SCPT to initiate implementation of audit of practice hours in 2019

5.5 ACTION: T. Descottes to include in depth education in June Momentum for practice hour logs in June

5.6. Practice Hours Guideline Changes

5.6.1. Amended Practice Hour Guidelines

Motion: to adopt SCPT Practice Hours Category Guidelines as circulated

Moved by: C. Cuddington

Seconded by: K. Horvey

CARRIED: MOTION: 18.016

5.6 ACTION: T. MacSymetz to update website with new amended practice hour guidelines document

5.7. Restricted Practicing License Timelines

5.7.1. Recommended Regulatory Bylaw Change to Restricted License Category

Motion: to adopt changes to Regulatory Bylaw 14(2) as circulated

Moved By: S. Saraurer

Seconded By: E. Rackow

CARRIED: MOTION:18.017

Discussion:

- Across the country the duration of a restricted license is variable; 2 years is the most common length
- Changing length of restricted license will impact clinical community as increased length of supervision for restricted therapist
- Reminder that supervisory agreements can be discontinued at any time and restricted member can have a new supervisory agreement

5.7 ACTION: L. Kuffner to correct formatting of Regulatory Bylaw 14(2) prior to submission

5.7 ACTION: L. Kuffner to send amended Regulatory Bylaw 14(2) as an addition to Government to review

5.7 ACTION: L. Kuffner to scrutinize all of the amendments prior to submission to Government

5.8. Practice Guidelines #25- Informed Consent

5.8.1. Practice Guideline 25- Informed Consent

Motion: to approve practice guideline #25 – Informed Consent

Moved By: S. Sarauer

Seconded By: E. Rackow

CARRIED: MOTION: 18.018

Discussion:

- Questions regarding informed consent are common in the office
- Blanket informed consent documents are not sufficient as consent- should be discussing consent form and documenting discussion of consent
- In some settings, such as acute care- verbal consent can be sufficient
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5.8 ACTION: T. MacSymetz to post practice guideline #25 to website

5.8 ACTION: S. Sarauer to write article for June Momentum to notify membership of informed consent

5.8 ACTION: L. Kuffner to circulate Practice Guideline #25 to School of PT and SPA contacts for their information

5.9. Policy Development Committee Terms of Reference

5.9.1. Terms of Reference

Motion: to approve Policy Development Committee Terms of Reference as circulated

Moved By: E. Rackow

Seconded By: J. Grant

CARRIED: MOTION: 18.019

Discussion:

- **Council in favour of outsourcing of work by Policy Development Committee to allow for ease of workload**

5.10. Teleconference Equipment

5.10.1. Sasktel Information Re: Teleconference Equipment

Motion: to approve the purchase and installation of teleconference equipment as quoted

Moved By: S. Sarauer

Seconded By: E. Rackow

CARRIED: MOTION: 18.020

Discussion:

- **This item is this operational and should not need to come to Council but since cost was greater than \$500 needed Council's approval**
- **Should the financial policy be changed to allow for EDR to approve items >\$500 to allow operational items to be done by EDR**
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5.10 ACTION: B. Green to ask Policy Development Committee to review the monetary amount that EDR/Treasurer can approve without Council's approval

5.10 ACTION: L. Kuffner to purchase teleconference equipment

5.11. EDR Compensation Strategy

5.11.1. Compensation background info

L. Kuffner excused at 12:06pm

Discussion:

- **Currently SCPT does not have compensation policy**
- **Compensation framework for EDR would be helpful for the framework for Office Manager**
- **SCPT should have established framework and frequency of reviewing and benchmarks**
- **External party has not been utilized in this process before- for framework or review**
- **Would be beneficial to contract out market review- internal, external, wage analysis- parameters can be set out after**
- **We will need requests for proposals from external reviewers**
- **May be beneficial to see if any members of NIRO have done this recently for contacts**
- **What does the SCPT want from external party? Compensation and determination and how to move through the scale; compensation strategy**

5.11 ACTION: C. Cuddington and B. Green to investigate external analysts for use in development of compensation framework and bring back information to Council at Pre-AGM meeting

Lynn rejoined meeting at 12:25pm

6. New Business

6.1. Regulatory Educational Opportunity

Motion: To approve the cost of sending three SCPT committee or council members to attend CLEAR 1-day symposium in Edmonton on June 21, 2018

Moved by: S. Sarauer

Seconded by: K. Horvey

CARRIED: MOTION: 18.021

Discussion:

- **June 21st is a Thursday**
- **No program available yet for the meeting**
- **Does it have to be a council member? Could it be a chair of a committee? Council thought it would be fine to send a committee chair if the program is appropriate**

6.1 ACTION: B. Green to find out more information about CLEAR 1-day symposium

6.1 ACTION: B. Green to sent out information to council and committee chairs once information regarding symposium obtained

6.2. AGM 2018 Planning

Discussion:

- **No Brag N' Steal this year- hasn't changed attendance**
- **Time: 930-1130**
- **Lunch- to be arranged**
- **Remote access- Stacey cannot help this year for running it; we could use GoToMeeting format but limited to 25 spots for same**
- **Should be offered remotely again**
- **Issues to bring forward- Essential Competency Profile; Bylaw Amendments; Omnibus Bill (for update); audit information for CRC and Professional Liability**
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6.2 ACTION: L. Kuffner to contact Lorna re: AGM

6.2 ACTION: L. Kuffner to make AGM poster

6.2 ACTION: B. Green to finalize AGM agenda

6.2 ACTION: L. Kuffner to contact Stacey to set up WebEx for the AGM and send out the link to the membership with the AGM poster including hotel room information

6.3. Communications Election Process

6.3.1. General Administrative Bylaws

6.3.2. Expression of Interest form Executive Council

6.3.3. Expression of Interest to Executive Council process form

Motion: to approve the Expression of Interest in Executive Council form as circulated

Moved by: T. Descottes

Seconded by: J. Grant

CARRIED: MOTION: 18.022

Motion: to approve the Expression of Interest in Executive Council process document as circulated

Moved by: T. Descottes

Seconded by: E. Rackow

CARRIED: MOTION: 18.023

6.3 ACTION: L. Kuffner to add Expression of Interest in Executive Council process document to Nominations policy

6.4. Audited Financial Statements

6.4.1. Audited Financial Statements

Motion: to approve the audited financial statements as distributed

Moved By: C. Cuddington

Seconded By: S. Sarauer

CARRIED: MOTION: 18.024

6.4 ACTION: C. Cuddington to contact accountant to let her know that the financial statements have been approved

7. Other Business

7.1. Council Action Report

- **4.1 ACTION: L. Kuffner to decide if education to the membership on what SCPT recommends/expects in the events client/patient does not show up or cancels treatment session is appropriate**
- **5.2 ACTION: T. Descottes to ask Communications Committee to develop wording for Discipline section of the website once new posting process developed**
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- **5.3 ACTION: C. Cuddington and B. Green to correct amended CRC policy document for next meeting**
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- **5.5 ACTION: L. Kuffner to implement audit of professional liability insurance and CRC**
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7.2. Momentum and website

- Essential Competency Profile to be included in the June Momentum
- New Committee Listings/ New Council Member Biographies
- Informed Consent Article- Sarah
- Audit Information
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7.3. In camera – none needed

7.4. Other Business- none

8. Adjournment: B. Green adjourned meeting at 1:11pm.

Next Meeting: April 27, 2018

Signature B. Green (President) June 9/18 (Date)

Signature Jasha DeCotter (Secretary) June 9/18 (Date)