

AGM Minutes



Minutes of the Saskatchewan College of Physical Therapists Annual General Meeting, held at the Travelodge Hotel in Regina, Saskatchewan, on April 29, 2018.

Present:

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|-------------------|-------------------|---------------------|
| Anderson, Barbara | Cuddington, Cathy | Oosman, Sarah |
| Arnold, Cathy | Descottes, Tasha | Rackow, Elizabeth |
| Bath, Brenna | Funk, Suzanne | Sarauer, Sarah |
| Beck, Leslie | Green, Brandy | Stephen-Armbruster, |
| Bourassa, Richard | Horvey, Karla | Megan |
| Burrige, Heather | Johnston, Isobel | White, Leah |

Also in attendance: Lynn Kuffner, SCPT Executive Director/Registrar; Tammy MacSymetz (SCPT Office Manager); Jackie Hunchak (Public Representative); Quinn Tulloch (Student Representative); Stacey Lovo Grona (via WebEx); Lisa Harradence (via WebEx)

Absent: Dale Pitura; Kent Earle; Richard Porter (Public Representative); Judy Grant (Public Representative)

1.0 Call to Order – called to order by B. Green at 09:33

President's comments – Rules guiding meeting are referenced from Perry and Perry Call to Order. Distance attendance offered through WebEx – thanks to Stacey Lovo Grona and Cathy Cuddington. Liz Rackow will manage questions from the remote members. Members attending by distance cannot vote at this meeting. Quorum is the majority of the voting members present at the meeting.

Motions will not be accepted from the floor at this meeting. SCPT sent out an email request for motions to come forward to Council 30 days prior to AGM. No motions were received for AGM 2018.

2.0 Introduction of Council and Executive– B. Green

Council, SCPT Office Manager, SPA and School of Rehabilitation Science Representative introduced.

3.0 Appointment of Scrutineers

Motion: to appoint Heather Burrige and Tammy MacSymetz as Scrutineers for 2018 SCPT AGM

Moved by: E. Rackow

Seconded by: K. Horvey

CARRIED: Motion: 18.075

4.0 Approval of Agenda

4.1 Approval of 2018 AGM Agenda and Consent Agenda

Motion: to approve the agenda and consent agenda for 2018 AGM as presented

Moved by: L. White

Seconded by: S. Sarauer

CARRIED: Motion: 18.076

4.2 Approval of 2017 AGM Minutes

4.2.1 2017 AGM minutes

Motion: to approve the minutes for 2017 AGM as presented

Moved by: T. Descottes

Seconded by: H. Burrige

CARRIED: Motion: 18.077

4.3 Consent Agenda

4.3.1 Legislation Committee Report

4.3.2 Registration Committee Report

4.3.3 Public Representatives Report

4.3.4 Communications Committee Report

4.3.5 Professional Conduct Committee Report

4.3.6 Professional Standards of Practice Report

4.3.7 Continuing Competency Committee Report

4.3.8 Discipline Committee Report

5.0 Leadership Reports

5.1 President's Report – presented by B. Green

5.1.1 President's Report (as distributed in annual report)

Discussion:

- **New Records Management System- implemented now (in1Touch)**
- **SCPT to go paperless (by 2019); once paper copies all scanned into database**

- Review and update of governance model, with new governance manual to be finished by the end of 2019
- Now have 2 student reps on council
- Held inaugural joint meeting with SPA and SCPT in June 2017 which has resulted in joint activities- SPA to have article in all Momentum editions; plan to hold joint meeting every 12-18 months
- Regulatory and Administrative bylaw amendments- creation of extended access licence category

5.2 Executive Director & Registrar's Report- presented by L. Kuffner

5.2.1 Essential Competencies and Entry to Practice Milestones

5.2.2 Omnibus Bill

5.2.3 New Audit Procedures: Criminal Record Check; Professional Liability; Practice Hours

5.2.4 Update on Complaints Management Process Document

Discussion:

- **National Competency Profile- developed through collaboration of National Physiotherapy Advisory Group (NPAG) organizations (Canadian Alliance of Physiotherapy Regulators, Canadian Council of Physiotherapy University Programs, Physiotherapy Education Accreditation Canada and Canadian Physiotherapy Association)**
- **Omnibus Bill- suggested by government to protect SCPT members as the Act has not been approved to be opened over the past 5 years of requesting same; and to ask other NIRO members to participate in the bill. Plan is to submit bill to Government by end of June 2018**
- **Once bill proclaimed, SCPT will be able to proceed with development of Continuing Competency Program**
- **3 Declarations on Registration-audit procedures have been developed for each of the declarations and will be implemented this year**
- **Forms developed for verification of practice hours- not required to use but each member is required to maintain accurate record of hours**
- **Any false declarations discovered during the audit- will be referred to PCC**
- **Update on the Complaints Management Process- increased communication; PCC process has decreased in time; will continue to monitor timelines; increased number of complaints last year**

Questions:

R. Bourassa: question regarding Continuing Competence Program. Will there be the same protection of a member and those that have a professional corporation?

L. Kuffner response: Professional Corporations are considered members so that is why there is a clause that differentiates professional corporations and members

L. Beck: Question regarding Omnibus Bill. How many people are part of NIRO and why don't they all want to take part of the bill?

L. Kuffner response: There are 21 organizations. The legislation is different for some of the different organizations (i.e College of Physicians and Surgeons) and therefore the bill is not applicable to them

R. Bourassa: If the verification of hours forms are completed and are audited what is sufficient for proof?

L. Kuffner response: The verification form is sufficient for the audit

R. Bourassa: Question regarding liability insurance: Is the 5 million dollars of professional liability insurance the same for public working members as private working members that have to have personal insurance? The Saskatoon Health Region has stated that this is inaccurate in the past.

L. Harradence (via WebEx)- in response to liability insurance of public members: when a member doesn't have secondary insurance, the proof of liability insurance form taken to the finance department to be signed, in order to support confirmation of insurance for public sector workings; anything happening outside of the work environment, they require further insurance

R. Bourassa: In the case of a complaint/action that involves both the facility and the individual?

L. Harradence- (Response) if public makes complaint against a member for something that happened within a facility; if all of the procedures were followed- liability would be covered; if the actions of the member were not within their scope, then the facility will not cover the liability of the individual; also, regarding the risk of the health authority suing the member; if they are volunteering outside of the work place, they will not be covered under the Health Authority insurance and would require their own private insurance

R. Bourassa- Does liability insurance for public members by the health authority actually protect the public?

C. Arnold (representing School of Rehabilitation Science): Therapists from the public sector come and teach at the school, now requiring further insurance. Are we asking our members to have different insurance if they are teaching and working outside of the Public Environment?

L. White- When we have students in the workplace- how are they insured?

C. Cuddington response: The University has insurance for the student for the time that they are on placement

L. Rackow- (representing the public sector as a manager) if a College requests proof of insurance, the employee is covered as a professional by their workplace

C. Arnold- if we are paying casual hours to therapists working at the university- the University would not cover their insurance

H. Burrige- feels it is the professional's responsibility to ensure that you have the appropriate insurance for the areas that you practice in

L. Harradence (WebEx)- important to let members know that they require insurance for all practice places

S. Oosman- Regarding documentation for verification of unpaid work hours; It is responsibility of the College to ensure that documentation for verification of work hours and liability insurance are in line

B.Green (chair) committed to have council consider current professional liability requirements to determine whether or not they are meeting the mandate of public protection. This will be a council initiative for 2018-2019.

6.0 Financial Report – presented by C. Cuddington

6.1 2017 Financial Results

6.1.1 2017 Financial Results and Auditor’s Report

Motion: to accept the 2017 Financial Results as written in the Annual Report

Moved by: C. Cuddington

Seconded by: L. White

CARRIED: MOTION: 18.078

Discussion:

- **Tracking document and the year end financials are different recording methods which is why the numbers appear different**
- **Presentation will focus on the variances in the budget**
- **Variances:**
 - **income was greater than anticipated secondary to increased number of registrants**
 - **Alliance committee- lower than budgeted as our rep was the Alliance board President, hence the Alliance covered costs of attending meetings that are usually paid by the jurisdiction.**
 - **Discipline Committee- cannot anticipate what is coming; we budget for a hearing**
 - **Council Education- did not use the entire amount budgeted**
 - **RMS- managed in house and stayed within operating expenses**
 - **Accounting Expenses- Office Manager is able to do many accounting actions and we are able to save on accounting fees**
- **Auditors Report**
 - **Full amount of money in our reserves**
 - **Auditors statement is in the annual report**

6.2 2018 Budget

6.2.1 2018 Budget

Motion: to accept the 2018 Budget as presented

Moved by: C. Cuddington

Seconded by: R. Rackow

CARRIED: Motion: 18.079

Discussion:

Large unknown is legal costs and if a DC hearing is required

6.3 Appointment of Thorp and Co. as Auditor for 2018-19

Motion: to appoint Thorp and Company as the auditor for 2018-19 year

Moved by: C. Cuddington

Seconded by: H. Burrige

CARRIED: Motion: 18.080

Discussion: none

7.0 Bylaw Amendments

7.1 SCPT Administrative Bylaw Amendments

7.1.1 SCPT Administrative Bylaw Amendment Summary

Motion: to accept amendment to SCPT Administrative Bylaw 22(1) as presented

Moved By: H. Burrige

Seconded By: S. Saraurer

CARRIED: MOTION: 18.081

Motion: to accept amendment to SCPT Administrative Bylaw 24(1) as presented

Moved By: K. Horvey

Seconded By: H. Burrige

CARRIED: MOTION: 18.082

7.2 SCPT Regulatory Bylaw Amendments

7.2.1 SCPT Regulatory Bylaw Amendments Summary

7.2.2 SCPT Regulatory Bylaw Amendments

Motion: to approve amendment to SCPT Regulatory Bylaw 3 as presented

Moved By: E. Rackow

Seconded By: B. Anderson

CARRIED: MOTION: 18.083

Discussion-

S. Funk- does this bylaw encompass telehealth?

Answer: Yes it does cover telehealth outside of the province

R. Bourassa- will there will be anything to cover instructors outside of the province?

Answer: each jurisdiction will have their own category that covers the MOU;

L. Beck- If member is a participant in a course in another province, they will still need a temporary license – Yes. This new category of licensure is for individuals that have a full practicing license in another jurisdiction and are providing services in Saskatchewan in alignment with the MOU requirements of this type of license.

S. Funk- how many other provinces have this category at present?

Answer: all jurisdictions have committed to creating a license category to encompass the MOU

S. Funk- If telehealth consultation to clients- need to check into the jurisdiction of where the client is; need to be licensed to practice within the jurisdiction where the client is

B. Bath- thanks to the college taking initiative- to bring back to insurance- to ensure that clinicians look into insurance requirements in other jurisdictions

Motion: To approve amendment to SCPT Regulatory bylaw 4.1 as presented

Moved By: E. Rackow

Seconded By: S. Sarauer

CARRIED: MOTION: 18.084

Discussion:

C. Arnold- how does SCPT determine fluency in English?

Answer: typically met through their application through the Alliance and it's a higher level for healthcare; Level 10 not 8

Motion: To approve amendment to SCPT regulatory bylaw 13.1 as presented

Moved By: E. Rackow

Seconded By: B. Bath

CARRIED: MOTION: 18.085

Discussion:

L. White- if treated a patient injured in another jurisdiction but are treating in this province are we covered by our license?

Answer: yes

S. Funk- in section (b) "(b) where services are not otherwise available in the secondary jurisdiction and the patient would benefit from such services." may require additional wording for expertise

B. Bath- does it allow for patient choice and autonomy?

Answer- yes it does

R. Bourassa- If legislation that governs privacy and the use of technology? - is it covered in the act?

Answer: is not covered with this bylaw but it is within the practice guideline about telerehabilitation

Motion: To approve amendment to SCPT regulatory bylaw 14 (2) as presented

Moved By: C. Arnold

Seconded By: H. Burrige

CARRIED: MOTION: 18.086

Motion: To approve amendment to SCPT regulatory bylaw 17 as presented

Moved By: S. Sarauer

Seconded By: K. Horvey

CARRIED: MOTION: 18.087

Motion: To approve amendment to SCPT regulatory bylaw 20 as presented

Moved By: E. Rackow

Seconded By: C. Arnold

CARRIED: MOTION: 18.088

R. Bourassa- is this different than the CPA Code of Ethics?

Answer: This code of ethics was developed in alignment with the CPA. It has been accepted in all jurisdictions (except Ontario) for the Colleges and the CPA may be adopting it as well.

Motion: To approve amendment to SCPT regulatory bylaw 27 as presented

Moved by: K. Horvey

Seconded by: H. Burrige

DEFEATED: MOTION: 18.089

Discussion:

S. Funk- what happens when a member writes a book- can you promote your own book?

Answer- SCPT did not consider this- we can take it back to Registrars meeting

C. Arnold- what about the general ability of equipment? What about equipment developed during research?

C. Arnold- interpretation of the word brand- can lead to confusion

7.2 ACTION: B. Green and L. Kuffner to take back to Legislation committee and Registrars committee meeting

SEE ATTACHED COMPARISON DOCUMENT

8.0 Committee Reports

8.1 Alliance Report – B. Green

Motion: to accept the Alliance report as presented

Moved by: L. White

Seconded by: I. Johnston

CARRIED: Motion: 18.090

Discussion:

L. Harradence- is there any comment that can be made about the last exam as it had a high failure rate in SK? Was that consistent across the country?

Answer: The overall pass rate from November 2017 was about the same as June 2017 and November 2016- there were a few sites that had some higher fail rates- looking into whether it was a site-specific issue or a school specific issue

C. Arnold (in response)- each school program gets a review report back- the U of S- was lower than the average- from Program chairs from across Canada- appreciate the

new communication liaising with the Alliance; the U of S is concerned we do not teach to the domains that the exam has been set up in; also concerned that the areas of practice are different across the provinces. CAPR isn't going to be changing the weighting of areas according to geographical region

L. Harradence- when applying for the practical component of the exam is a photo submitted?

Answer- have to submit a passport type photo when they apply

9.0 Presentations - S. Sarauer/B. Green

9.1 Outgoing Council Members

9.1.1 Liz Rackow

9.1.2 Sarah Sarauer

10.0 Election Results (Acclaimed)

10.1 President Elect

10.1.1 Daysha Shuya

10.2 Members at Large

10.2.1 Cathy Cuddington (2 year term)

10.2.2 Tasha Descottes (2 year Term)

10.2.3 Karla Horvey (2 year term)

10.2.4 Heather Burrige (2 year term)

10.2.5 Lauren McLellan (2 year term)

11.0 Adjournment – B.Green adjourned at 11:44pm

ACTION PLAN: resulting from AGM 2018

7.2 ACTION: B. Green and L. Kuffner to take back to Legislation committee and Registrars committee meeting

Signature B. Green (President) April 27/19. (Date)

Signature L. Kuffner (Secretary) April 27/19. (Date)