

COUNCIL
MINUTES



SCPT Council Meeting June 15, 2019 Regina, SK Travelodge Hotel 8:30-3:30pm

Present: T. MacSymetz; C. Cuddington; B. Green; K. Horvey; D. Shuya; J. Hunchak; L. Kuffner; L. McLellan; J. Grant; T. Descottes; A. Crowe; E. Placatka; H. Burrridge, J. Campbell for portion via teleconference

Absent: Q. Tulloch; D. Pitura

- 1. Call to Order: 8:30 am**
- 2. Opening Remarks of the Chair-** welcome by Daysha, J. Campbell will be calling in for Item 5.1
- 3. Agenda**

3.1 Approval of Agenda/Consent Agenda

MOTION: To approve the Agenda including Consent Agenda as presented

Mover: J. Grant

Second: B. Green

CARRIED: MOTION: 19.041

3.2 Declaration of Conflict of Interest- none

3.3. Minutes of Previous Council Meeting

3.3.1 March 16, 2019 Meeting Minutes

MOTION: To approve the March 16, 2019 meeting minutes as circulated

Mover: T. Descottes

Second: C. Cuddington

CARRIED: MOTION: 19.042

3.3.2 EVOTE May 30, 2019

MOTION: to accept the Professional Conduct Committee as presented Pat Beharry (chair); Lee Hall; Leah White; Alana Morrisette and Betsy Mawdsley

Mover: T. Descottes

Second: J. Hunchak

CARRIED: MOTION: 19.040

Discussion

- would it be possible to get the NIRO meeting minutes to know what the Action items are for Council's knowledge

4. Additional Reports

4.1 Executive Director and Registrar's Report

4.1.1. Committee Activity Summary

4.1.2. Action Plan

4.1.3. EDR Goals

4.1.4. Registrars' Committee Report

4.1.4.1. Vision OTA PTA

4.1.4.2. Ontario RFP regarding entry to practice requirements for PT's

Discussion:

- Change in practice: EDR to approve financial items not treasurer- all expenses should come to EDR for approval
- Ultrasound-concerns brought forth by member regarding fee/ultrasound head; we are not the only discipline that uses ultrasound heads but seem to be the only ones required to pay this fee. EDR has forwarded concerns to the Ministry of Health
- Question if use of BarterPay is appropriate for physical therapy services
 - o Council had concerns: takes away the equal value of service; transparency issues; public perception; access to care
 - o This may be in contravention to Advertising Bylaws
- Ransomware-
 - o EDR moving forward to ensure the office has what we need with regards to cyber security- may need to contact tech security companies
- Proxy and electronic voting
 - o Our bylaws state that we can electronically vote but do not have a process in place for same, EDR and legislation committee to create process for Council approval prior to AGM 2020
- PCC
 - o Does Pat identify any needs for committee as they have new members: ? orientation manual; investigative training; access to Private Investigator

ACTION: 4.1. T. Descottes to follow up to see if need further education in Momentum regarding ultrasound and clinical practice guideline

ACTION 4.1. B. Green to send issue of using BarterPay to PSOP for investigation and bring back to Council

ACTION 4.1 EDR to look into perhaps getting out of BlackSun contract for webmail

ACTION 4.1. EDR to discuss with P. Beharry with options for committee- investigative training, outside investigator

ACTION 4.1. T. Descottes to include Vision OTA/PTA document in an upcoming Momentum article- in September

ACTION 4.1 EDR to give new Ontario Advertising Bylaw Legislation to Legislation Committee to help inform regarding potential update our Advertising bylaw

5. Old Business

5.1 PCE Motion from the Floor

- J. Campbell called in remotely to participate at 09:24

- Council needs to decide what our next steps will be
- CAPR has offered to attend a meeting with us and new psychometrician that could also attend (after July)
- PCE Clinical exam for first time candidates is what membership has concerns with; not the written
- What is the SCPT's role? We need to determine if our licensing standards are adequate and if the clinical component of the PCE should still be required in order to meet these licensing requirements
- Alliance has done a lot of work to improve training of examiners

- Another tool is available: ACP- clinical educator tool, currently used by the university programs to evaluate students on clinical placements; could this be another option for assessing competency in a regulatory context? – discussion indicated that council felt the tools test different things, so we would need to consider what we want to test/evaluate and which tool best meets that need
- SCPT needs to determine if the reliability and validity of the PCE meets our standards
- Once new alliance psychometrician starts SCPT will have more access to additional data: data per stations, students performance at U of S (both non U of S students and U of S students)

Motion: to convene a working group to investigate the adequacy of the clinical component of the PCE in assessment of competency, to meet SCPT licensure requirements.

Mover: J. Hunchak

Seconder: B. Green

CARRIED: MOTION: 19.043

- Who do we want on the group?
 - o SPA/Council rep/SCPT members/recent grad/employer/exam knowledge/Public rep
 - o May be conflict of interest for school and Alliance rep on the committee
 - o Psychometrician (for consult)
 - o Different profession? Those with an OSCE based exam
 - o Maybe someone who is involved with regulation (profession)
 - o Independent consultant (with relevant knowledge ie. Registrar) maybe on a contract basis
- How to send out the info to the membership? Eblast to the membership?
- Can office collate answers/emails
- Expectation of timelines- Report scope by end of July with terms of reference; With the summary report for November Council meeting

ACTION 5.1: D. Shuya to draft the email looking for working group volunteers

ACTION 5.1. Office to send email to the membership to look for volunteers for working group

ACTION 5.1. Office to collate the answers for those interested in volunteering

ACTION 5.1. EDR/Executive Council to coordinate the starting the of the committee

ACTION 5.1. Once terms of reference established- school, Alliance and Council needs to approve them (may be Evote over the summer or a teleconference)

5.2 Strategic Planning

5.2.1. SCPT Strategic Framework 2020-2023

5.2.2. SCPT Strategic Plan 2020-2023

5.2.3. Sample Implementation Plan

Motion: To approve SCPT strategic framework for 2020-2023 as circulated

Mover: J. Hunchak

Seconder: H. Burrridge

CARRIED: MOTION: 19.044

Discussion:

- If Council anticipates financial items they should be incorporated into the budget that's being made to prevent less items coming to Council one by one
- Strategic Framework defines objectives

- Council needs to determine expected outcomes, in order for EDR to develop Implementation Plan
- Kept our mission the same
- Our values were established last meeting as transparency, collaboration and fairness
- Vision statement
 - o Discussion had about same as not all therapists provide patient care in their roles
 - o Want the statement to be succinct
 - o want the vision statement to talk about healthcare regulation as we want be the leaders that other healthcare groups come to SCPT
- Strategic Objectives: Optimize Governance Model, Engage Membership, Continuing Competency Plan
 - o Under each strategic objective- the objectives for each was defined; how it will be measured and the goals of each
- Strategic Framework 2020-2023
- Implementation Plan
 - o EDR will flush out more robust year one of strat plan now that framework is established

ACTION 5.2. EDR to develop full Implementation Plan and bring back to Council in September now that strategic framework is approved by Council

6. New Business

6.1 SARC Best Practices for Board Leadership

Motion: to purchase the SARC ELEVATE program for Council and committee education for the year up to \$2000

Mover: H. Burrige

Seconder: B. Green

CARRIED: 19.045

Discussion-

- ELEVATE program suggested through NIRO organization
- SARC is designed for non- profit organization, not necessarily Regulatory
- 6 modules- flexibility on how to deliver modules, how we access it

ACTION 6.1. T. MacSymetz to purchase SARC program for SCPT

ACTION 6.1. T. MacSymetz to send out link to council/committee chairs once SARC program purchased

6.2 First Nation and Metis Participation

Discussion:

- Other regulatory agencies are moving forward to take some action in this area
- To allow for more transparency
- Suggestion of making a standing agenda item- how would this occur?
 - o Highlight what projects are being done/who is being invited in to speak/what has been done up until now?
- Webinar- done by an Indigenous woman- addresses all health-related call to action items
- Brag'n'Steal sessions at AGM have highlighted Indigenous Health research in the past
- How does this apply to us as regulators?
- Could this be a topic for a joint session with SPA
- Council would like more education prior to making regulation decisions/mandates

- Want to be culturally inclusive- how to do we include and acknowledge all cultures

**Motion: to adopt all 5 ACTION Items for 6.2. with amendments for the next year
Incorporate as a priority in SCPT's strategic planning process; Make a formal commitment to review and implement the Truth and Reconciliation Commission's health related recommendations (#18-24) where applicable; make standing council item; request Council members view the webinar; publish article in upcoming Momentum about same**

Mover: J. Hunchak

Seconder: B. Green

CARRIED: MOTION: 19.046

ACTION 6.2. All of council to review webinar for September council meeting

ACTION 6.2. Create a standing Council agenda item for Cultural Sensitivity

ACTION 6.2. Create article on cultural humility for upcoming Momentum in September

6.3. Finance

6.3.1. Salary or Stipend

Motion: to approve wording as is for salary replacement and meeting stipends

Mover: E. Placatka

Seconder: B. Green

CARRIED: MOTION: 19.047

Discussion:

- If you get paid salary replacement- are you still eligible for meeting stipend as well - consensus is yes as these payments are for different things

6.3.2. Education Funding Policy

Discussion

- If someone is attending educational session on behalf of SCPT- can claim expenses but not stipend
- Only time stipend should be paid is if SCPT mandated the education to occur

ACTION 6.3. C. Cuddington to revise Education Funding Policy

6.3.3. Signing Authority Threshold for Approval

ACTION 6.3. C. Cuddington to revise Signing Authority Policy to allow EDR or Treasurer to approve up to 5% variance in Budget, to a maximum of \$500.

6.3.4. OM Credit Card Limit

Motion: to approve Operations Manager credit card limit to \$1500 from \$1000

Mover: J. Grant

Seconder: H. Burrige

CARRIED: MOTION: 19.048

ACTION 6.3: C. Cuddington to revise OM Credit Card Policy

6.4. Policy Review

6.4.1. Governance Manual

Discussion:

- Editorial comments to allow for greater clarity of operational chart and delineate communication responsibilities; consistency of terms used for described parties (Councillors, members, College); rewording for ease of reading

ACTION 6.4: B. Green to make changes to Sections 1-3 as discussed in Council meeting

6.5. Orientation

- in the libraries will have updated orientation manual

- o **EDR to update the manual and finance documents prior to posting in libraries**
- o **Can we send an earlier draft to committee members?**

ACTION 6.5: EDR to update Orientation manual and include new finance policies and then add to library

ACTION 6.5. D. Shuya to consider minute review committee for September meeting

ACTION 6.5. EDR to add Go To Meeting instructions into the Manual and update Doodle scheduling instructions

ACTION 6.5. T. MacSymetz to update the Council Meeting Expense Form to include comment box for meeting stipend and salary replacement info

ACTION 6.5. EDR to remove Office Manager job description from manual

7. Other Business

7.1. Action Plan Review

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7.2. Momentum and Website

Momentum:


- Biography of new council member
- Listing of all committee members
- Listing of all council members
- Concussion protocol position statements
- Practice guideline #17
- Article from CCC (Karla)
- Upcoming article of link to Webinar and article for First Nation and Metis September
- For Upcoming Momentum- Concurrent Treatment Practice Guideline


Website:

7.3. In Camera Session- separate minutes

8. Adjournment: 3:20pm

9. Next Meeting: September 14, 2019 in Saskatoon

Signature  (President) Jan 24, 2020 (Date)

Signature  (Secretary) Jan 24/2020. (Date)