

COUNCIL MINUTES



SCPT Council Meeting, SCPT Boardroom, Saskatoon on September 21, 2019

Present: T. Descottes; C. Cuddington; D. Shuya; A. Crow; H. Burrridge; K. Horvey; J. Campbell; J. Hunchak; J. Grant

In attendance: B. Green, T. MacSymmetz

Absent: D. Pitura; L. McLellan; Q. Tulloch

- 1. Call to Order** - The meeting was called to order by D. Shuya, President, and meeting Chair, at 8:33am
- 2. Opening Remarks of Chair**
 - Jeremy's last meeting- thank you extended to him for his excellent input on council.
 - Erin has resigned as public rep, we will await the appointment of another public rep by Government
 - next meeting is a two-day meeting Nov 2 and November 3 Continuing Competency Brainstorm Session
 - January meeting may be a Face to Face meeting- January 25, 2020

ACTION 2.1: T. MacSymmetz to change meeting on website to January 25, 2020

3. Agenda & Declaration of COI

3.1. Approval of Agenda and Consent Agenda

Motion: That the agenda and consent agenda be approved as amended with addition of Item 8.5 and change of Discipline Committee chair to K. Earle

Moved by: K. Horvey

Seconded by: H. Burrridge

Changes: Addition of Item 8.5. In Camera Session

CARRIED: Motion: 19.051

3.2. Declaration of COI – D. Shuya declared for Item 6.4 CNAR Conference

3.3 Minutes of previous Council Meeting

3.3.1. Pre-AGM Minutes April 26, 2019 Council meeting

Motion: to approve Pre-AGM April 26, 2019 council meeting minutes as circulated

Moved by: T. Descottes

Seconded by: J. Grant

CARRIED: Motion:

3.3.2. Post-AGM Minutes April 27, 2019 Council Meeting

Motion: to approve Post-AGM April 27, 2019 council meeting minutes as amended to include K. Horvey in attendance and A. Crow spelled correctly

Moved by: A. Crow

Seconded by: H. Burrridge

CARRIED: Motion: 19.053

Discussion: Addition of K. Horvey and misspelling of Amanda Crow

3.3.3. June 15, 2019 Council Meeting Minutes

Motion: to approve June 15, 2019 Council meeting minutes as amended with Amanda Crow spelled correctly and September 21, 2019 as next meeting date

Moved by: T. Descottes

Seconded by: J. Grant

CARRIED: Motion: 19.054

3.3.4. EVOTE- PCE Working Group Mandate

Motion: to approve the Mandate of the PCE Working group as circulated via email

Moved by: T. Descottes

Seconded by: J. Hunchak

CARRIED: Motion: 19.055

3.3.5. EVOTE- Dry Needling Course

Motion: to approve the dry needling course as recommended by PSOP as circulated by email

Moved by: C. Cuddington

Seconded by: D. Pitura

CARRIED: Motion: 19.056

Discussion:

- June meeting minutes contained discussion of a formation of minutes approving committee
- Executive feels that the current process of bringing minutes back to council is working and will continue as such

4. EDR Reporting

4.1. Executive Director and Registrar's Report

4.1.1. Committee Activity Report

4.1.2. Action Plan

4.1.3. Strategic Plan Update

4.1.4. Registrar's Report

Discussion:

- Continuing Competency Education Day- working on an agenda with input from CCC and Council
- PCE Working Group: 1st meeting is Sept 30, work plan and timeline expected for November and outcomes or projection of outcomes to be reported at AGM
- Hiring Committee- Heather and Brandy (Erin resigned prior to the first face to face interview) completing screening of 38 applicants, 7 phone interviews and 2 face to face interviews with help from tools from HR consultants
- Strategic Plan/Implementation Plan- want new EDR to review same prior to bringing it in November to Council, operational plan and how it will be achieved
- Governance Manual- final draft form; decisions and discussion for council will be coming back at November meeting
- Procedures removed from the Governance Manual- will be a separate document
- Omnibus Bill- likely won't be going through in 2020 as it's election year but plan will be to resubmit in 2020 with hopes for it to be on the Ministry's table in 2021
- Complaints- 2 since June and forwarded to PCC- investigations have begun; one case still in investigation, one completed (summary circulated to Council for review); currently 3 open; DC does not have any cases open
- NIRO having a meeting with government regarding common issues with the Act such as nomenclature
- Professional Conduct chair stepping down- Tasha and Brandy to be involved in succession planning for same; also making sure that documentation is all in one place (procedures)
- Concern regarding plagiocephaly referrals was brought forward by member of public, EDR worked with PT's who work in that area of practice to develop an educational article for Momentum providing information to members about same and appropriate timelines for treatment and referrals.
- Telerehabilitation- major upcoming issue and many questions to answer, e.g. for billing practices, working for Online businesses (e.g. Phyzio.com) how are we going to regulate it/manage this; may need to be international/national strategy
 - o As a start, an article will be placed in Momentum to say what we do have legislation/bylaws so far
- Audits of Criminal Record Check declarations and practice hours - have been going well- may have an issue with mass emails that were sent from in1touch to accounts with Sasktel.net as many members with those email addresses did not receive them
 - o Discussion of how to make the practice streamlined: perhaps easier if verification of practice hours was required on renewal as practice hours audit is very time consuming. Registration Committee to discuss same.
- Meeting with in1Touch to plan for Prof Corp registration and renewal as well as membership registration and renewal

- Canada Revenue Agency- all statements filed and now able to submit request for changing year end
- Cyber Security- still investigating quotes
- Need a policy for In Camera session/minutes
- Social media- need to develop a webinar- on what we are allowed to do/not allowed to do- maybe develop for 2020 (maybe at AGM); Brandy has a contact
 - o Meanwhile, create a "Social Media 101" that can be distributed to Members
- Committee Reports- EDR reviewing all previous Committee minutes to ensure that all items from Council have been appropriately referred
- EDR Goals- some areas not yet addressed (in Red) as there has been a delay with new EDR coming on
- Updates from SPA- CPA toolbox for Federal Election- CPA has agreed to share this with our entire membership. Discussion regarding our role in sending this to membership as a regulatory body. EDR to forward info package to Council for review.
- SPA AGM will be in April 25, 2020 in Regina
 - o Discussed SCPT having either AGM or an education session in the afternoon at SPA time, depending on what happens with year end change

ACTION 4.1: article for the Momentum regarding plagiocephaly- timelines and also when to refer and when not to; article about working within your scope

ACTION 4.1: article for Momentum regarding what we currently have for legislation/practice guidelines and that we will be working with federal and international bodies to come with a strategy

ACTION 4.1. Take issue of Practice Hour Audits to Registration committee to discuss at upcoming meeting

ACTION 4.1 B. Green to contact local expert to create Social Media 101 that we can distribute to membership

ACTION 4.1 B. Green to forward Toolbox to Council to review to see if want to send out to all of the membership

ACTION 4.1 B. Green to contact Lorna at SPA to confirm that SCPT wants the afternoon time at April 25, 2019 SPA AGM slot

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4.2. Recommendation for Web-based meetings

4.2.1. Comparison Document

Discussion:

- Options for online meeting options/meeting portals compared
- Recommendation of moving to RedBooth instead of GoToMeetings
- Need to get rid of old Teleconference line, PCC is only committee still using it - Brandy to contact PCC Chair regarding same

ACTION 4.2. B. Green to send out info to committee and committee chairs to orient to RedBooth once it's set up and ready to use

5. Old Business

5.1. Financial Report

5.1.1. SCPT Financials Quarter 2

5.1.2. RBC Investment Statement

Discussion:

- New format for reporting financial statements- better idea of how much we have spent in comparison to our budget (projected)
- On future statement- if expenses occurred in a later quarter- new financial lines will show up
- Seems to be a good internal control
- Investment statements could be added to Consent Agenda

5.2. Request to Hire Accountant

5.2.1. RFP for Accountant

Motion: to approve the RFP to hire an accountant as attached

Moved By: C. Cuddington

Seconded By: H. Burrige

CARRIED: Motion: 19.057

Discussion:

- Want to create an RFP for accountant to review SCPT external/internal controls and accounting practices
 - o Would like to have accountant look prior to financial policies approved
- Suggestions for accountants to send RFP received.

ACTION 5.2 C. Cuddington to send out the RFP to the 3 contacts, and make a decision with the financial committee

5.3. EDR Compensation Policy

5.3.1. EDR Compensation Policy

Discussion:

- Under Policy section:
 - o 3-5 years is the typical standard to do a market review.
- Procedure: first comment on a review of salary only at 5 years
 - o Where someone is in the range- normally would do an adjustment every year- range increases yearly but bonuses are kept as something unusual such as a big project outside of their normal ideas or instead of overtime
- Need a very simple Policy statement
- In the Procedures- should be able to remove Bonus structure

ACTION 5.3. J.Grant and J.Hunchak to edit the EDR Compensation policy; send back to B. Green and Policy Committee; bring back to Council with a policy statement and procedure for EDR Compensation.

6. New Business

6.1. Appeal Process

6.1.1. Appeal Process Document

6.1.2. Updated Complaints Process Document

Discussion:

- Lots of the appeal process is laid out in the Act
- Some wording and typo corrections required.

ACTION 6.1: J. Grant to send editing on wording comments to B. Green of Appeal Process Document

6.2. Advertising Bylaw Amendment

Motion: to have council approve the regulatory bylaw amendment #27 with current statement in (h) *promote a specific brand of drug, device, or equipment repealed* and (i) *repealed*

Moved by: C. Cuddington

Seconded by: J. Grant

CARRIED: Motion: 19.058

Discussion:

- Removal of item (i) is still covered under the Professional Code of Ethics

6.3. Practice Hour Bylaw Amendment

Motion: Council to approve Regulatory Bylaw #13 amendment as attached:

"(2) A practising member who has not completed 1200 practice hours as described in clause (1)(a) is eligible to obtain a full practising licence but must:

(a) successfully complete a physical therapy bridging program recognized by the SCPT; or

(b) satisfactorily complete a period of supervised practice:

(i) under the direction of a member with a full practising licence who is approved by the council

(ii) in a physical therapy facility or facilities approved by the council; and

(iii) for the total additional number of hours that would be required to be obtained to be eligible for full practising licensure in the current licence year and the next licence year; and

(iv) in accordance with a supervision agreement and a supervision plan approved by council, which plan is developed for the member by the member's supervisor and includes provisions for monitoring the member's practice, for personal intervention, and for any other matters that the member's supervisor or council considers

Moved by: H. Burrridge

Seconded by: K. Horvey

CARRIED: Motion: 19.059

Discussion:

- Bridging programs currently exist through U of A and U of T

6.4. CNAR Attendance

D. Shuya exited meeting at 10:43am

Motion: To approve sending Daysha to CNAR conference in October 28-30, 2019 in Quebec City

Moved By: J. Hunchak

Seconded by: A. Crowe

CARRIED: Motion: 19.060

Discussion:

- If a public rep wants to attend a conference- who pays? Unsure- but think it's council

D. Shuya returned 10:50 am

6.5. Continuing Competency Education Session

Discussion:

- What is our plan? What are our goals?
 - o At brief synopsis of what the literature says is the best methods for continuing competency
 - o Good/Bad/Ugly- very brief overview of what's not working; these things are working but they need approx. 5 employees to make it work, etc
 - o Organizations of a similar size and budget- want her to speak about models that are in a similar nature that are more reasonable for our needs
 - o What would it look like to implement some of the suggestions?
 - o What are we willing to pay for these systems to occur?
 - o What do we want our program to look like? Phased project
 - o Are we willing to increase fees to accomplish what we want to do?
 - o Is there some pre-reading package?
 - There will be some pre material
 - Will required Council to take time to prepare prior to the meeting
 - o Audrey Lowe - she is a PT, worked primarily in competency development for U of A and a practicing PT part-time- has worked with U of A to revamp their program and also working with BC to assist with changing their program
 - o Karla to add to CCC agenda for Upcoming Committee agenda on meeting
 - o Trends moving forward- forward thinking
 - o Good definition of competency
 - o Perhaps a question about outcome measures could be discussed in brainstorming session in the afternoon on November 3
 - o Everyone has their own personal portfolio- different tools
 - o Peer review- does it occur on a regular basis? Something that she will likely talk about
 - o Audrey will also speak about SCPT history of CCC
 - o Q and A portion
 - o Can she speak of timelines for development and implementation
 - o Outcomes for the Brainstorming Session- facilitated session to set direction/decide what we want for a
 - 2-3 options to take forward to CCC that fall within our legislation
 - Practical outcome
 - Timelines- expected timelines
 - Think we need to plan for the Omnibus not coming into effect

- What do we want our program to accomplish? And how do we want achieve that program?

ACTION 6.5. B. Green to ask Audrey if session can be recorded

ACTION 6.5 B. Green to create agenda with CCC and Audrey for CC Education session on November 3, 2019

7. Standing Items

7.1. Cultural Sensitivity

Discussion:

- What does it mean for us as a regulatory body?
- Unsure how to merge what we think personally and how to go about things from a regulation stand point
- 7 Recommendations on Health Care- there appears to be a gap about the meaningful education to bring forward
- Government had a mandate for all people
- Maybe doing something through NIRO- maybe general awareness
- Perhaps looking at the provincial regulation
- Is this more of a SPA issue?
- We need to have the education ourselves prior to deciding what our mandates are
- K. Horvey had been approached by A. Fortin about perhaps incorporating cultural humility and cultural competence in jurisprudence
- Perhaps creation of cultural competence practice guidelines
- Perhaps asking Sarah Oosman/SPA to assist in writing guideline
- Need better understanding on what we are looking for in the guidelines- what are the expectations of our membership?
- Should be reflected in our Code of Ethical Conduct that all patients be treated with respect and dignity
- Cultural competency needs to be all encompassing
- The issue is more access to care and a better way of managing patients with a variety of cultural backgrounds
- How do we make this appropriate/meaningful?
- Global Health Section of CPA- lots of good links
- Perhaps asking for our new Public Rep to have be an Aboriginal/Indigenous background
- Need to develop diversity education/sensitivity- could fit into continuing competency requirements
- Maybe part of renewal
- Continuing Competency workshop- diversity sensitivity component- perhaps to work with SARC
- Trauma informed care approach- broad application- create educational model about same

ACTION 7.1 Table discussion and revisit with competency education in November 2019

ACTION 7.1. D. Shuya to Send this discussion to CCC and to implement with the framework of continuing competency

ACTION 7.1. B. Green to touch base with NIRO on what other provincial organizations have in regards to policy.

7.2. Governance Education

- **Discussion:**
- SARC ELEVATE package
- All of us have access for one year
- There are 6 modules
- Daysha made guidance handouts
- In November- to talk about the 1st and 2nd modules
- good summary of roles of EDR and the board
- Module 1- overview of governance, roles and responsibility
- Module 2- policy designing; continuing board education; director role descriptions; COI; strengths/skills of boards; self-reflection on your role on the board

ACTION 7.2- D. Shuya to email out the summary sheets to Council

ACTION 7.2.- T. MacSymetz to resend link to SARC to Council

8. Other Business

8.1. Action Plan Review

ACTION 2.1: T. MacSymetz to change meeting on website to January 25, 2020

ACTION 4.1: article for the Momentum regarding phagiocephaly- timelines and also when to refer and when not to; article about working within your scope

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8.2. Momentum and Website

Momentum:

- Article on competency and working within scope
- Article on social media
- Article on phlagocephaly
- Article telerehabilitation
- Article from CCC-
- Professional Corporation Renewal Information
- New grad restricted license information
- Update from working group
- Lacey Nairn Pederson- SPA ***** TASHA CONTACT***

Website:

- updates have been postponed

8.3. In Camera Session - Operations Manager Position Title

Motion: to change the change the title of Operations Manager to Registration and Operations Manager keeping the current job description

Moved by: H. Burrridge

Seconded by: K. Horvey

CARRIED: Motion: 19.061

8.4. In Camera Session - Review of Final EDR Applicants

Motion: To make the EDR position 0.8 FTE for initial 6 months and then review

Moved: C. Cuddington

Seconded: K. Horvey

CARRIED: Motion: 19.062

Motion: SCPT will start the candidate at \$99,500 as FTE as per salary scale approved by Council

Moved: H. Burrridge

Seconded: J. Grant

CARRIED: Motion: 19.063

8.5. In Camera Session- Risk Update

J. Hunchak left meeting at 1405.

9. Adjournment: D. Shuya adjourned the meeting at 2:14pm

Next Meeting:

Signature  (President) Jan 24, 2020 (Date)

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