

Council Teleconference May 23, 2020 via Zoom

In Attendance: T. Descottes; C. Cuddington; H. BurrIDGE; D. Shuya; D. Pitura; J. Grant; L. McLellan; A. Crow; S. Illerbrun; K. Horvey; J. Hunchak; K. Harrison

Present: B. Green

Chair: D. Shuya

Call to Order: 9:00am

1. Agenda

1.1 Approval of Agenda and Consent Agenda

Motion: to approve agenda and consent agenda as attached

Mover: C. Cuddington

Seconder: J. Grant

CARRIED: MOTION: 20.022

1.2 Declaration of Conflict of Interest- none declared

1.3 Minutes of Previous Council Meeting

Motion: to approve the previous council meeting minutes from April 25, 2020 as previously circulated

Mover: T. Descottes

Seconder: L. McLellan

CARRIED: MOTION: 20.023

2. Items for Information

2.1 Governance

2.1.1. Consent Agenda

2.1.2. EDR Report

Discussion

- Professional Accountability statement- statement has been developed to guide practitioners in all regulated health professions regarding the requirement to maintain standards of practice when being deployed into various work settings
- Personal Protective Equipment- Saskatchewan Physiotherapy Association has created a list of PPE suppliers, Canadian Physiotherapy Association has made a national list
- At present- PT's not having issues getting PPE but may change as further phases re-open
- Pandemic Advisor- the questions have diminished, may change with phase 3 opening
- Continuing Education Rehab Science contract-revised and reviewed with CERS and our lawyer Merrilee- much more formal and signed
- Canadian Alliance of Physiotherapy Regulators Exam schedule- has been discussed with the school
- If the U of S students don't finish their degree program until later in fall or even December- will change the work flow in the office- if they register in January and then they need to renew for March
- In1Touch has been renewed for 24 months and training to start over the summer
- Under the tab of "expired"- if contact the college prior to renewal period and say not renewing the member will be made "inactive" and not "expired"
- Extension made to Canada Summer Job student applications- - still have not heard anything yet, if nothing by middle of June, may go ahead and hire a summer student
- SCPT needs to develop a sexual harassment/assault procedure- will need to be a case by case basis

- Perhaps need to have a discussion about timeline issues with process of Professional Conduct Committee- we do not have a procedure/process in place if the timelines are not met- procedural documents required
- Brandy to reach out to the school/CERS when reviewing PSOP/Practice Guidelines
- Strategic objectives- Continuing Competency Program “blue items”- will do 2 stage consultation; targeted consultation to stakeholders; plan to send out the initial phase very soon and give 2 weeks and then to send out to the broader membership by the end of June
- SunLife letter with regards to ranking of physiotherapists- the template from Registrar’s committee
 - o Do we want to edit the letter further?
 - o Bylaw should be included into the letter about paying- advertising bylaws
 - o Star rating are like testimonials which are against our bylaws
 - o Could be stated more succinctly to make the point-
- Electronic Voting info procedures for virtual meetings sent out for information- no longer have to mandate that they have to have video- just need their registration number
- EDR Decision Appeal procedure document created- will be included in the Governance Procedures Manual
- AGM Electronic Attendance and Voting procedural document- will be in the Office Operations manual

ACTION 2.1.2. Brandy to refer the issue of fees for new registrants in January 2021 to Registration Committee to make a plan

ACTION 2.1.2. T. Descottes to include in Momentum prior to renewal that members need to contact College and inform of intent not to renew to become “inactive”

ACTION 2.1.2. Brandy to ask Policy Development Committee to develop policy/procedure on sexual harassment/assault complaints that come into the College

ACTION 2.1.2. Brandy to post discipline finding to the website for RMC.

ACTION 2.1.2. Brandy to investigate development of procedure/process on PCC timelines met

ACTION 2.1.2. Brandy to reach out to member to let them know that Council will be reviewing the procedure/process of PCC

ACTION 2.1.2. Brandy to edit SunLife letter and bring back to June meeting

2.1.3. PCE Working Group

- Dale has contacted both parties- CAPR is finished reviewing questions and to send back within a week
- has a meeting with the school on May 28 to review the questions- looking at more priority questions
- committee will review following getting answers back

3. Items for Decision

3.1 Governance

3.1.1. Approved Vendor List

Motion: to approve the vendor list as attached

Mover: D. Pitura

Seconder: K. Horvey

CARRIED: MOTION: 20.024

Discussion: future review may be more helpful to council to have a range or estimated amount

- Brandy to put average costs in document when inserting into Governance Procedures manual

ACTION 3.1.1. Brandy to update approved vendor document with average amounts when inserting into manual

3.1.2. EDR Recruitment Planning

Discussion:

- want all the foundational documents in place prior to new EDR coming on board- potentially by end of summer
- need to get a recruitment firm to assist with the hiring
- People First is the organization that assisted with the interviewing and selection process and assisting with the HR manual and assisted with risk framework work to board
- need to do an RFP to get other firms as well
- have budgeted for this process
- recruitment process would likely need to start in July
- suggestion of Leadership Source to be on list of RFPs- maybe only send out to 3 organizations
- need to develop the EDR orientation structure to allow for some overlap between interim and the new EDR
- what would change with the overlap period between EDR? More foundational documents in place this time and then Brandy overlap x 2 weeks.

ACTION 3.1.2. Brandy to do RFP to send to 3 different HR companies and bring back to June meeting

ACTION 3.1.2. Brandy to circulate information to Council as soon as it is received

3.1.3. Registration Recommendation Re: Fees

Motion: to approve additional classification of membership to include 2 pro-rated practicing Registration Categories (April-Sept and Oct-Mar)

Mover: H. Burridge

Seconder: C. Cuddington

CARRIED: MOTION: 20.025

Discussion

- is it easier to just add an additional administrative fee?
- Such as 2 registration fees and then additional administrative fees?
- May be a better question for Legislation and legal- may be best to determine how much more we want fee to be and then let Legislation review

ACTION 3.1.3. Brandy to send to Legislation committee for bylaw requirements for pro-rated sections

3.1.4. CAPR Memorandum Of Understanding Labour Mobility

- this MOU is not tied to the PCE exam, if the PCE working group does make a decision to move away, no effect on signing MOU
- will wait to make decision to sign once PCE working group done

ACTION 3.1.4. Brandy to notify CAPR that we won't sign MOU and will wait until we have the results from the PCE working group.

3.1.5. CAPR MOU Digital Practice

Discussion:

- Costs associated with telerehabilitation has been prohibitive
- For SK this would require Regulatory bylaw change- this is a few years out from being able to being implemented
- CAPR has asked that if we agree with it in principle, and what each specific jurisdiction's changes and processes would look like and timelines associated with it
- Cross border classification would continue until this new MOU is in place
- If able to change the MOU- would like it to fully state what "primary jurisdiction" is
- Do we need to poll the SK membership to get their thoughts? We can include in the membership survey planned for later this year, or as part of the Practice Guidelines survey that will go out.
- Our mandate is to protect our public from harm – can we do that effectively if we have no jurisdiction over the PT's providing services?
- Need to balance the availability/access to services in "physical" places and as well as ability to access virtual care
- Procedural policy discussion- any bylaw discussion requires membership involvement – so we need to seek their input prior to making a bylaw change
- People would like to do face to face rehab and deal locally if they can- important that the public knows that any legal issues where the therapist resides- laws are applicable where the therapist lives, not where the patient is
- May involve some advertising campaign out to the public to ensure that they know about the legal changes
- What is the difference between an in-person treatment vs. digital? If there is no clear definition of one being a different service than the other does that imply that PT's licensed in other jurisdictions would be able to provide in-person treatments in Sask as well? How is that differentiated?
- Should this be put into the public survey?
- If this MOU goes through- need to make changes to our Core Standard of Practice, CAPR Registrars are working on development of a new Standard for Digital Practice.

ACTION 3.1.5. Brandy to add the issue of Digital Practice to the public survey

ACTION 3.1.5 Brandy to send MOU Digital Practice to Legislation Committee to review and make suggestions to Council and bring back to Council in August/September

ACTION 3.1.5 Brandy to communicate with CAPR Registrars committee that we have sent to Legislation Committee

3.1.6. IFD Directors for CRA

Motion: to approve all council members as directors for CRA

Mover: J. Grant

Seconder: T. Descottes

CARRIED: MOTION: 20.026

Discussion:

- felt should be all of council to be directors for CRA
- Brandy to have phone calls with all members to collect information in a safe manner
- moving forward, information to be collected on the confidentiality forms that we need to sign

- need to have mechanism in place- so that it is resubmitted every year, to ensure that there is a new member- will become part of the EDR Orientation Manual and part of the operations calendar
- this does not include student members as they are not voting members of Council

ACTION 3.1.6. Brandy to collect information from Council for CRA submission and then submit new directors list to CRA.

3.1.7. NIRO Legislative Template Amendments

Discussion

- the proposed changes would go into our Act as changes to the template legislation
- we could make a bylaw that states that membership must vote on bylaws in order to enact them

ACTION 3.1.7. Brandy to send to Legislation to start drafting bylaw stating that membership must vote on bylaws

ACTION 3.1.7. Brandy to report back to NIRO that we are in agreement but we are drafting bylaw changes to allow our membership voting power to bylaw changes

3.1.8. Governance Manual for approval

Discussion

- Discussion on final edits and word usage in section 10.
- Edits made as having discussion

Motion: to accept the governance manual as presented and amended

Mover: T. Descottes

Seconder: K. Horvey

CARRIED: MOTION: 20.027

ACTION 3.1.8. Brandy to finish editorial links and then posted on Red Booth and on the website

3.2. Membership Engagement

3.2.1. Velcro Compression Stockings Standard of Practice Issue

Discussion:

- Communication- PSOP made the decision made based on documentation/policy
- Is this any different than other issue might need to be brought back?
- Not sure why this needs to be communicated to the entire membership- if it's the same for brace or walking aid- don't think that we need a guideline specifically from this
- we will put it in the Momentum

ACTION 3.2.1. T. Descottes to put Velcro compression stocking standard of practice in an upcoming Momentum

4. Items for Vision

4.1. Governance

4.1.1. Risk Round table

Discussion:

- Round table discussion from all board members about perceived risks

4.1.2. Mod 3 SARC Elevate

Discussion:

- committee followed the recommended process for EDR recruitment/hiring
- the feedback/discussion in the first 3/6 months- important time to have really frank discussion so that the person can make the adjustments necessary
- emphasizes the importance of open communication
- important to keep in mind for the feedback for our next EDR so that it doesn't fall on just a couple of people
- when making the EDR Orientation Manual- may require more formalized meetings during the probationary period
- feedback should be given during every interaction and every meeting- so that at the formal meetings there should be no surprises for the person
- as we move forward into new governance model- we can move into evaluating board meetings- part of it could be that the information that the EDR is bringing to board meetings is or is not considered sufficient enough for the board to make decisions from.

4.1.3. Mod 4 SARC Elevate

Discussion

- When you first agreed to be a director- did you think about the legal responsibilities that go with it?
- Did you realize it would take certain amounts of time to do things and what the responsibilities are?
- The governance manual is very helpful for knowing whose job is what and who is responsible for what
- Conflict of Interest- included in the Board Orientation manual
- It's ok not to know somethings- it's ok to find outside people
- It's important to stay on track with strategic objectives
- Our own evaluation and feedback- meeting evaluations
- Have tried Survey Monkey before and have some samples from Pharmacy
- Alliance has "Start-Stop-Keep" for meetings- 2 points for each
- Some are more formal: start on time, end on time, did everyone participate,
- Importance of the board and that the directors should understand those responsibilities prior to coming onto the board. We need to know them when we are recruiting for the roles- develop a condensed document for anyone that puts their name forward
- No documents that would be helpful for recruitment- time expectations
 - o Set of documents to be used for recruitment/nominations
 - o Council expectations/committee expectations
- Overall, Council has found the SARC modules helpful. Perhaps we can renew our subscription and then the next year develop our own templates from the modules to include in orientation packages.

ACTION 4.1.3. Brandy to liaise with Committee Members and Chairs re: role requirements to allow for documents to be created for orientation/recruitment purposes

ACTION 4.1.3. Brandy and Daysha to send out to info to Council on their time requirements to compile Council info

ACTION 4.1.3. Daysha will send out the SARC Elevate Worksheets for Module 5 and 6 and Council to complete for June Council Meeting

5. Meeting Summary

5.1 Action plan Review

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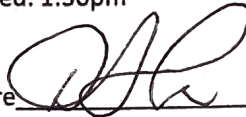
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ACTION 4.1.3. Brandy to renew SARC Elevate membership in September

5.2. next meeting: AGM June 13 9-10am

- need a doodle to be sent out to Council- if it's necessary pre AGM it will be earlier in the evening

Adjourned: 1:30pm

Signature  (President) 22 June 2020 (Date)

Signature  (Secretary) June 22/20 (Date)