

COUNCIL MINUTES



SCPT
Saskatchewan College
of Physical Therapists

SCPT Council Meeting at the Travelodge Hotel in Regina, SK, on June 9, 2018.

Present: B. Green; K. Earle; L. McLellan; D. Shuya; T. Descottes; C. Cuddington; J. Grant; J. Hunchak (via conference call); D. Pitura

In attendance: L. Kuffner

Absent: H. Burrridge; E. Placatka, Q. Tulloch

1. Call to Order - The meeting was called to order by B. Green, President, and meeting Chair, at 9:03 am.

2. Opening Remarks of Chair

- R. Porter's term on council is complete- he called into the meeting to give his farewell
- Introductions: New Public Representative- Erin Placatka (unable to attend today); New council Members: Lauren McLellan & Daysha Shuya

3. Agenda & Declaration of COI

3.1. Approval of Agenda and Consent Agenda

Motion: That the agenda and consent agenda be approved as circulated with addition of Item 6.5

Moved by: K. Horvey

Seconded by: J. Grant

Changes: addition of Item 6.5

CARRIED: Motion: 18.051

3.2. Declaration of COI – none declared

3.3 Minutes of previous Council Meeting

3.3.1. Pre- AGM Meeting April 27, 2018 Council meeting

Motion: to approve Pre-AGM April 27, 2018 council meeting minutes as circulated

Moved by: T. Descottes

Seconded by: K. Earle

CARRIED: Motion: 18.052

3.3.2. Post- AGM April 28, 2018 Council Meeting

Motion: to approve Post- AGM April 28, 2018 council meeting minutes as circulated

Moved By: T. Descottes

Seconded By: C. Cuddington

CARRIED: Motion: 18.053

3.3.3. E- Motion Re: CLEAR

COI- B. Green declared COI

Motion: To send B. Green to the CLEAR symposium in Edmonton on June 21, 2018

Moved By: T. Descottes

Seconded By: K. Horvey

CARRIED: Motion: 18.054

3.3.4. E- Motion Re: CNAR

COI- C. Cuddington and K. Horvey declared COI

Motion: that SCPT sends C. Cuddington and K. Horvey to CNAR in October 2018 in Banff

Moved By: T. Descottes

Seconded by: D. Pitura

CARRIED: Motion: 18.055

4. Additional Reports

4.1. Council Orientation Session

4.1.1. Orientation Package

Discussion:

- **Overview of SCPT/Council/Meetings/Council Description/Teleconferences/Pertinent Documents and Processes**
- **Review of Governance Structure**
- **Goal of December 2019 to have a new Governance Manual**
- **Review of Board Roles and Responsibilities**
- **EDR: Manages Office Manager; does day to day strategic plan implementation**
 - o **will be reporting at Council on progress of meeting Strategic Goals**
 - o **Unsure of how this reporting will occur at present**
- **Council: Manages EDR and oversees EDR's goals and how the strategic plan is progressing; oversight of organization**
 - o **ensure goals for performance are being met**

4.1 ACTION: B. Green to resend transparency document to Council for new members to review

4.1 ACTION: D. Pitura to send information to B. Green on various methods of reporting progress on strategic planning

4.2. Risk Management Education Session with Michele Hengen

4.3. Transparency Generative Discussion

- Generative discussions call for dynamically and interactively exploring the process, factors, and pieces of information around a big topic that eventually come together to help frame the issues. This is the board doing the creative work up front that selects what will get organizational attention and how the issue will be approached.
- **General Discussion:**
 - **Transparency**
 - Risk association – many self-regulating professions across the country and internationally have come under public and government scrutiny due to an apparent lack of transparency. How can SCPT be proactive with regards to transparency? Is this an area of risk for our organization?
 - What is transparency? What do our stakeholders expect with regards to transparency?
 - What is our duty?
 - **Identifying Main Stakeholders**
 - Employers/Sask Health Authority
 - The Public
 - Government
 - Insurance Companies, including WCB and SGI
 - Members (PTs)
 - SPA/CAPR/School/Educational Programs/Insurance and Liability
 - **Key Stakeholders that we need to be transparent with**
 - Public
 - Government
 - Members (PT's)
 - Employers
 - **Employers/SHA- what do they expect with regards to transparency?**
 - License requirements or changes to; ie: continued competency/audit information
 - Timelines for licensure/possible restraints on license
 - Supervised practice- procedure and timelines associated with both
 - Standards of care requirements and expectations
 - Scope of practice
 - Complaints/discipline process- outcomes/timelines/process/duty to report
 - **Public Expectations- what are their expectations**
 - Met licensing requirements to practice- correct credentials to practice
 - Continued competency requirements- members are all currently competent
 - Certified appropriately to perform practice in areas (specialized areas)

- Use of specialist title- implies credentials re: same
- Discipline appropriate- info readily available and easy to access
 - Process timelines
 - What outcomes are possible for discipline action
- Benefit from treatment/education re: condition
- Appropriate referrals
 - Duty to report if you are not competent in certain areas to practice
- Minimum standard of care/what PT does
- Access to fee info/no surprise fees
- Access to license number
- How to access complaints/process
- Government Expectations
 - Annual reporting
 - Compliance with the act/bylaws
 - Responsive to their recommendations on legislation
 - Public protection
 - Good business practices- organization/money management
 - Competence of members
 - Monitor
 - Evaluation
 - Effective Complaints Management Process
 - Connection/knowledge of best practices of PT
 - Complaint trends/gaps in knowledge
- Member Transparency Expectations
 - Financial transparency- where does the money go?
 - License requirements- why are they required?
 - Advocacy/service to members/protection from us/support
 - Confusion regarding public protection mandate
 - Complaint process
 - Fair
 - Timelines
 - What to expect
 - Education- provide/screen continues competency courses
 - Direction for practice/standards of practice/practise advise
 - Education re: Legislation/Advanced Practice
 - Proper use of personal info/data protection
 - Advanced Practice/specialized practice/SCOPE
- Professional Stakeholders Expectations (CAPR/SPA/School/etc)
 - Licensing requirements
 - Competency - Expected competencies for entry to practice
 - Open/Collaborative Approach
 - Provincial legislation/license requirements

- Number of PT's in province
- Strategic Plan
- Demographics/access
- Common areas of complaints
 - Knowledge gaps
 - Risk Areas
 - trends

4.3 ACTION: B. Green to make spreadsheet of Expectations and send to Communications Committee for review

4.3 ACTION: Communications committee to review spreadsheet of each Stakeholders' Expectations and determine if we are meeting transparency for each groups' expectations with collaboration with EDR and President

4.3 ACTION: Communications Committee to bring back recommendations to Council for September Council Meeting on transparency

4.4. Executive Director and Registrar's Report

4.4.1. Committee Activity Summary

Discussion:

- Government is working on our proposal for Bylaw Amendments
- Changes made to administrative bylaws are changed on the website
- Omnibus Bill- could be 12 organizations in support of the Bill- hoping to be submitted by the end of June
- Interviewing to occur next week for Project Assistant and hopefully operational by the end of the June
- Summary of Discipline Hearing to be posted on the website for 1 year from resolved case

4.4 ACTION: T. Descottes to inform membership that bylaw changes have been made in upcoming Momentum (summary document from AGM to be inserted)

4.4 ACTION- L. Kuffner to send updated document to T. Descottes for upcoming Momentum

4.5. U of A Bridging Program Letter

4.5.1. U of A Bridging Program Letter

- Could be an option for Registration Committee/PCC/DC to use this program as an option for remediation or recommendation for licensing

4.5 ACTION: L. Kuffner to inform Chair of Registration Committee/PCC/DC of the bridging program and link to Alberta program

4.5 ACTION: Registration Committee to look into other bridging programs in Ontario to determine if they may be appropriate for this use as well, and bring back any changes to professional re-entry procedures that require Council's approval

4.6. AGM Evaluation Summary

- Only 11 responded to the survey
- Comments were about the lack of attendees at the AGM

- Perhaps making a portion of continuing competency or education hours
- To be addressed at SPTAG/SPA meetings

J. Hunchak had to leave meeting at 2:00pm

5. Old Business

5.1. Action Plan Review

5.1.1. Action Plan Table

- As we are moving into a more Generative Policy board- does this need to continue to come to the Board
- There needs to be a way to track things that are done/not done
- Could this be incorporated into the strategic plan review? To get away from Operational
- Continue to email out the ACTION item lists prior to the meeting but not coming to the meetings- will become part of Lynn's Committee Reports that come to Council

5.1 ACTION: L. Kuffner to incorporate Action Plan review into Committee Reports that are part of EDR Report for Council Meetings

5.2. Strategic Plan Review and Generative Discussion

5.2.1. Strategic Plan

5.2.2. Strategic Plan Implementation Report

Discussion:

- Implementation Report to give feedback on all specific items of the strategic plan
- Continuing Competency
 - o In1touch needs to write program to audit member compliance with practice hour audits
 - o EDR has input into agendas of all SPA/SPT meetings to allow for clinical trends/issues with complaints to be brought forward to be addressed with our Association and School
- Communications
 - o Communications planning document- was put on hold secondary to having new RMS system- will be reviewed once more by Lynn and then sent to Communications Committee
- Succession Plan:
 - o All action items addressed
- Risk Evaluation and Mitigation
 - o Presentation done today, and then a plan to be developed
- Operational Efficiency and Effectiveness
 - o Policies are in the midst to being sent out to the Committees to be reviewed and revised
 - o Timelines have been adjusted to reflect a full package to be presented at AGM 2019

- Policy Development Committee to have a draft of the Governance Model for Sept Council Meeting
- What should be prioritized for the upcoming Council year?
 - Continuing Competency
 - Committee needs to do some research in what is being done in continuing competency nationally
 - To give CCC task of doing environmental scan to include literature review as to what is best practice and what is working; what was proposed as a pillar is no longer considered best practice
 - What if Omnibus goes through? What if it does not go through? CCC to perform best practices review, and then council to consider this discussion.
 - Communications-
 - Communication Planning Document/Strategy to be deferred until model/strategy are more defined
 - Focus on website updating and improvements to be priority for the remainder of 2018
 - Succession Planning – to be included as part of the Governance Manual, but will need to be revisited by council in 2019
 - Risk Evaluation and Mitigation
 - Need to be sure that council education is incorporated into regular practice and budget
 - After today's session- in order to go forward to develop a good framework we may need further sessions
 - September to develop Risk Appetite
 - November to build Risk Framework
 - Operational Efficiency and Effectiveness
 - May need to create budget item for Governance and Risk Management

Motion: to look into a further risk management facilitation up to a maximum of \$10,000.

Moved By: D. Shuya

Seconded By: D. Pitura

WITHDRAWN

Motion: add a line item to the 2018 budget for governance activities for a maximum of \$10,000

Moved By: C. Cuddington

Seconded By: D. Pitura

CARRIED: Motion:18.056

5.2 ACTION: CCC to perform Environmental Scan and bring back info to the January 2019 conference meeting

5.2 ACTION: L. Kuffner to ask M. Hengen for a quote on how much additional work will cost for us

6. New Business

6.1. PEAC Recruitment

6.1.1. PEAC Recruitment Document

- Specifically want someone with regulatory experience
- PEAC does site reviews of all University programs and struggle to find regulatory reviewers
- If you are interested- Lynn needs to submit a letter for each person's application verifying regulatory experience

6.2. Substitute Minute Taker

- Succession Planning: there needs to be a minute taker for when the secretary is not available
- In future- a Secretary and Secretary Elect should be elected at Post AGM Council meeting

6.2 ACTION: T. Descottes to ask H. Burrige to take meeting minutes for September meeting

6.2 ACTION: to bring back having Secretary Elect Nomination to November Meeting

6.3. SPA/SCPT Joint Meeting September 2018

6.3.1. SPA/SCPT Joint Meeting Sept 2018 Minutes

- Possibility of a Q & A panel with presentations from legal and insurance representation to address question of 5 million liability insurance for public members
- SCPT and SPA will take information back to their Council and determine further action plans
- Could the panel presentation be recorded?

6.3 ACTION: D. Pitura to ask his lawyer contact who was involved in Health Region accounts and send information back to Brandy

6.3 ACTION: B. Green to report back to Brenna Council's input on the panel

6.4. Discipline Committee IFD

- Current policy states that once complaint goes to DC- DC is to decide on the penalty
- DC- proposes that a meeting occur that DC/PCC/EDR to determine the proper procedure on this item
- Perhaps EDR can mitigate this issue by giving more clear direction on what needs to be prepared for DC ie. Agreed Upon Facts. A recommended penalty could still be pre-submitted but with the understanding that is just a suggestion

6.4 ACTION: L. Kuffner to discuss with Merrilee and then provide feedback to DC committee

6.5. Quote regarding HR Market Review

- RFP developed by C. Cuddington and B. Green for Market Review and sent to 3 people
- Market review to be done to look at compensation framework for EDR and OM positions- to be used to set our internal structure
- Specifics of the quote received to be sent out to Council

6.5 ACTION: B. Green to send out the specifics of the quote that was received to Council

7. Other Business

7.1. SCPT Council Action Plan

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7.2. Momentum and Website

- website profile information- website posting
- Article for complaints package
- Audited policy procedures
- Informed Consent from PSOP
- Introduction of New Council Members
- Committee Listings
- SPA Article for Submission
- Bylaw Changes (Summary Document)
- Discipline Findings- Summary

Website: none

7.3. In Camera Session – none required

8. Adjournment: B. Green adjourned the meeting at 3:56pm

Next Meeting: September 15, 2018 in Saskatoon

Signature B. Green (President) Sept 15/18 (Date)
Signature Diana Perrotti (Secretary) Sept 18/18. (Date)