



Alberta College of Occupational Therapists

Council Teleconference Meeting

August 27, 2018

1. Call to Order

The teleconference meeting of the Council of the Alberta College of Occupational Therapists was called to order at 8:32 p.m. on August 27, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary. Kent Tsui, Andrea Petryk, Jennifer Lee, Liz Taylor, Kerstin Hurd, Tiffany Poltz and Sheron Parmar were on the teleconference, as well as Interim Registrar, Peter Portlock.

2. Adoption of the Agenda

President Liz Taylor asked Council for any additions to the agenda. The Council briefly discussed the ends policies and decided that they would be added to the next Council meeting agenda to give the governance committee time to work on the ends draft.

Andrea Petryk MOVED to adopt the agenda as presented. The motion was duly seconded and CARRIED.

3. Practice Advisory Committee Survey Results

Council discussed the results of the Practice Advisory Committee (PAC) survey. Council was impressed with the number of responses and discussed how to move forward with the results. As Mary Culshaw's contract as Chair of the PAC had ended, the Council discussed who should complete the analyses of the survey results. After much discussion, Council decided that Mary Culshaw's contract would be extended and that she would be responsible for the survey response analysis. Council felt that it was important for the analysis to be completed by the committee to ensure that the results were representative of the opinions of registrants without bias.

4. Role of OT in Naloxone Administration

Council discussed producing a statement to registrants regarding the administering of Naloxone. Liz Taylor felt that it was necessary to give some guidance to registrants about naloxone administration so that individuals in community and other settings who may need to administer naloxone in an emergency, can do so and be confident that they will remain in good standing with the College.

It was decided by Council that Peter Portlock would begin a draft statement to go out to membership regarding administering naloxone and would be shared with Council after the completion of the draft.

6. Interim Registrar's Report

Peter Portlock presented his Interim Registrar's Report to Council. He informed Council that the office had begun research for the College bylaw review. The office looked at other College's bylaws as well as the guidelines for writing bylaws set out by Field Law, the Alberta Federation of Regulated Health Professional's (AFRHP) legal counsel. All the information has been compiled into a resource kit for the Governance Committee to use as a starting point when reviewing the College's bylaws.

Peter also informed Council that the registrar search is underway and that the position profile was sent to all registrants prior to the public release. It was determined that all members of Council would form the initial search committee. The search consultants, Leaders International, have begun talking to potential candidates and Peter encouraged Council to bring forward any names of potential candidates to the search consultants.

Peter reported that all staff have updated their current employer profiles so that the new registrar will have a better understanding of all employee skills and roles within the College.

Peter also informed Council that a solution has been found to assist SAOT in the development of their mailing list while still adhering to privacy laws. During renewal, there will be a checkbox for registrants to opt into giving their contact information to SAOT so that they can receive SAOT's email.

12. Adjournment

The Meeting was adjourned at 9:17 p.m.

The next meeting of Council will be on October 13, 2018 in conjunction with the CLEAR board member training on October 14, 2018.