



Alberta College of Occupational Therapists

Council Meeting Minutes

October 13, 2018

1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:13 on October 13, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary, and Jennifer Lee acted as Timekeeper. Kent Tsui, Andrea Petryk, Jennifer Lee, Liz Taylor, Kerstin Hurd, Tiffany Poltz and Sheron Parmar attended the meeting in person. Karen Blumenstock attended the meeting via video conference. Interim Registrar, Peter Portlock, was also in attendance.

2. Adoption of the Agenda

Kerstin Hurd MOVED to adopt the agenda as presented. The motion was duly seconded and CARRIED.

3. Adoption of the Minutes

Andrea Petryk MOVED to accept the minutes of June 10, 2018 as presented with the changes discussed. The motion was duly seconded and CARRIED

The following changes should be noted in the minutes:

- Page 3 – remove the section regarding Kerstin Hurd's question, as the question was not in the minutes and makes the sentence confusing.
- Page 4 – change targets to budget targets for reader clarity

Tiffany Poltz MOVED to accept the teleconference minutes of August 27, 2018 as presented. The motion was duly seconded and CARRIED.

4. Review of Draft Ends Policy

The draft ends policy that was developed at the June 10, 2018 meeting read:

ACOT members have the privilege of self-regulation under the HPA. The regulated members are ethical, engaged and effective. These work together to ensure continuous learning for the purpose of public protection.

The draft of the ends policy was discussed, and it was determined by council that the draft needed rework as it had some grammatical issues and did not properly identify the ends of the College and who the beneficiaries are.

Tiffany Poltz shared a draft of the ends policy she had worked on. After much discussion and a few changes, the Council developed the following ends policy draft:

“To retain the privilege of self-regulation under the Health Professions Act, The Alberta College of Occupational Therapists (ACOT) sets and maintains the standards of competency and conduct. Once an occupational therapist is admitted to the College, ACOT and the member have an ongoing obligation to the public to ensure that professional and ethical standards are met.”

Council suggested adding an appendix to further explain the ends in plain language for those not as familiar with the language. The Governance Committee (GC) was tasked with developing this appendix.

Andrea Petryk MOVED to accept the ends policy with the addition of an appendix to explain the ends in plain language. The motion was duly seconded and CARRIED.

5. Registrar’s Reporting

Briefing Report: Council Meeting Dates 2019

Council discussed the meeting dates for the 2019 year. It was decided that there would be four in person meetings in 2019, one of which would be held in Calgary. Four teleconference meetings were also scheduled for 2019. The dates of the 2019 Council meetings are as follows:

- Saturday January 26, 2019 – in person @ ACOT office
- Tuesday March 19, 2019 – evening teleconference
- Saturday April 27, 2019 – in person @ ACOT office
- Tuesday May 14, 2019 – evening teleconference
- Saturday June 8, 2019 – in person in Calgary (location TBD)
- Tuesday August 20, 2019 – evening teleconference
- Saturday October 05, 2019 – in person @ ACOT office
- Tuesday November 26, 2019 – evening teleconference

6. Continuing Competence Audit

The College completed an audit of the continuing competence program by reviewing the 2017 submissions of 20% of the regulated members (440 individuals). The results of the audit were discussed and after much discussion, Council decided that the continuing competence program needed to undergo change and that a committee should be struck to evaluate the program and develop suggestions for change.

Council would like the changes to the continuing competence program to take effect for the 2019-2020 registration year.

Kerstin Hurd MOVED that Council strike an ad hoc Competence Committee. The motion was duly seconded and CARRIED.

Council determined that Karen Blumenstock, Andrea Petryk and Jennifer Lee would be members of the committee along with 3- 5 other regulated members. These members would be responsible for developing a call out for volunteers to sit on the committee as well as a terms of reference.

7. Practice Advisory Committee Report and Survey Analysis

Mary Culshaw attended to present her findings from the Practice Advisory Committee survey. The results of the survey showed that generally, registrants did agree with values presented in the survey and the recommendation of the Practice Advisory Committee to develop a practice advisory role within the College. The survey also showed that slightly more respondents preferred a standing committee to address trending practice issues rather than an ad hoc committee.

Council asked Mary what she felt were the three take away points that Council should focus on when making their decision. Her key takeaway points to support Council's discussion were:

- People agree that there needs to be a transparent process for dealing with practice issues and this process must be consistent all the time.
- The people who took the survey and the volunteers agree that there needs to be a position developed within the organization to do this work
- In general, the results show that the registrants are in favour of having a practice advisory position within the college and support the Practice Advisory Committee's recommendations.

The Council thanked Mary Culshaw for all of her work with the ad hoc Practice Advisory Committee and she left to allow Council to further discuss their action plan regarding practice advisory within the College.

After Mary Culshaw had left, Council continued their discussion on how to proceed with the recommendations of the practice advisory committee.

Council discussed the perception of individuals who are afraid to contact the Registrar with practice questions because they feel they will be prosecuted for their actions. Council would like to decrease this perception and have the College be more approachable to encourage registrants to contact the College with any practice issues they may have.

Council felt that the individual in this position would need to have effective coaching skills. Council also discussed the possibility of having a part time position for practice advisory or separating the registrar from the complaints process so that they could fill the need for a practice advisor. Overall, Council agreed that the person charged with practice advisory duties would be separate from the complaints process so that registrants feel comfortable bringing practice issues forward.

After much discussion it was decided that Council would be addressing the need for a practice advisor position but that an overall evaluation of the current organizational structure would need to take place first to determine how to best fulfill this need in a financially prudent manner. Liz Taylor was tasked with developing an eNews communication to registrants informing them that the need for a practice advisor that they conveyed will be met with planned organizational restructuring.

8. Registrar Monitoring Reports

Finances RL 2.1: Tiffany Poltz MOVED to accept the Finances RL 2.1 monitoring report as presented. The motion was duly seconded and CARRIED.

Council discussed breaking down the salary budget line for individual staff members. Tiffany Poltz confirmed that this is confidential information that cannot be presented to Council. Council only has one staff member, the Registrar. All other staff members are employees of the Registrar so their HR information, including salaries, are private and confidential. Council does however have access to the Registrar's HR information.

Tiffany discussed budgeting for the upcoming year. It was discussed that in the past Council was not involved in developing the budget but did approve the budget. It was determined that at least one Council member would be part of the budgeting process going forward. Tiffany Poltz will be participating in the College budgeting process for the 2019-2020 year.

Tiffany Poltz felt that the telephone budget was a bit high and asked that the College review these expenses to see if there are any cost savings that can be found to lower the telephone expenses.

Asset Protection RL 4: Jennifer Lee MOVED to accept the Asset Protection RL 4 monitoring report as presented. The motion was duly seconded and CARRIED.

Peter stated in the monitoring report that the privacy statement is on the website but is not titled as such, this will be changed to comply with the policy.

9. Sharon Brintnell Lectureship Award in Advancing Occupational Therapy

Liz Taylor declared a conflict of interest for the agenda item, did not participate in the discussion and left the room.

The council discussed whether they would like to contribute to the Sharon Brintnell Lectureship Award in Advancing Occupational Therapy. Council discussed the unexpected expenses that occurred this year and wanted to take them into consideration when making the decision.

Council confirmed their support for the initiative in contributing to education, however felt that more information was needed before committing to an amount. It was determined that Interim Registrar, Peter Portlock, would gather more information on the award during his next scheduled meeting with the University of Alberta.

Kent Tsui MOVED that Council supports in principal a donation to the Sharon Brintnell Lectureship Award in Advancing Occupational Therapy subject to obtaining further information. The motion was duly seconded and CARRIED.

10. Generative Thinking

Highlights from the Council on Licensure, Enforcement and Regulation (CLEAR) Conference:

Liz Taylor reported that there were some clear trends identified at the CLEAR conference. One trend that was very apparent was the increase of public involvement in regulation being mandated by governments internationally. One way that this is being seen globally is by increasing public members on boards and committees.

Council discussed looking at including public members on committees in the future and getting more public feedback on College initiatives.

11. Adjournment

Kerstin Hurd MOVED to adjourn the meeting at 2:30 p.m. The motion was duly seconded and CARRIED.