

**Winston Golf Club - Calgary**

**Attending:**

Liz Taylor – President and Chair

Kerstin Hurd – Vice President

Andrea Petryk – Councillor

Sheron Parmar – Councillor

Tiffany Poltz – Public Member

Peter Portlock – Public Member – Via Teleconference

Marianne Baird – Registrar

Angela Sekulic – Director, Policy & Practice

Mallory Foreman – Recording Secretary

Heidi Knupp – Observer

**Regrets:**

Jennifer Lee - Councillor

**1. Call to Order and Preliminaries**

- a. Meeting Chair Liz called the meeting to order at 9:13 a.m.

**2. Adoption of the Agenda**

**MOTION:** To adopt the agenda as published- Tiffany (MOVED) Kerstin (SECONDED).  
CARRIED

**3. Adoption of Previous Minutes – May 14<sup>th</sup>, 2019**

**MOTION:** Kerstin (MOVED) Tiffany (SECONDED) that Council review its previous meeting minutes.

- a. Council adjusted the previous minutes: for item 7c. note that Andrea and Sheron will discuss mentoring Heidi. For item 8. Reflection on Governance note that current activities are contributing greatly to Ends Policy implementation.

**MOTION:** All in favour to accept the minutes with corrections. CARRIED.

- b. Discussed the April meeting minutes which are still being revised.

**ACTION:** Marianne will circulate the updated April minutes within the next week for approval via email.

#### **4. Registrar's Report**

##### **Strategic Plan Updates:**

- a. Competence Committee items: The Committees have welcomed Angela.
- b. Development of practice advisory statements on provisional diagnosis and psychological interventions – after discussion with some registrants and Council, it was decided that rather than asking for “provisional diagnosis” to be added in the requested update to Schedule 15 of the *Health Professions Act*, we would ask for “diagnosis” to be added, and this was put in the briefing note to government where the request was made. The practice advisory on OT and diagnosis will be developed in future, pending government’s response.
- c. Presentations: Marianne and the Director of Professional Practice from the Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) presented jointly to Alberta Health Services’ (AHS’) Pediatric Eating and Swallowing working group (PEAS) re: ability for both OTs and SLPs to do feeding and swallowing work, in context of collaborative practice.
- d. Communications Plan moved to August to allow for completion of Competence Committees work first. The Alberta Federation of Regulated Health Professions (AFRHP) has hired Catherine Keill for strategic planning and government relations work. Based on the quality of the work she has done for the Federation thus far, Marianne recommends hiring her for communications and Council’s strategic planning work in future.
- e. The project on adding the complaints process diagrams to the website will be started during the summer. The reason for the delay is the time it is taking for testing of Alinity online registration system data conversion for a version 5 to version 6 upgrade with strict project timelines.
- f. Marianne noted that Angela will be reviewing ACOT’s website structure and the government’s new guidelines for websites will be implemented, e.g. giving the public quick and easy access to information on the complaints process.

##### **Budget vs Actual Q1:**

- a. Marianne reported on the status of individual budget lines.
- b. Tiffany asked why the donation to the University of Alberta isn’t under a “Donations” category instead of the “Promotions” category. Marianne will investigate this further.
- c. It was noted that the quarterly reporting is still cash based, and that accrual-based reporting will be implemented in time for the next quarterly report.

- d. Tiffany noted that bank reconciliations are needed for the next quarterly report.

**ACTION:** *Marianne will ensure the next quarterly report is accrual-based.*

### **Registrar Limitation (RL) 1: Treatment of Staff and Volunteers**

- a. Marianne presented the monitoring report.
- b. Discussed the ACOT staff Team Charter. Staff helped produce and agreed on the office's vision statement which aligns with ACOT's purpose statement.
- c. Marianne noted that going forward she will be implementing the portion of the RL encouraging written feedback from staff and volunteers.

**ACTION:** *Marianne will be encouraging staff and volunteers to provide formal (written) feedback regarding their experience with ACOT.*

### **RL 5: Treatment of Public and Regulated Members**

- a. ACOT has been receiving thank you notes such as the one attached from AHS thanking us for the presentation to the PEAS group.
- b. Feedback was sought from the Continuing Competence Program focus group participants about their experience with the June 2019 focus groups. The majority of focus group participants indicated they liked the format and/or the opportunity to participate.

Council discussed all RLs and whether they are still meeting its needs.

- RL 1 section 4c still references Governance Process (GP) 14.1, this number needs to be corrected.
- It was noted it would be premature to discuss whether the RLs are still meeting our needs now that we are getting a new format for the information being presented.
- Council will need to reject RL 2.1 because it is not accrual-based. Council discussed the importance of providing quarterly reporting using accrual-based accounting further, noting this would improve understanding of the financial position of ACOT.

**ACTION:** *Marianne to check which Colleges are using accrual-based accounting.*

**MOTION:** Request accrual-based evidence for RL 2.1 as per policy RL 2. All those in favour. CARRIED.

**MOTION:** Tiffany (MOVED) Sheron (SECONDED) To approve RL 1. CARRIED.

**MOTION:** Kerstin (MOVED) Tiffany (SECONDED) To approve RL 5. CARRIED.

## **5. Annual Report Part 1:**

- a. Council discussed updates to the 2018-19 Annual Report draft:
- Practice Advisory Committee – add that it's ad hoc and the dates when it started and ended.
  - Competence Committee section – discussed adding “Standing”, then determined that rather than indicating each Committee is ad hoc or standing, we will just add dates for starting and ending where applicable.
  - Add in a short paragraph about the Leadership Committee

***ACTION:*** Andrea and Sheron to provide information to be added into the Leadership Committee report.

- All instances of Occupational Therapist to be consistently capitalized and the word “draft” to be removed.
- The word “volunteer” to be removed from the first sentence in the Public Members’ section.
- Kerstin recommended stating under the Governance Committee (GC) report that the GC collaborated with all of council to develop and approve the Ends Policy which states “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.”.
- Dates in the complaints section to be updated to 2018-19.
- Typo correction – in the Client Age Range table change “missed” to “mixed” paediatrics.

**MOTION:** to approve the Annual Report draft with amendments as discussed: Kerstin (MOVED), Tiffany (SECONDED).

**MOTION:** to table the first motion for the report approval and have a final approval via email after Council is sent an updated draft: Kerstin (MOVED), Andrea (SECONDED). CARRIED

**MOTION:** the updated Annual Report will be sent to Council on Monday June 10<sup>th</sup> for approval by Council by June 13<sup>th</sup>. Sheron (MOVED), Peter (SECONDED). CARRIED

## 6. Open Forum

- a. Council asked participants to bring forward anything they would like Council to know, such as current challenges or issues they are facing in their jobs.
- b. One participant noted there is work moving forward in AHS on diagnosis for OTs in Connect care, standardization of how OTs will document in the electronic medical record, the problem list, and whether allied health will have access to the problem list. Wave 1 of Connect Care will launch in November.
- c. Optimization of the therapy assistant (TA) role in AHS was discussed, including the need for support around competencies for assignment of activities to TAs, and the hiring of more TAs in home care raising concerns about whether there are therapists available to supervise them.

***ACTION:*** Marianne to connect with University of Alberta's OT department regarding education/competencies for assignment of care, based on Canadian Association of Occupational Therapists (CAOT) and Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) practice guidelines/competencies, and discuss how to also reach OTs who aren't new grads.

***ACTION:*** Angela to look at updating the ACOT document on assignment to support personnel.

- d. Discussed the ongoing need to distinguish between ACOT and Society of Alberta Occupational Therapists (SAOT) messaging in terms of protection of the public and professional promotion.
- e. Marianne provided an update to forum participants on the briefing note that went to government requesting an update to Schedule 15 of the *Health Professions Act* to include diagnosis as one of the activities OTs perform. Discussed the new Alberta College of Counselling Therapy, their use of the term psychotherapy, and the implications for other Colleges, including ACOT, social workers, physicians and psychologists, that have the wording of psychosocial interventions in their current regulations rather than psychotherapy. Marianne noted government has indicated verbally that OTs can use their title along with "specializing in psychotherapy". The group discussed implications for other areas of specialty such as hand therapy.

***ACTION:*** Marianne to follow up with government rep to confirm in writing that OTs can use the phrase "OT specializing in psychotherapy".

- f. Attendees noted they would appreciate future forums in multiple locations.

***ACTION:*** before the next Open Forum, note in eNews that we continue to encourage participants outside of Calgary and Edmonton to attend via teleconference or videoconference (Lifesize).

## 7. Committee Reports

### Governance Committee (GC):

- a. Kerstin met with Marianne and Mallory to develop a work plan for June 2019 – December 2020.
- b. There is an on-going review of Council policies. Next Governance Committee meeting to be held June 18th.
- c. Discussion of a potential Past President position will be deferred to the next GC meeting.

### Competence Committees:

- a. Over 400 people responded to the Continuing Competence Program survey. Six focus groups were held this past week with a total of 43 people attending.

***ACTION:*** Angela will be theming the survey and focus group data.

- b. The Metrics Committee has analyzed literature and discussed ideas for measurement of the Continuing Competence Program. The next Metrics Committee meeting is June 13<sup>th</sup>.
- c. Core Committee: next meeting to be held June 17<sup>th</sup>.

## 8. Action items:

- a. Council briefly discussed the University of Alberta Town Halls.
- b. Interdisciplinary day called “The Launch” to be held at the University of Alberta in September with approximately 1000 students attending. Marianne and Angela will represent ACOT.
- c. Council reviewed the unexpired registrants list and expressed concern about the volume of “unknowns” due to registrants not updating ACOT about when and why they are letting their registration expire.
  - o Council recommended adding a drop-down box under the “Cancel” section of renewal online to allow registrants to type their reason for letting their registration expire.

***ACTION:*** Marianne to research the characteristics/demographics of registrants who did not renew and did not notify the College of their cancellation.

***ACTION:*** Marianne to investigate adding a drop-down box in Alinity to indicate the reason for not renewing.

***ACTION:*** in a future eNews, combined with the eNews about Competence Program updates, note the need for registrants to notify ACOT if they move, change their email, leave the province, etc., along with the potential consequence of a finding of unprofessional conduct if this is not done.

***ACTION:*** consider adding to an eNews next year the names of people who didn't renew their registration and/or have had their registration cancelled.

## **9. Auditor's Presentation:**

- a. Council was guided through each section of the report and financial statements which were described by the auditor as "a clean audit".

***MOTION:*** Tiffany (MOVED) Kerstin (SECONDED) to approve the audited financial statements – CARRIED.

- b. The auditors will be working over the next week with Marianne to review the ACOT annual report for consistency with the audit findings.

## **10. Open Forum Debrief:**

- g. Council agreed it was a positive Open Forum.

***ACTION:*** develop an eNews item about the issues raised during this open forum.

## **11. Generative Thinking:**

- a. Marianne noted that a complaint dismissal review is upcoming. Kerstin, Liz and Tiffany agreed to form the Complaint Review Committee.
- b. ACOTRO will be holding an annual Substantial Equivalency Assessment System (SEAS) presentation on June 12<sup>th</sup>.

***ACTION:*** Marianne to discuss with ACOTRO the length of the SEAS process and provide SEAS statistics to Council.

- c. The Alberta Federation of Regulated Health Professions will be holding a workshop on June 11<sup>th</sup> to work on consistent messaging for Colleges with government.

**ACTION:** *Marianne to send out information to Council on the key topics discussed during the workshop.*

- d. Council discussed the timing of Council meetings, with the need for enough time after a quarter closes to provide updated financial statements. Discussed potentially having two Council meetings per year in Calgary.

**ACTION:** *Marianne to provide a draft schedule of Council meetings for 2020.*

- e. Marianne provided a comparison of annual expenses from other Colleges.

**ACTION:** *Marianne to provide comparative information about what the sampled Colleges' expense items were.*

- f. ACOTRO meeting: Marianne advised ACOTRO that Alberta/ACOT is not able to sign the Labour Mobility Support Agreement's section on currency hour requirements, which are half of what is required in Alberta. Marianne signed off for the remainder of the document except for the currency hours clause.

## **12. Reflection on Governance:**

- a. Council agreed that the Ends Policy was discussed sufficiently and acknowledged the Ends Policy is being furthered especially due to the Committees' work.

## **13. Closing remarks**

No further remarks.

**MOTION:** Kerstin (MOVED) Andrea (SECONDED) for an *in-camera* meeting.

**Liz adjourned the meeting at 3:35 p.m.**