



# College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting  
Wednesday, March 23, 2022, 3:45 p.m.  
Online via Zoom**

**Peter Stavropoulos, Chair**

**Committee Members in Attendance:**

1. Jim Daley
2. Matthew Doyle
3. Peter Ferguson
4. Winnie Linker

**Regrets:** N/A

**Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager, Registration, Examinations and Quality Programs

## **1. Call to Order, Appointment of Secretary, Approval of the Agenda**

The Chair opened the meeting noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present.

Meghan Clarke was appointed as Secretary.

*P. Ferguson requested that item 4.5 be added to discuss Committee Chairs.*

*It was moved by P. Ferguson and seconded by P. Stavropoulos to approve the agenda with the addition of item 4.5 – Motion CARRIED.*

*P. Ferguson put forward 90 minutes of preparation time for this meeting and the Committee agreed.*

## **2. Declaration of Conflict of Interest**

No conflict of interest was declared.

## **3. Approval of Minutes from February 9, 2022**

*It was moved by P. Ferguson and seconded by J. Daley to approve the minutes of the February 9, 2022 Executive Committee meeting – Motion CARRIED.*

## **4. Discussion Items**

### **4.1 Registrar's Report**

N. Zwiers and P. Stavropoulos met with the Ministry of Indigenous Affairs, and Drew Maharaj, the assistant to Minister Rickford, with respect to the podiatry model today. This came about because N. Zwiers had previously met with Marilyn Crow and the associations – M. Crow suggested she meet with Minister Rickford. Indigenous populations have a higher percentage of diabetes than the general population and the discussion was about increasing access to in person care.

M. Clarke will assume the Deputy Registrar position, in addition to her current responsibilities.

N. Zwiers noted that the 2021 CPMF submission is due March 31, 2022. The College has made many improvements since the 2020 submission. A copy of the draft document was provided to the Committee for information purposes.

P. Ferguson and C. Hickey held assessor training for QAC assessors. This is the first time the College has offered this type of training. A follow-up training session will be offered for those who could not attend. P. Ferguson reported that he received positive feedback on the training, and this will be held regularly going forward.

The College plans to hold business meetings for the statutory committees to consider larger issues – there will be dates for QAC, ICRC and Discipline. Legal counsel will be invited to speak at the sessions. The sessions will be virtual.

C. Hickey has received feedback on the proposed bylaw change to increase the exam fee. There have been about ten responses, including responses from students. The plan is to hold a special, virtual Council meeting on May 13, 2022 to vote on the increase.

The College has posted for an Executive Assistant. The deadline is April 4, 2022. The goal is to have someone in place by May-June.

W. Linker suggested the Executive Assistant role be posted on Indeed.

#### **4.2 Drug Regulation Amendment Update**

The College asked legal counsel to draft an amended regulation at the request of the Ministry. The College has not yet received confirmation about when it will be approved.

#### **4.3 Surgical Competencies**

N. Zwiers, P. Ferguson and P. Stavropoulos met with the Michener to discuss the surgical competencies it believes students should be trained on. At this point, the Michener does not agree with those competencies, and it believes its program already prepares students for entry to practice. The College would like to see registrants entering the profession with surgical competencies already in place.

J. Daley asked what the Michener's position will be if the Ministry approved a podiatry model – the College would have members who cannot engage in the full scope of practice. P. Stavropoulos explained that there would be an assessment done at that time, and bridging offered to those who want to expand their scope of practice. What is being discussed now is the standard surgical procedures – the College needs to be reassured that applicants have performed procedures on live patients before being tested on the examination.

P. Ferguson noted that the College will engage Dr. Marini to discuss an appropriate response to the Michener.

#### **4.4 Proposed Special Council Meeting – May 13, 2022 at 3:00 p.m.**

N. Zwiers will ask Council to hold May 13, 2022 at 3:00 p.m. for a special Council meeting. If Council does approve the bylaw change/fee increase, she will need to present a revised budget to be voted on. If approved, the fee increase will be applied to the June 2022 examination.

## **4.5 Committee Chairs**

P. Ferguson advised that there is no guidance to Committee chairs on how to access legal counsel. We do not currently have terms of reference for the statutory committees.

P. Stavropoulos supported this initiative from a cost containment perspective.

N. Zwiers noted that the College is trying to clearly delineate between operations and governance – there is some confusion based on how the College used to operate.

M. Doyle explained that chairs should be able to rely on staff expertise.

J. Daley agreed that any requests for legal advice should go through the Registrar.

N. Zwiers advised that the College will speak with legal counsel about the best way to implement this – terms of reference, policy, guidelines etc.

## **5. Decision Items**

### **5.1 CPMF**

N. Zwiers noted that the College has made progress in the governance domain. The CPMF has a number of new questions that center around assessing risk. This year, we expect to provide training for Council on risk and how it applies to the regulatory college setting.

Last year many registrars did not bring the CPMF before Council. N. Zwiers proposed that the Executive Committee adopt the draft CPMF subject to receiving the final draft.

*It was moved by P. Stavropoulos and seconded by J. Daley to support the draft CPMF, in principle, with the caveat that the Committee will receive the final draft to be submitted to the MOH – Motion CARRIED.*

### **5.2 Hiring of Pharma Consultant**

If the drug amendment is approved, the College will have to determine what competencies are required for members to meet the new requirements.

N. Zwiers reached out to Deanna Williams who consulted with the College on the Strategic Plan to obtain the name of a consultant. D. Williams suggested Jennifer Lake, who teaches pharmacy and medical students at U of T. J. Lake has suggested \$20,000 as the cost for her consultation. A portion of this cost was included in the 2022 budget, but it will fall short. N. Zwiers requested a motion that the Executive Committee accept an increase in the consultancy cost to retain J. Lake when the drug regulation is amended.

*It was moved by P. Stavropoulos and seconded by W. Linker to increase the budget for the consultant to align the College with the new drug regulation, if approved – Motion CARRIED.*

### **5.3 Accreditation Canada**

N. Zwiers has been following up with Accreditation Canada about the Michener's chiropody program. There are two options. First, the College can be the sponsor for this accreditation – it will be an ongoing cost for six years. It would allow the College to have a representative to determine the competencies and review those competencies. The College would also have a representative on a panel to hear complaints about the Michener program. On the other hand, the College can opt not to be a sponsor. In that case, the College would not pay anything, and it would allow Accreditation Canada to use the College's competencies to assess the Michener program. The question today is whether the College wants to be a sponsor.

P. Ferguson asked what the time commitment would be for the College representative if the College opts to be a sponsor. N. Zwiers advised that she does not know the time commitment.

N. Zwiers advised that some regulatory health colleges sponsor educational programs, but it is not required.

P. Stavropoulos noted that this is a six-year commitment.

W. Linker said it would be helpful to know the College's option if it wants to withdraw its sponsorship during the six-year timeframe, or if it becomes dissatisfied with the Michener's program during the sponsorship.

N. Zwiers will provide the Committee with further details, including:

- What other Ontario based regulators are sponsors?
- What happens if partway through the six years the College has concerns about the Michener meeting the competencies?
- Does the College have the ability to make changes when complaints are brought forward about the program?
- What time commitment is involved for the College representative and who pays for that?

#### **5.4 Acupuncture**

N. Zwiers advised that there has been discussion about whether there should be tighter regulation of acupuncture. College members are able to engage in acupuncture, but there has been some discussion about removing our members from this regulation. It is unclear what percentage of the College's members engage in acupuncture. The question for the Committee is whether the College should develop a guideline for members on acupuncture.

P. Ferguson explained that the College does not provide any resources to its members about acupuncture – it should develop standards and recommend courses. P. Stavropoulos said the College should develop a standard for members to clarify the scope of practice. He suggested chiropractors/podiatrists perform acupuncture in BC and California and those jurisdictions could be used for guidance.

J. Daley recalled that this was discussed at Council previously.

P. Ferguson volunteered to look into this and report back to the Committee.

*It was moved by P. Stavropoulos and seconded by M. Doyle to support the creation of a standard of practice on the application of acupuncture – Motion CARRIED.*

*It was moved by P. Stavropoulos and seconded by M. Doyle to direct P. Ferguson to investigate what is required in terms of an acupuncture standard/look at other jurisdictions and report back to the Committee – Motion CARRIED.*

#### **5.5 QAC Matters for Decision**

C. Hickey provided the Committee with a memorandum outlining some issues that came up at a recent QA Committee meeting. The QAC requested that these issues be brought forward to the Executive Committee.

#### CE Requirements

The first issue is whether the College will continue to allow an expanded number of web-based CE courses – the QAC did not reach a consensus on how to proceed and seeks guidance from the Executive Committee.

J. Daley recommended that the QAC extend the ability to attend virtual CE courses, given that the pandemic is ongoing. He suggested that this be reviewed annually. W. Linker agreed with assessing this annually. M. Doyle suggested members be allowed to attend virtual conferences indefinitely.

*It was moved by P. Stavropoulos and seconded by J. Daley to extend the allowance of virtual CE for one year and revisit it at that time – Motion CARRIED.*

### IPAC Questions

C. Hickey explained that the current practice assessment tool has assessors checking whether there is an autoclave printer or ultrasonic cleaner in the clinic. Neither of those is required, but it is best practice. The QAC then recommends that it is best practice to have both. The question is whether those two items should be part of the standard, and the QAC requested input on that.

M. Doyle stated that it is relatively inexpensive to bring in ultrasonic cleaner and adds an additional layer of protection. P. Stavropoulos agreed that it ensures a proper sterilization process. P. Ferguson said it should be part of the IPAC standard.

*It was moved by P. Stavropoulos and seconded by P. Ferguson that the Executive Committee recommend to the Standard & Guidelines Committee that the use of ultrasonic cleaner be part of the IPAC standard – Motion CARRIED.*

P. Stavropoulos noted that autoclaves are very expensive. He questioned whether autoclaves can be retrofitted with a printer. M. Doyle said some machines can be retrofitted and some cannot. P. Ferguson recommended that this be left as a best practice, rather than being incorporated into the standard. W. Linker suggested that the practice assessment tool be updated so this does not create a red flag for members who do not have it.

*It was moved by P. Stavropoulos and seconded by M. Doyle that the Executive Committee recommend that an autoclave printer not be included in the IPAC standard – Motion CARRIED.*

### Credentials

C. Hickey explained that the Advertising guideline requires member to always have their credentials on display. The QAC has observed that many members work in shared space that do not allow credentials to be posted, and this has been flagged by the assessors. M. Doyle suggested that this requirement be removed from the Advertising guideline. J. Daley noted that many members work at multiple clinics and should not be expected to bring the credentials with them to every workplace. C. Hickey suggested this could be removed from the practice assessment form when it is revised.

*It was moved by P. Stavropoulos and seconded by J. Daley that the QAC remove the requirement to display credentials from the practice assessment tool – Motion CARRIED.*

### CPR

C. Hickey noted that the College requires re-certification in CPR every three years, but most programs are offered annually. As a result of COVID-19, many members were not able to re-certify. C. Hickey explained that this is now addressed via a declaration on the annual renewal form. M. Doyle suggested this be removed from the QAC practice assessment because it is addressed at renewal.

*It was moved by P. Stavropoulos and seconded by P. Ferguson that the QAC remove the CPR requirement from the practice assessment tool because it is addressed as a declaration on the annual renewal – Motion CARRIED.*

### Delegation

C. Hickey said the QAC discussed the delegation of acts in a shared clinical setting. M. Doyle said the QAC had questions about what can be delegated to College members. P. Ferguson said the College received legal advice on this issue with respect to the delegation of COVID-19 vaccines. P. Ferguson suggested the College obtain guidance from legal counsel on the issue of delegation. P. Stavropoulos requested that N. Zwiers obtain legal advice on this issue.

## **6. Next Meeting**

### **6.1 Proposed agenda items for next meeting – April 20, 2022**

J. Daley requested a financial update on the first quarter.

### **6.2 Notice of May Executive Meeting Date Change – May 11, 2022 at 2:30 p.m.**

## **7. In Camera**

The Committee moved in camera at 5:55 p.m.

*It was moved by P. Ferguson and seconded by M. Doyle to move in camera – Motion CARRIED.*