



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting Wednesday, August 16, 2023, 2:30 p.m. Online via Zoom

**Peter Stavropoulos, Chair**

### **Committee Members in Attendance:**

1. Matthew Doyle, Professional Member
2. Melanie Atkinson, Professional Member

### **Regrets:**

1. Jim Daley, Public Appointee

### **Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Meghan Hoult, Manager, Operations
4. Michael Aube, 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. The meeting began at 2:40 p.m.

M. Hoult was appointed as Secretary.

*It was moved by M. Doyle and seconded by M. Atkinson to approve the agenda – Motion CARRIED.*

*P. Stavropoulos put forward 120 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 June 14, 2023**

*It was moved by M. Doyle and seconded by M. Atkinson to approve the minutes of the June 14, 2023 Executive Committee meeting – Motion CARRIED.*

### **4. Discussion Items:**

#### **4.1 Approved Programs Review 2023**

N. Zwiers provided a background on the list of approved programs that the College has used in the past, and noted that the legislation used to create this list is outdated and that the current process is not reasonable. M. Hoult conducted a review of past Council Meeting minutes and obtained more detail regarding the prior dates of approval of programs, dating back to 1998. Given the concerns with the current process, the list of approved programs has been removed from the website based on the advice of legal counsel, and further changes to the approval process of programs is planned to be discussed at Council.

#### **4.2 Registration Exam Results Update**

M. Hoult provided a summary of the statistics relating to the registration examination results, and the Committee was able to ask questions. M. Doyle asked if these results were typical from previous years. Based on M. Hoult's discussions with the Chair of the Registration Examination Committee, these results are in line with previous years.

#### **4.3 Financial Package\*\***

N. Zwiers provided a summary of the College's financial position. There are no areas of concern, and the College remains in a good financial position. N. Zwiers confirmed that J. Daley (absent from today's meeting) has reviewed the latest financials and that he is pleased with where the College currently stands.

#### **4.4 Risk-based assessments by QAC**

N. Zwiers provided an overview of risk-based assessments, and highlighted that M. Aube has experience in this area. Moving forward, the College will be taking this approach with QA, and will seek approval from the Executive Committee to shift to a risk-based assessment process. N. Zwiers added that questions are being added to the annual renewal process to help the College obtain more information from registrants, in order for the College to better target its efforts with QA assessments.

#### **4.5 Upcoming Business Meetings**

N. Zwiers discussed the upcoming QAC and ICRC/DC Business Meetings being held in September, which will include educational components for these committees. This will be the inaugural QAC Business Meeting.

#### **4.6 Registrar's Report**

N. Zwiers shared that the College has been working hard operationally and in consultation with legal counsel over the past couple months to better align the College with regulatory best practices.

The SPC is now focused on developing measurements and a dashboard for key performance indicators (KPIs), and developing a framework for the adopted podiatry model. The College continues to demonstrate to its stakeholders that we are advancing our practices.

N. Zwiers discussed the current state of ICRC/DC, and noted that we still continue to see a significant number of complaints, which means increased costs to the College. The previously noted Business Meetings for these committees will focus on governability. N. Zwiers also discussed adding governability training into the College's CE requirements.

The QAC will be developing a surgical assessment tool, based on a similar assessment tool from the CPSO, and this will be reviewed at the QAC Business Meeting. The goal is to roll this tool out in 2024. The previously noted Business Meetings for these committees will focus on risk-based assessments. Legal counsel J. Maciura will be providing advice to QAC moving forward.

In regards to registration, N. Zwiers noted that as previously discussed, there will be changes made to the approval process for extra-jurisdictional programs. In future, the goal is that the Registration Committee will oversee program approvals.

P. Stavropoulos clarified that surgical suites/rooms will be the focus for the QAC surgical assessments. He noted that there have been queries to the PA service regarding surgical suites and IPAC requirements.

## **5. Decision Items:**

### **5.1 Appointment of Allan Katz as Chair of Registrar's Performance and Compensation Committee**

P. Stavropoulos provided a background that he had approached A. Katz regarding chairing this committee, as the previous chair's term ended, and he agreed.

*It was moved by P. Stavropoulos and seconded by M. Doyle to appoint A. Katz as the Chair of the Registrar's Performance and Compensation Committee – Motion CARRIED.*

### **5.2 Acupuncture Standard**

N. Zwiers provided a background and information surrounding the current gap in the College's acupuncture standards, as our members are able to perform acupuncture. The S&G Committee drafted standards for the Executive Committee's review.

*It was moved by P. Stavropoulos and seconded by M. Atkinson to approve the Acupuncture Standard as drafted, to go before Council in September – Motion CARRIED.*

M. Atkinson followed up with a question regarding courses for acupuncture that are available, and P. Stavropoulos provided information regarding courses available at McMaster and Acupuncture Canada.

### **5.3 Surgical Competencies Standard – approved by S&G\*\***

N. Zwiers provided a background regarding surgical competencies and controlled acts. With the high-risk nature of surgical procedures, it is important that registrants have the knowledge, skill and judgment to perform these procedures. Previously, this was drafted as a guideline. There has been consultation with Michener regarding this document. The revised Surgical Competencies Standard now has an appendix as a guide for members regarding minimum activity volumes (MAVs) in order to get to competency. N. Zwiers noted that this change will involve embedding surgical competencies testing into the registration exams in future.

M. Doyle provided information on the development of MAVs. P. Stavropoulos discussed that he had also reached out to Ontario dental schools (Western and U of T) regarding how they manage MAVs with their students to ensure competency.

*It was moved by M. Doyle and seconded by P. Stavropoulos to approve the Surgical Competencies Standard as drafted, to go before Council in September – Motion CARRIED.*

### **5.4 Patient Relations revisions\*\***

M. Clarke provided a summary regarding the Patient Relations section of the College's website, which was outdated. A revised Patient Relations Plan has been drafted and reviewed/approved by the Patient Relations Committee. Motion to provide to council for its review.

P. Stavropoulos emphasized the importance of ensuring the College's patient relations plan is current and clear.

*It was moved by P. Stavropoulos and seconded by M. Atkinson to approve the revisions to the Patient Relations Plan as drafted, to go before Council in September – Motion CARRIED.*

M. Doyle asked for clarification regarding the wording around funding for therapy and counselling. M. Clarke clarified the wording and mentioned it was similar to wording used by the College of Physiotherapists.

### **5.5 Exam Failures Policy\*\***

N. Zwiers provided a background and reasoning for this policy. The Registration Examination Committee has reviewed/approved this policy for Executive's consideration prior to going to Council. N. Zwiers added this policy is in alignment with other health regulatory colleges.

*It was moved by M. Doyle and seconded by P. Stavropoulos to approve the Exam Failures Policy as drafted, to go before Council in September – Motion CARRIED.*

### **5.6 Non-approved programs fee (By-Law 2)\*\***

N. Zwiers provided a background regarding the importance of having reasonable fees attached to College functions. The proposed changes to this By-Law are in alignment with other fee increases.

*It was moved by M. Atkinson and seconded by P. Stavropoulos to approve the changes to By-Law 2 (Non-approved programs fee), to go before Council in September – Motion CARRIED.*

### **5.7 CE log penalty fee (By-Law 2)\*\***

N. Zwiers provided a background regarding QAC's suggestion that there ought to be a fee associated with not completing CE logs. These changes are in alignment with health regulatory colleges.

*It was moved by P. Stavropoulos and seconded by M. Atkinson to approve the changes to By-Law 2 (CE Log penalty fee), to go before Council in September – Motion CARRIED.*

### **5.8 Revised Fees, Billing & Accounts Guideline\*\***

M. Clarke provided a background regarding issues with registrants who were de-listed from insurance companies not disclosing this to patients. The S&G Committee decided to build this requirement into the existing guideline. N. Zwiers confirmed this is in line with the required changes.

*It was moved by P. Stavropoulos and seconded by M. Doyle to approve the revised Fees, Billing & Accounts Guideline, to go before Council in September – Motion CARRIED.*

### **5.9 Revised By-Law 4 (Conflict of Interest process)\*\***

N. Zwiers discussed the concerns with the current COI process and what the obligations are for Council members, and that this has been discussed with legal counsel. Revisions to the by-law include a provision around any employee of a chiropractic or podiatry program.

*It was moved by M. Doyle and seconded by P. Stavropoulos to approve the changes to By-Law 4 (Conflict of Interest), to go before Council in September – Motion CARRIED.*

### **5.10 Revisions to Laser Guideline (suggested by Technical Committee) – referral to S&G\*\***

P. Stavropoulos provided a background on fungal nail laser treatment and the use of the term "surgery". The matter went before the Technical Committee, to make suggested revisions. Motion to send document to S&G for their review.

*It was moved by P. Stavropoulos and seconded by M. Doyle to send the revisions to the Laser Guideline (suggested by the Technical Committee), to go to the S&G Committee for their review – Motion CARRIED.*

### **5.11 Revisions to and Incorporation of Exam Appeals and Exam General Requirements Policy\*\***

N. Zwiers provided clarification that there were two policies which both contained information regarding examination appeals and procedures. This change is to provide greater clarity to the College's examinations and appeals processes. N. Zwiers confirmed that these revisions will be shared with the Registration Examination Committee.

*It was moved by P. Stavropoulos and seconded by M. Doyle to approve the revisions to and incorporation of the Exam Appeals and Exam General Requirements Policies, to go before Council in September – Motion CARRIED.*

### **5.12 Revisions to By-Law 2 (Fees) re: Appeal Fees to align with Appeals Policy/Incorporated policy as Above\*\***

N. Zwiers explained these revisions are to fix the discrepancy between fee amounts in the policy and by-law.

*It was moved by P. Stavropoulos and seconded by M. Atkinson to approve the revisions to By-Law 2 (Fees) to align with the Incorporated policy as approved above, to go before Council in September – Motion CARRIED.*

## **6. Next Meeting**

### **6.1 Proposed agenda items for next meeting – September 13, 2023**

No items proposed at this time.

## **7. In Camera**

The Committee moved in-camera at 4:01 p.m.

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

## **8. Adjournment**

The Committee adjourned the meeting at 4:18 p.m.

*It was moved by M. Doyle and seconded by P. Stavropoulos to adjourn the Executive Committee meeting – Motion CARRIED.*