

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD MEETING MINUTES
2015-01

Date: Saturday, February 14, 2015
Time: 2:30 p.m.
Location: CPS-BC Office Bldg, 4th Flr Boardroom, 938 Howe Street, Vancouver

PRESENT: Dr. David Brooks (Board Chair), Drs. Dana Alumbaugh (Board Vice-Chair), other elected Board members Gavin Chalmers, Jaspaul Riar; Messrs' Sandy Gray and Mahmood Awan, appointed Board members; Ms. Val. Osborne, Registrar (Interim)

ABSENT: none

GUESTS: Drs. Albert Mollica, past Board member

BUSINESS:

1. CALL TO ORDER

The Chair called the meeting to order at 2:50 p.m.

2. APPROVAL OF AGENDA

The Chair declared the agenda approved with the power to add.

3. APPROVAL OF MINUTES

3.1 November 22, 2014 (2014-07)

MOTION 150101: That the November 22, 2014 Board meeting minutes are approved as presented.

CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

The Chair reported on recent dialogue with the BCPMA President. See item 6.3

The Chair reported on the January 2015 meeting with senior representatives the College of Physicians and Surgeons of BC regarding access to nonhospital medical and surgical facilities, attended by Drs. David Brooks, Jaspaul Riar and Neil Brown, and the Registrar. See item 6.9

4.2 Financial Report

The Registrar presented the first financial reports produced by the new accounting system. In 2015, the Board will have combined monthly and year to date performance against budget reports. Drs Brooks and Alumbaugh have transferred the HSBC funds to the VanCity account.

All fee invoices for the 2015 registration renewal fees have sent out and most registrants have already submitted payment for renewal. Five are outstanding. Most registrants have paid by

installments as permitted by the Board. Podiatric corporate renewal payments are due Feb. 28, 2015, and over half of the 50 been received.

MOTION 150102: That the financial statements to date are received by the Board.

CARRIED

4.3 Registrar's Report

In addition to what is reported elsewhere in these minutes, the Registrar presented a written point form summary of recent activity, an organizational ongoing task list and a verbal report which touched on many activity areas, including financial issues, the status of podiatric corporate permit renewals and the podiatric corporation files generally, staffing matters, new office space and leasing matters.

4.4 Bring forward / To Do list - This was delivered with the Registrar's Report.

4.5 Unauthorized Practice

The Registrar reported that there are a number of purveyors of services who are of concern and a summary list and draft policy will be provided to the Board in due course.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee (RC)

Dr. Dana Alumbaugh, and RC member, reported that the CME data for each registrant is now on a spreadsheet. The Committee has concern about five still-active registrants who have not provided any renewal material or fee payment in respect of 2015. Under the current bylaws the current absolute deadline for payment of fees is March 1, after which the HPA requires that the Registrar cancel registration. A small penalty must be paid upon reinstatement. The Board directed that the RC consider and bring to Board recommendations as to what further sanctions might be appropriate for such delinquents. One possibility is that such registrants lose the option to pay the annual fee in installments.

5.2 Inquiry Committee (IC)

The IC Chair Dr. Chalmers reported that the College has 13 active investigation files, including one from 2012 and two from 2013, with no new files to date in 2015 and presented the case management and tracking systems that have been put in place. The Chair emphasized that the College is in need of dedicated investigation resources.

IC member and public Board member Mr. Sandy Gray commented that he was impressed with the current committee's approach to their responsibilities.

5.3 Discipline Committee (DC)

The DC Chair Dr. Brooks reported that the DC has not been active as there are no hearing matters. The DC will have orientation, manuals and general training in due course.

5.4 Quality Assurance Committee (QAC)

The QAC Chair Dr. Alumbaugh provided a written point-form summary of recent QAC activity which includes a QA assessment framework and Foot Care Instrument Standards for the College, and the status of the Provincial Infection Control Network ('PICNET') project.

The QAC is developing an assessment framework that takes a tiered approach which relates to the level of risk. The QAC is also developing a risk matrix includes as factors such matters as year of graduation, number of years of practice, billing profile, and delinquency in returning requirements for annual renewal licensing.

Three levels of assessment were described:

- Self assessment: lower cost and relatively less effective than more intrusive modes; this could include such elements as identification of areas where CE is lacking.
- Random assessment: a checklist or questionnaire, to be sent out to selected registrants based on a risk matrix.
- Extensive: triggered by a specific event or at the request of the Inquiry or Discipline Committee; this would involve significant costs for travel and time.

The PICNET initiative for the Ministry of Health's Health Authorities, regarding processing standards for 'non-critical' foot care instruments is completed and does acknowledge that it is not the podiatric standard of care. It addresses a non-podiatric lower level of care where the intended use of instruments is above the dermis, away from blood and other body fluids and sinuses; such instruments are considered 'semi-critical' and do not require steam autoclaving. Podiatric instruments are considered to be 'critical' and require sterilization.

See also item 6.7 re the pending CPS-BC Foot Care Instrument Standards.

5.5 Surgical Practice Standards Committee (SPSC)

The Chair Dr. Mollica reported that the survey form has a 1/4 - 1/3 response rate. The Committee will reach out again with a view to obtaining a higher response. The Committee will examine the 2013 MSC billing profiles.

5.6 Patient Relations Committee (PRC)

The Registrar reported that the newly appointed Chair of the PRC has been notified of her appointment and that materials will be sent to the Committee shortly with a view to the development of a patient relations program for the College.

5.7 Bylaw Committee

The Registrar reported that work continues on the bylaw revisions.

6. CONTINUING BUSINESS

6.1 Expense Policy (a copy is appended to these minutes)

MOTION 150103: That the CPS-BC expense policy as amended, is adopted.
CARRIED

6.2 Office Space

The Registrar reported on the status of lease negotiations regarding new office space. The College may be in a position to move in March 2015.

6.3 Liaison with BCPMA

The Chair reported on recent dialogue with the PMA president relating to the current office space and assets generally.

As well the College will hold its 2015 AGM in mid-June at the venue of the BCPMA annual convention.

6.4 College Seal Status

The Registrar will follow up with the artist who was asked to develop a new seal and noted the need for a Board decision regarding the documents on which the College seal must be placed.

6.5 Laboratory Services Act

The Registrar reported that there have been no further developments and she has been unable to reach the main contact by telephone. The Registrar will follow up by email.

6.6 Election 2015

The Registrar summarized the 2015 election, which was by acclamation and saw Dr. David Brooks returned for a second elected term and Dr. Jaspaul Riar elected for a first term.

6.7 Foot Care Instrument Standards

See also item 5.4 re the PICNet standards document.

The Chair of the QAC summarized the status of the development of the CPS-BC Foot Care Instrument Standards. The Chair will consider the comments made to date and bring the matter back before the Board at a subsequent meeting.

6.8 Insurer Request for Information re Orthotics

The QAC Chair provided the response made to the health care insurance provider who sought information about the standard of practice relating to orthotic casting. The material is in the agenda package.

6.9 Issues Committee – Follow-up to NHMSF

The Chair reported on the January 2015 meeting with senior representatives the College of Physicians and Surgeons of BC (CPSBC) regarding access to nonhospital medical and surgical facilities, attended by Drs. David Brooks, Jaspaul Riar and Neil Brown, and the Registrar. The meeting was productive and it appears that the two colleges will work together to put an appropriate process in place with respect to podiatrists' access to such facilities. For the benefit of the CPSBC, the College will provide descriptive material concerning the profession.

Drs. Jaspaul Riar and Neil Brown will produce written materials regarding the nature of podiatric profession and education including the evaluative aspects and relevant agencies. Dr. Riar provided a written point-form summary of podiatric education and evaluation.

The Quality Assurance Committee (QAC) is developing recommendations for the Board regarding a monitoring framework and ultimately will produce material regarding standards and QAC monitoring and remedial functions.

The Registrar and Inquiry Committee Chair will produce material regarding the complaints and discipline process.

7. NEW BUSINESS

7.1 QAC Vacancy - Appointment

MOTION 150104: That Dr. Neil Brown is appointed to the Quality Assurance Committee, effective immediately.

CARRIED

7.2 Registration Checklist

The Registrar presented the revised Registration Checklist.

7.3 Appointment of Auditor - put over

7.4 Board History

The Registrar presented a chart of Board appointments and elections and related information.

7.5 Fees – Temporary Class

MOTION 150105: That the registration and renewal fee for the Temporary Class is changed to \$1000, effective January 01, 2015.

CARRIED

7.6 FOI Fee Policy

The Registrar presented the fee policy for access to information requests.

7.7 Board Motions

The Registrar presented a compilation of Board motions and resolutions to date; with the caveat that any resolutions which were passed by way of circulated documents outside of a regular Board meeting, with one exception, are missing from the ascertainable record. The Board members will search their records for any such material.

7.8 CME – Incl. Narcotics Module and CPR Requirements

MOTION 150106: It is hereby confirmed that new registrants of the College are required to show proof of:

- current CPR certification as a pre-condition for renewal of registration in respect of the third year after their year of registration and for every third year after that as a pre-condition of renewal of registration, and
- narcotics module completion and pass as a pre-condition for renewal of registration in respect of the fifth year after their year of registration and for every fifth year after that as a pre-condition of renewal of registration.

CARRIED

MOTION 150107: It is hereby confirmed that 10 continuing medical education credits may be granted to a registrant in respect of a specialty Board certification or recertification within the relevant continuing education cycle.

CARRIED

The Board further noted and agreed that the Board decision of January 30, 2013 to adopt the Continuing Medical Education requirements for annual renewal of registration as then recommended by the Quality Assurance Committee included the following:

- the narcotics module for all then registrants, as a pre-condition of renewal of registration for the year 2014, and as otherwise set out in the Board meeting minutes of January 30, 2013,
- the narcotics module may be taken an unlimited number of times until a passing grade of 90% is achieved,
- registrants must show documentary of a specialty Board certification or recertification in order to be granted CE credits for the same,
- original authors of a scientific paper may be granted up to 10 credits under Category B, at the discretion of the Registration Committee,
- original posters at a scientific lecture may be granted up to 10 credits under Category B, at the discretion of the Registration Committee.

7.9 Board Training and Strategic Planning

The Registrar provided materials on committee and Board history and status, and the relationship between the Board and committees with a particular focus on standard and rule setting. Further materials, manuals, orientation, governance training and strategic planning will be accomplished and provided in due course.

7.10 Communications

It was agreed that the College will issue a newsletter after each Board meeting, and a quarterly publication. The publications will generally be distributed by email and by posting on the website.

7.11 Billing Directly to Insurer

Dr. Riar provided a handout respecting this matter. The Board discussed the desire of some extended insurance providers to have practitioners bill directly to the provider rather than to the client. The consensus is that this is a business management decision for individual practitioners, and possibly a matter for the Podiatric Medical Association to deal with on behalf of the profession from their member-interest role and mandate. It was noted that the practice would impose new burdens on clinic resources.

7.12 Registration Certifications for Third Party Agencies

The Registrar confirmed that confirmation of registration for 2015 will be sent to third party agencies that require this, such as Vancouver General Hospital, on request.

8. NEXT MEETING DATE

The next Board meeting was scheduled for May 23, 2015, at 2:30 p.m., location to be determined.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 5:30 p.m.