

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA

BOARD MEETING MINUTES

2015-03

Date: Saturday, May 23, 2015
Time: 2:30 p.m.
Location: CPS-BC Office; 101-850 Harbourside Drive, North 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: Mr. Mahmood Awan, appointed Board member.

GUESTS: none

BUSINESS

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION 150301: That the May 23, 2015 Board meeting agenda is approved with the power to add.
CARRIED

3. APPROVAL OF MINUTES

3.1 February 14, 2015 (2015-01)

MOTION 150302: That the February 14, 2015 Board meeting minutes are approved as presented.
CARRIED

3.2 April 14, 2015 (2015-02)

MOTION 150303: That the April 14, 2015 Board meeting minutes are approved as presented.
CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

See also items 6.3 and 7.10. The Chair reported on the office move to new quarters and recent verbal and written dialogue with the BCPMA President. The Board expressed concern regarding the inconsistent utterances from the PMA, and about apparent misinformation that has been propagated regarding the College's overtures and position regarding the transfer of the former regulator's assets. The Chair also reported on the status of communications with the College of Physicians and Surgeons regarding Non-hospital Medical and Surgical Facilities.

4.2 Financial Report

The Registrar presented the financial reports produced by the new accounting system. The Board members present requested some refinements to the performance against budget reports, including a column that summarizes line items' actual total amount expended to date.

4.3 Bring forward / To Do Task List

The Registrar presented the current list which follows a new, briefer format. See item 4.4

4.4 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.

4.5 Unauthorized Podiatric 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 on behalf of the Committee Chair Dr. Michael Feist, noting that the Committee has had two recent meetings and tightened up policy in areas relating to the narcotics module and other CE matters. The registration renewal deficiency reviews are well underway with the Registrar and letters should be sent out shortly.

5.2 Inquiry Committee (IC)

The Registrar on behalf of the IC Chair Dr. Chalmers reported on the status of the complaint file load and presented anonymized tracking summaries. It was noted that the College needs a dedicated 'inspector', or investigator. Public Board member Mr. Gray who is also an IC member commented that he is impressed by the approach and quality of work of the IC.

5.3 Discipline Committee (DC)

See also item 7.6. The DC Chair Dr. Brooks reported that the College has seen no hearings to date under the Health Professions Act. However it is anticipated that three related matters may proceed to hearing in 2015. A new appointment to the DC may be warranted.

5.4 Quality Assurance Committee (QAC)

See also item 6.1. The QAC Chair Dr. Alumbaugh reported on 3 main areas. The Sterilization standards for foot care instruments have been revised and are presented for Board approval at this meeting. The Peer Assessment subcommittee is developing further framework for the College's QA program which will involve 3 main components: an annual self report, a competence assessment, and facility and practice monitoring visits.

Finally, the Chair will continue to investigate the possibility of College use, on a proportionate basis, of the CESEI (Centre for Excellence), a resource used currently by nurses, physicians, dentists and midwives.

5.5 Surgical Practice Standards Committee (SPSC)

There was no report from the Committee.

5.6 Patient Relations Committee (PRC)

The Registrar reported on behalf of the PRC Chair Ms. Brown that the Committee has had an orientation session and is actively working on draft recommendations for patient relations conduct standards.

5.7 Bylaw Committee

See also item 4.4. The Registrar reported that work continues on the bylaw revisions.

6. CONTINUING BUSINESS

6.1 Foot Care Instrument Standards

MOTION 150304: That the Sterilization Standards for Foot Care Instruments policy is approved as amended.

CARRIED

6.2 Office Space

Since the previous in person Board meeting the College in March 2015 moved to the current premises with a separate suitable meeting room. The office has leased a suitable copier/printer/fax/scanning machine. Virtually the entire office has been furnished for free.

6.3 Liaison with BCPMA

See also item 4.1. The Chair reported on recent dialogue with the PMA president relating to the current office space and assets generally. The College will hold its 2015 AGM on June 13, 2015 at the venue of the BCPMA annual convention in Kelowna, B.C. It was agreed that the PMA will be expressly invited to attend Board meetings.

6.4 College Seal Status

The Registrar reported that a new designer is needed for the new College seal and will make inquiries in that regard.

6.5 Laboratory Services Act Regulation

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 again by email.

6.6 Issues Committee

Regarding access to Non-hospital Medical and Surgical Facilities (NHMSF), 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 Criminal Record Review Program

The Registrar reported on the status of the Criminal Record Review Act checks. Most of the registrants are overdue for their second check. Checks must be redone on a five year cycle, before the expiry of the 5 year period. The College has enrolled in the online tool which allows registrants to interact directly with the CCR Branch website and eases the administrative burden on the College. Some registrants have never completed any check since the inception of the program; for them the matter is particularly urgent. Clinic staff also must undergo the checks. Registrants are separate employers for the purpose of the CCRAct.

7.2 Financial Policy

MOTION 150305: That Nathan Tash, of Tash Pearson and Associates, of 889 Harbourside Drive, North Vancouver is appointed as the auditor for the College for the purposes of calendar and fiscal year 2014 and that the said auditor perform a financial review level of review, effective March 17, 2015.

CARRIED

MOTION 150306: That only individuals while they are sitting Board members and the Registrar from time to time may be signatories for the College.

CARRIED

MOTION 150307: That for the purposes of Bylaw 26(2) regarding the approval of payments and commitments over the Registrar's monetary limit, the Board's designate must be a signatory.

CARRIED

MOTION 150308: That the Registrar must review and approve all expense claims before they are paid, and in the absence of the Registrar, a Board member who is a College signatory must act in place of the Registrar, with the exception that the Registrar's expense claims must be reviewed and approved by a Board member who is a College signatory and does not have a conflict of interest.

CARRIED

MOTION 150309: That in no case shall a Board signatory who has a conflict of interest with respect to an expense claim approve the expense claim.

CARRIED

7.3 Podiatric Corporations - Insurance Coverage

The Registrar noted that it may be advisable to require podiatric corporations to carry E&O insurance; the registrar will investigate and report back.

7.4 Podiatric Corporations - Late Renewals

The Board discussed the need for bylaw amendment to address the issue of late renewal of podiatric corporation permits.

7.5 Registration Renewal - Forfeiture of Installment - Policy

MOTION 150310: That registrants who without a compelling reason fail to pay their annual registration fee or file their registration renewal documentation by January 1 of the year in respect of which the fee and documentation is required will not be granted the right to pay the annual registration fee by installment.

CARRIED

7.6 Discipline Committee Membership

The Registrar reported that it would be advisable to have a registrant other than the Board Chair, who is already an ex-officio member of every committee, to sit as a Board-appointed member of the Discipline Committee (DC). The Chair may be involved in investigations at the Inquiry Committee stage, which would prevent the Chair from serving on a hearing matter. There is no allowance in the current bylaws for a substitute DC member for such cases.

7.7 Board Training and Manual - Financial Management etc.

The Registrar presented the Financial Management policy and procedures manual and spoke about the Operational Manual.

7.8 Board Strategic Planning - State Of Profession

The Board discussed the need to continue to address and prioritize the major issues facing the profession with respect to barriers to patient care.

7.9 Communications - First Quarterly Publication

The first regular newsletter should be produced soon; names such as 'Podcast', "The College Matters' and 'Podiatry Matters' were discussed. It is recognized that there will be a need for ad-hoc bulletins which might be called 'Podcasts'.

7.10 AGM Planning

The Board discussed generally the priorities for the 2015 AGM and will not have a guest speaker. It was agreed to consider moving the regular date and locale of the AGM to September and the lower Mainland.

8. ADJOURNMENT

The Chair declared the meeting adjourned at 6:53 p.m.