

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD MEETING MINUTES
2016-03

Date: Saturday, June 4, 2016
Time: 10:30 a.m.
Location: CPS-BC Office; 101-850 Harbourside Drive, North Vancouver

PRESENT: Elected Board members Drs. David Brooks (Board Chair), Dana Alumbaugh (Board Vice-Chair, by telephone from 11:45 a.m.), Gavin Chalmers, Jaspaul Riar; appointed Board members Messrs' Sandy Gray and Mahmood Awan; Registrar Ms. Val. Osborne (Interim)

ABSENT: none

GUESTS: none

BUSINESS

1. CALL TO ORDER

The Chair called the meeting to order at 10:42 a.m.

2. APPROVAL OF AGENDA

MOTION 160301: The June 4, 2016 Board meeting agenda is approved with the power to add.
CARRIED

Added: Item 7.5 - BCPMA Scientific Meeting; Item 7.6 - BCPMA Billing Seminar

3. APPROVAL OF MINUTES

3.1 Mar. 19, 2016 (2016-02)

MOTION 160302: The March 19, 2016 Board meeting minutes are approved as presented.
CARRIED

The headings at UPP and SD at items 7.1 and 7.2 are to be expanded to Unauthorized Practice of Podiatry and Substance Dependence.

4. OPERATIONAL REPORTS

4.1 Board Chair Report

The Chair spoke about the status of discussions with the BC Podiatric Medical Association; a letter still is to be written by the Chair to the President of the BCPMA.

The Chair will send a letter to the other regulated provinces to officially invite the President/Chair of each to attend the College's 2016 Annual General Meeting; the registrars of most or all will attend and also participate in a pan-Canadian podiatry registrar's meeting.

4.2 Financial Report

The Registrar provided the performance against budget report and advised on the state of the College finances and budget and anticipated expenditures for calendar and fiscal year 2016.

4.3 Bring forward / To Do Task List

The Registrar presented the current task list. A number of topics were discussed.

4.4 Registrar's Report

The Registrar reported on various recent and ongoing activities of import and interest including recent meetings by the residency initiative and the profession's relationship with the Ministry of Health. Some discussion occurred surrounding the role of 3rd parties' accreditation in CE approval by the College; it was agreed that the Board members' names will be set out in a side bar in the PodCast and Podiatry Matters publications.

4.5 Unauthorized Podiatric Practice

The Registrar in writing and verbally reported on a number of matters that are being pursued by the College and a curious anecdotal report of MSP funding of non-regulated services.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee (RC)

The Committee Chair Dr. Feist provided a written report contained in the agenda package that was reviewed.

5.2 Inquiry Committee (IC)

The Committee Chair Dr. Chalmers reported on the status of the complaint files and presented anonymized summaries. Since the last Board meeting 3 cases were closed by consent resolution and 5 new files opened; 3 of these relate to lack of cooperation in the registration renewal process. Of 13 open cases, 4 are expected to resolve by consent resolution in the near future. Most of the IC personnel and other relevant College personnel are taking an investigation training course through BCIT.

5.3 Discipline Committee (DC)

The Committee Chair Dr. Brooks reported that there is nothing new to report. The Hefnawi matter may be postponed until after the MSC re-hearing has completed. The Board may appoint a new member in the interim.

5.4 Quality Assurance Committee (QAC)

The Committee Chair Dr. Alumbaugh reported that the QAC is developing a self assessment tool for the Practice Facility Standards which will be an element of registration renewal. The aim is to support registrants in identifying weaknesses or areas for improvement and planning remedial actions and to develop learning modules in key areas.

The Committee in concert with the Surgical Practice Standards Committee may develop a framework for surgical suite accreditation. The Committee has continued to review and comment on various draft policies; see items 6.9 - 6.12. Additional ethical policies may be referred to the Committee for input, in particular the pending policy on Medical Records standards.

5.5 Surgical Practice Standards Committee (SPSC)

There was no report from the Committee.

5.6 Patient Relations Committee (PRC)

The Chair of the Committee Ms. Diana Brown had provided a written report to the Board on the issue of treating spouses with a view to possibly recommending a bylaw amendment.

5.7 Bylaw Committee

The Registrar again commended 5 sections of draft bylaws for consideration.

6. CONTINUING BUSINESS

6.1 Liaison with BCPMA - *In camera*

The matter was held *in camera*.

6.2 AGM - Free Topic

A discussion took place; see item 6.3. As well there may be a medical records component, time permitting.

6.3 Practice Facility Standards Roll-out to Registrants

The Chair of the QAC will deliver the College's Continuing Education session following the 2016 Annual General Meeting, on the topic of the newly adopted Practice Facility Standards.

6.4 Hefnawi MSC Hearing re MSP Billing

The Registrar reported that the Medical Services Commission is proceeding to convene a new, second hearing of the matter, with a new panel, following the Supreme Court decision that quashed the outcome of the first hearing.

6.5 Chiropody Trademark

The Registrar reported that this matter is still pending.

6.6 Lasers in Podiatric Practice

The Registrar reported on the status of the list of lasers used at podiatric practices; not all registrants are reporting in as required and the College at times learns of laser use through marketing activity. Registrants will be reminded of the obligation to report laser use.

6.7 Laser Expert

The Registrar and QAC Chair reported that this matter is still pending. The College seeks an expert who can provide current information on the risk of lasers to the College and for the purposes of Court applications for an injunction against unauthorized practice.

6.8 Board Meeting Procedures - Policy

MOTION 160303: The Board adopts the Board Meeting Procedures Rules as amended.
CARRIED

6.9 E-Mailing Patient Records Policy - New

MOTION 160304: The Board adopts the E-mailing Patient Information Standard as presented.
CARRIED

6.10 Ending Podiatrist - Patient Relationship Policy - New

MOTION 160305: The Board adopts the Ending the Podiatrist-Patient Relationship Standard as presented.
CARRIED

6.11 Ceasing/Leaving Practice Policy - revised

MOTION 160306: The Board adopts the revised Leaving Practice Guidelines as presented.
CARRIED

6.12 Laser Safety Policy - Revised

MOTION 160307: The Board adopts the revised Laser Instrument and Safety Standards as presented.
CARRIED

6.13 Bylaw Revision

The Board will review the material provided to date and further material to be provided, with a view to giving it final consideration at the next Board meeting.

7. NEW BUSINESS

7.1 Registrant Fee Relief Request

MOTION 160308: The Board agrees to defer the deposit of the registrant's second fee installment cheque as requested.
CARRIED

7.2 MSC Audit Hearings - New Podiatry Representative

The Registrar reported that the Billing Integrity Program of the Medical Services Commission must appoint a new podiatry representative and has requested nominees from the College. One registrant has agreed to stand; the College will recommend this person as the nominee.

7.3 Succession Planning

There was a brief discussion about succession planning; most of the next Board meeting will be a strategic and succession planning session.

7.4 Strategic Planning

There was a brief discussion about strategic planning; most of the next Board meeting will be a strategic and succession planning session; the Registrar will provide some draft materials.

7.5 BPMA Scientific Meeting - Nov. 2016

The registrar will provide the Colleges standards relating to infection control to Dr. Tim Kalla for the use of a speaker at the November 2016 BCPMA conference.

7.6 BCPMA Seminar on Billing

Dr. Riar will contact the BCPMA to request that they hold a seminar on billing.

8. NEXT MEETING(S)

The next Board meeting is scheduled for Sunday, July 17, 2016 at 10:30 a.m., at the College offices, with 1 hour set aside for business (bylaw consideration) and the remainder for strategic planning including succession planning.

The Board will also meet at 9:00 a.m. on September 10, 2016, prior to the College's Annual General Meeting.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 3:15 p.m.