

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD MEETING MINUTES
2016-05

Date: Saturday, October 29, 2016
Time: 10:00 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), Gavin Chalmers, Dr. 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 10:10 a.m.

2. APPROVAL OF AGENDA

MOTION 160501: The October 29, 2016 Board meeting agenda is approved with the power to add.
CARRIED

Item 7.8 was added to the agenda.

3. APPROVAL OF MINUTES

MOTION 160502: The June 4, 2016 Board meeting minutes are approved as presented.
CARRIED

MOTION 160503: The July 30, 2016 Board meeting minutes are approved as presented.
CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

See also item 6.1 and 6.3.

4.2 Financial Report

The Registrar presented the performance against budget report to the end of September 2016. Overall the College remains within its budget projections; some committee and board activities are slightly over as they have worked assiduously over the year; caution and savings elsewhere accommodates this.

4.3 Bring forward / Task List

The Registrar presented and the Board noted the current task list.

4.4 Operational Report

The Registrar addressed various operational activities and issues, recent Health Regulators of BC activities and a Ministry of Jobs initiative on alternative evaluation pathways.

MOTION 160504: The resignation of Ms. Angie Higgs as the College bookkeeper is acknowledged, with sincere thanks for her considerable contributions to the College's administrative functions.

CARRIED

The Board requested that the Registrar send a letter or card of thanks acknowledging her contributions to the College and gift of appreciation to Ms. Higgs.

MOTION 160505: The Registrar is authorized to retain a new bookkeeper at an increased rate effective November 1, 2016.

CARRIED

4.5 Unauthorized Practice Report

See also item 7.3. The Registrar provided material on a number of areas of unauthorized practice activity and two recently-obtained consent undertakings to cease and desist various actions and representations.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee

The Registrar presented recent updates to the Registration manual materials relating to MSP and Pharmacare notifications, and the Information for New Registrants. Three new registrants have joined the College in 2016; Drs Francis Chan, Kathy Hahn and Alysha Patel.

5.2 Inquiry Committee

The Committee Chair provided an update on various files and presented the current case tracking charts in anonymized form, and noted the appointment of Dr. Dana Alumbaugh as an inspector who will provide much needed investigative support to the inquiry process.

5.3 Discipline Committee

There was no report.

5.4 Quality Assurance Committee

Dr. Dana Alumbaugh announced her resignation from the Committee, effective immediately; but that she will remain as an advisor to the Committee.

MOTION 160506: The resignation of Dr. Dana Alumbaugh from the Quality Assurance Committee is acknowledged, with sincere thanks for her considerable contributions to the College's quality assurance program.

CARRIED

MOTION 160507: Dr. Jaspaul Riar is appointed to the Quality Assurance Committee and as Chair to the Committee.

CARRIED

5.5 Surgical Practice Standards Committee There was no report.

5.6 Patient Relations Committee

There was no report.

5.7 Bylaw Committee

See also item 6.6. The Registrar and other members of the Bylaw Committee will review the draft bylaws through December and report back to the Board. Dr. Alumbaugh may join the committee.

6. CONTINUING BUSINESS

6.1 Liaison with BCPMA - *In camera*

The matter was held *in camera*. The Chair was directed to send a letter on behalf of the Board to the Board of the BCPMA.

6.2 Seal

The Board will continue to work towards the adoption of a seal for the College.

6.3 AGM Assessment

A discussion took place regarding the AGM. It was felt that attendance was healthy considering the size of the registrant base, and that the presence of other regulators sent a strong message to the registrants about the nature and importance of the role of the College.

6.4 Canadian Registrar's Meeting Report

The registrar provided an overview of the topics of discussion and outcomes of the meeting of the Canadian regulators of podiatry. All jurisdictions attended except for Ontario due to competing commitment. The meeting was very cordial and productive and the feedback was that the event was a very positive step forward for the regulators generally, and all are strongly in favour of continuation, growth and formalization of the relationship.

MOTION 160508: The Registrar is authorized to share the College's Bylaw and Ethics exam question and answer bank with the other regulators of podiatry in Canada.

CARRIED

6.5 MSP Audit Hearings - podiatric representative - update

The registrar reported that the Dr. [REDACTED] has advised that [REDACTED] appointment as the new podiatric representative to the MSC special hearing panel is proceeding. Once an appointment is finalized the College can expect to be officially notified.

6.6 Bylaw Revision

The Board considered whether to change the approach to election and AGM scheduling and decided to retain the current framework of requiring an AGM in each calendar year without fixing the date in the bylaws, and to tie the date of the election to the date of the AGM, and directed the Registrar accordingly.

6.7 Succession Planning Put over

6.8 Strategic Planning Put over

7. NEW BUSINESS

7.1 Budget 2017

The Registrar provided the Board with the final Financial Statements and Financial Review Report for the fiscal year 2015.

MOTION 160509: The Board approves the proposed budget for 2017.

CARRIED

MOTION 160510: The Board approves the proposed fees for 2017.

CARRIED

MOTION 160511: The Board approves a raise for both staff beginning in fiscal year 2017, to include an additional parking stall.

CARRIED

7.2 Nalaxone Regulation and Mandatory Stocking

The Registrar presented the Board with the recently enacted regulation allowing any person to administer Nalaxone, and the Ministry of Health's desire to see wide spread stocking of the important fentanyl antidote in health and medical care practices.

MOTION 160512: The Board strongly recommends that every practicing registrant stock Nalaxone at their clinic.

CARRIED

7.3 Trademark Issues - 'Pod' and the CIPO

The Registrar presented material on the issues of the use of the abbreviation 'pod' by entities and individuals who are not registered podiatrists, the possession of a trademark for 'C.Pod' by a private company, and a pending application for the certification marks 'C.Pod.N.', 'CPN', and 'Certified Podiatric Nurse' by a private nursing foot care organization. The Registrar was directed to continue dealing with the matter and retain legal counsel as appropriate.

7.4 CAFCN Competencies Document

The Registrar presented a draft document of the Canadian Association of Foot Care Nurses and the responses made by the College as well as the Alberta and Manitoba foot care regulators to the CAFCN.

7.5 CAFCN Statement re 'certified courses'

The Registrar brought the attention of the Board to the responsible public notice by the CAFCN on their website to the effect that no foot care courses are yet approved, and therefore truly 'certified' by any regulator in Canada.

7.6 Cultural Competence Checklist

The Registrar provided the Board with the Cultural Competency Checklist and conveyed the Ministry of Health's message and hope that all regulatory bodies and personnel would accept the principle and goal of cultural competence, and as a start along that path to take and consider the self assessment.

7.7 Alternative Evaluation Framework

The Registrar provided the Board with the Alternative Evaluation Framework developed in concert with the Ministry of Jobs and regulated professions within BC. Its aim is to embody the principles of an accommodative registration process for applicants who are unable to produce all required documentation, such as refugees.

7.8 Medical Marijuana

A discussion took place regarding preparation of the College and registrants for the ability to prescribe medical marijuana, which should arrive with the authority to prescribe narcotics / Schedule 1A drugs. The College may develop a mandatory course and/or module on the topic. It was noted that the current state of the law does not permit podiatrists in BC to prescribe it and this has been conveyed to the registrants in a 2016 Podcast newsletter.

8. NEXT MEETING(S)

The next Board meeting is scheduled for Saturday, January 28, 2017 at 10:00 a.m., at the College offices.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 12:25 p.m.