

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA

BOARD MEETING MINUTES

2017-01

Date: Saturday, January 28, 2017
Time: 9:00 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 member Messr Mahmood Awan; Registrar Ms. Val. Osborne (Interim)

ABSENT: none

GUESTS: none

BUSINESS

1. CALL TO ORDER

The Chair called the meeting to order at 9:12 a.m. and the Board took a moment to express their appreciation for the significant contributions of Mr. Sandy Gray, public board member until his passing on December 3, 2016.

2. APPROVAL OF AGENDA

MOTION 170101: The January 28, 2017 Board meeting agenda is approved with the power to add.
CARRIED

3. APPROVAL OF MINUTES

MOTION 170102: The October 29, 2016 Board meeting minutes are approved as presented.
CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

See also item 6.1.

4.2 Financial Report

The Registrar presented the financial report to the end of December 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.

MOTION 170103: The Board has received the December 31, 2016 financial report.
CARRIED

4.3 Bring forward / Task List

The Registrar presented the current task list; discussions ensued about the status of narcotic prescribing privileges and potential new Discipline Committee appointees.

4.4 Operational Report

The Registrar addressed various operational activities and issues. The Registrar and Quality Assurance Committee Chair Dr. Jaspaul Riar recently met with a Deputy Registrar of the College of Physicians and Surgeons and the Chair of the CPS's Nonhospital Medical and Surgical Facilities Committee regarding the framework around anesthesiologists' provision of services to podiatrists' surgical facilities and pending amendments to the CPS bylaws regarding NHMSF's which will expressly require pre-existing hospital privileges before permission to practice at a NHMSF will be granted. See also item 7.8 regarding development of standards for podiatrist surgical suites.

4.5 Unauthorized Practice Report

The Registrar provided a report on the status of unauthorized practice files and noted that the College of Physicians and Surgeons is collaborating on a number of 'lay laser' files. Counsel has been retained on federal trademark issues.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee

The Registrar and Dr. Alumbaugh on behalf of the Committee summarized the status of the 2017 registration renewals. See also item 7.3.

5.2 Inquiry Committee

The Committee Chair provided an update on the current case load in anonymized form. Since the last Board meeting 3 files have been closed, and 4 new complaints received; 14 complaint files are currently open including 1 each from 2012, 2013 and 2015 and 2 from 2014. Consent resolutions are expected shortly on the 2012 and 2013 cases.

5.3 Discipline Committee There was no report.

5.4 Quality Assurance Committee

Dr. Jaspaul Riar, Committee Chair, provided a summary of recent Committee activity. The Committee is close to finalizing the inaugural annual Self-Assessment questionnaire, which once approved by the Board and adopted will be a requirement for registration renewal. The Committee is or will shortly be working on additional initiatives including Spill Response and Emergency Protocol, Critical Incident Reporting and Surgical Anesthesia Suite policies. See also item 7.10.

5.5 Surgical Practice Standards Committee

There was no report. It was acknowledged that the Committee should be involved in the development and implementation of surgical and anesthesia facility standards.

5.6 Patient Relations Committee

There was no report.

5.7 Bylaw Committee

See item 6.7.

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 seeking an accounting for the funds provided to date and demurring from accepting that as payment in full.

6.2 Seal

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

6.3 Canadian Registrars

See also item 7.4. The Registrar advised that the next meeting of the registrars will likely take place in the fall in Ontario and that there will likely be at least one teleconference in the interim.

6.4 MSC – MSP Statistics 2015

The Registrar advised that the College has received the MSP practitioner profiles for 2015.

6.5 Trademark / Intellectual Property Issues

The Registrar advised that counsel has been retained on a number of federal intellectual property issues and on the status of the application from a third party representing foot care nurses to register a number of marks involving the term 'pod'.

6.6 Cultural Competence Checklist and Registrants

The Registrar will provide the Cultural Competence Checklist to the Board, Committees and the registrants.

6.7 Bylaw Revision

The Board directed that a working meeting be held dedicated to the Bylaws revisions on Saturday, February 18, 2017 at 9:00 a.m. at the College offices.

6.8 Residency Status

Two recent letters from the Ministry of Health were reviewed; a discussion ensued about the prospects for a podiatric residency in B.C. and how a podiatric surgery centre would enhance those prospects. See also item 7.8.

6.9 Succession Planning Put over

6.10 Strategic Planning Put over

7. NEW BUSINESS

7.1 AGM 2017

The Board directed that the College's 2017 Annual General Meeting will be held on Saturday, October 14, 2017, at 10:00 a.m. A free Continuing Education Course on the topic of medical records will be held in conjunction with the meeting.

7.2 Appointment of Public Member to Registration and Inquiry Committees

MOTION 170104: Mr. Mahmood Awan is appointed to the Registration Committee and the Inquiry Committee effective December 3, 2016.

CARRIED

7.3 Appointment to Registration Committee and as Chair

MOTION 170105: Dr. Julie Yee is appointed to the Registration Committee and as Chair of the Committee effective March 1, 2017.

CARRIED

The Board sincerely thanks Dr. Michael Feist for his venerable contributions to the College as a long-serving Committee Chair.

7.4 Alta FQR Project

The Registrar reported that the College of Podiatric Physicians of Alberta with government funding support has retained a consultant to develop a foreign qualifications recognition framework, which will be shared with the other Canadian regulators.

7.5 Public Interest Notices / Press Contact List

The Registrar recommended that the College develop a press / media contact list for dissemination of notices and articles in the public interest.

7.6 Registrant Requests for Fee Relief

MOTION 170106: Dr. [REDACTED] is granted fee relief in respect of the annual registration fees for 2017 and must pay two installments of \$1025 each.

CARRIED

MOTION 170107: The second installment for the annual registration fees for 2016 is waived for Dr. [REDACTED]
CARRIED

7.7 Health Care Assistant Policy Intention Paper Response

The Registrar advised that she had responded to the Ministry of Health regarding the paper's proposals, questioning the proposal to exempt privately employed assistants from the regulatory authority.

7.8 Surgery / Anesthesia Standards

See also items 4.4 and 5.4. A discussion took place regarding the imperative of developing a more extensive practice standards framework for podiatric surgical facilities, which is critical to retaining anesthesiologist services. The Quality Assurance Committee will lead this initiative and refer to the College of Physician and Surgeons and College of Dental Surgeons standards in the process of recommending appropriate standards for podiatric surgery centres. A high priority will be given to this initiative.

7.9 Pending new college

The Board reviewed the announcement regarding the pending regulatory college for diagnostic and therapeutic health professions.

7.10 Narcotics refreshers – application

MOTION 170108: The Narcotics Module and Exam must be taken every 5 years by all Full registrants including new registrants beginning in the 5th calendar year after the calendar year in which they are registered.

CARRIED

The Board noted that it is advisable to add content regarding administration of Naloxone to the narcotic module; the Quality Assurance Committee will address the matter.

8. NEXT MEETING(S)

The Board meetings for the remainder of 2017 were scheduled thus:

- Saturday, April 29, 2017, at 9:00 a.m., at the College offices,
- Saturday, July 29, 2017, at 9:00 a.m., at the College offices,
- Saturday, November 4, 2017, at 9:00 a.m., at the College offices.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 11:55 a.m.