

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD MEETING MINUTES
2017-02

Date: Saturday, April 29, 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), Gavin Chalmers, Jaspaul Riar; appointed Board members Messrs Mahmood Awan, Ken Stewart; Registrar Ms. Val. Osborne (Interim)

ABSENT: Elected Board member Dr. Dana Alumbaugh (Board Vice-Chair)

GUESTS: none

BUSINESS

1. CALL TO ORDER

The Chair called the meeting to order at 9:00 a.m. and welcomed Mr. Kenneth Stewart, the new public member of the Board.

2. APPROVAL OF AGENDA

The Chair declared the April 29, 2017 Board meeting agenda approved with the power to add.

3. APPROVAL OF MINUTES

MOTION 170201: The January 28, 2017 Board meeting minutes are approved as presented.
CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

See also item 6.1.

MOTION 170202: The Chair is directed to send a letter to the BC Podiatric Medical Association as presented.
CARRIED

4.2 Financial Report

The Registrar presented the financial report to the end of March 2017.

The Registrar will make inquiries about a College debit card and renewal of the lease on the current office location and take further steps to hire a new assistant.

4.3 Bring forward / Task List

The Registrar presented the current task list.

4.4 Operational Report

The Registrar addressed various operational activities and issues including the benefit of a formal media relations policy with a media response protocol.

MOTION 170203: The Registrar is directed to prepare a College media relations policy.
CARRIED

4.5 Unauthorized Practice Report

The Registrar provided on a new undertaking on a 'lay laser' files. Counsel on the federal trademark issues will file the College's opposition to the application for the mark CPodN by the Canadian Association of Foot Care Practitioners and the award of the mark CPod to the North American School of Podology and proceed with the transfer of the BCPA chiropody mark.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee

The Registrar presented the Committee report, a report on the status of the 2017 registration renewals and recent administrative augmentations. The Committee is working on amendments to the Continuing Education categories to accommodate equipment training, on-line course platforms and retail-sponsored lectures. Compliance is high. The College protocols now include registration, corporation and leaving practice checklists, a formal notice of inactive corporation and related precedent letters, and information sheets for new and inactive corporations.

5.2 Inquiry Committee

The Committee Chair provided an update on the current case load in anonymized form. Since the last Board meeting 2 files have been closed, and 2 new complaints received; 14 complaint files are currently open; 1 from 2013, 2 from 2014, 1 from 2015, 7 from 2016 and 3 for 2017. Consent resolutions are expected on a number of 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 has finalized the annual Self-Assessment questionnaire and will present it to the Board as a requirement for registration renewal. The Committee is working on practice standard relating to Emergency Response, Environmental Cleaning, Occupational Safety, Infection Control, a Surgical Safety Checklist and a Critical Incident Report Form.

MOTION 170204: The Practice Facility Standards be amended to require that all practices stock epinephrine for use in the event of an anaphylactic emergency.

CARRIED

MOTION 170205: The Practice Facility Standards be amended to require that biologic indicator testing of sterilization equipment be carried out weekly rather than monthly.

CARRIED

With respect to motion 170205 see also item 7.9.

5.5 Surgical Practice Standards Committee

There was no report.

5.6 Patient Relations Committee

There was no report.

6. CONTINUING BUSINESS

6.1 Liaison with BCPMA - *In camera*

See also item 4.1.

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. The Registrar will liaise with the graphic designer.

6.3 Cultural Competence Checklist

See also item 7.2 and 7.3.

The Registrar presented the Cultural Competence Self-assessment Checklist developed by the Central Vancouver Island Multicultural Society for formal adoption as a tool for both the College and registrants.

MOTION 170206: The Board adopts the Cultural Competence Self-assessment Checklist, commits every Board member and invites all Committee members to take the self-assessment, and will ask all registrants to take the self-assessment.

CARRIED

6.4 Bylaw Status

The Registrar advised that the notice of the Board-approved amended bylaws will be sent to the Ministry of Health when the new website is operational, and that the Ministry has advised that in any event no action will be taken in the month prior to the election.

6.5 Succession Planning and Strategic Planning

The Board agreed to devote a significant portion of the next Board meeting to these two topics.

6.6 Website

The Registrar demonstrated the status and content of the new pending College website.

7. NEW BUSINESS

7.1 HPRAC Letter

The Board noted the Chair's letter advising the Minister of Health for Ontario to not adopt the recommendation of the Health Professions Review Advisory Council's recommendation against permitting doctors of podiatric medicine to register as DPM-level podiatrists in Ontario.

7.2 First Nations Cultural Safety & Sensitivity Declaration

The Registrar presented materials relating to the recent signing by every BC Health Profession regulator of the *Declaration of Cultural Safety and Humility in Health Services Delivery for First Nations and Aboriginal Peoples in BC*. A discussion ensued about the importance of applying this commitment and anti-discrimination / pro-inclusiveness initiatives to all peoples. The Registrar presented a 6-point plan to further and deliver on the College's commitment.

MOTION 170207: The College of Podiatric Surgeons of British Columbia commits to the 6-point plan presented by the Registrar, at the minimum, in furtherance of the commitment to help make the BC health care environment more culturally safe for our First Nations, Aboriginal People and all of BC's citizens.

CARRIED

The meeting package contains the materials on this topic.

7.3 Access to Care – Registrant Practice Standard

The Board recognized the importance of adopting an express access to care and anti-discrimination policy as a practice standard for the profession.

MOTION 170208: The Board adopts the Access to Care policy presented by the Registrar.

CARRIED

The meeting package materials contain the policy. The Registrar noted that the policy was partly adapted from the similar policy of the College of Physicians and Surgeons of BC.

7.4 Anti-Discrimination Policy – College Processes

The Board recognized the importance of entrenching an anti-discrimination policy for the College's own operational activities.

MOTION 170209: The Board adopts the Anti-discrimination policy presented by the Registrar.

CARRIED

The meeting package materials contain the policy.

7.5 Committee Appointments

MOTION 170210: The Board makes the Committee appointments proposed by the Registrar.

CARRIED

The meeting package materials contain the list of appointments.

7.6 Provincial Provider Registry

The Registrar advised the Board of a proposed information sharing agreement between the College and the Ministry of Health, with a view to providing a single portal for confirmation of registrant identification, status and location; the Board approved of the purpose.

7.7 Alta FQR Project

The College of Podiatric Physicians of Alberta has not yet released their foreign qualifications recognition report. It was agreed that the College should develop a strategy toward recognition and regulation of various foreign trained foot care providers including orthopedic doctors as well as non-medical level groups, and that the Registration Committee will be asked to assist in this. In addition, the Registrar will investigate funding sources for relevant research and policy development, and will ensure that the website contains a clear explanation of the right of potential applicants to demonstrate equivalency to the bylaw pre-requisites for registration.

7.8 Surgery / Anesthesia Standards

A discussion took place regarding the priority to be given to development of surgery anesthesia standards. It was agreed that the College will proceed with this initiative, after certain other practice standard projects that are underway such as development of the Practice Assessment policy are completed.

7.9 Change to Weekly Spore Check

See item 5.4 and motion re amendment to the Practice Facility Standards.

7.10 Sterility Assessment Issues

The Board noted material pertaining to potential disclosure to Health Authorities of information that is gathered by a Quality Assurance program and points to a compelling public risk.

8. NEXT MEETING(S)

The next Board meeting is scheduled for Saturday, July 29, 2017, at 9:00 a.m. at the College offices.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 12:40 p.m.