

COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA
BOARD MEETING MINUTES
2017-03

Date: Saturday, July 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), Dana Alumbaugh (Board Vice-Chair), Gavin Chalmers, Jaspaul Riar; appointed Board member Mr. Ken Stewart; Registrar Ms. Val. Osborne (Interim)

ABSENT: Appointed Board member Mr. Mahmood Awan

GUESTS: none

BUSINESS

1. CALL TO ORDER

The Chair called the meeting to order at 9:10 a.m.

2. APPROVAL OF AGENDA

The Chair declared the July 29, 2017 Board meeting agenda approved with the power to modify.

3. APPROVAL OF MINUTES

MOTION 170301: The April 29, 2017 Board meeting minutes are approved as presented.
CARRIED

4. OPERATIONAL REPORTS

4.1 Board Chair Report

See also item 6.1. The Board directed the Chair to send a quarterly letter to the BCPMA.

4.2 Financial Report

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

MOTION 170302: The Financial Report has been received and reviewed.
CARRIED

4.3 Bring forward / Task List

The Registrar presented the current task list and discussed a number of items.

4.4 Registrar's/Operational Report

The Registrar addressed various operational activities. The theme of the 2017 Annual Report will be access to care. The College's insurance coverage has been renewed.

4.5 Unauthorized Practice Report

The Registrar reported that the College of Podiatric Physicians of Alberta have retained counsel who will collaborate with the CPS-BC counsel on applications regarding federal trademark issues for the marks CPodN and CPod.

Podologists have been identified as an area of concern and risk to the public. A working group will articulate concerns and a strategy to deal with unregulated groups of foot care providers.

5. REGULAR BUSINESS - COMMITTEE REPORTS

5.1 Registration Committee

The Registrar presented the Committee report on the status of the 2017 registration renewals.

5.2 Inquiry Committee

Dr. Chalmers, Committee Chair provided an update on the current case load and statistics in anonymized form. There are 15 cases currently opened; 5 were opened to date in 2017. Closing letters and consent resolutions are pending on some. One registrant has generated a disproportionate number of telephone calls and formal complaints, all on similar issues.

5.3 Discipline Committee

There was no report.

5.4 Quality Assurance Committee

Dr. Riar, Committee Chair, summarized recent Committee activity. The Committee has finalized the annual Self-Assessment questionnaire and presented it to the Board as a requirement for registration renewal. The Committee is still working on various practice standards.

MOTION 170303: The Self-Assessment Questionnaire is adopted as presented and is to be implemented as a requirement with the annual registration renewal process.

CARRIED

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 item 4.1.

6.2 Office Space Options

The Board discussed various options for office space following the May 2018 expiry of the current office space lease.

6.3 Seal

The Board will continue to work towards the adoption of a seal for the College. The Registrar will liaise some more with the graphic designer.

6.4 Bylaw Status

The Registrar reported that the Ministry of Health is ready to work on bylaw amendments.

MOTION 170304: The amended bylaws are approved as presented by the Registrar.
CARRIED

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 reported that the new College website should be operational within one week.

6.7 Provincial Provider Registry – Information Sharing Agreement Update

The Registrar reported that she has signaled that the College will sign the agreement.

6.8 Alberta FQR Project for International Foot Care Graduates

There was no information update from Alberta since the previous report.

6.9 Sterility Assessment and Breaches

The Registrar reported that the Ministry and registrars continue to discuss the issue of responding to infection control breaches.

6.10 HPRAC Ontario Update

The Ontario government has not yet issued any decisions about the future of podiatry regulation in that province.

6.11 November meeting date

The Board's next meeting date has been rescheduled to Sunday, October 15, 2017 and will include strategic and succession planning.

7. NEW BUSINESS

7.1 Annual Financial Review & Statements - 2017

MOTION 170305: The 2016 Financial Statements are received.
CARRIED

7.2 Orthotics Policy

Concerns were discussed about delegation of casting, scanning and assessments of the results to non-podiatrist staff. The current Orthotics Standards policy does not set out an express rule. The policy will be revised and in the meantime a clear direction on delegation is needed.

MOTION 170306: Casting and scanning for orthotics and assessment of the casts and scans are tasks that may not be delegated in a podiatric practice.

CARRIED

7.3 Nurses – Prescribing Survey

The Board will provide further input to the Registrar.

7.4 Surgical – Anaesthesia Standards

The Quality Assurance Committee will develop a standards document as soon as practicable.

7.5 Canadian Free Trade Agreement

The Registrar will provide the Board with information about the implications for the College of the new CTFA.

7.6 Recruitment & US Graduates

A discussion took place about the barriers to practice in BC and the impact they have on interest of US graduates in locating in BC. It was agreed that documents setting the issues and barriers and talking points must be finalized and that a strategy for approaching the government with a view to appropriate reforms is crucial.

7.7 Other Foot Care Professions

See item 4.5.

7.8 Autoclave Testing Question

The QAC Chair will advise the registrant that the suggested approach is sound.

8. NEXT MEETING(S)

The next Board meeting is scheduled for Sunday, October 15, 2017, at 9:00 a.m. at the College offices.

9. ADJOURNMENT

The Chair declared the meeting adjourned at 12:00 p.m.