

**COLLEGE OF PODIATRIC SURGEONS OF BRITISH COLUMBIA**

**BOARD MEETING MINUTES**

**2017-04**

**Date:** Sunday, October 15, 2017  
**Time:** 9:00 a.m.  
**Location:** CPS-BC Office; 101-850 Harbourside Drive, North Vancouver

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**PRESENT:** Elected Board members Drs. David Brooks (Board Chair), Dana Alumbaugh (Board Vice-Chair), Gavin Chalmers (by phone), Jaspaul Riar; appointed Board members Mr. Mahmood Awan and Ken Stewart; Registrar Ms. Val. Osborne (Interim)

**BUSINESS**

**1. CALL TO ORDER**

The Chair called the meeting to order at 9:20 a.m.

**2. APPROVAL OF AGENDA**

The Chair declared the October 15, 2017 Board agenda approved with the power to add or modify.

**3. APPROVAL OF MINUTES**

**MOTION 170401:** The July 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 reported on the request for a full accounting of the BCAP funds and the proceeds from the sale of the Howe Street property from the BCPMA.

**4.2 Financial Report**

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

**4.3 Bring forward / Task List**

The Registrar presented the current task list and discussed a number of items. It was agreed:

- the Board's public members will contact current BC MLA's with a view to meeting with the government, and raising and ultimately resolving the barriers to patient access to care,
- the Registrar will prepare a talking points summary for the Board concerning barriers,
- the Registrar will contact the Ministry of Health with the same purpose and update and finalize the barriers to patient access summary,
- the College will continue to pursue the issue of podiatrists' authority to prescribe narcotic/schedule 1A drugs,

- the Registrar will follow up with the Ministry of Health regarding the notice period for the revised bylaws, with a view to seeing them taking effect as soon as possible, and
- some unregulated foot care providers are essentially assessing, diagnosing, prescribing and assessing treatment efficacy for biomechanical disorders; it is in the public interest that the College regulate other levels of domestic and internationally-trained foot care practitioners.

**MOTION 170402:** A working group is formed to deal with the issue of regulation by the CPS-BC of other non-DPM levels of foot care providers.

**CARRIED**

The Committee will include but is not limited to the Registrar, Dr. Alumbaugh and Mr. Stewart.

**4.4 Registrar's/Operational Report**

The Registrar addressed various operational issues and the need to fill the vacant staff position.

**4.5 Unauthorized Practice Report**

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

Podologists have been identified as an area of concern and risk to the public. The 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 Board considered periodic training or self-assessments as a pre-condition of registration renewal, in addition to the narcotic module (every 5 years), CPR (every 3 years) and practice facility standards-based self-assessment (annually), including cultural sensitivity, infection prevention/control and medical records. The Committee should make recommendations to the Board regarding the frequency of particular modules. Such QA modules will have a category assigned on the CE category sheet, for those modules that will earn CE credits. It was proposed that no CE credits would be awarded for the new annual Self-Assessment Questionnaire.

**5.2 Inquiry Committee**

The Board reviewed the anonymized complaint statistics. Complaints are up, due to a very disproportionate number from one registrant; 16 cases are open, 10 opened to date in 2017.

**5.3 Discipline Committee**

There was no report.

**5.4 Quality Assurance Committee**

The Committee is close to finalizing a number of practice policies, and will focus on instrument sterility rules and assessment. The Registrar will prepare a draft medical records policy.

**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 Lease / Office Space Options

The Board discussed options for office space following the May 2018 expiry of the current lease. The Registrar will contact the current landlord with a view to negotiating a renewal, and the College of Registered Nurses to obtain a cost projection for the space to be shared by regulators.

### 6.3 Orthotics Policy

**MOTION 170403:** The CPS-BC Orthotics Policy is to be amended forthwith to incorporate and codify the prohibition on delegation of:

- i. obtaining casts, molds or scans for the purpose of fabrication of a custom orthotic device,
- ii. assessment of need for orthotics, and
- iii. assessment of device efficacy.

**CARRIED**

The Board also directed that the policy be reviewed with a view to updating and augmentation.

## 7. NEW BUSINESS

### 7.1 2018 Budget

**MOTION 170404:** The 2018 CPS-BC budget is approved as presented.

**CARRIED**

### 7.2 2018 College Fees

**MOTION 170405:** The 2018 CPS-BC fees are approved as presented for the version that applies to the current bylaws and the version that applies to the pending revised bylaws.

**CARRIED**

## 8. NEXT MEETING(S)

The next Board meeting is scheduled for Saturday, January 27, 2018, at 9:00 a.m. at the College offices.

## 9. ADJOURNMENT

The Chair declared the meeting adjourned at 12:30 p.m.