

## CRTO COUNCIL MEETING MINUTES

**DATE:** Friday, September 23, 2011 – 8:30 a.m. to 12:00 p.m.  
1:00 p.m. – in-camera with short list Registrar candidate presentations

**LOCATION:** 180 Dundas Street West, 19<sup>th</sup> Floor, Conference Room, Toronto, Ontario

**PRESENT:** Kevin Taylor RRT (Chair), Dorothy Angel, Marisa Ammerata RRT, Tracy Bradley RRT, Allan Cobb, Gord Garshowitz, Jesse Haidar, Michael Iwanow RRT, Dave Jones RRT, Kathleen Keating, Amy Massie RRT, Carrie-Lynn Meyer RRT, Lorella Piirik RRT, John Schenk and Paul Williams RRT

**REGRETS:** Jim Ferrie

**STAFF:** Christine Robinson (Registrar) and Melanie Jones-Drost (Deputy Registrar)

ITEM	DISCUSSION	FOR ACTION BY
1.	<p><b>INTRODUCTION AND GUESTS</b> The President, Kevin Taylor, called the meeting to order and advised that it had been a pleasure to serve as President of CRTO for the past three years.</p>	
2.	<p><b>APPROVAL OF COUNCIL AGENDA</b> Kevin reviewed the agenda. Item 5.11 was added; approval of in-camera minutes.</p> <p><b>Moved: Dave Jones/Amy Massie</b> <b>That the Council meeting agenda be approved as revised.</b> <b>CARRIED (UNANIMOUSLY)</b></p>	
3.	<p><b>STRATEGIC ISSUES</b></p>	
3.1	<p><b>Strategic Plan Debrief</b> Positive comments were received from the attendees regarding the strategic planning session held on September 22<sup>nd</sup>.</p> <p>Christine enquired if it would be advisable to review the Summit outcome to determine if there were any recommendations that did not arise at Strategic Planning, but that were important to include in the overall strategic plan.</p> <p>Council referred the matter to the Executive Committee for discussion and the expectation that a draft strategic plan report will be presented for approval at the December 2011 meeting.</p>	EXEC AGENDA
4.	<p><b>OPERATIONAL AND ADMINISTRATIVE ISSUES</b> Christine introduced <b>Marley Hillen</b> who has now joined CRTO staff and already proved herself as an asset. Marely will assist Ania with registration applications and replace Shah on reception duties two days per week.</p> <p>Christine expressed appreciation to <b>Carole Hamp</b> who has been coordinating an “art work” project for the College with David Dorken, a professional photographer. David has been photographing RTs at work and selected photographs will be hung in the CRTO office and will be used as educational/information materials. Christine expressed appreciation to two hospitals (St. Michael’s and Sick Kids) and to RTs on</p>	

ITEM	DISCUSSION	FOR ACTION BY
4. cont.	<p>staff at the hospitals for permission to photograph the RTs in action.</p> <p>Kevin advised that <b>Christine Robinson</b> had received the <i>RTSO President's Award</i> in recognition of her contribution to the profession. Christine advised that <b>Kevin Taylor</b> is the recipient of the 2011 <i>RTSO Gord Hyland Award</i> in recognition of his leadership skills and the character and integrity we valued so much in Gord Council congratulated Kevin and Christine on these prestigious awards from the RTSO.</p>	
5.	<b>CONSENT AGENDA ITEMS</b>	
5.1	<b>Minutes of May 27, 2011</b>	
5.2	<p><b>Registrar's Report and Finances</b></p> <p><b>Special projects</b></p> <ul style="list-style-type: none"> <li>Ø <u>Internationally-educated applicant initiatives</u> 5 students are registered for the <b>refresher/retraining initiative</b> at Conestoga College and the Anesthesia and Airway Management component was launched on July 15. Discussions are underway with Credit Valley Hospital regarding Operating Room clinical time for January 2012. Credit Valley is very eager to partner with Conestoga College in the delivery of this pilot initiative and has a very extensive role in the OR with numerous AAs. 5 students attended the CRTO to sit their midterm and final written exams and all have now participated in the CRTO Introduction to Respiratory Therapy in Ontario. The lab and simulation components will commence this fall. Ania and I are meeting with Conestoga staff in mid October to talk about the student's progress and next steps.</li> <li>Ø <u>Scope of Practice Review – May Summit</u> An Executive Summary of the May 2 <b>CRTO Scope of Practice Summit</b> has been approved, posted on the CRTO website, highlighted in the CRTO July newsletter and the June 29 webinar, and a link sent to all participants. A full report for internal use has been prepared and was distributed to Council and Non-Council committee members in preparation for Strategic Planning on September 22.</li> </ul> <p><b>Government Issues</b></p> <ul style="list-style-type: none"> <li>Ø The Health Professions Regulatory Advisory Council (<b>HPRAC</b>) has received a number of referrals from the Minister of Health for consideration. They are listed on the HPRAC website and include whether dental assistants, physician assistants, and paramedics/ emergency medical attendants should be regulated; whether or not alternatives to the mandatory revocation provisions for sexual abuse should exist respecting the treatment of a spouse by a regulated health professional. The most recent referral letter is posted on the WebOffice under <a href="#">Group Documents / General Information for Council and Committee Members and Staff / MOHLTC/HPRAC referral June 2011</a> and the timelines for the referrals can be found on the HPRAC website at <a href="http://www.hprac.org/en/projects/currentministerialreferrals.asp">www.hprac.org/en/projects/currentministerialreferrals.asp</a></li> <li>Ø Christine met with the new Chair of <b>HPRAC</b>, Thomas Corcoran, and the Executive Director, Don Embuldeniya, in June. Mr. Corcoran is meeting with all of the Colleges to introduce himself and discuss priorities and issues.</li> </ul>	

ITEM	DISCUSSION	FOR ACTION BY
5.2 cont.	<p><b>Strategic Planning</b>  A strategic planning steering committee composed of Kevin, Jim Ferrie, Melanie and Christine was established to select and work with a consultant in preparation for the event on September 22. A request for proposals was circulated and the steering committee is pleased to announce that <b>Christine Forsyth and Associates of Toronto</b> has been selected. An experienced facilitator, Christine Forsyth is very knowledgeable in the area of regulation and has recent experience with the College of Psychologists and the new College of Early Childhood Educators. Ms. Forsyth created a survey to obtain Council, committee and staff input into the CRTO's achievements and challenges. The deadline for completion of the survey was September 15.</p> <p><b>Federation and joint College initiatives</b></p> <p>Ø <u>e-learning RHPA</u>  In early June the CRTO signed an agreement to contribute \$3,000 toward the total cost (estimated at \$35,000 - \$40,000) for the RHPA e-learning module. The College of Physiotherapists will cover the larger amount of the expenditure. As a reminder, this web-based module is being developed as an educational tool for college Council and committee members and a number of colleges are involved in the initiative. Christine is representing the CRTO on this group.</p> <p>Ø <u>Oral Care of Mechanically Ventilated Patients</u>  A report of the project's activities was presented to the Executive Committee and the committee supported the report and its recommendations. Key messages outlined in the report include:</p> <ul style="list-style-type: none"> <li>• Oral care is integral part of holistic patient/client care;</li> <li>• There is evidence that oral care best practices decrease incidence of VAP in invasively ventilated adult patient/clients;</li> <li>• The IPC team can promote/advocate for the implementation of evidence based practices to promote and maintain health and provide safe and ethical care;</li> <li>• This interprofessional project can make a difference.</li> </ul> <p>Once the CDHO has approved the report there are plans to put it in a publication format.</p> <p><i>Christine responded to questions from Kathleen Keating and Jennifer described the Oral Care project.</i></p> <p>Ø <u>e-learning module development for college members</u>  A third meeting was held on June 28 to prioritize topics, develop a business plan and hear presentations from developers. The group chose the topic of <b>Social Media</b> for the first e-learning module on the basis that it is a timely issue that none of the participating health regulatory colleges have developed an e-learning module on, and it fits in well with the college objects under the RHPA. Individual colleges will take the idea back to their organizations for discussion and approval. The CRTO Executive Committee supported the topic for development. The next step in the process is to select a developer.</p>	

ITEM	DISCUSSION	FOR ACTION BY
5.2 cont.	<p>Ø <u>Federation Interprofessional Care Project</u>  A Project Team meeting was held on June 17. Building on the development of the <i>Interprofessional Guide on Orders, Directives and Delegation</i>, the Federation is sponsor-ing this next project to assist interprofessional teams to coordinate care within the expanded (and overlapping) scopes and authorities established by the <i>Regulated Health Professions Statute Law Amendment Act</i> (RHPSLAA). Targeted for completion in June 2012, <b>a toolkit</b> is being developed to provide a framework through which interpro-fessional teams will quickly and safely be able to resolve questions around individual or professional roles and responsibilities. Input from college members and employers will be obtained and piloted prior to publication. Use of the toolkit will be optional. Jennifer is the CRTO representative.</p> <p><b>Legislative update</b>  <u>Regulatory Amendments concerning Registered Nurses in the Extended Class</u>  Amendments came into effect on July 1, 2011 that:</p> <ul style="list-style-type: none"> <li>• Authorize NPs to order diagnostics and treatments for hospital inpatients and discharge patients from hospital (regulation 965 under the <i>Public Hospitals Act</i>);</li> <li>• Authorize NPs to certify death when a client passes away in a hospital if the conditions of the <i>Vital Statistics Act</i> are met (regulation 965 under the <i>Public Hospitals Act</i>);</li> <li>• Remove restrictions to the types of laboratory tests NPs can order (regulations under the <i>Laboratory and Specimen Collection Centre Licensing Act</i>).</li> </ul> <p>Additional changes will take place on October 1, 2011 as follows:</p> <ol style="list-style-type: none"> <li>1. The NP drug list will be discontinued. With the exception of controlled substances, NPs will have the authority to prescribe medication as appropriate for client care. (This amendment does <b>not</b> affect the lists of X-rays and ultrasounds that continue to govern clinical aspects of NP practice.)</li> <li>2. NPs will be able to dispense, sell and compound medication in specified circumstances (for example, when the client does not have reasonable access to a pharmacy).</li> <li>3. NPs will be able to set and cast fractures in specified circumstances (for example, closed and un-displaced stable fractures).</li> <li>4. NPs will be able to give client care orders to RNs and RPNs for procedures that they previously could not (for example, venipuncture to obtain blood samples).</li> </ol> <p>Thirdly, effective July 1, 2012, NPs will have the authority to admit patients to hospital. A communiqué went out in the August CRTO e-bulletin and Jennifer has been working on updating the relevant college documents. Finally, a joint CNO/CRTO webinar will be held on Thursday, October 27, to address this topic. This is our first, but hopefully not our last, joint webinar.</p> <p><u>Registration</u></p>	

ITEM	DISCUSSION	FOR ACTION BY
5.2 cont.	<p>The wording of the Registration Regulation has been finalized and has been posted on the Regulatory Register for input from stakeholders (in addition to the CRTO’s circulation process). We eagerly await the passing of this regulation.</p> <p><u>Quality Assurance Regulation</u>  Legal counsel has reviewed the most recent draft and we are very close to the final wording.</p> <p><u>Prescribed Procedures Regulation</u>  The Prescribed Procedures Regulation amendments were submitted in March 2010. There have been no comments from the Ministry except to say it will follow the Registration Regulation.</p> <p><u>Conflict of Interest</u>  CRTO staff has received initial feedback on this regulation from MOHLTC policy staff, our own legal counsel and the Assistive Devices Program. The proposal has been presented to the Professional Practice Committee for input and recommendations to Council. It is hoped that the proposed COI regulation will be circulated to stakeholders for feedback this Fall.</p> <p><u>Prescribed Substances Regulation</u>  This regulation was submitted to government in April 2011. The Ministry of Health and Long Term Care has indicated that it will “proceed with regulatory amendments to remove restrictions, if any, that may prevent Respiratory Therapists from initiating this controlled act in hospitals”.</p> <p><b>National Alliance of Respiratory Therapy Regulatory Bodies</b></p> <ul style="list-style-type: none"> <li>Ø The National Alliance has partnered with the Saskatchewan College of Respiratory Therapists (SCRT) on a project to determine minimum English or French requirements in a health care setting. A language consulting company, Advance Consulting for Education, has been retained and as part of the project the consultants will be visiting a variety of health care contexts in which Respiratory Therapists work. They will be collecting sample language for different communication tasks in order to create an <i>Occupation Specific Language Inventory</i> for Respiratory Therapists in English and French.</li> <li>Ø Work continues on the HRSDC-funded Foreign Credential Recognition Project Phase 2. <ul style="list-style-type: none"> <li><u>Component 1</u> – the Steering committee met in Toronto on August 30 to draft an action plan for recommendations stemming from the project including a pan-Canadian bridging program that includes a centralized Pre-bridging processing/evaluation of applicants. At its September 8 meeting the Registration Committee was asked to provide feedback to the National Alliance on the proposed framework for a Pan-Canadian bridging program outlined in its report, <i>Towards a Pan-Canadian Bridging Program for Internationally Educated Applicants</i>.</li> <li><u>Component 3</u> has presented its <i>Evaluation and Gap Analysis report and recommendations</i>. As part of the project a new exam matrix has been developed. The Registration Committee was asked to make recommendations to the Alliance to be approved by Council at its September 8 meeting. Kevin represents the CRTO on the C3 committee.</li> </ul> </li> </ul>	

ITEM	DISCUSSION	FOR ACTION BY
5.2 cont.	<p>Ø The <u>NCP</u> Steering Committee has been reconvened to review the 2011 NCP feedback from the educators. Christine represents Ontario on the committee.</p> <p><b>External meetings/activities</b></p> <ul style="list-style-type: none"> <li>• Jennifer attended the <b>Professional Practice Network of Ontario</b> Board meeting on August 10.</li> <li>• Jennifer attended the <b>inter-college Professional Practice Advisory</b> meeting on August 17.</li> <li>• Jennifer attended the <b>Federation interprofessional care</b> meetings on August 26 and September 13.</li> <li>• Carole presented at the <b>University Health Network Respiratory Therapy Preceptor Day</b> on August 30.</li> <li>• Christine attended the <b>C1 Steering Committee meeting of the National Alliance</b> in Toronto on August 30.</li> <li>• Melanie attended the <b>CLEAR conference and specialized investigator training</b> in Pittsburgh, Pennsylvania from September 5<sup>th</sup> to 10<sup>th</sup>.</li> <li>• Jennifer attended the <b>RTSO Leadership Network</b> conference call on September 12.</li> <li>• Christine attended the <b>National Competency Profile Steering Committee</b> of the National Alliance on September 7.</li> <li>• Ania will be representing the CRTO at the <b>MELA (Michener English Language Assessment)</b> meeting on September 15.</li> <li>• Kevin and Christine will represent the CRTO at a <b>National Alliance</b> conference call on September 15.</li> <li>• Carole will represent the CRTO at an <b>Allied Health Professional Development Fund</b> meeting on September 15.</li> <li>• Carole and Ania will be attending a presentation of the <b>Information and Privacy Commissioner</b> at Mount Sinai Hospital on September 15.</li> <li>• Jennifer will be attending a Federation working group meeting regarding the <b>Ontario disabilities legislation</b> on September 16.</li> <li>• Christine and Ania will be attending a meeting of the <b>Ontario Regulators for Access Consortium (ORAC)</b> on September 20. The agenda includes a presentation on credentialing and one from Richard Steinecke on criteria, policies, and processes for dealing with applications where good character is questioned.</li> <li>• Kevin, Christine, Melanie, Carole and Jennifer will be attending the <b>RTSO Educational Forum</b> at various times at the end of the month.</li> </ul> <p><b>Staff update</b>  <u>Registrar Search.</u>  Leader Quest Inc. (LQI) received the <b>applications of a number of highly qualified candidates</b> which were interviewed over the summer. A small group composed of a staff representative (Carole), 2 members of the Executive Committee and Christine are overseeing the process. The top qualified candidates were interviewed in August by the Steering Committee and the finalists will present to Council on the afternoon of September 23.</p>	

ITEM	DISCUSSION	FOR ACTION BY		
5.2 cont.	<p><u>Administrative/Registration Assistant</u>  <b>Marley Hillen</b> is the latest staff member to join the CRTO. Marley, who is a recent graduate of Durham College’s Administrative Assistant diploma program, will be assisting Ania with registration applications two days per week and replacing <b>Shah</b> (who has requested to work part-time) at reception two days per week. Marley can be reached at <a href="mailto:hillen@crto.on.ca">hillen@crto.on.ca</a>  Please join me in welcoming her to the CRTO.</p> <p><u>Manager of Registration</u>  Effective August 1, 2011, <b>Ania’s</b> title will be changed from Registration Co-ordinator to <b>Manager of Registration</b> in order to recognize the advancements in her role.  Congratulations Ania.</p> <p><u>Computer cleanup</u>  Over the summer, under <b>Janice’s</b> leadership, staff has taken on the task of reorganizing and cleaning up the CRTO’s computer system. We are hoping to reduce, eliminate duplicates and archive some of the 83,000 (!) computer files on our system.</p> <p><u>Election update</u>  Nominations have been received as follows:  District 3 – Election for 1 Council and 2 Non-Council positions  District 4 – Election for 2 Council positions;                      Acclamation for 2 Non-Council positions  District 6 – Acclamation for 1 Council position;                      Acclamation for 1 Non-Council position (1 vacant);  Since there were not sufficient nominations received to fill the non-Council positions in District 6, an invitation for Non-Council applications has been sent to members in that district.</p> <p><u>Art Work</u>  The College is putting the final touches to the office renovation and we have obtained the assistance of David Dorken, an editorial and corporate photographer based in Toronto, to <b>photograph RTs at work</b>. These photographs will be hung in the CRTO office and used for educational/information materials. The CRTO is very grateful to St. Michael’s Hospital and the Sick Kids Hospital for allowing us to use their facilities and to the RTs for allowing us to photograph them in action. Carole took the lead on this project. We are also completing the new signage in the office.</p>			
5.2.1	<p><b>Current Financial Statements and Notes</b> (<i>as of Aug. 31, 2011</i>)  <b>Current Assets</b> on the <i>Balance Sheet</i> totalled \$2,067,248.36 and <b>Net Income</b> on the <i>Income Statement</i> was \$636,117.35. (<i>March 1 – August 31, 2011</i>)</p> <p>Christine and Amelia responded to questions from Kathleen regarding decreases in assets in 2011 for items 1118 and 1119, which were caused by expenses related to the office renovation.</p>			
5.2.2	<p><b>Investment Portfolio – CIBC Wood Gundy</b> (<i>as of August 31, 2011</i>)</p> <table border="0" data-bbox="245 1869 1377 1915"> <tr> <td>Total of investments</td> <td style="text-align: right;">\$1,041,974.00</td> </tr> </table>	Total of investments	\$1,041,974.00	
Total of investments	\$1,041,974.00			

ITEM	DISCUSSION	FOR ACTION BY
5.2.3 5.2.3 cont.	<p><b>Membership Statistics</b> (as of September 6, 2011)</p> <p>Total membership was 2936 and 135 applications for registration were received.</p>	
5.3	<p><b>Executive Committee – May 30, 2011 – September 23, 2011</b> (submitted by Kevin Taylor, Chair)</p> <p>The Executive Committee has met twice since the May Council meeting. In addition, Jim Ferrie and Kevin Taylor have met with the Registrar and Deputy Registrar as the Strategic Planning Steering Committee. Highlights of the Executive Committee's activities are as follows:</p> <ul style="list-style-type: none"> <li>§ The May 2011 <i>Summit Executive Summary</i> was approved for circulation including posting on the CRTO website as a public document.</li> <li>§ The Committee received reports from the Registrar Search Committee.</li> <li>§ As a follow-up to the May Council meeting the Executive Committee approved the template <i>Election Candidate Statement Form</i>.</li> <li>§ The Committee received the <i>Ventilator Acquired Pneumonia and Oral Care Project</i> report and supported its recommendations, including that the report be published.</li> <li>§ The amendments to the PPG <i>Orders for Medical Care</i> and Position Statement <i>Medical Directives and the Ordering of Controlled Acts</i> to reflect changes to the <i>Nursing Act</i> effective July 1, 2011, were approved. This was done on the basis that the changes are simply a reflection of a legislative change affecting NPs and not a CRTO policy change, and so that CRTO members can receive the information and important updates in a timely manner. It was also suggested that the changes related to NPs, and specifically the implications for RTs, be addressed in a webinar. Staff followed up and a joint webinar is being hosted by the CRTO and CNO on October 27 – during RT Week.</li> <li>§ The topic of “Social Media” was approved for development of the first inter-College, collaborative e-learning module for college members.</li> <li>§ Since there were insufficient nominations received to fill the Non-Council positions in District 6, the Committee agreed that an invitation for Non-Council applications and subsequent appointment for District 6 be sent out as soon as possible.</li> <li>§ The Committee approved a change to the Election Policy for the purpose of clarification: “The Candidate who receives the <u>most</u> votes is elected”. This is to distinguish from the candidate who gets the <u>majority</u> of votes.</li> </ul>	
5.4	<p><b>Registration Committee – May 28, 2011 – September 23, 2011</b> (submitted by Dorothy Angel, Chair)</p> <p>The Registration Committee had two teleconference meetings since the last Council.</p> <p><b>Referral Summary</b></p>	

ITEM	DISCUSSION			FOR ACTION BY
	No. of Referrals	Reason for Referral	Decision	
5.4 cont.	1.	Currency, conduct and competency issues	No decision – Panel requested additional information	
	1.	Currency issues	Decision to refuse to issue a certificate of registration	
<p><b>Approval of Certification Programs for Prescribed Procedures below the Dermis</b> The Committee reviewed and subsequently approved the Dr. Lancombe Sleep Dentistry certification program for Peripheral Vein Cannulation.</p> <p><b>Regulations</b> The <b>Registration Regulation</b> and <b>Prescribed Procedures Regulation</b> amendments have been submitted to the MOHLTC. The Registration Regulation has been finalized and posted on the Regulatory Register for input from stakeholders. The Ministry indicated that the draft regulation will move forward in its entirety (it was initially indicated that only the labour mobility provisions would proceed). At the September 8<sup>th</sup> meeting, the Committee had an opportunity to review the latest legislative counsel draft of the proposed Registration Regulation.</p> <p><b>Pre-Registration Process</b> Staff and the Registration Committee continue to implement the GAP analysis project recommendations. Five Pre-Registration applicants completed the <i>Introduction to Respiratory Therapy in Ontario</i> course offered by the CRTO. The course was developed by Jennifer Harrison and covered a number of topics related to self-regulation, standards of practice and professional conduct. All 5 applicants registered for the Conestoga refresher retraining program which started on July 15. The CRTO proctored the midterm and final examinations. The Registration Committee reviewed the Pre-Registration tools developed for the review/assessment process. The tools help to ensure that the College's criteria for the three Pathways are applied in a consistent manner.</p> <p>The Committee reviewed one pre-registration file and ratified a staff recommendation to refer the applicant to Pathway 3 (full-time RT program).</p> <p><b>Document Requirements Policy</b> Members of the Committee were asked to review the draft Application and Pre-Registration Document Requirements Policy. As part of the initial assessment process, applicants for registration (including pre-registration) are required to submit a number of documents. The College's registration decisions are based on these documents. The Committee recommends that Council approve the draft policy (agenda item 7.1.1).</p> <p><b>Draft Policy – Public Register – Notifications of Suspension/Revocation of a Certificate of Registration</b></p>				

ITEM	DISCUSSION	FOR ACTION BY
5.4 cont.	<p>The draft policy addresses Members’ inquiries with regard to information available to the public. The Registration Committee recommends that information related to previous administrative suspensions and/or revocations is not relevant to the Member’s suitability to practice and that it should not be available on the Public Register of Members. The draft policy has been posted for Council approval (agenda item 7.1.2).</p> <p><b>National Alliance Reports</b> The Registration Committee reviewed the following reports from the National Alliance:</p> <ul style="list-style-type: none"> <li>• C1 report: <i>Towards a Pan-Canadian Bridging Program for Internationally Educated Applicants</i> – at the September 8 meeting the Registration Committee made a motion to support in principle the proposed bridging framework as outlined in the report (see attached).</li> <li>• C1 report: <i>Towards a Pan-Canadian Framework for the Assessment of Internationally Educated Respiratory Therapists</i>.</li> <li>• C3 report: <i>Evaluation and Gap Analysis of the Canadian and American Certification/ Credentialing Process for Respiratory Therapists</i> – the Committee recommends that this report be presented to Council for feedback along with College’s position recognizing concerns raised as a result of the CRTO’s reviews of US RT programs (agenda item 7.1.3).</li> <li>• C3 report: <i>Development of Examination Matrix for Entry-Level Respiratory Therapists</i>– the Registration Committee recommends that Council approve the exam matrix (agenda item 7.1.4).</li> </ul>	
5.5	<p><b>Quality Assurance Committee – May 27 – September 23, 2011</b> (submitted by Michael Iwanow, Chair) Since the last Council meeting, the Quality Assurance Committee (QAC) has met twice at the CRTO office (June 6<sup>th</sup> &amp; Sept. 12th) and the following is a summary of what issues were discussed at that time:</p> <p><u>PORTFOLIO REVIEWER APPOINTMENT AND RETENSION</u> Each June, the QAC is required review the terms of its PORTfolio Reviewers with a focus on balancing the retention of experienced reviewers with the need to offer other RTs the opportunity to become Reviewers and providing them with the necessary experience. In that the <i>Fresh Start</i> program began in 2004, the majority of Reviewer’s maximal allowable term of nine (9) years would be at the end of 2012. Therefore, this was the first year that some Reviewer’s term was not renewed primarily due to the need for succession planning. To be equitable, it was recognized that it was essential to clarify the criteria used when the QAC does its three (3)-year term assessments of the PORTfolio Reviewers. This criterion has been added to the <i>QA Portfolio Reviews Procedure (QA-103)</i> and includes the following:</p>	

ITEM	DISCUSSION	FOR ACTION BY
5.5 cont.	<p><u>Criteria for Assessment of Portfolio Reviewer's Terms</u></p> <p>The following will be utilized as the criteria by which Portfolio Reviewers will be assessed:</p> <ul style="list-style-type: none"> <li>• Original appointment date</li> <li>• Attendance at yearly training session</li> <li>• Submission of assessments by the established deadline</li> <li>• Constructive feedback that they provide to Members <ul style="list-style-type: none"> <li>○ Is linked to the content of the portfolio;</li> <li>○ Offers rewording of Learning Goals;</li> <li>○ Provides useful suggestions; and</li> <li>○ Has an overall positive and supportive tone.</li> </ul> </li> </ul> <p>At the June meeting, three (3) RT Members were removed from the list of Portfolio Reviewers and thanked for their service. In addition, one (1) Member elected voluntarily not to continue as a Reviewer. Four (4) new RTs who had applied to become Portfolio Reviewers were welcomed to this working group. PORTfolio Reviewer Training is planned for this coming November.</p> <p><u>2011 RANDOM SELECTION</u></p> <p>Each year on Sept. 1<sup>st</sup>, CRTO randomly selects 8.5% of its Active Members. Members were advised in the August and September e-bulletins that this year's QA random selection notification would be sent out by email via the Informz platform. This platform allows for the tracking of such data as delivered emails, bounces and who has opened their email. All emails were delivered successfully; however as of Sept. 8<sup>th</sup>, it was indicated on the Informz reporting platform that 74 (out of 219) Members had not yet opened the email. All of those Members received a telephone call on Sept. 9<sup>th</sup>, informing them of their selection. In consultation with the Informz company it was determined that there are a few circumstances that can cause an email to appear not to be opened when in fact it has been viewed.</p> <p>The following is the 2011 Random Selection data as of Sept. 13, 2011:</p> <p># Randomly Selected = <b>219</b>  12 month deferrals from 2010 = <b>7</b></p> <hr/> <p><b>Total = 226</b></p> <p>Of the 219 randomly selected:</p> <ul style="list-style-type: none"> <li>• <b>43</b> had been previously selected (see Item 5.3i).</li> <li>• <b>2</b> had provided no email address to the College (these notifications were sent by courier).</li> <li>• <b>4</b> have indicated on their registration renewal that their preferred language is French.</li> <li>• <b>10</b> deferral requests have been received, which were considered by the QAC at the September meeting.</li> </ul>	

ITEM	DISCUSSION	FOR ACTION BY
<p><b>5.5 cont.</b></p>	<p>Now that all of the CRTO’s QA Program components are completed and submitted electronically, work is currently underway to automate the reporting process so that Members will be able to access the results of their PSA and PORTfolio assessment themselves in a timely manner.</p> <p><u>PROFESSIONAL STANDARDS ASSESSMENT (PSA) BLUEPRINT UPDATE</u>  The last update of the Blueprint document for the PSA was in June 2009. Since that time, several Professional Practice Guidelines (PPG) and Position Statements have been updated, and the <i>Infection, Prevention and Control Clinical Best Practice Guideline (CBPG)</i> was revised. In addition, the <i>CRTO Standards of Practice</i> has been updated and the <i>A Commitment to Ethical Practice</i> document was developed. Therefore, it was necessary to add this new information to the Blueprint and, in the case of any new standard that was added, a weighting was assigned to it by the committee.</p> <p><u>PORTFOLIO MODIFICATIONS</u>  Based on the feedback from Members and the observations of the Portfolio Reviewers and CRTO staff, the PORTfolio platform was modified to improve some of the functionality and to help ensure that Members are able to meet the established criteria for assessment. These revisions are completed in the testing mode and will soon be going live. Also, the French version of the PORTfolio is complete and will be available to Members once the revised platform is launched. Also underway are some improvements to the PORTfolio Reviewer assessment template.</p> <p>One of the requests that College staff heard very often from CRTO Members was that they wanted to have the ability to print their PORTfolio off in its entirety. Some said they just wanted to have a print copy for their own records but many Members indicated that either they or their employer wanted to incorporate their PORTfolio into their yearly performance review. The QAC discussed this matter, along with the cost implication of adding this function to the existing platform at the September meeting.</p> <p><u>REMEDATION PROCESS</u>  At the Sept. meeting, the QAC reviewed and approved a policy and procedure on the remediation of Members who do not meet the benchmark on the PSA and/or receive a “No” in one of the highly weighted PORTfolio assessment criteria. College staff and the QAC felt it was important to clearly outline to Members the process and timelines for remediation. These have now been formalized into a policy and procedure format and will be posted on the CRTO website shortly.</p>	
<p><b>5.6</b></p>	<p><b>Patient Relations Committee - May 27 – September 23, 2011</b>  (submitted by Kathleen Keating, Chair)</p> <p>Since the last Council meeting, there was one meeting of the Patient Relations Committee (PRC) at the CRTO office (June 29<sup>th</sup>). The following is a summary of what was discussed at that meeting:</p>	

ITEM	DISCUSSION	FOR ACTION BY
5.6 cont.	<p><u>PRC PLANNING PRIORITIES</u>  Effective communication with RT Members, the CRTO’s stakeholders and the public is a key objective for the PRC. Initiatives that are currently under consideration by the committee are aimed at:</p> <ul style="list-style-type: none"> <li>• Ensuring that a communication link with the RTSO is maintained for the purpose of sharing information that may be of importance to Members (e.g., research project funding opportunities);</li> <li>• Increasing Member engagement with the College and its related activities;</li> <li>• Evaluating the effectiveness of current tools used by the College to survey its Members and stakeholders and investigating what other mechanisms might be used to obtain feedback;</li> <li>• Providing RTs with the support required when they are speaking to the media and external agencies (e.g., CCAC’s);</li> <li>• Presenting to Ontario Home Respiratory Services Association (OHRSA) on the outcomes of the CRTO’s Long Term Ventilation project;</li> <li>• Optimizing the capacity of the College’s website to inform Members and the public (e.g. a link on the website to the Ontario Lung Association’s Ontario Lung Health Action Plan).</li> </ul> <p><u>BUSINESS CARDS</u>  The PRC has developed a “business card” to be provided to all RTs in Ontario during RT Week. These cards will have the IP address as well as a QR code that will link directly to the Respiratory Health Information page on the CRTO’s website and they can be utilized by RTs when providing patient education. It is anticipated that by offering members of the public easy access to the information housed on the College’s website, it will not only provide them with an educational resources, but will also assist in increasing their awareness of Respiratory Therapy as a regulated health care profession.</p> <p><u>SOCIAL MEDIA</u>  The PRC has begun to explore the use of social media as a communication tool, both from the perspective of how it is used by Members and how it might potentially be utilized by the College. The committee is aware of two (2) other health regulatory Colleges that use social media to reach out to their Members and the public. The College of Dental Hygienists of Ontario (CDHO) has a Facebook® page which it uses to inform its Members of upcoming College outreach events. And the Ontario College of Pharmacists (OCP) utilizes a Twitter® account in tandem with its emails and website communications as an additional means of connecting with its Members. The OCP also has an advertising spot on Facebook® with a link to that College’s website. The CRTO’s PRC will continue to investigate social media as a means of reaching out to its Members and the public.</p> <p><u>INFORMZ EMAIL PLATFORM AND SURVEY DEVELOPMENT</u>  The new Informz e-mail platform was launched in April 2011 and at the June meeting</p>	

ITEM	DISCUSSION	FOR ACTION BY
5.6 cont.	<p>the PRC reviewed the data captured for the April, May and June e-bulletins. This new email software has the ability to track various data, such as:</p> <ul style="list-style-type: none"> <li>• Number of emails sent vs. number delivered;</li> <li>• Soft and hard bounces;</li> <li>• How many Members opened the e-bulletin;</li> <li>• How many Members click the links and which links received the most clicks;</li> <li>• The type of email platform upon which it was received (i.e. desktop, web-based or mobile);</li> <li>• Within each of these email platforms, specifically which type of format the email received (e.g. within the mobile platform, was it iPhone, iPad, Blackberry, etc.);</li> <li>• If a link to the e-bulletin or any of its content was shared on Facebook®, LinkedIn® or Twitter®; and</li> <li>• How many of the emails were opened up in which country.</li> </ul> <p>For example, we know that 99.65% of all the June e-bulletins were successfully delivered to the Member’s server with only four (4) soft and six (6) hard bounces. 45.9% of those emails delivered appears as opened (however, there are several reasons why an e-bulletin that was in fact opened would appear that it was not) and that the item reminding the Members about utilizing PORTfolio platform was the most clicked-through link. The PRC will continue to review the Informz data at each meeting and use this information to look at ways to improve Member communication. Currently the College sends out monthly Exchange e-bulletins and semi-annual Exchange newsletters. This Fall the PRC will develop an assessment mechanism to evaluate the effectiveness of this new communication format, its content and the usefulness of the links.</p> <p><u>WEBINARS</u></p> <p>The PRC discussed possible topics for Member webinars, as they have proven in the past to be a cost-effective and relatively popular means of Member communication. The plan is to host a Webinar at least four (4) times per year on topics that are of importance and of interest to Members. A Webinar on the upcoming election and the outcomes of the RT Summit was held at the end of the June PRC meeting and two (2) of the committee members assisted in the presentation.</p>	
5.7	<p><b>Inquiries, Complaints &amp; Reports Committee - May 27 – September 22, 2011</b> (submitted by Gord Garshowitz, Chair)</p> <p>Since the last Council meeting the College has received two new complaints, two self-reports, one employer report, and the ICRC received one Registrar’s referral.</p> <p>During this period the ICRC also held five (5) teleconferences which resulted in:</p> <ul style="list-style-type: none"> <li>• one decision to accept the withdrawal of a complaint;</li> <li>• one decision to take no further action regarding a complaint;</li> <li>• one decision to issue a written caution regarding an employer report;</li> </ul>	

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	<ul style="list-style-type: none"> <li>• one decision to appoint a health inquiry panel regarding an employer report;</li> <li>• one decision to obtain a prosecutorial viability review; and</li> <li>• six (6) appointments of an investigator under Section 75(1).</li> </ul> <p>At this time the College has seven (7) remaining case files open at various stages of investigation:</p> <ul style="list-style-type: none"> <li>• four employer reports ;</li> <li>• two Registrar’s referrals; and</li> <li>• one complaints matter.</li> </ul>	
5.8	<p><b>Discipline Committee - May 28 – September 22, 2011</b> (submitted by John Schenk, Chair)</p> <p>There have been no referrals to the Discipline Committee and no hearings since the last Council meeting.</p>	
5.9	<p><b>Fitness to Practise Committee - May 28 – September 22, 2011</b> (submitted by John Schenk, Chair)</p> <p>There have been no referrals to the Fitness to Practise Committee since the last Council meeting.</p>	
5.10	<p><b>Professional Practice Committee – May 28 – September 22, 2011</b> (submitted by Paul Williams, Chair)</p> <p>The Professional Practice Committee (PPC) held two meetings by teleconference June 27<sup>th</sup>, 2011 and August 22, 2011.</p> <p>At its June 27, 2011 meeting, the PPC moved to recommend that Council approve the revised <i>Professional Practice Guideline: Responsibilities Under Consent Legislation</i> for approval for circulation to Members and stakeholders. In addition, the PPC reviewed and made recommendations to revise the <i>Professional Practice Guideline: Documentation</i>. At this meeting, the PPC directed the staff to begin drafting a new <i>Clinical Best Practice Guideline: Oxygen Therapy</i> based upon the outline proposed by the committee at its February 3, 2011 meeting. The development of the new CBPG Oxygen Therapy had been tabled at the May 9, 2011 meeting due to the prioritization of updates to the <i>CBPG Infection Prevention and Control</i> which were ratified by Council at the May 27, 2011 meeting.</p> <p>At its August 22, 2011 meeting the PPC moved to recommend that the Council approve the revised <i>Professional Practice Guideline: Documentation</i> for circulation to Members and stakeholders. The PPC also reviewed and revised the final draft of the proposed new Conflict of Interest regulation. After due consideration of the feedback presented from the MOHLTC’s ADP , the MOHLTC’s Health Professions Regulatory Policy and Programs Branch, legal counsel and CRTO staff, the PPC</p>	

ITEM	DISCUSSION	FOR ACTION BY
5.10 cont.	<p>moved to recommend that the proposed new Conflict of Interest Regulation be submitted to Council for approval of circulation to Members and stakeholders.</p> <p>The PPC has had a very busy and successful year to date achieving many of its goals, for example:</p> <ul style="list-style-type: none"> <li>• PPG: <i>Interpretations of Authorized Acts</i>- ratified February, 2011;</li> <li>• Submission to the MOHLTC of the proposed new Prescribed Substances Regulation- April, 2011;</li> <li>• Revisions to the CBPG <i>Infection Prevention and Control</i>- ratified May, 2011;</li> <li>• Review and revisions to the PPG: <i>Responsibilities under Consent Legislation</i> - pending circulation to Members and stakeholders this Fall;</li> <li>• Review and revisions to the PPG: <i>Documentation</i> – pending circulation to Members and stakeholders this Fall; and</li> <li>• Development of a new proposed Conflict of Interest Regulation – pending circulation to Members and stakeholders this Fall.</li> </ul> <p>The PPC reviewed and revised its Goals and Terms of Reference and moved to change the target date for completion of the CBPG: <i>Oxygen Therapy</i> to March 2012.</p> <p>In response to changes to the Public Hospitals Act, effective July 1, 2011, and impending changes to the <i>Nursing Act</i> on October 1, 2011 involving the practice of Nurse Practitioners and the practice of Respiratory Therapists in Ontario, the PPC moved to add two new goals to its Goals and Terms of Reference:</p> <ul style="list-style-type: none"> <li>• To review and revise the <i>Professional Practice Guideline: Orders for Medical Care(2006)</i>, target date 2012; and</li> <li>• To review and revise the <i>Position Statement on Medical Directives and the Ordering of Controlled Acts (August 2003)</i>, target date 2012.</li> </ul> <p>The PPC looks forward to considering the feedback from Members and stakeholders on the items to be circulated this Fall as well the next draft of the CBPG Oxygen Therapy at its next face-to-face meeting on November 1, 2011.</p>	
5.11	<b>In Camera Minutes of May 27, 2011</b>	
	<p><b>Moved: Kathleen Keating/Gord Garshowitz</b>  <b>That Council approve all Consent Agenda items.</b></p> <p style="text-align: right;"><b>CARRIED (UNANIMOUSLY)</b></p>	
6.	<b>NO AGENDA ITEM</b>	
7.	<b>LEGISLATIVE AND POLICY ISSUES</b>	
7.1	<b>Registration Committee Items</b>	
7.1.1	<p><b>Application and Pre-Registration Document Requirements Policy</b>  Dorothy Angel, Chair, advised that, as part of the initial assessment process, applicants for registration (including pre-registration) are required to submit numerous documents, which were identified. It was noted that the draft policy is</p>	

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	<p>based on CRTO's <i>Successful Completion of Education Program Policy</i> and the list of documents required has not changed. However, there is a new section on alternative documentation in exceptional circumstances where it may not be possible for the applicant to obtain the required documentation. If approved, the policy will replace <i>Successful Completion of Education Program Policy</i>.</p> <p><b>Moved: Dorothy Angel/Dave Jones</b>  <b>That Council approve the Application and Pre-Registration Document Requirements Policy.</b></p> <p style="text-align: right;"><b>CARRIED (UNANIMOUSLY)</b></p>	<p><b>POST ON CRTO WEBSITE</b></p>
<p><b>7.1.2</b></p>	<p><b>Public Register - Notations of Suspension/Revocation of a Certificate of Registration Policy</b></p> <p>Dorothy advised that, in July, the committee considered the issue of notations of past suspensions/revocations of Certificates of Registration on the public register. Paragraph 23(2)9 of the <i>Health Professions Procedural Code</i> requires that the Register of members contain <i>a notation of every revocation or suspension of a certificate of registration</i>. However, subsection 23(7) gives the Registrar some discretion in refusing to disclose to an individual or to post on the College's website information that is available to the public under subsection 23(5), <i>if the Registrar has reasonable grounds to believe that the information is obsolete and no longer relevant to the member's suitability to practise</i>.</p> <p>The policy states that notifications of <u>previous</u> (administrative) suspensions and/or revocations related to failure to renew membership (i.e., non-payment of fees or submission of annual renewal form) will be kept on file but that this information will not be included on the public register.</p> <p>It was noted that all information related to <u>current</u> administrative suspensions and/or revocations, and any suspensions and revocations related to discipline or fitness to practice proceedings as required by the Code, whether current or not, is public and posted on the CRTO website.</p>	
	<p><b>Moved: Dorothy Angel/Allan Cobb</b>  <b>That Council approve the Public Register – Notations of Suspension/Revocation of a Certificate of Registration Policy.</b></p> <p style="text-align: right;"><b>CARRIED (UNANIMOUSLY)</b></p>	<p><b>POST ON CRTO WEBSITE</b></p>
<p><b>7.1.3</b></p>	<p><b>Evaluation and Gap Analysis of the Canadian and American Certification/Credentialing Process for Respiratory Therapists Report</b></p> <p>Kevin provided detailed background information regarding this lengthy study, designed to inform decision-making regarding 'within Canada mobility and cross-border reciprocity' for certified/credentialed RTs. The research questions developed regarding the process were reviewed and similarities/differences identified, following which recommendations for NARTRB follow-up activities were provided.</p> <p>Kevin reviewed the following <b>key considerations</b> and described the interesting</p>	

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	<p>conclusions in detail:</p> <ul style="list-style-type: none"> <li>• Accreditation Mechanisms</li> <li>• Psychometric Properties of Exams</li> <li>• National Competency Profiles</li> <li>• Considerations for Labour Mobility</li> </ul> <p>Kevin reviewed <b>CRTO's Position Statement</b>.</p> <p>Christine, Kevin and Paul Williams responded to questions and discussion ensued.</p> <p><b>Moved: Kevin Taylor/Paul Williams</b>  <b>That Council approve the Position Statement with respect to the July 1, 2011 PES Report on Evaluation and Gap Analysis of the Canadian and American Certification/Credentialing Process for Respiratory Therapists for the National Alliance of Respiratory Therapy Regulatory Bodies.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	<p><b>SUBMIT TO NARTRB</b></p>
7.1.4	<p><b>Exam Matrix</b></p> <p>Kevin advised that, in February 2011, NARTRB contracted with the Professional Examination Service (PES) to develop a new exam matrix for the Canadian Board of Respiratory Care examination. The PES report outlines the methodology used to develop the matrix. He also advised that the Registration Committee has confidence in the process and methodology used and is recommending that the Examination Matrix and PES Report be approved by Council. Discussion ensued.</p> <p><b>Moved: Kevin Taylor/Michael Iwanow</b>  <b>That Council approve the new Examination Matrix as outlined on page 8 of the April 2011 PES Report on Development of an Examination Matrix for Entry-Level Respiratory Therapists for the National Alliance of Respiratory Therapy Regulatory Bodies.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	<p><b>SUBMIT TO NARTRB</b></p>
7.2	<p><b>Quality Assurance Committee Items</b></p>	
7.2.1	<p><b>Draft Remediation Policy and Procedure</b></p> <p>Michael Iwanow, Chair, advised that the QA Committee recognized the importance of clarifying the remediation process which Members may be required to undergo if a QA assessment is carried out and the results are unsatisfactory. The policy outlines the situations under which a Member may be offered or directed to undertake "remedial activities", examples of remediation and implications of failing to comply with a remediation direction from the QA committee.</p> <p>If approved, the policy will be placed on the CRTO website to assist Members to understand the remediation process.</p> <p><b>Moved: Michael Iwanow/Dorothy Angel</b>  <b>That Council approve the proposed QA Remediation Policy and Procedure.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	<p><b>POST ON CRTO WEBSITE</b></p>

ITEM	DISCUSSION	FOR ACTION BY
7.2.2	<p><b>Revised Quality Assurance Program Policy and Procedure</b>  Michael advised that this policy and procedure was revised to remove the section referring to QA’s remediation process and to outline the availability of the French language versions of the PSA and PORTfolio. Carole responded to questions and discussion ensued.</p> <p><b>Moved: Michael Iwanow/John Schenk</b>  <b>That Council approve the revised QA Program Policy and Procedure.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	POST ON CRTO WEBSITE
7.3	<b>Professional Practice Committee Items</b>	
7.3.1	<p><b>Revised Goals and Terms of Reference - Professional Practice Committee</b>  Paul Williams, Chair, advised that, in August 2011, the committee reviewed and revised its Goals and Terms of Reference. Two new goals were added and the target date for completion of the CBPG Oxygen Therapy was moved to March 2012.</p> <p><b>Moved: Paul Williams/Dave Jones</b>  <b>That Council approve the revised Professional Practice Committee’s Goals and Terms of Reference.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	FOR CIRC DEC AGENDA
7.3.2	<p><b>Proposed Conflict of Interest Regulation</b>  Christine provided the rationale for this regulation. She advised that, in 2009, HPRAC supported CRTO’s 2008 proposal that RTs be permitted to prescribe/order oxygen in hospital and community settings. The detailed rationale for the proposal was described and the recommendations from HPRAC to MOHLTC were noted (in the 2009 <i>Critical Links</i> report).</p> <p>Following a review of the 3<sup>rd</sup> draft of the COI regulation in August 2011, the PPC agreed to submit the regulation to Council for consideration. Paul noted in his report that one of the PPC’s <i>Goals and Terms of Reference</i> was to develop a COI Regulation by December 2011.</p>	
7.3.2 cont.	<p><b>Moved: Paul Williams/Carrie-Lynn Meyer</b>  <b>That Council approve the proposed new Conflict of Interest regulation for circulation to members and stakeholders for feedback.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	FOR CIRC DEC AGENDA
7.3.3	<p><b>Proposed Revisions to the PPG Responsibilities Under Consent Legislation</b>  Paul advised that this PPG required review in order to ensure that amendments to the <i>Health Care Consent Act</i>, effective July 2010, were accommodated, and to ensure that the document is relevant to current respiratory therapy practice. He noted that the committee had targeted completion of the updates to this PPG by September 2011.</p>	

ITEM	DISCUSSION	FOR ACTION BY FOR CIRC DEC AGENDA
7.3.4	<p><b>Moved: Paul Williams/Jesse Haidar</b>  <b>That Council approve the proposed revisions to the PPG Responsibilities Under Consent Legislation for circulation to members and stakeholders for feedback.</b>  <b>CARRIED (UNANIMOUSLY)</b></p> <p><b>Moved: Paul Williams/Tracy Bradley</b>  <b>That Council approve the proposed revisions to the PPG Documentation for circulation to members and stakeholders for feedback.</b>  <b>CARRIED (UNANIMOUSLY)</b></p>	
8.	<b>OTHER BUSINESS</b>	
8.1	<p><b>Next Meetings</b>  Council Meeting – Thursday, December 1, 2011  Education Session – Friday, December 2, 2011</p>	
9.	<b>ADJOURNMENT</b>	
	<p><b>Moved: Amy Massie</b>  That the meeting be adjourned.  <b>CARRIED (UNANIMOUSLY)</b>  The meeting adjourned at 10.15 a.m.</p>	