

College of Respiratory Therapists of Ontario Ordre des thérapeutes respiratoires de l'Ontario

PRESIDENT:

BILL BUTLER RRT, RRCP

VICE-PRESIDENT:

KEITH OLIMB RRT, RRCP

COUNCIL MEMBERS

William Butler RRT, RRCP *Chair*
Keith Olimb RRT, RRCP *Vice-Chair*
Moti Costa
Anthony Cunningham RRT, RRCP
Jagan Dhawan
Michael Duben
Gloria Hinton
Ellen Holmes RRT, RRCP
Lydia Jones
Donald Kirkpatrick
Susan Martin RRT, RRCP
James McCormick RRT, RRCP
Robert Slattery
Paul Stewart RRT, RRCP
Peter Szkorla RRT, RRCP

NON-COUNCIL COMMITTEE MEMBERS

Donald Charkavi RRT, RRCP
Brent Dionne RRT, RRCP
Jeff Earnshaw RRT, RRCP
Harold Featherston RRT, RRCP
Daniel Fryer RRT, RRCP
Carole Hamp RRT, RRCP
Chris Harris RRT, RRCP
Allison Kean RRT, RRCP
Carmen Kergl RRT, RRCP
Lynda McCrae RRT, RRCP
Bernard McNamara RRT, RRCP
Mike Milks RRT, RRCP
Jason Proudman RRT, RRCP
Martin Rennick RRT, RRCP
Dale Schwartz RRT, RRCP

STAFF

Gord Hyland *Registrar and CEO*
Melanie Jones *Acting Coordinator of Evaluations*
Amelia Ma *Coordinator of Administrative Services*
Mihaela Mihu *Receptionist/Secretary*
Monifa Morgan *Acting Registration Officer*
Christine Robinson *Coordinator of Investigations and Legislative Affairs*
(to be hired) *Professional Practice Advisor*

PRESIDENT'S REPORT: January to June 2002

The first six months of this year were busy ones for the Executive Committee and the College. In addition to several changes in committee composition, we also had to deal with significant changes in the roles performed by staff. However, all in all, we have fared quite well. Notable highlights can be summarized as follows:

- ◆ The new members of the Executive Committee, as elected by Council at the November 2001 meeting, are Bill Butler (*Chair - profession member*), Keith Olimb (*Vice Chair - profession member*), Jagan Dhawan (*public member*) and Donald Kirkpatrick (*public member*).
- ◆ The remainder of committee appointments were established by the Executive Committee and took effect February, 2002.
- ◆ The Executive Committee met 4 times in person and 3 times via teleconference to consider a number of issues including: recruitment of the new Registrar; financial matters and the 2002/03 budget; committee composition; proposed By-law amendments; policy and legislative issues; and the January 4, 2002 submission of the RTSO. In addition, the members of the Executive Committee have met with the RTSO and the CSRT.
- ◆ The Executive Committee considered 3 referrals. One matter was resolved through an Agreement and Undertaking with the member, in one case no action was taken, and a third matter is still under consideration.
- ◆ The Executive Committee accepted the resignation of Ms. Margaret Carter, Director of Professional Practice effective January 30, 2002.
- ◆ Mediation meetings were re-initiated between the CRTO and the RTSO and have continued with favourable results to date. Progress reports have been published on both the CRTO and RTSO websites. The most recent meeting was May 1, 2002.
- ◆ A search for the position of Registrar was undertaken through a consulting company, Association Resource Centre (ARC). Interviews were held and a short list was determined and referred to Council for subsequent interviews. Council met to interview the candidates recommended by the Executive Committee and it was Council's decision to offer the position to Mr. Gord Hyland. Mr. Hyland subsequently accepted the offer, and started as Registrar on April 8.
- ◆ Our special thanks to Christine Robinson who served as Acting Registrar from Dec. 1, 2001 until April 7, 2002.
- ◆ The Executive Committee is currently undertaking a major review of the By-laws for Council's consideration.

Bill Butler
President

A MESSAGE TO THE MEMBERS OF THE CRTO, FROM YOUR NEW REGISTRAR

Allow me to introduce myself as your new Registrar. I have been given this exciting challenge and opportunity by the Council of the College, and I have been entrusted with the overall management and administration of the College's work to fulfill its mandate. As you know, the public of Ontario, through the Legislature, has given the profession of Respiratory Therapy (and other regulated professions) the privilege of *self*-regulation, with a requirement to maintain the protection and safety of patients and clients from harm. This is accomplished under the *Regulated Health Professions Act* and the *Respiratory Therapy Act*, by having a Council composed of a majority of Respiratory Therapists elected by you, the Members of the College, and joined by Public Council members appointed by the government. The main duty of the Council and Committees of the College is to establish Regulations, Bylaws, policies, guidelines, standards and programs, all designed to uphold the highest level of knowledge, practice, care and ethics of the profession. The main duty of the Registrar, and his dedicated Staff, is to implement and carry out the policies and directives of the Council and Committees. Having been a Registrar for another health profession for over eleven years, I am very familiar with the types of issues Respiratory Therapy has dealt with. These issues, and the current ones, speak not only to the maintenance of this privilege of self-regulation in the interests of patients, but also the establishment of rules for the Members of the profession, that are seen by them as both *fair* and *appropriate*. In my experience, what is good for the public is also, in almost all cases, good for the profession, and vice-versa. The College, the professional associations (RTSO and CSRT), and all Respiratory Therapist members must be able to communicate and resolve issues on a mutually respectful basis, because they are all part of the same profession. I plan to use my knowledge, experience and skills as a regulator to assist our Council in helping all the Members of the profession serve the public well and have the satisfaction of making a real contribution to Respiratory Therapy in Ontario. One of my personal goals, as I said to the Council during my interview, is to have all 1,900 Ontario Respiratory Therapists be able to say that they are *proud* to be Members of this College.

I look forward to meeting you and working with you in the future, in attaining all our mutual goals, and maintaining the high standards of the profession. I wish you well in your careers as Respiratory Therapists.

Gord Hyland
Registrar & CEO

COUNCIL HIGHLIGHTS AND COLLEGE UPDATE

CRTO Staff and Staffing Update

I wish to thank all the CRTO Staff, and especially Christine Robinson, who served as Acting Registrar from December 1, 2001 to April 7, 2002, for the very warm welcome and comprehensive orientation which they gave me upon my arrival on April 8. In my short time here, I have seen and appreciated the hard work, dedication and loyalty that our Staff has demonstrated. I know you will join with me in thanking our Staff for their valuable contributions through some difficult times, and hope that you will also find the time to express your appreciation personally to them for all that they do.

Currently, the Staff is made up of the following people: Christine Robinson is the Coordinator of Investigations and Legislative Affairs. Amelia Ma is the Coordinator of Administrative Services. Our Coordinator of Evaluations, Jennifer Lithgow, is on maternity leave and gave birth on April 26 to a baby girl. We wish Jennifer and her family all the best during her maternity leave. During Jennifer's leave, Melanie Jones is the Acting Coordinator of Evaluations, and Monifa Morgan is the Acting Registration Officer. Our Secretary-Receptionist is Mihaela Mihu.

I also want to express my thanks for the warm welcome from Council and Non-Council members, especially the President, Bill Butler. I look forward to maintaining a friendly and collegial team relationship with the Council and Committees, which along with the Staff have the onerous duty to set and carry out fair and reasonable policies, which both protect the public and give the Members of the College input into the self-regulation of the profession. The privilege of self-regulation is not to be taken lightly, and by working with all of our members, other stakeholders and the public, we can ensure that this privilege is maintained.

Members of the CRTO

A number of College Members, including department managers, supervisors and front-line therapists, took the time to call or email their welcome to me as their new Registrar. I am grateful for this, and in my general message which was posted to three web sites (CRTO, RTSO and CSRT), and is reproduced in this issue of the *College Update*, I expressed my goals of better communications and meetings with all the College's members, as well as the ultimate goal of having them express pride in their membership in the CRTO.

CRTO Web Site

It is part of my vision for the CRTO that we become a "web-centric" organization, and use our web site and internet access to foster both consultation with our members and the input of

information directly to the College, thus saving publishing and mailing costs, and making it easier to involve College members in our policy issues.

Legislation

Privacy of Personal Information Act

The Federation of Health Regulatory Colleges of Ontario (FHRCO) continues to meet with the government officials responsible for the drafting of this very important legislation. The impact on Colleges, as well as the impact on Respiratory Therapists as custodians of patient health information, is being monitored, and any concerns are being expressed by FHRCO on behalf of all the Colleges. We all want to see a system that is both respectful of the privacy of individuals and workable by both health care providers and their regulatory Colleges.

Incorporation

Again, we are working with the other Colleges, through FHRCO, to prepare for the By-laws, Fees, Regulations, Policies and forms that need to be in place for the implementation of this new legislation. We do not foresee a great deal of requests by members to incorporate their practices, but we must implement the legal framework for it, even if only a few choose to do so.

Advertising, Conflict of Interest and Delegation Guidelines from the Ministry of Health and Long-Term Care (MOHLTC)

The CRTO and FHRCO are continuing to review the Ministry's draft guidelines. No meetings have been held recently on these topics. We will keep you posted on these issues.

Registration Regulation Amendments

The proposed amendment to the College's Registration Regulation, proposed by Council to ensure compliance with the labour mobility rules (Chapter 7 of the Agreement on Internal Trade) for all professions, was returned by the MOHLTC for the inclusion of more details from the Mutual Recognition Agreement. The MOHLTC's labour mobility Coordinator is Jacklyn Campbell, and she will be consulting with us in the near future about our amendment, in order to ensure that we comply with Chapter 7. The new wording of the amendment will need to be brought back to Council for discussion and decision as a new proposal.

Education Day for Council, Non-Council and Staff: September 14, 2002

The Staff has come up with a number of ideas for presentations at this year's Education Day. These include a seminar on governance models, presentations by the professional associations on their mandate and viewpoints on issues, and possibly a review of the main points of the Strategic Plan.

Elections 2002

Districts 3, 4 and 6 are up for election on October 1, 2002 for both Council members and Non-Council Committee members. The Notice of Election and Nomination Form has been sent to all members in a separate package.

By-laws

The CRTO By-laws will be reviewed by the Executive Committee and Staff, to update and streamline some of the provisions (please see note to members below).

Federation of Health Regulatory Colleges of Ontario (FHRCO)

The President and the Registrar attended the annual meeting of the Federation of Health Regulatory Colleges of Ontario, and met with our counterparts from the 20 other health care regulators in Ontario. It was a productive and interesting meeting, and we will continue to participate in the information-sharing activities of this group. The Federation is also recognized by the Ministry as a major stakeholder in consultations about health care issues and legislation.

Gord Hyland
Registrar & CEO

Amendment to PPG Registration and Use of Title, concerning Name Badges

Council recently approved an amendment to the CRTO Professional Practice Guideline ('PPG') on *Registration and Use of Title* concerning the use of names on name badges. The amendment permits members to use either their first initial and full last name, or their first name and last initial together with their CRTO registration number, along with their full professional title, on name badges. A copy of the amended PPG is included in your package and can be found on the CRTO website. Please note, that in accordance with Council's recent decision, the PPG has been amended so that the term "member" rather than "registrant" is used throughout. Please keep a copy of the PPG on file for reference.

Joint Communiqué of May 1, 2002 Meeting Between the CRTO and RTSO

On May 1, 2002, the CRTO and the RTSO held another joint meeting as part of the ongoing mediation process. Shane Donaldson (President), Sue Dunnington, Sue Jones and Gail Lang represented the RTSO, and Bill Butler (*President*), Jagan Dhawan (*Chair of Quality Assurance and member of the Executive Committee*), Paul Stewart (*Chair of Registration Committee*), Gord Hyland (*Registrar and CEO*) Christine

Robinson (*staff*) represented the CRTO. Richard Culver appeared on behalf of the RTSO to present the RTSO's proposal on the Quality Assurance Program. Lisa Feld (*Mediator*) and Melanie Jones (*CRTO staff*) joined the group for some portions of the meeting. The following are highlights of the meeting:

The group officially welcomed Gord Hyland to the meeting. Each item on the RTSO's January 4, 2002 submission was discussed.

1. Regarding clarification of the Minister of Health's October 1, 2001 letter, the RTSO is awaiting written clarification from the Ministry and Bill Butler, on behalf of the CRTO, is sending an additional request for clarification.
2. Regarding a Code of Conduct for all members of Council, a proposal is being submitted to Council for discussion at the May 31, 2002 Meeting. The College will also establish a mechanism for dealing with concerns/complaints about Council and non-Council members, both public and professional.
3. Regarding reducing the number of public members and increasing the number of profession members on Council, any decision on the ratio of public to profession members of Council would be made by government. However, the concept of non-Council public member pool was discussed and it was recommended that issue be raised with government/Federation of Health Regulatory Colleges.
4. Regarding increasing the length and frequency of the mediation meetings it was agreed that, in addition to the mediation sessions, the regular meetings that used to take place between the CRTO and RTSO prior to CRTO Council meetings resume.
5. Regarding ensuring that a member from the Board of Directors of the RTSO participates in the selection of a new Registrar. This issue has been resolved by the appointment of the new Registrar, Gord Hyland.
6. Regarding returning to the original By-laws, the CRTO Executive Committee has undertaken to review the By-laws on an ongoing basis and a number of proposed changes are anticipated. The membership will be consulted regarding any proposed changes and the RTSO was invited to make submissions on specific articles of the By-laws.
7. Regarding the practice of having legal counsel present at Council meetings, this issue is under review by the College and its counsel.
8. Regarding developing a mutually respectful relationship with the RTSO, there is an ongoing mutual effort to forge cooperation and respect on behalf of both organizations.
9. Regarding accreditation, dialogue between the CRTO, CSRT and CoARTE is ongoing, and the issue is under consideration by the CRTO Registration Committee.
10. Regarding the requirement that the chair of a statutory committee be a profession member of Council, an explanation of the chair's role will be prepared for the CRTO newsletter so that this position is better understood.
11. The issue of a CRTO Financial Review Committee is already under consideration and is on the May 31, 2002 Council Meeting agenda.
12. Regarding the "ex-officio member of committees" status of the Registrar, while it is imperative that the Registrar attend all committee meeting, it was felt a clear definition of the term "ex-officio" was needed. This is under consideration by the CRTO Executive Committee.
13. Regarding the public member orientation, Bill Butler asked the RTSO to give a 50 minute presentation at the September 2002 Education Day.
14. Regarding the use of alternative dispute resolution for the complaints process, the College already negotiates joint resolutions in complaints and discipline matters although the specific term 'ADR' is not used. The staff will prepare an explanation of negotiated joint resolutions for the CRTO newsletter.
15. Concerning the issue of disclosing CRTO salaries in excess of \$100,000.00, as a non government-funded organization this requirement does not apply.

Registration Regulation Issues

All the Registration Regulation issues raised by the RTSO have been referred to the Registration Committee for review. In addition, the CRTO reported that AIT talks are resuming at the end of the month and dialogue between the CRTO, CSRT and CoARTE regarding accreditation is ongoing. A survey was carried out via the CRTO web site on the "registrant" vs "member" issue, and the results were considered by the Registration Committee at the May 8, 2002 meeting. The Registration Committee made a recommendation to Council that holders of certificates of registration be referred to as members of the College from hereon.

Quality Assurance Issues

All the Quality Assurance issues raised by the RTSO have been forwarded to the CRTO Quality Assurance Committee for review. As part of the review the CRTO will be requesting and considering submissions from stakeholders including the RTSO and membership.

Relationship and Trust Issues

1. Regarding developing an environment within the CRTO administration and Council that will treat the members with respect and sensitivity and work toward regaining the trust of the membership, this is an ongoing goal of the College.
2. Regarding accountability of the Registrar, it was

confirmed that the Registrar is accountable to the Executive Committee and the Council, and staff are accountable to the Registrar. In addition, both the Registrar and the staff are responsive to the concerns and issues of the membership.

3. Regarding the professional misconduct charges, the CRTO is still awaiting the decision of the Health Professions Appeal and Review Board.
4. Regarding recognizing boycotters as conscientious objectors and taking no further action against them. The Quality Assurance Committee's Fresh Start proposal is detailed in this newsletter.
5. Regarding communicating with the members in an open and non-threatening manner, this is an ongoing goal of the College, and it was noted that Gord Hyland's message to the membership was very well received.
6. Regarding the request to reverse the demand to collect legal costs from the RTSO, a written rationale from the RTSO is pending.
7. Regarding a fee reduction, no fee increase or reduction is being sought for 2002/2003.
8. Regarding, developing a relationship with the members that is open to alternatives and feedback, this is the mutual goal of the CRTO/RTSO and the recent web site survey is an example.
9. Regarding the reporting of feedback, there is a commitment to accurately reflect the views of stakeholders. The *CRTO Update* is being reviewed by the Patient Relations Committee prior to publication.
10. As part of the QAP review the College will review the RTsPC survey conducted in 1998.
11. The issue of correspondence to Council members was discussed. Bill Butler and Gord Hyland explained the necessity of opening mail addressed to Council members so that copies of all correspondence are kept on file, and so that copies are directed to the appropriate committee/staff person. Any correspondence for Council members that is personal should be marked "personal, private and confidential", and will be forwarded by staff unopened.
12. Regarding a process for complaints regarding College employees, Council and non-Council members, see item 2 under "Administration and Governance" and item 2 under "Relationship and Trust Issues".

During the second half of the meeting Richard Culver made a presentation on behalf of the RTSO entitled "Reviewing the CRTO Portfolio Program: Closing the Gap between the CRTO Registration CQI Portfolio and the standard in Professional Portfolios" and a Proposed QA Portfolio Program. The College invited Richard to give the same presentation directly to the QA Committee.

Internet Access Survey

The CRTO is considering increasing its use of the College web site as a means of keeping members up to date with the latest developments and issues. As part of this communications plan we need to ensure that our members have access to the web site via the Internet. You can help us by completing this survey which is available on the web site (www.crto.on.ca), or indicating your preferences on this page and sending a photocopy of this page to the College, by fax (416-591-7890), or by mail (CRTO, Suite 2103, 180 Dundas Street West, Toronto, ON M5G 1Z8) by August 15, 2002.

I have convenient access to the internet and am able to browse the CRTO web site, take time to read the documents, and print copies of them if I want to. yes no

I have a HOME e-mail address yes no

If you answered "yes" to the question above:

In future, I would be interested in receiving general College information to my HOME e-mail rather than receiving regular printed mail yes no

Name: _____

CRTO Membership Number: _____

Date of Birth for Verification: _____
(DAY / MONTH / YEAR)

Home e-mail address: _____

Thank you in advance for your participation

New and retiring Council Members and Non-Council Members of Committees

Bette Faichney, who was appointed as a public Council member in 1996, and served on the Executive, Registration, Patient Relations and Complaints Committees, left the College when her term ended in March of this year. Last December the College said goodbye to Larry Burke RRT, RRCP, who served as member of Council for District 4 from November 2000 to December 2001, and Shari Cole RRT, RRCP, who served as a Non-Council member for District 2 from November 2000 to November 2001. We extend our thanks for their efforts and dedication, and wish them the very best in their future endeavours.

As a result of a vacancy in District 4, Susan Martin RRT, RRCP was appointed to Council in March 2002 and Gloria Hinton, from London Ontario was appointed by the Lieutenant Governor as a public member of Council in April 2002. Gloria has been appointed by the Executive Committee to the Registration, Discipline and Fitness to Practise Committees. Susan has been appointed to the Discipline and Fitness to Practise Committees. We welcome both Susan and Gloria as members of the Council.

REVIEW OF CRTO BY-LAWS

The CRTO By-laws are being reviewed by the Executive Committee and Staff, to update and streamline some of the provisions. The Executive Committee will give its recommendations to Council later in the year.

The proposed changes will then be sent to all College Members for comment. However, if you currently have any ideas for this project, please write to the Registrar as soon as possible.
We need your input!

Under the CRTO's Rules of Procedure the Chair of Council only votes on a matter to break a tie vote. Committee and Panel Chairs vote on matters along with the other members of the Committee/Panel. It is important to note that, other than performing the duties above, the Chair has no special authorities or powers, and where there is a vote, the Chair's vote carries equal weight to that of the other Council/Committee/Panel members.

We heard from you - "member" or "registrant"

The concept of "self-regulation" by the members of a profession, in the public interest, is enshrined in the *Regulated Health Professions Act* and the *Respiratory Therapy Act*, as it is in the legislation that governs many other professions, both health and non-health. One of the most obvious signs of this is that both Acts, as well as the Regulations under the Acts, use the word "member" to mean a member of the regulatory College (a person whose certificate of registration is revoked or suspended is not a member of the College). A number of years ago, the College elected to use the word "registrant", to distinguish Respiratory Therapists/Respiratory Care Practitioners as College members, from persons who are members of voluntary professional associations such as the RTSO and the CSRT. However, concerns have been expressed that the use of this term alienated Respiratory Therapists/Respiratory Care Practitioners from their College, and in fact contradicted the concept that Respiratory Therapists/Respiratory Care Practitioners govern themselves as a profession, through the Council and Committees of the College. This spring we asked for your opinion on the term used to refer to a holder of a certificate of registration - "member" or "registrant". The survey was launched on the web site on April 6 and when it closed on May 6 about 17% of the total College membership had responded. Here are the results ...

voted for MEMBER	306	(93.3% of valid votes)
voted for REGISTRANT	8	(2.4% of valid votes)
voted for EITHER	14	(4.3% of valid votes)
total valid votes	328	

The results were included in a Registration Committee report that was presented to Council at the May 31, 2002 meeting. During the meeting Council supported the recommendation of the Registration Committee and unanimously approved a motion that the College revert to using the term "member" to refer to a holder of a certificate of registration, consistent with the legislation. Because of the number of College documents and forms affected, this change will be implemented over time, to save costs. Thank you to all those who participated in this survey.

FAQ



What is the role of the Chair of a Committee?



During the course of any Committee meeting it is essential to have one individual who has been selected to take certain official responsibilities including setting the agenda and date, seeing that the rules of procedure are followed during the meeting, and making sure that a written record (minutes) of the meeting is kept. This person is called the presiding officer or "Chair". At the CRTO the Chair at Council meetings is the President of the College, who is elected by the members of Council. Chairs of Committees are selected by the Executive Committee, and the Chair of a Panel is selected by the Chair of the Committee. A Vice-Chair is also elected (to Council) or appointed (to Committees) to perform the role of Chair in the event the Chair is absent. In all cases the role of the Chair is essentially to demonstrate leadership and facilitate discussion and encourage all members to participate in Committee discussions and ensure that the Committee operates in accordance with the policies and procedures of the College. The specific responsibilities of the Chair include:

- 1. Calling the meeting to order and announcing the adjournment of the meeting*
- 2. Developing the meeting agenda.*
- 3. Ensuring minutes of the meeting are taken, reviewing the draft minutes prior to distribution, and signing the approved minutes.*
- 4. Reviewing the quarterly budget statements and ensuring the Committee remains within budget.*
- 5. Completing the Committee meeting report form authorizing the amount of per diems to be paid to members who have attended meetings.*
- 6. Submitting an Annual Report of the Committee's activities to Council at the end of each fiscal year.*
- 7. Assisting with the orientation of new Committee members.*

**PROPOSAL FOR AMENDMENT TO BY-LAW NO. 9 - 2001, ARTICLE 33.08
(Reduction of Penalty Fees)
CRTO Request for Member Feedback**

At the February 22, 2002 meeting, Council approved a proposed revision to article 33.08 of CRTO By-Law No. 9 - 2001, for circulation to members of the College. If the proposed revision receives final approval by Council it will have the effect of reducing the late penalty fee to \$100.00 from \$250.00 effective March 1, 2003. The proposed change is printed below. **Bold** type indicates the proposed new fee, ~~strike out~~ signifies removal of the existing fee. Please note that the proposed revision does not affect penalty fees relating to the lifting of suspensions and revocations set out in articles 33.10 and 33.12.

Proposed by-law revision

33.08 If a registrant fails to pay the annual fee on or before the day on which the fee is due, the registrant shall pay a penalty fee of ~~\$250.00~~ **\$100.00** in addition to the annual fee.

Should you have any comments on the proposed revision, please forward them to the College by **September 1, 2002** at the latest so that they can be pre-circulated to Council for consideration at the September 13, 2002 Council meeting:

by mail: "BY-LAW REVISIONS - 33.08",
College of Respiratory Therapists of Ontario, Suite 2103, 180 Dundas Street West, Toronto,
Ontario, M5G 1Z8
by fax: (416)591-7890
by e-mail: crto@crto.on.ca

Invitation for applicants to Non-Council Committee position

As a result of a vacancy in electoral District 2, the Executive Committee is inviting applications for the position of Non-Council Member of Committee. To be eligible for appointment the applicant must hold an active General or Limited certificate of registration and practise or reside in electoral district 2, and meet the eligibility requirements listed under article 10.08 of the By-law.

Major Responsibilities

Non-Council Committee members have a general responsibility to the public and to the College and are expected to:

- ◆ Become familiar with the objectives and jurisdiction of the College as well as the relevant statutes, regulations, by-laws, guidelines and policies applicable to the profession including the Regulated Health Professions Act and the Respiratory Therapy Act.
- ◆ Maintain an awareness of current issues, policies and trends related to the provision of health services and the regulation of health professionals in the province of Ontario in order to anticipate and respond to changing priorities.
- ◆ Participate actively in, and contribute to, the deliberations and decisions of any assigned College Committees, and consider the general public interest in such decision making. Through such participation, professional members ensure that the College acts within its mandate, and that the decisions made are to optimize public protection.
- ◆ Participate in the development, establishment and maintenance of standards, guidelines, programs, by-laws and regulations under the Respiratory Therapy Act.
- ◆ Facilitate the appointed (public) Council members' understanding and knowledge of the profession.
- ◆ Assist in the development of College policies, procedures and practices that achieve the objectives of the College in a manner which is open, equitable, understandable and accessible to all citizens of Ontario.
- ◆ Identify potential conflicts of interest so that they may be dealt with in a timely and appropriate manner.
- ◆ Maintain confidentiality and exercise sound judgement in carrying out College business.

Accountability

Non-Council Committee members have a responsibility for effective and constructive participation in college decision-making and for carrying out assigned duties. Non-Council Committee members are accountable to the public of Ontario and to the Council.

Time Commitment

Non-Council Committee members are expected to attend all required Committee meetings, panels and hearings (to which they are appointed), the frequency of which may be determined by, but not limited to, the goals of the Committees. Non-Council Committee members should be prepared to devote between 6 and 15 days each year to College business, in Toronto. (The actual number of days is dependent upon which Committees a Non-Council member is appointed to.) Non-Council Committee members are provided with an agenda and relevant documentation prior to each meeting, and are expected to arrive at each meeting informed and prepared to discuss current issues, and make appropriate decisions.

Please forward applications to the attention of the Registrar by August 1, 2002.

What's your opinion? "Respiratory Therapist" or "Respiratory Care Practitioner"

In 1999 the College adopted "Respiratory Care Practitioner" as the term used to identify members of the College. At the same time, holders of General/Graduate/Limited certificates of registration became required to use the professional designations "RRCP", "GRCP", and "PRCP" respectively, in addition to the previously permitted professional designations "RRT", "GRT" and "PRT".

The current Registration Regulation states that General/Graduate/Limited holders of a certificate of registration **may** use the professional title Registered Respiratory Therapist or Registered Respiratory Care Practitioner, Graduate Respiratory Therapist or Graduate Respiratory Care Practitioner, Practical Respiratory Therapist or Practical Respiratory Care Practitioner (or the equivalent in French) in all written and spoken and communication. The regulation also states that members **shall** (must) use the designation RRCP/GRCP/PRCP, in all documentation and **may** use RRT/GRT/PRT if they so choose.

In its January 4, 2002 submission to the College the RTSO requested that the College:

Reverse the decision to change our professional designation to "Registered Respiratory Care Practitioner" from "Registered Respiratory Therapist". This issue is under review by the Registration Committee and once again we are asking members for their point of view. Please note the survey results will be only part of the whole title/designation issue to be considered by the committee. Other information may include title protection, Provincial and Federal legislation.

You may participate in the survey on the College web site at www.crto.on.ca, by mail or by faxing a copy of this survey to the College at (416)591-7800 by August 15, 2002. Thanks for your input.

Paul Stewart RRT, RRCP
Chair, Registration Committee

Registration number _____
CRTO #

Date of birth _____
d/m/yr

The title that best reflects the practice of the profession is:

- respiratory therapist with the designation RRT
- respiratory care practitioner with the designation RRCP
- either respiratory therapist or respiratory care practitioner

If you would like to give reasons for your choice, or make any comments, please enter them here:

Notice of Upcoming Public Meetings

September 13, 2002	Annual Meeting	time to be determined
September 13, 2002	Council Meeting	time to be determined
November 29, 2002	Council Meeting	time to be determined
February 28, 2003	Council Meeting	time to be determined

Unless otherwise advised, all Council meetings are held at 180 Dundas Street West, 19th floor Conference Room, Toronto, Ontario. The meeting agendas are posted on the College website at www.crto.on.ca shortly before the meeting, or may be obtained by telephoning the College. Please call the College office, to confirm the starting times, and to reserve a seat.

A Fresh Start for the Quality Assurance Program

On October 1, 2001, the Minister of Health and Long Term Care asked the College to postpone future writings of the *Core Competencies Evaluation* (CCE), and place on hold related Quality Assurance Committee actions, except in cases where individual members may pose immediate and serious patient safety issues. The Executive Committee immediately halted the CCE for quality assurance purposes, and the Quality Assurance Committee immediately ceased any related enforcement actions against individuals who had declined to participate in the CCE. The College therefore complied with the Minister's request.

Since then, as the Regulations require, the remaining components of the *Quality Assurance Program* have remained in place. Some members of the College have expressed concerns that the *Professional Portfolio* review and the submission of *Practical Competencies Verification* (PCV) forms should not be asked of individuals who were selected for these components through the same random selection process that identified them for the CCE. The Quality Assurance Committee has debated this issue for some time.

At the Council Meeting on May 31, 2002, a resolution was proposed by the Quality Assurance Committee which was adopted by Council as follows:

1. Members who have complied with and who have been found to be meeting the expectations of the *Quality*

Assurance Program not including the (CCE) during the period of December 1, 2000 to June 1, 2002, will have their names removed from the pool for random selection for the review of the professional portfolios and practical competencies verification forms for a period of three (3) years, commencing June 1, 2002.

2. Members who have complied with the *Quality Assurance Program* in part only, not including the (CCE) or who have complied and had further requirements made of them during the period of December 1, 2000 to June 1, 2002, will have their information re-reviewed. If no immediate and serious patient safety issues are identified, the member will be given the option of:
 - (i) complying with the panel's former recommendations within the time frame previously specified by the panel and subsequently having his/her name removed from the pool for random selection for the review of the professional portfolios and practical competencies verification forms for a period of three (3) years commencing June 1, 2002; or
 - (ii) ceasing participation with the current process and requirements and being placed in the pool for random selection for the review of the portfolios and practical competencies verification forms commencing with the next random selection (2003).Where the panel identifies immediate and serious patient safety issues with respect to a member, the panel will take all reasonable measures to address those concerns expeditiously in a manner consistent with the principles of quality assurance.
3. Members who have declined to cooperate with any requests to provide information about their professional portfolios or practical competencies verification forms during the time period December 1, 2000 to June 1, 2002, will be given the option of:
 - (i) submitting their professional portfolio within 4 weeks and submitting the practical competencies verification forms within 6 weeks, or
 - (ii) being placed in the pool for random selection for the review of the portfolios and practical competencies verification forms commencing with the next random selection (2003).

Correspondence specific to each member of the College who falls into one of the above categories will be sent in July 2002. Questions or concerns should be directed to the Registrar, by phone, mail, fax or e-mail at hyland@crto.on.ca

DISCIPLINE COMMITTEE - DECISION SUMMARY

The CRTO publishes decisions of the Discipline Committee in accordance with the *Regulated Health Profession Act, 1991*. The following is a summary of the Panel's decision in the sole hearing held since the last Update.

André Bourdages of Hearst, Ontario

This matter came before the Discipline Committee on March 20, 2002 as a result of referral by the Executive Committee of the College of Respiratory Therapists of Ontario (the "College"). The Member advised the College in advance that neither he nor his legal representative would be present at the hearing, and consented to the hearing taking place in his absence.

Allegations and Plea

It was alleged in the Notice of Hearing that André Bourdages (the "Member") was guilty of professional misconduct in that between February 2001 and May 2001 he made inappropriate comments, including comments of a sexual nature, to two teenaged women while they were on a co-op placement at the Hospital at which he was employed as a Registered Respiratory Therapist/Respiratory Care Practitioner. It was alleged that this conduct constituted professional misconduct as defined in paragraphs 2 (standards of practice), 5 (abusing a client), 25 (contravening a law) and 29 (disgraceful, dishonourable or unprofessional conduct) of section 1 of Ontario Regulation 753/93 as amended. The member admitted the allegations.

Agreed Statement of Facts

The College and the Member were in agreement as to the facts and provided the panel with a signed Agreed Statement of Facts and Joint Submission on Finding. In summary, the Member acknowledged that between February 2001 and May 2001 he made inappropriate comments to two teenaged women while they were on co-op placement at the Notre Dame Hospital at which the Member was employed. Some of the comments were made over the internet, on a chat line, and some of the comments were made directly to the respective women.

Finding of Professional Misconduct

Based on the Agreed Statement of Facts and Joint Submission on Finding and after due consideration of the issues the panel accepted the Member's admission and found that the comments to both Students A and B were sexual in nature and constituted unprofessional conduct.

Joint Submission on Penalty

The College and the Member presented a Joint Submission on Penalty to the Panel. In addition, the Joint Submission on

Finding included an appendix which contained the decision summary of a previous case in which the Member was found guilty of professional misconduct by the College. In that case, the Member submitted an account or charges for services that he knew to be false or misleading. He was ordered to serve a one month suspension, pay a fine of a thousand dollars and be reprimanded.

The Panel agreed with the Joint Submission on Order (Penalty) and ordered that it take effect as of March 20, 2002 as follows:

1. That the Certificate of Registration of the Member be suspended for a period of two (2) months;
2. That there be terms, conditions, and limitations upon the Certificate of Registration of the Member:
 - ◆ that the Member not work alone with female clients under the age of eighteen (18) years, including patients, students and research subjects until such time as the College has reasonable assurances acceptable to the Registrar, provided by regulated health professional such as a psychiatrist or psychologist acceptable to the Registrar, that the behaviour outlined in the Joint Submission on Finding will not be repeated;
 - ◆ that the member successfully complete, to the satisfaction of the Registrar, a course that addresses gender sensitivity, boundary issues and sexual harassment prevention in the workplace acceptable to the Registrar within twelve (12) months following March 20/02. The course can be an individualized program provided by a counselor acceptable to the Registrar.

The panel agreed with the Joint Submission for a number of reasons. The Member had been unemployed almost a year, will likely have great difficulty finding employment after serving his suspension, acknowledged his wrong doing at the first opportunity, cooperated with the College thereby obviating the necessity for two vulnerable witnesses to testify, and has expressed genuine remorse.

The Panel expressed concern that the Member was not present to enable the Panel to administer an oral reprimand. It was explained by counsel for the College that it had not sought an oral reprimand because of the considerable expense that the Member would have had to incur to travel from Hearst, Ontario in order to receive the reprimand. The Member had lost his job ten months previously and was experiencing significant financial difficulties. The Panel noted that the conduct engaged in by the Member was an extremely serious breach of his professional responsibilities which has brought the profession into disrepute. The Member's actions

have had a profound effect on two teenaged women, their families, on the public as a whole and on other important stakeholders in the provision of health care including the Hospital, the educational institutions with whom it is in partnership in co-op programs and other health care professionals.

The Role of Informal Resolutions in Complaints and Discipline Matters

We were asked by members to provide an explanation of “ADR” or alternate dispute resolution. Although the CRTO does not use the term “ADR” we have been using forms of informal resolution for some time and legal counsel for the College, Richard Steinecke, has authored this explanation.

Informal resolutions are an increasingly common method of dealing with complaints and discipline matters, both at this College, and elsewhere.

An “informal resolution” is where a dispute is disposed of by agreement rather than a ruling after a contested proceeding. It can take many forms including the following:

Ms. Green calls the College because Ms. Red, a member, has not submitted a form Ms. Green needs for ADP. Rather than simply asking Ms. Green to submit a formal complaint, College staff first call Ms. Red, learn that Ms. Red has just returned to work after a protracted illness, and obtain Ms. Red’s commitment to get the form submitted by the end of the week.

Mr. Brown has filed a formal complaint against his colleague, Mr. Blue, for engaging in a conflict of interest by referring hospital clients to his home services company without disclosing his interest in the company. Mr. Blue acknowledges the conduct but says that he did not appreciate it was a conflict of interest. The Complaints Committee asks Mr. Blue to sign an Acknowledgement and Undertaking to stop his current practice, to comply with the College’s Conflict of Interest Guideline and to undergo unannounced inspections of his practice to ensure his compliance with the Guideline over the next year at his expense. Mr. Blue agrees and the complaint is not referred to discipline.

To all Members:

Please be advised that the College is able to assist you in any practice-related issues which concern you. Until the new Professional Practice Advisor is hired, we are able to access the expertise of outside consultants (members of CRTO) and have been since Feb. 1, 2002. Please feel free to discuss your issue with us, and we will be happy to assist you.

Ms. Pink is referred to discipline for failing to maintain the standard of practice of the profession in respect of a number of pediatric patients. Ms. Pink agrees to admit the allegations. The College and Ms. Pink jointly submit to the Discipline Committee that it impose certain terms, conditions and limitations relating to retraining, supervision and monitoring.

These informal resolutions can be called Alternate Dispute Resolution (ADR), however, the College usually does not usually use that term because some people associate it only with the use of independent, formally trained, mediators. Both ADR and informal resolution can be done with or without such mediators.

The benefits of informal resolution include:

- ◆ More creative solutions than are usually imposed through legal proceedings are often achieved. These creative solutions can focus on solving the underlying problem rather than simply punishing the member with the hope that the member will then solve the problem.
- ◆ Since the member agrees to the resolution, the member is more likely to commit to making the changes that will benefit the public as well as the member.
- ◆ There is less disruption, cost and stress for the member, the complainant and witnesses and the College than would occur through formal proceedings.

Since the College is a party to the informal resolution, it can ensure that the public interest is protected. While the resolution might be different than what could have resulted through a hearing, it is not a concession. The goal is to achieve the best possible outcome for everyone concerned, including the public. In serious matters a statutory committee with both professional and public representation will approve any resolution before it becomes final.

Richard Steinecke
Legal Counsel

Name Your Newsletter Contest!

The search is on for a new name for the College newsletter. All members are invited to send their entries to the “Name Your Newsletter Contest” by September 1, 2002,
by mail: College of Respiratory Therapists of Ontario,
180 Dundas Street, Suite 2103, Toronto, ON M5G 1Z8
by fax: 416-591-7890
e-mail: crto@crto.on.ca

Entries will be judged by the Patient Relations Committee with a profession-related book prize going to the member whose entry is selected.

REGISTRATION CHANGES

As of June 30, 2002 (since publication of the December 2001 College Update)

Anyone interested in the status of any person is advised to contact the College directly.

Welcome to New Members of the College

Edith Eki Abusomwan	Thomas Dupuis	Shawn Jacobson	Chris Miller	Ivanette Stubbart
Nadia Argirovski	Jennifer Dy	Darryl Joseph	Becky Mueller	Olga Szadyj
Kendra Bairstow	Sarah Enriquez	Alvina Joseph	Sameena Najmuddin	Mathieu Tanguay
Kimberley Bassett	Leah Ferket	Petra Jurman	Sabrina Ng	Caroline Tessier
Thevia Belisle	Zelia Figueiredo	Bonnie Kerr	Jennifer Oakes	Marie-Eve Tessier
Meigan Bergen	Francesco Fiorenza	Arnold Kwok	Lisa Palozzi	Lisa Thibert
Kelly Bergeron	Melody Flick	Tanya Laite	Rosa Paolercio	Melanie Thrower
Diane Bernier	Tanya Franken	Mireille Levac	Stefanie Parashyniak	Andrea Tkachuk
Erin Blamey	Rosalynn Gallo	Amanda Lewis	Preeya Patel	Karen Tremelling
Karwan Bonni	Fayez Ghanem	Belinda Lohnes	Mélanie Piché	Allison Turner
Dawn Brunelle	Michelle Girard	Lesia Lord	Lisa Potter	Gurvinder Tut
Laura Carr	Leanne Goodfellow	Annie MacArthur	Karine Potvin	Rebecca Uy
Caroline Charron	Lisa Graydon	Colleen MacDonald	Lori Reimer	Tim Voteary
John Chen	Rajdip Grewal	Kristin MacLean	Allison Robins	Elizabeth Walton
Lisa Coes	Jamie Gutzman	Denise MacLeod	Ally Lynne Ruzycski	Jennifer West
Danielle Crozier	Lisa Hamilton	Stephanie McLellan	Denise Schinkelshoek	Alean Wingenroth
Jennifer DeBruyn	Leanne Havlin	Genevieve Mailloux	Sara Scott	Tracy Wojcik
Jeffrey Dionne	Fang-Ho Gloria Hsieh	Corry Marchildon	Seema Singh	Jennifer Woodbeck
Karen Driscoll	Vivian Ip	Wayne Mason	Tammy Lynn Spoelder	Sasa Zanic
Ken John Dunn	Amanda Israel	Ken Merrick	Kimberley Stacey	

Members Reinstated

Allyson Adams	Andrew Crossman	Artemis Ferrando	Anthony Todd Hunt	Craig Murray Whidden
Andre Bourdages	Sheila Cullen	Sarah Goodier	Erin Papineau	
Louise Chartrand	Ellen Dianasnes	Lisa Gray	Gregory B. Smith	

Members Suspended

The certificates of registration of the following persons are currently under suspension for non-payment of fees. These individuals are not permitted to use the title “respiratory care practitioner” or “respiratory therapist”, or to engage in the practice of respiratory care/therapy in the province of Ontario. They are not Members of the College.

Richard Bowman	Francis Dallaire	Susan Gates	Rod MacDonald	Marc Rochon
Stewart Campbell	Stéphane Delisle	Christine Gayer	Marc Mayer	Debbie Schrott
Karyn Clark	J. Lynn Dickie	Paul Kruschinske	Lisa Nesbitt	Anabela Tucker
Placide Colas	Roxanne Dubois	Deodat Lillie	Gerald Rivet	Raymond Tye
				James Webster

Members Automatically Revoked under Registration Provisions

Dolly Anand	John Carinci	Joyce Fournier	Paula Marsden-Spearn	Iris Rawlings
Sandra Anderson	Greg Courtland	Mary Lynn Futers	Douglas Maynard	Wm. Brent Robbins
Earl Araneta	Gary Cuming	Cindy Goletski	Denise Naar	Sultan Temam
Nidhi Arora	Derek Damron	Tamisa Hornak	Denise Potvin	Patricia Varma
Eda Atthill	Tami Dean	Vinaya Kulkarni	John Plumb	Aurora Ward
Beata Benimana	Cornelis Dieleman	Edmund Leung	Etienne Quesnel	Debra Watson
Darrin Bunker	Emily Dipietro	Robert McCabe	Ana Ramirez-Arias	Margaret Woolsey

Members who Resigned by Request

Luanne Calcutt	William Frampton	Marilyn Laing	Mary Lunau	Claude Perron
Margaret Carter	Marie-Christine Goulet	Suzanne Langlais	Dawn Mantin	Sylvie Roy
Peter Conteduca	Lloyd Gudnason	David Leebody	M. Monica Reilly	Kristen Ryan
Christine Dafeo	Terry Heatherley	Leslie LeGresley	Sheila Naftel	Melinda Suich
Kimberley Downey	Marjorie Innes	Jennifer Lochhead	Natwaral Naik	Colleen Thivierge
Larry Ferguson	Michel Lacroix	Anna Carol Love	Claire Parent	Ronald Thompson