



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

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## CRTO Council Meeting Minutes

Held on May 29<sup>th</sup>, 2020 from 9:00 am to 4:00 pm

Location: Zoom Meeting

### Attendance:

#### Board Members:

Christina Sperling, RRT - **Chair**  
Allison Chadwick, RRT - **Vice Chair**  
Kelly Arndt, RRT  
Michelle Causton, Public Member  
Rhonda Contant, RRT  
Andrea Winters, RRT  
Lindsay Martinek, RRT

Kelly Munoz, RRT  
Monique Forster, Public Member  
James Lexovsky, Public Member  
Yvette Wong, Public Member  
Kim Morris, Public Member  
Jody Saarvala, RRT

#### Staff:

Kevin Taylor, RRT, Registrar & CEO  
Carole Hamp, RRT, Manager Quality Practice  
Amelia Ma, Manager Finance & Office  
Janice Carson-Golden, Manager of  
Communications  
Temeka Tadesse, IT & Database Specialist  
Lisa Ng, Manager of Registration

Shaf Rahman, Manager of Professional Conduct  
Sophia Rose, Coordinator of Professional  
Conduct  
Denise Steele, Professional Programs  
Coordinator

#### Guest:

Lanjuan Wang, CPA, CA, Auditor

#### Regrets:

Jeff Earnshaw, RRT

## 1.0: INTRODUCTION AND GUESTS

Christina Sperling, RRT, Chair, welcomed Council Members, guest and staff to the meeting.

## 2.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for May 29<sup>th</sup>, 2020. Item # 5.1 Meeting Minutes the date was incorrect.

**Motion # 1** MOVED BY Andrea Winters, RRT, and SECONDED BY Lindsay Martinek, RRT, to recommend that Council approve the Meeting Agenda for May 29th, 2020.

**MOTION # 1 CARRIED.**

## 3.0: STRATEGIC ISSUES

### 3.1 FINANCIAL AUDIT 2019 - 2020

(Guest: Lanjun Wang, CPA, CA, Auditor)

The CRTO's audit provided an overview of the College of Respiratory Therapists of Ontario's draft audited financial statements and explained some of the processes involved with the CRTO's financial audit.

The following are highlighted from the draft audited financial statements:

#### Statement of Operations:

- Revenues – the CRTO received **\$2,155,554** in registration and renewal fees in 2020 as compared to **\$1,915,361** in 2019;
- Expense: Salaries and Benefits – the CRTO paid **\$1,044,204** in salaries and benefits in 2020;
- In general the expense for 2020 is **\$232,240** less than in 2019;
- In 2020 the net gain was **\$279,579**.

#### Cash flow:

- The cash flow from registration and application fees is **\$2,172,294**;
- A slight increase in the amount of interest received in; 2020;
- The CRTO spent some money in purchase of furniture and equipment, net cash flow during the entire year is **\$179,212**.

**Motion # 2** MOVED BY Michelle Causton, and SECONDED BY Kim Morris. It is recommended that Council approve the 2019 - 2020 Financial Audit as presented.

**MOTION # 2 CARRIED**

### **3.2 APPOINTMENT OF AUDITOR 2020 – 2021**

It was determined by Council to re-appoint Hilborn LLP as the auditor for 2020 - 2021.

**Motion # 3** MOVED BY Lindsay Martinek, RRT, and SECONDED BY Monique Forster that Council approve the re-appointment of the Auditor for 2020 to 2021.

**MOTION # 3 CARRIED**

### **3.3 ANNUAL REPORT 2019 - 2020**

Kevin Taylor, Registrar & CEO presented to Council the draft 2019-2020 Annual Report. Council was pleased with the overall look of the report and no further changes were suggested.

**Motion # 4** MOVED BY Jody Saarvala, RRT , and SECONDED BY Yvette Wong, that Council approve the 2019 – 2020 Annual report as presented.

**MOTION # 4 CARRIED**

## **4.0: OPERATIONAL & ADMINISTRATIVE ISSUES**

### **4.1 REGISTRAR + STAFF ACTIVITY REPORT**

Kevin Taylor, Registrar & CEO, reported on general CRTO activities and initiatives.

Key Initiatives:

- The CRTO developed an emergency registration policy. The policy was developed to expedite the registration process by eliminating barriers to registration. This included RTs that were previously registered within the last 5 years and are able to practice and students that are in 3<sup>rd</sup> year in a recognized Ontario program.
- To help offset the cost, application fees were waved and registration fees were deferred for 6 months.

- Members were encouraged to register with the Ministry of Health (MOH) through the HealthForceOntario Health Care Provider Recruitment.
- CRTO staff tracked daily registration statistics and this information was relayed to the MOH.
- Many media outlets reached out to the CRTO with interest in our registration practices.

## 4.2 FINANCIAL STATEMENTS

Council reviewed the financial statements as of April 30, 2020.

## 4.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio as of April 30, 2020.

## 4.4 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration presented to Council the membership statistics. The total membership reported was **3,788**. The CRTO received **381** applications for registration from March 1, 2019 May 1, 2020. Out of the total number of applications received, **337** are graduates of an Ontario RT program, **19** are graduates from other provinces, and only **25** of them is a graduate from outside of Canada.

## 5.0: CONSENT AGENDA ITEMS

### 5.1 MINUTES FROM MARCH 6<sup>TH</sup>, 2020

Council reviewed the Minutes from March 6<sup>th</sup>, 2020. Kelly Munoz, RRT suggested that the in-camera session be added to the minutes.

### 5.2 EXECUTIVE COMMITTEE REPORT

(Submitted by Christina Sperling, RRT, Chair)

The Executive Committee has met one (1) time since the March 2020 Council meeting.

Highlights of the Executive Committee's activities are outlined below.

The Executive Committee:

- Reviewed all financial and investment statements for this period;
- Reviewed the results of our financial audit;
- Developed a draft Council agenda for the meeting on May 29, 2020.

## 5.3 REGISTRATION COMMITTEE REPORT

(Submitted by Christa Krause, RRT, Chair)

There have been no meetings of the Registration Committee since the last Council meeting.

Panels of the Committee held two meetings on the following dates:

- April 30, 2020;
- May 8, 2020

### Referral Summary

Reason for Referral	Decision
Two applications for change to terms, conditions and limitations imposed on Members' General Certificates of Registration.	Two applications approved. In one of the application, the Panel agreed to change the terms, conditions and limitations to allow the Member to perform specific procedures without supervision.  In the other application, the Panel agreed to change the terms, conditions and limitations to allow the Member to accept delegation to communicate a diagnosis to the individual or his or her personal representative.
Conduct issue – one application for a General Certificate of registration	To issue a General Certificate of Registration if the Applicant completes a Specified Continuing Remediation Program (SCERP).
Currency requirement - one application for reinstatement (from inactive).	To issue a General Certificate of Registration with terms, conditions and limitations (including direct supervision requirement).

## 5.4 QUALITY ASSURANCE COMMITTEE REPORT

(Submitted by Rhonda Contant, RRT, Chair)

Since the last Council meeting, there was one meeting of the Quality Assurance Committee (QAC) on January 22, 2020 (via teleconference). The following is a brief summary of the activities related to the QAC that have been ongoing since the last Council meeting:

### 2020 Relevant elearning Module

This year's module consists of highlights from the following recently revised practice standards & guidelines:

- CRTO Standards of Practice

- Orders for Medical Care Professional Practice Guideline (PPG)
  - including Diagnostic Ultrasound
- Am I Practising Fact Sheet

The French version of the 2020 Relevant e-learning module was reviewed by a French-speaking RT Member to ensure accuracy and ease of reading. As of March 1<sup>st</sup> 122 Relevant modules remained incomplete and 1<sup>st</sup> past due emails and letters were sent out to all those Members who have not yet completed Relevant.

### **2020 PORTfolio Submissions**

724 PORTfolios are due to be submitted on or before April 1, 2020. Members were given between early January and March 1<sup>st</sup> to declare any potential conflict of interest. The 40 PORTfolio Peer Assessors have now been given their list of PORTfolios to review and have until the 15<sup>th</sup> of March to declare any conflict of interest they might have. PORTfolio will then be reviewed during the month of April and coaching sessions will take place in the first 2 weeks of May. All Members who submitted their PORTfolio in 2020 will receive their results no later than June 1<sup>st</sup>.

As of March 1<sup>st</sup>, 259 PORTfolios have already been submitted (a total of 724 are due by April 1<sup>st</sup>).

### **2020 Launch RT Jurisprudence Assessment**

The French version of the 2020 Launch RT Jurisprudence Assessment was reviewed by a French-speaking RT Member to ensure accuracy and ease of reading. As of March 1<sup>st</sup>, 40 new CRTO Member have completed this year's assessment, with an average score of 79% (range 57% to 95%), three rewrites and two SCERPs.

## **5.5 PATIENT RELATIONS COMMITTEE REPORT**

- No items for this meeting.

## **5.6 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)**

(Submitted by Allison Chadwick, RRT, Chair)

### **ICRC Deliberations:**

Since the last Council meeting the ICRC held two teleconference meetings. One of the meetings was regarding a Health Inquiry and the other one was regarding an Employer Report.

### **Health Inquiries:**

- 1.) The health inquiry stemmed from an Employer Report in which it was reported that the Facility suspected that the Member may have drunk alcohol during work hours and then proceeded to provide patient care. The Report clarified that there were no patient care concerns, however,

given the account of a colleague, who witnessed the Member taking a sip out of a clear bottle in the RT break room (which was later determined to contain wine), the Facility terminated the Member's employment. The Registrar, based on this information, opened a health inquiry. The Member provided a response in which the Member indicated an underlying health concern which the Member attempts to "self-medicate with the use of alcohol". The Member's health care providers provided very limited information. The Registrar provided the results of the health inquiry to a Panel of the ICRC. After review of the Registrar's memo, the Panel of the ICRC ordered that the Member to attend for an independent medical evaluation (IME) to determine the extent of the Member's health conditions. Once the IME report is obtained, the Panel will determine the next steps. Accordingly, the health inquiry is ongoing.

#### **Employer Reports:**

2.) The Employer Report alleged that the Member was suspended for a period of time, as a result of sharing pictures of a patient with very unique trauma, with other staff at the Facility, who were not a part of the patient's circle of care. The Member received the pictures on her phone from a resident doctor at the Facility. She then showed and sent the pictures to 4 other staff members of the Facility. The Panel of the ICRC conducted a very detailed and lengthy consideration of this matter, and decided to order the Member to engage in a Specified Continuing Education or Remediation Program (SCERP) related to professional ethics and boundaries. Further, the Member is to attend before the Panel to be cautioned. The Member will also submit an essay in which the Member will address the following points:

- Recognizing the importance of maintaining the privacy and confidentiality of patient's personal health information, and its relevance/impact on patient care.
- Why the allegation against the Member may represent breaches of privacy and confidentiality of personal health information, according to CRTO's Standards of Practice, legislation, and all of the Facility's policies related to privacy and confidentiality.
- What the Member has learned from engaging in learning modules/videos/learning materials as referenced in her response to investigation into her conduct.
- What the Member will do to ensure that similar incidents do not reoccur.

The Panel reasoned that due to the Member reporting the incident to the CRTO prior to the Employer Report, taking full accountability for her actions, being remorseful, and proactively engaging in learning and practice reflection in the areas of patient privacy and confidentiality; the Panel's decision would highlight the seriousness of the Member's actions and further assist the Member in learning from this incident, ensuring that the Member not repeat her actions and be an advocate for patient privacy and confidentiality.

#### **New Matters:**

Since the last Council meeting, the CRTO received four new matters, three of which were Employer Reports and one Public Complaint. Of the three Employer Reports, one was determined to not warrant an investigation, as during the inquiry stage, the Registrar did not have reasonable and probable grounds to believe that the Member had committed an act of professional misconduct or was

incompetent. The other two Employer Reports and one Public Complaint are currently being investigated.

## 5.8 DISCIPLINE COMMITTEE

- No items for this meeting.

## 5.9 FITNESS TO PRACTISE COMMITTEE

- No items for this meeting.

**Motion # 5** MOVED BY Michelle Causton and SECONDED BY Kelly Arndt, RRT, to recommend that Council approve all consent agenda items.

**MOTION # 5 CARRIED**

## 6.0 COMMITTEE ITEMS ARISING

### 6.1 EXECUTIVE COMMITTEE ITEMS

- No items for this meeting.

### 6.2 REGISTRATION COMMITTEE ITEMS

- No items for this meeting.

### 6.3 QUALITY ASSURANCE COMMITTEE ITEMS

#### 6.3.1 PD PROGRAM – COMPETENCY ASSESSMENT FOR UNACCREDITED GRADUATES

Rhonda Contant presented to Council the rationale for the changes to the policy on the Professional Development Program - Competency Assessment for Unaccredited Graduates.

Key Points:



- Applicants who are registered members in good standing in another Canadian jurisdiction can apply to become registered in Ontario under the labour mobility provisions of the *Agreement on Internal Trade*. Occasionally, an applicant under this provision may have either: Graduated from programs offered outside Canada either in respiratory therapy or in a closely related field; or graduated from unapproved Canadian Respiratory Therapy programs that are not accredited by Accreditation Canada.
- The CRTO is required to register the applicant through the *The Labour Mobility Act*. However, the [QA Regulation](#) (O. Reg. 79/12 – Part VI) and the Power of the QA Committee with the [RHPA](#) (s.80.2) enable the QAC to select members to “*undergo peer and practice assessments on the basis of criteria specified by the Committee and published on the College’s website at least three months before the member is selected on the basis of that criteria*” (s.36(1)b).
- The peer and practice assessment may include “*requiring the member to participate in simulations, peer assessments, practice setting reviews, case studies or any other mechanism designed to assess the member’s knowledge, skill and judgment*” (s.36(3)e).
- The QA regulation also provides the QAC the ability to appoint assessors [s.37(1)] and receive the report from the assessors [s.39. (1)]. If the individual is unsuccessful in their assessment, based on the established assessment criteria, the Powers of the Committee in the Health Professions Procedural Code of the RHPA (s.40. (1)3), the QAC may: Direct the Registrar to impose terms, conditions or limitations for a specified period to be determined by the Committee on the certificate of registration of a member.

**Motion # 6** MOVED BY RhondaContant, RRT, and SECONDED BY Jody Saarvala, RRT, that Council approve the revised policy for the Professional Development Program.

**MOTION # 6 CARRIED**

## 6.4 PATIENT RELATIONS COMMITTEE ITEMS

- No items for this meeting.

## 6.5 INQUIRES COMPLAINTS AND REPORTS COMMITTEE ITEMS

- No items for this meeting.

## 6.6 DISCIPLINE & FITNESS TO PRACTISE COMMITTEES ITEMS

- No items for this meeting.

## 7.0 LEGISLATIVE AND POLICY ISSUES:

- No items for this meeting.

## 8.0: OTHER BUSINESS

- No items for this meeting.

## 9.0: NEXT MEETING

### **Next Council Meeting:**

Friday, September 25, 2020 at 09:00 to 16:00

### **Location:**

Council: TBD

## 10: ADJOURNMENT

### **Adjournment**

**MOTION # 7** MOVED BY Kelly Arndt, RRT, and SECONDED BY Kim Morris to adjourn the Council Meeting.

**MOTION # 7 CARRIED.**

The May 29<sup>th</sup>, 2020 Council Meeting adjourned at 11:00 am.