



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
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## **CRTO Council Meeting Minutes**

**Scheduled on December 4<sup>th</sup>, 2020 from 9:00 am to 12:00 pm**

**Location: Virtual meeting via Zoom Videoconference**

### **Attendance:**

#### **Board Members:**

Allison Chadwick, RRT - **Chair**  
Rhonda Contant, RRT - **Vice Chair**  
Andriy Kolos, Public Member  
Kim Morris, Public Member  
Katherine Lalonde, RRT  
Lindsay Martinek, RRT  
Michelle Causton, Public Member

Kelly Munoz, RRT  
Brad Bedford, Public Member  
Yvette Wong, Public Member  
Jeff Dionne, RRT  
Jody Saarvala, RRT  
Jeff Earnshaw, RRT

#### **Staff:**

Kevin Taylor, RRT, Registrar & CEO  
Carole Hamp, RRT, Deputy Registrar  
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, Coordinator Professional  
Programs

#### **Guests:**

Tracy Bradley, RRT  
Laura Dahmann, RRT  
Ginette Greffe-Laliberté, RRT  
Bruno Tassone, RRT  
Christa Krause, RRT

#### **Regrets:**

## 1.0: INTRODUCTION AND GUESTS

The meeting was called to order at 9:00am. Kevin Taylor, Registrar & CEO, welcomed Council, Staff and guests to the meeting.

## 2.0: EXECUTIVE COMMITTEE ELECTIONS

Kevin Taylor, Registrar & CEO provided an overview of the Executive Committee election process, referring to the Election Policy that had been provided for Council's information.

Following a confirmation that all nominees were appropriately nominated and eligible to stand for election, the Registrar declared the following Council members as acclaimed to the Executive Committee for a one-year term:

<b>President</b>	Allison Chadwick RRT
<b>Vice President</b>	Rhonda Contant, RRT
<b>Members</b>	Michelle Causton, Public Member Lindsay Martinek, RRT Yvette Wong, Public Member

The Registrar congratulated the new Executive Committee and asked that the President, Allison Chadwick, RRT, take the Chair and conduct the proceedings of Council.

## 3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for December 4<sup>th</sup>, 2020.

A new item, Item 8.2 Council Vacancy - District 5 was added to the agenda.

**Motion # 1**      MOVED BY Lindsay Martinek, RRT, and SECONDED BY Rhonda Contant, RRT, to recommend that Council approve the Meeting Agenda for December 4th, 2020.

**MOTION # 1 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 continues to monitor daily stakeholder updates by the Ministry of Health (MOH) Emergency Operations Centre (EOC) and the Critical Care Secretariat of Ontario (CCSO). The role of the CRTO is to be prepared to review our standards and licencing practices in the event of a surge due to the COVID-19 pandemic. The CRTO continues to update the membership on information relevant to RTs in Ontario.
- The deferral of registration fees during the Emergency Registration period is now closed.
- The deadline for Professional PORTfolio completion was extended for RTs, and those that were unable to submit by the deadline were granted a deferral to the following year. Notifications for the 2021 submission have been sent out to the membership.
- The CRTO continued to receive complaints and reports during the pandemic. Although the provincial emergency orders allow the CRTO flexibility with meeting timelines, CRTO staff continue to manage the caseload in a timely fashion.

## 4.2 FINANCIAL STATEMENTS

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

## 4.3 INVESTMENT PORTFOLIO

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

## 4.4 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration presented to Council the membership statistics. The total membership reported was **3,772**. The CRTO received **166** applications for registration from March 1, 2020 to November 24, 2020. Out of the total number of applications received, **155** are graduates of an Ontario RT program, **28** are graduates from other provinces, and **13** are graduates from outside of Canada.

## 5.0: CONSENT AGENDA ITEMS

### 5.1 MINUTES FROM SEPTEMBER 25<sup>TH</sup>, 2020

Council reviewed the Minutes from September 25<sup>th</sup>, 2020 and no changes were made.

## 5.2 EXECUTIVE COMMITTEE REPORT

(Submitted by Allison Chadwick, RRT, Chair)

The Executive Committee addressed 3 issues since the September 2020 Council meeting.

The Executive Committee:

- Reviewed applications for Non-Council Committee vacancies in Districts 4 and 6 and subsequently appointed Ron Southwell and Ginny Martins for District 4, as well as Laura Dahmann for District 6,
- Made the following committee appointments:
  - Andriy Kolos – ICRC, Discipline and Fitness to Practise Committees, and
- Developed a draft Council agenda for the meeting on December 04, 2020.

## 5.3 REGISTRATION COMMITTEE REPORT

(Submitted by Christa Krause, RRT, Chair)

Since the last Council meeting, the Registration Committee held two panel meetings on the following dates:

- October 23, 2020
- December 2, 2020

### Referral Summary

Reason for Referral	Decision
Two applications were referred due to currency requirements.	<p>In the first application, the Panel decided to issue a General Certificate of Registration with terms, conditions and limitations (including direct supervision requirements).</p> <p>In the second application, the Panel decided to issue a General Certificate of Registration with terms, conditions and limitations (including general supervision requirements), and a letter of warning reminding the applicant about being registered prior to practicing respiratory therapy.</p>
Two applications were referred to consider whether or not it is in the public interest to approve the applications based on their entry-to-practice assessment results. Both Applicants had completed all three stages of the assessment.	<p>In the first application, the Panel decided to issue a Graduate Certificate of Registration with terms, conditions and limitations (including direct supervision for the management of neonatal and pediatric patients, and the management of an anesthesia gas machine).</p>

	<p>In the second application, the Panel decided to refuse to issue a certificate of registration. The Panel recommends that in order to meet the CRTO’s registration requirements, the Applicant needs to complete an approved remediation plan. The Panel recommends that the Applicant contact CRTO staff to discuss their remediation options.</p>
<p>One application was referred to ratify the Registrar’s offer to issue a General Certificate of Registration with terms, conditions and limitations.</p>	<p>To issue a General Certificate of Registration with terms, conditions and limitations (including direct supervision to perform any of the controlled acts and in performing tracheostomy tube changes).</p>

**5.4 QUALITY ASSURANCE COMMITTEE REPORT**

(Submitted by Rhonda Contant, RRT, Chair)

There have been no meetings of the Quality Assurance Committee (QAC) since the last Council meeting. The following is a summary of the activities related to the QAC that have been ongoing since our last Council meeting:

**2021 Relevant elearning Module**

Preparation is underway for the 2021 Relevant elearning module that will focus on the following:

- Documentation, with a focus on electronic documentation
- Delegations & medical directives as they pertain to diagnostic ultrasound
- Telepractice
- Social media

**2021 PORTfolio Submissions**

869 letters and emails have been sent to all those who will be submitting their PORTfolio in 2021, and we have begun recruiting for additional PORTfolio Peer Assessors.

**2021 Launch RT Jurisprudence Assessment**

Preparation is underway for the 2021 Launch RT Jurisprudence Assessment.

**ICRC SCERP due to Non-Compliance with the PDP**

Three new Members were non-compliant with the PDP, in that they did not submit their Launch RT Jurisprudence Assessment. One has since successfully completed the module, and one has resigned. That leaves one member referred to a panel of the QA committee, which will be meeting on December 7<sup>th</sup>. At that time, the panel will be reviewing a number of PORTfolio deferral requests for 2021.

**5.5 PATIENT RELATIONS COMMITTEE REPORT**

(Submitted by Michelle Causton, Chair)

Since the last Council meeting, the Patient Relations Committee (PRC) has met once via a Zoom meeting (November 26, 2020) and the following is an overview of the key issues that were discussed at that time:

### **PRC Goals and Terms of Reference**

The committee discussed how to ensure that the Terms of Reference provide sufficient guidance to the committee. Before addressing specific deliverables, the committee wants to review both the mandate and the responsibilities to ensure they are clear and actionable. The committee agreed to discuss this in more detail in the new year.

### **Indigenous Focus**

The committee agrees this is an important issue and feels it could be broadened to include other diversity issues. Wabano Center (<https://wabano.com/>) was recommended as a source for indigenous training. Support staff has agreed to explore training and educational options in order to provide the committee with some recommendations.

### **Social Media**

The PRC considers RT's role in maintaining good public relations. The committee discussed recent events and articles in the media around regulated health professionals whose conduct on social media was considered unacceptable. Discussion focused on ways to support, guide and educate members. The CRTO provides a wealth of information and the committee discussed how to best ensure members understood their role in representing the profession.

The committee will review the updated Ethics document at the next meeting.

In order to ensure continuity PRC recommends that as many current members as possible stay on the committee for the coming year.

The committee is planning to have an additional meeting early in the New Year with the sole purpose of reviewing the Goals and Terms of Reference.

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

(Submitted by Allison Chadwick, RRT, Chair)

### **ICRC Deliberations:**

Since the last Council meeting the ICRC held six ICRC Panel meetings, 1 via teleconference, and 5 of them via Zoom.

### Teleconference Meeting:

- 1.) The first meeting was to render a decision on an investigation relating to an Employer Report alleging that the Member offered a patient a treatment plan that was not in the best interest of the patient. Further, that the Member was untruthful to the Facility when questioned about the incident. The Panel found information to support the allegations and ordered that the Member

to complete a Specified Continuing Education or Remediation Program (“SCERP”) related to professionalism and documentation (with additional focus specific to documenting disagreements with the plan of care). Further the Member is to complete an Essay on the importance of accurate and honest communication with the healthcare team, and how it relates to patient safety.

#### Zoom Meetings:

- 2.) The second meeting was to render a decision on an investigation relating to an Employer Report in which the Member was alleged to have failed to complete ventilator checks on wheelchair ventilators. Further, the Member falsified documentation by indicating that they had conducted the ventilator checks. The Panel found information to support the allegations and ordered that the Member to; attend before the Panel for an oral caution, successfully complete a Specified Continuing Education or Remediation Program (“SCERP”) related to professionalism and documentation, and enter into an Agreement with the CRTO requiring the Member’s practice be monitored for a period of one year. In the Agreement the Member’s supervisor will provide performance appraisals to the CRTO regarding the Member’s ability to complete their duties and provide audit results of the Member’s documentation.

The third meeting was to render a decision on an investigation relating to an Employer Report in which the Member engaged in rude and unprofessional conversations with other members of the health care team. Further, it was alleged that the Member breached an existing agreement with the CRTO, in which they agreed to refrain from engaging in conduct that could be viewed as rude and unprofessional. The Panel found information to support the allegations and ordered the Member to; attend before the Panel for an oral caution, successfully complete a specified continuing education or remediation program (“SCERP”) related to ethics and professionalism known as ProBE.

## **5.8 DISCIPLINE COMMITTEE**

(Submitted by Allison Chadwick RRT, Chair)

Since the last Council meeting there have been no Discipline hearings, nor referrals to the Discipline Committee.

## **5.9 FITNESS TO PRACTISE COMMITTEE**

(Submitted by Allison Chadwick, RRT, Chair)

Since the last Council meeting there have been no new referrals to the Fitness to Practise Committee and no Fitness to Practise hearings have taken place.

**Motion # 2** MOVED BY Michelle Causton and SECONDED BY Kim Morris, to recommend that Council approve all consent agenda items.

**MOTION # 2 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**

- No items for this meeting.

### **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:**

### **7.1 COUNCIL MEETING DATES 2021 - 2022**

Council reviewed a schedule of potential CRTO Council meeting dates for 2021. The approved dates will be posted on the CRTO website.



**Motion # 3** MOVED BY Lindsay Martinek, RRT, and SECONDED BY Jody Saarvala, RRT, to recommend that Council approve the proposed Council meeting dates for 2021.

**MOTION # 3 CARRIED**

## 8.0: OTHER BUSINESS

### 8.1 FEES FOR 2021 – 2022

Kevin Taylor, Registrar & CEO recommended to Council that fees for 2021 not be increased.

**Motion # 4** MOVED BY Allison Chadwick, RRT, and SECONDED BY Lindsay Martinek, RRT, to recommend that Council not increase the fees for 2021 and reconsider this decision in December 2021.

**MOTION # 4 CARRIED**

### 8.2 COUNCIL VACANCY – DISTRICT 5

Kevin Taylor, Registrar & CEO briefed Council on the vacancy for a Council position in District 5. Council was presented with the following options:

1. Council could leave the vacancy vacant for one year;
2. CRTO staff could hold and Election;
3. Council could call for applications or appoint someone into the position.

**Motion # 5** MOVED BY Rhonda Contant, RRT, and SECONDED BY Kim Morris, to recommend that Council leave District 5 vacant for the duration of one year in that there are an adequate number of current Council members and that the next election in District 5 will occur in the fall 2021.

**MOTION # 5 CARRIED**

## 9.0: NEXT MEETING

**Next Council Meeting:**

Friday, March 5, 2021 from 09:00 to 13:00 hrs.

**Location:**

Virtual meeting held via ZOOM Conference

## 10: ADJOURNMENT

### Adjournment

**MOTION # 6** MOVED BY Allison Chadwick, RRT and SECONDED BY Lindsay Martinek, RRT to adjourn the Council Meeting.

**MOTION # 6 CARRIED.**

The December 4<sup>th</sup>, 2020 Council Meeting adjourned at 11:22am.