



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

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## CRTO Council Meeting Minutes

Scheduled on March 5<sup>th</sup>, 2021 from 9:00 am to 1:00 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

Jeffrey Schiller, Public Member

Lindsay Martinek, RRT

Brad Bedford, Public Member

Jeff Earnshaw, RRT

Jeff Dionne, RRT

Jody Saarvala, RRT

#### Staff:

Kevin Taylor, RRT, Registrar & CEO

Carole Hamp, RRT, Deputy Registrar

Amelia Ma, Manager Finance & Office

Janice Carson, Manager of Communications

Temeka Tadesse, IT & Database Specialist

Shaf Rahman, Manager of Professional Conduct

Lisa Ng, Manager of Registration

Sophia Rose, Coordinator of Professional  
Conduct

Kelly Arndt, Coordinator of Quality Practice

Denise Steele, Coordinator of Professional  
Programs

#### Guests:

Michelle Causton, Independent Chair

#### Regrets:

Yvette Wong, Public Member

Kelly Munoz, RRT

## 1.0: INTRODUCTION AND GUESTS

The meeting was called to order at 9:00am. Allison Chadwick, President welcomed Council and Staff to the meeting.

## 2.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for March 5<sup>th</sup>, 2021.

**Motion # 1** MOVED BY Kim Morris, and SECONDED BY, Katherine Lalonde, RRT, to recommend that Council approve the Meeting Agenda for March 5th, 2021.

**MOTION # 1 CARRIED.**

## 3.0: STRATEGIC ISSUES

### 3.1 COLLEGE PERFORMANCE MANAGEMENT FRAMEWORK – DRAFT SUBMISSION TO MOH

Kevin Taylor, Registrar & CEO presented to Council the Draft College Performance Management Framework submission. The MOH developed a framework that is intended to take a comprehensive review of a regulatory body's practices and performance. CRTO staff assisted with the completion of the report and also identified areas that need improvement. The report will be submitted to MOH by the end of March 2021.

### 3.2 STRATEGIC OBJECTIVES – 2021/2022

Kevin Taylor, Registrar & CEO briefed Council on the updates to the strategic initiatives and the proposed priorities for 2021 to 2022. The top priority for the CRTO this year is the Pandemic Management. Governance, Accountability (CPMF) are still a priority for the CRTO and other regulators. Anti-Discrimination and Member Engagement will remain on the strategic initiatives.

**Motion # 2** MOVED BY Rhonda Contant, RRT and SECONDED BY Lindsay Martinek, RRT, that Council approve the Strategic Objectives as presented.

**MOTION # 2 CARRIED.**

### 3.3 BUDGET 2021/2022

Kevin Taylor, Registrar & CEO briefed Council on the proposed budget for 2021 to 2022, in support of the approved strategic priorities.

**Motion # 3** MOVED BY Jody Saarvala, RRT and SECONDED BY Brad Bedford, that Council approve the budget for 2021 – 2022.

**MOTION # 3 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 CRTO along with all other health professions regulators were asked to assist 34 public health units in Ontario with communicating vaccine-related information to its members. This typically consists of instructions on how to make an appointment and where to get vaccinated.
- The Emergency Registration Policy remains in place although the deferral 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 continues 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.
- Since March 2020, CRTO staff continues to work remotely practicing business continuity while being remote.

### **4.2 FINANCIAL STATEMENTS**

Council reviewed the financial statements as of January 31, 2021.

### **4.3 INVESTMENT PORTFOLIO**

Council reviewed the Investment Portfolio as of January 31, 2021.

#### 4.4 ORAC ANNUAL FEE COMPARISON RESULTS

Kevin Taylor, Registrar & CEO, briefed Council on a comparison ORAC conducted regarding the membership fees of both health and non-health regulatory bodies. The survey asked whether the regulator gave a reduction of membership fees, a one-time credit, a deferral of payment, a payment plan, or maintain any surplus in a reserve fund.

Council moved to revisit the issue no later than the next budgeting cycle.

**Motion # 4** MOVED BY Allison Chadwick, RRT and SECONDED BY Jeffrey Schiller, that as a result of the pandemic, Council will revisit the issue no later than the next budget cycle.

**MOTION # 4 CARRIED.**

#### 4.5 COMMITMENT TO ETHICAL PRACTICE – REVISIONS FOR STAKEHOLDER FEEDBACK

Kelly Arndt, Coordinator of Quality Practice presented to Council the rationale for the revisions of the professional practice guidelines (A Commitment to Ethical Practice PPG). The guideline is designed to assist CRTO Members with their understanding of the legislative and regulatory requirements that shape their professional practice. The PPGs are reviewed every 5 years (or sooner, if necessary) and revised as required. The last review of A Commitment to Ethical Practice was conducted in 2010; the document was due to be reviewed again in 2015. CRTO staff conducted a detailed review and revision of the documents and drafted amendments for Council's consideration.

**Motion # 5** MOVED BY Jeff Earnshaw, RRT and SECONDED BY Kim Morris, that Council approve the revised Commitment to Ethical Practice Document for circulation to the membership.

**MOTION # 5 CARRIED.**

#### 4.6 USE OF SOCIAL MEDIA BY RTS PPG – DRAFT FOR STAKEHOLDER FEEDBACK

Kelly Arndt, Coordinator of Quality Practice presented to Council a draft of the professional practice guideline - Use of Social Media by RTs PPG. It is designed to assist CRTO Members with their understanding of the professional and ethical standards and guidelines that shape their practice. The PPGs are reviewed every 5 years (or sooner, if necessary) and revised as required. CRTO staff performed a detailed review of relevant literature and resources, in addition to the College's standards of practice, when developing this document.

**Motion # 6** MOVED BY Jeff Dionne, RRT and SECONDED BY Rhonda Contant, RRT, that Council approve the Use of Social Media by Respiratory Therapists (PPG) for circulation to the membership.

## 5.0: CONSENT AGENDA ITEMS

### 5.1 MINUTES FROM DECEMBER 4<sup>TH</sup>, 2020

Council reviewed the Minutes from December 4<sup>th</sup>, 2020 and no changes were made.

### 5.2 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration presented to Council the membership statistics. The total membership reported was **3,747**. The CRTO received **226** applications for registration from March 1, 2020 to February 24, 2021. Out of the total number of applications received, **188** are graduates of an Ontario RT program, **21** are graduates from other provinces, and **17** are graduates from outside of Canada.

### 5.3 EXECUTIVE COMMITTEE REPORT

(Submitted by Allison Chadwick, RRT, Chair)

The Executive Committee has met 3 times since the December 2020 Council meeting.

The Executive Committee:

- Made a number of committee appointments following the elections last fall as well as in response to the end of Michelle Causton's term as a public appointee;
- Developed a draft Council agenda for the meeting on March 05, 2021;
- Conducted a preliminary review of the CPMF report;
- Reviewed and made recommendations related to the proposed strategic priorities for 2021-2022; and,
- Reviewed the draft budget for fiscal 2021-2022.

### 5.4 REGISTRATION COMMITTEE REPORT

(Submitted by Christa Krause, RRT, Chair)

Since the last Council meeting, the Registration Committee met twice via video conference on the following dates:

- January 6, 2021
- February 18, 2021

### Referral Summary

Reason for Referral	Decision
Five applications were referred due to currency requirements.	<p>One application was reviewed on January 6, 2021, the Panel decided to issue a General Certificate of Registration with terms, conditions, and limitations (including general supervision requirements).</p> <p>Four applications were reviewed on February 18, 2021. In three of the applications, the panel decided to issue a General Certificate of Registration with terms, conditions, and limitations (including direct supervision requirements). On the fourth, the panel decided to refuse to issue a certificate of registration.</p>
One application was referred for a request to change the terms, conditions and limitations imposed on a General Certificate of Registration.	One application was reviewed on February 18, 2021, the panel decided to approve the Member’s request to change the terms, conditions and limitations currently imposed on their General Certificate of Registration to allow the Member to perform administration of inhaled medications, and non-invasive positive pressure ventilation without supervision.

### February 18, 2021 Meeting Report

- **Annual Registration Committee Training** – Richard Steinecke joined the Registration Committee for the annual orientation and training session, and gave a presentation that focused on decision making, dealing with special considerations, and issues related to human rights and anti-discrimination.
- **Registration Committee Goals and Terms of Reference** – The Registration Committee reviewed the list of Goals and Terms of Reference. No updates were made to the Goals and Terms of Reference.
- **Internationally Educated Health Professions** – The Registration Committee conducted a detailed step-by-step review of the assessment process. The Committee continues to monitor the entry-to-practice assessment. Currently, there are 19 open files. To date, the CRTO has conducted 41 interviews and 15 clinical skills assessments (CSAs).
- **2021 Registration Renewal** – Staff provided an update on the 2021/2022 registration renewal. The annual period for renewal of registration starts on the first week of January, and the deadline is on February 28, 2021.

- **Approval of Canadian Respiratory Therapy Programs** – The Committee reviewed the list of approved Respiratory Therapy programs and their accreditation status with Accreditation Canada. The Registration Committee recommends that Council approve the 2021 approved program list based on the listed programs' accreditation status.
- **Certification Programs for Prescribed Procedures Below the Dermis** – The Committee reviewed and subsequently approved an Intraosseous Needle Insertion Certification Package submitted by Mackenzie Health.

## 5.5 QUALITY ASSURANCE COMMITTEE REPORT

(Submitted by Rhonda Contant, RRT, Chair)

Since the last Council meeting, there was a panel meeting of the Quality Assurance Committee (QAC) on February 4, 2021. The following is a summary of that meeting, as well as the activities related to the QAC that have been ongoing since our last Council meeting:

### **2021 RelevanT elearning Module**

The 2021 RelevanT elearning module was developed on the new PDKeepr platform and is due to be complete by February 28, 2021. As of the date this report was drafted (Feb. 22<sup>nd</sup>), 2,179 CRTO Members had completed the RelevanT module.

### **2021 PORTfolio Submissions**

819 Members are currently assigned to submit their PORTfolio in 2021. Due to the ongoing pandemic, the deadline has again been extended to June 1<sup>st</sup>. In addition, the CRTO has notified these Members that if they do not submit their PORTfolio by the extended deadline, they will automatically be deferred to 2022.

### **2021 Launch RT Jurisprudence Assessment**

The 2021 Launch RT Jurisprudence Assessment has been moved to the new PDKeepr platform, with the first batch of Members completing it in February.

### **Referral to the CRTO Entry to Practice Assessment Process**

The CRTO recently registered a Member who had initially graduated from a U.S RT program and applied to become an RT in Ontario in Sept. 2019. At that time, because they did not graduate from an accredited program, they were referred to the IEHP assessment. The Member completed the Program Review and Behavioral Descriptive Interview before withdrawing from the assessment process and becoming registered with the College and Association of Respiratory Therapists of Alberta (CARTA). Shortly after becoming registered in Alberta, they applied to and was registered with the CRTO. At this point, they were referred to a panel of the Quality Assurance Committee (QAC). Pursuant to the CRTO's [Quality Assurance Regulation \[O.Reg. 379/21 -36\(2\)\(b\)\]](#), a Member may be selected to undergo a practice assessment based on criteria specified by the QAC. One such criterion defined in the CRTO's [Professional Development Policy](#) is that Members who have not graduated from an [approved Canadian program](#) shall be required to complete a Practice Assessment as outlined in the CRTO's [Entry-to-Practice Competency Assessment Policy](#). Therefore, at the February 4<sup>th</sup> meeting, the QAC panel determined that the Member be required to undergo the final phase of the ETP Assessment, the Clinical Skills

Assessment, as soon as it can be arranged.

## 5.6 PATIENT RELATIONS COMMITTEE REPORT

(Submitted by Michelle Causton, Chair)

Since the last Council meeting, the Patient Relations Committee (PRC) has met twice once via a Zoom meeting (January 21, 2021) and once electronically via email (February 2, 2021). The following is an overview of the key issues that were discussed at that time:

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

The committee met to review and revise the PRC Goals & Terms of Reference to ensure that sufficient guidance is provided within the document for the committee. A motion from the committee is being brought forward in Item 6.4.1 of the agenda.

## 5.7 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

(Submitted by Jeff Earnshaw, RRT, Chair)

### **ICRC Meetings:**

Since the last Council meeting the ICRC has held one meeting. The purpose of the meeting was to hold an annual ICRC orientation for all members of ICRC.

The meeting consisted of a presentation from Julie Maciura, Managing Partner at Steinecke, Maciura LeBlanc (SML). Julie Maciura's presentation consisted of an overview of administrative law principals, the mandate and powers of the ICRC, applicable legislation, and factors to consider when reviewing a matter that is before the ICRC.

In addition, CRTO staff conducted a presentation which included a review of the varying responsibilities of the ICRC, how to review documentation provided to the ICRC, the steps taken prior to when the matter is brought before the ICRC, and an overview of the procedural approaches involved when making a decision on a matter before the ICRC.

### **New Matters:**

Since the last Council meeting, the CRTO received seven new matters. Six of the new matters were Employer Reports, while the remaining item was an anonymous submission from the public.

The specific areas of concern regarding the seven new matter are the following:

- One Employer Report alleged that the member violated the personal boundaries/inappropriate physical contact of a patient. This matter is currently under investigation.
- Two Employer Reports alleged that the members failed to wear appropriate personal protective



equipment as required under Facility COVID 19 safety protocols. The matter is currently under review.

- One Employer Report alleged unprofessional behaviour by a Member towards a patient and their family. The matter is currently under review.
- One Employer Report alleged unprofessional behaviour by a Member towards other staff at the Facility. The matter is currently under review.
- One Employer Report alleged fraudulent behaviour by a Member by falsifying ventilator check records. This matter is currently under review.
- The anonymous submission was regarding concerns about a Member making inappropriate social media posts regarding the current government guidelines on COVID 19 measures. This matter was addressed and concluded.

## 5.8 DISCIPLINE COMMITTEE

(Submitted by Lindsay Martinek, 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 Lindsay Martinek, 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 # 7**      MOVED BY BY Lindsay Martinek, RRT and SECONDED BY Jody Saarvala, RRT, 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

#### 6.2.1 APPROVAL OF RT EDUCATIONAL PROGRAMS

Kevin Taylor, Registrar & CEO, briefed Council on the Approval of RT Education Programs. The CRTO is responsible for setting Respiratory Therapy entry to practice requirements in Ontario. The Registration Regulation sets out the requirements for registration with the CRTO, including the requirement that an applicant must:

*55(2) (a) have successfully completed a respiratory therapy program offered in Canada that, at the time of completion, was approved or accredited by the Council or by a body approved by the Council;*

The approval of Respiratory Therapy education programs is one of the mechanisms that assist the CRTO in ensuring that applicants who wish to enter the profession possess the minimum competencies required for the safe and effective practice of the profession. The Approval of Canadian Education Programs Policy sets out the criteria used by the Registration Committee to recommend approval of RT programs for the purpose of clause 55(2) (a) of the Registration Regulation.

**Motion # 8**      MOVED BY Rhonda Contant, RRT and SECONDED BY Jeff Dionne, RRT, to recommend that Council approve RT Education Programs.

**MOTION #8 CARRIED.**

## 6.3 QUALITY ASSURANCE COMMITTEE ITEMS

- No items for this meeting.

## 6.4 PATIENT RELATIONS COMMITTEE ITEMS

### 6.4.1 PRC TERMS AND ACTION PLANS

Michelle Causton, Independent Chair presented to Council the changes to the PRC Goals & Terms document. The document was reviewed and revised to more accurately reflect the committee's intention; to align with existing policies, by-laws and operation reality; and to add clarity.

**Motion # 9**      MOVED BY Kim Morris Kim and SECONDED BY Allison Chadwick, RRT, to recommend that Council approve the changes to the PRC Terms of Reference and Action Plan as presented.

**MOTION #9 CARRIED.**

## 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, May 28<sup>th</sup>, 2021 from 09:00 to 12:00 hrs.

### Location:

Virtual meeting held via ZOOM Conference

## 10: ADJOURNMENT

### Adjournment

**MOTION # 10** MOVED BY Rhonda Contant, RRT and SECONDED BY Brad Bedford to adjourn the Council Meeting.

**MOTION # 10 CARRIED.**

The March 5<sup>th</sup>, 2021 Council Meeting adjourned at 12:30pm.