



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on September 24, 2021, from 8:30 am to 1:00 pm

Location: Virtual meeting via Zoom Videoconference

Attendance:

Board Members:

Allison Chadwick, RRT - **Chair**

Rhonda Contant, RRT - **Vice-Chair**

Derek Clark, Public Member

Jody Saarvala, RRT

Kim Morris, Public Member

Katherine Lalonde, RRT

Allison Peddle, Public Member

Lindsay Martinek, RRT

Andriy Kolos, Public Member

Jeffrey Schiller, Public Member

Jeff Dionne, RRT

Kelly Munoz, RRT

Yvette Wong, Public Member

Tracy Bradley, RRT

Staff:

Carole Hamp RRT, Acting Registrar

Janice Carson, Manager of Communications

Kelly Arndt RRT, Coordinator of Quality Practice

Shaf Rahman, Manager of Professional Conduct

Sophia Rose, Coordinator of Professional Conduct

Lisa Ng, Manager of Registration

Denise Steele, Coordinator of Professional Programs

Temeka Tadesse, IT & Database Specialist

Stephanie Tjandra, Office Coordinator

Guests: None

Regrets: None

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 8:30 am. President Allison Chadwick welcomed Council and Staff to the meeting.

2.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for September 24, 2021. Item #3.1 was changed to a discussion.

MOTION # 1 MOVED BY Jody Saarvala, RRT, and SECONDED BY Yvette Wong, to recommend that Council approve the Meeting Agenda for September 24, 2021.

MOTION # 1 CARRIED.

3.0: STRATEGIC ISSUES

3.1 EXECUTIVE COMMITTEE ELECTIONS

Allison Chadwick provided an overview of the Executive Committee election process, referring to the CRTO Election Policy. It was recommended that the Executive Committee appoint Lindsay Martinek to the position of President and Kim Morris to the position of Vice-President at the December 2021 Council meeting.

3.2 POSITION OF REGISTRAR & CEO

Allison Chadwick briefed Council on the position of Registrar & CEO.

3.3 IN-CAMERA SESSION FOR POSITION OF REGISTRAR & CEO

The discussion of the Registrar position was in camera pursuant to the *Health Professions Procedural Code (the Code)* being Schedule 2 to the *Regulated Health Professions Act, 1991 (RHPA)*, under section 2 subsection 7(2)(d) being that the Council may exclude the public from any meeting or part of a meeting if it is satisfied that personnel matters or property acquisitions will be discussed.

MOTION # 2 MOVED BY Kim Morris and SECONDED BY Yvette Wong, to recommend that Council go in-camera for the discussion of the position of Registrar & CEO.

MOTION # 2 CARRIED.

4.0: OPERATIONAL & ADMINISTRATIVE ISSUES

4.1 REGISTRAR + STAFF ACTIVITY REPORT

Carole Hamp, Acting Registrar, reported on general CRTO activities and initiatives.

Key Initiatives:

- CRTO staff have been working on a large-scale revision of all public-facing policies and documents due to a new Policy Framework. Phase one of three has been completed, and CRTO staff are working through phases two and three. A number of these policies were presented to Council for final approval. A summary report was provided to Council with six policies to be rescinded as these documents' content was not appropriate as policies. Some fact sheets were created or revised so that the contents of the archived policies remained accessible on the CRTO website.
- The call for nominations has gone out and will remain open until Friday, September 24. The following seats are available: Districts 1, there will be 1 Council and 2 Non-Council seats, District 2 will have 1 Council and 2 Non-Council seats, District 5 will have 2 Council and 2 Non-Council seats, and District 7 will have 1 Council seat.
- CRTO staff and some Council and Committee members will participate in a virtual training session into Indigenous awareness, particularly the history of the residential school system.
- The CRTO's Covid Policy is now in place. Only individuals who have received both doses of a COVID-19 vaccine and are at least two weeks post their 2nd dose will be permitted to enter the CRTO office or attend any of the CRTO's in-person functions. This applies to all CRTO staff, independent contractors, Mentors, Assessors, Members, Council and Committee members, and anyone else seeking access to the CRTO office. Any not fully vaccinated person will be required to interact with the CRTO remotely via email, telephone, or videoconferencing.
- The CRTO submitted its College Performance Management Framework (CPMF) report to the Ministry at the end of March of this year and is waiting for the final version of the Ministry's CPMF report to be submitted March 2022. . We have added the CPMF and its associated improvements to our strategic directions for the year ahead. Those strategic priorities are: Improved Governance and Accountability, responding to the Needs of the Health Care System, Enhancing Engagement & Professionalism, and Commitment to Anti-Discrimination.
- The CRTO was notified by the Office of the Fairness Commissioner (OFC) that we have been assigned a "full compliance" provisional rating. This means that we have successfully implemented each of the compliance recommendations that the OFC has issued, additional recommendations were not identified, and all other criteria have been met.

4.2 FINANCIAL STATEMENTS

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

4.3 INVESTMENT PORTFOLIO

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

4.4 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration, presented to Council the membership statistics. The total membership reported was **3,871**. The CRTO received **406** applications for registration from March 1, 2020, to September 7, 2021. Out of the total number of applications received, **350** are graduates of an Ontario RT program, **33** are from other provinces, and 23 are from outside Canada.

4.5 RTS PROVIDING EDUCATION PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice, presented the draft Revised Respiratory Therapists Providing Education Professional Practice Guideline (PPG). The PPG was last revised in March 2015 and was due to be reviewed and revised. The PPG enables Respiratory Therapists in Ontario to understand the expectations and professional responsibilities set out by the CRTO regarding RTs as Educators. The PPG sets out further direction for RTs in all aspects of educating, including the role of delegation, supervision, and documentation. The PPG will be posted for public consultation if the motion is approved, and the final draft will be presented at the December Council meeting.

Motion # 3 MOVED BY Rhonda Contant, RRT, and SECONDED BY Lindsay Martinek, RRT, to recommend that Council review and approve the revised Respiratory Therapists Providing Education PPG for public consultation.

MOTION # 3 CARRIED.

4.6 DOCUMENTATION PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice, presented the draft Revised Documentation Professional Practice Guideline (PPG) to Council. The PPG was last revised in June 2015 and was due to be reviewed and revised. The PPG ensures that Respiratory Therapists in Ontario understand their professional responsibilities and requirements set out by the CRTO and legislation regarding documentation standards and expectations. The PPG will be posted for public consultation if the motion is approved, and the final draft will be presented at the December Council meeting.

Motion # 4 MOVED BY Jody Saarvala, RRT, and SECONDED BY Allison Chadwick, RRT, to recommend Council review and approve the revised Documentation PPG for public consultation.

MOTION # 4 CARRIED.

4.7 DELEGATION OF CONTROLLED ACTS PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice, presented the draft Revised Delegation of Controlled Acts Professional Practice Guidelines (PPG). The PPG was last revised in February 2013 and was due to be reviewed and revised. The PPG ensures that Respiratory Therapists understand their professional responsibilities and requirements set out by the CRTO and legislation regarding delegation. The PPG will be posted for public consultation if the motion is approved, and the final draft will be presented at the December Council meeting.

Motion # 5 MOVED BY Allison Chadwick, RRT, and SECONDED BY Kim Morris, to recommend Council review and approve the revised Delegation of Controlled Acts PPG for public consultation.

MOTION # 5 CARRIED.

4.8 INTERPRETATION OF AUTHORIZED ACTS PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice, presented the draft Revised Interpretation of Authorized Acts (IAA) Professional Practice Guideline (PPG) to Council. The PPG was last revised in March 2020. It is now being revised to incorporate the previous position statement regarding the use of AED's by Respiratory Therapists and create a more concise source of information. Under the new Policy Framework, the combination of these documents will provide clear direction and expectations. The PPG ensures that Respiratory Therapist understands their professional responsibilities and requirements set out by the CRTO and legislation when applying a form of energy, either ultrasound or AED. The PPG will be posted for public consultation if the motion is approved, and the final draft will be presented at the December Council meeting.

Motion # 6 MOVED BY Jody Saarvala, RRT, and SECONDED BY Jeff Dionne, RRT, to recommend Council review and approve the revised Interpretation of Authorized Acts PPG for public consultation.

MOTION # 6 CARRIED.

5.0: CONSENT AGENDA ITEMS

5.1 MINUTES FROM MAY 28, 2021

Council reviewed the Minutes from May 8, 2021. No changes were made to the minutes.

5.2 EXECUTIVE COMMITTEE REPORT

(Submitted by Allison Chadwick, RRT, Chair)

The Executive Committee has met once since the May 28 Council meeting. Highlights of the

Executive Committee's activities are outlined below.

At the September 14 meeting, the Executive Committee:

- Reviewed all financial and investment statements for March 1 – August 31, 2021.
- Developed a proposal for Council regarding the Registrar & CEO position.
- Approved the draft agenda for the September 24 Council meeting.
- Reviewed and revised the Executive Goals & Terms of Reference.
- Discussed the upcoming Executive Committee elections.
- Approved the 2022 Council dates.
- Reviewed draft versions of the revised Investments and Reserves Policy & Procedure.

5.3 REGISTRATION COMMITTEE REPORT

(Submitted by Christa Krause, RRT, Chair)

Since the last Council meeting on May 28, 2021, the Registration Committee met via video conference on the following dates for four separate panel meetings:

- June 8, 2021
- June 24, 2021
- July 19, 2021
- August 25, 2021

Referral Summary

Reason for Referral	Decision
One application requesting to change the terms, conditions and limitations imposed on the Member's certificate of registration.	The request was approved. The panel agreed to change the terms, conditions, and limitations to allow the member to perform specific procedures without supervision.
Two applications were referred to consider whether it is in the public interest to approve the applications based on the applicants' entry-to-practice assessment results. Both applicants had completed all three stages of the assessment.	In both cases, the decisions were to refuse to issue a certificate of registration. In one of the cases, the panel recommended the applicant complete an approved respiratory therapy program before reapplying. In the second case, the panel recommended the applicant to successfully complete the Canadian Board for Respiratory Care (CBRC) exam and then reapply for registration. In addition, the applicant

	should also provide proof of upgrading/training.
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Certificate Programs for Prescribed Procedures Below the Dermis

At the July 19, 2021 videoconference meeting, a panel of the Registration Committee reviewed and approved two certification packages.

1. Certification package for Chest Needle Insertion, Care and Removal.
2. Certification package for Intraosseous Needle Insertion.

Entry-to-Practice Exam Policy and Procedure

The Entry-to-Practice Exam policy and procedure were revised following the new policy framework. This policy was last reviewed by Council on December 3, 2010. Due to the new policy framework, this policy was updated in the new template and its associated procedure and factsheet (Examination). Although the policy was revised, its intent and direction have not changed.

The Entry-to-Practice Exam Policy was circulated to the Registration Committee for consultation. On September 10, 2021, the Registration Committee motioned to have the revised Entry-to-Practice Exam Policy go to Council for approval.

5.4 QUALITY ASSURANCE COMMITTEE REPORT

(Submitted by Rhonda Contant, RRT, Chair)

Since the last Council meeting, there have been two panel meetings of the Quality Assurance Committee (QAC), on May 25 and June 28, 2021. The following is a summary of those meetings and the activities related to the QAC that have been ongoing since our last Council meeting:

Professional Development Policy and Procedure (PDP)

Following the new CRTO framework, the Professional Development Program policy and procedure was revised, incorporating the previously separate Launch Jurisprudence Assessment policy.

2021 PORTfolio Submissions

819 Members were assigned to submit their PORTfolio in 2021. The submission deadline was June 1, 2021. 622 Portfolios were received and reviewed. The remaining were considered to be automatically deferred until 2022. Subsequently, 22 were required to undergo peer coaching, and all were successful in completing those Portfolio requirements.

Referral to the CRTO Entry to Practice Assessment Process UPDATE

At the February 4th meeting, the QAC panel determined that a Member who did not graduate from an accredited RT program should undergo the final phase of the ETP Assessment, the Clinical Skills Assessment (CSA). The Member underwent the CSA on April 7, 2021. A QAC panel met on May 25, 2021, to review the results of the CSA and a decision was made to direct the Registrar to impose terms, conditions and limitations on the members General Certificate of Registration and require the member to undergo remediation in the form of education and online modules.

5.5 PATIENT RELATIONS COMMITTEE REPORT

(Submitted by Michelle Causton, Chair)

The Patient Relations Committee has had no meetings since the last Council meeting on May 28, 2021. The next PRC meeting will be held in the fall but is currently unscheduled.

5.6 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

(Submitted by Jeff Earnshaw, RRT, Chair)

ICRC Deliberations:

Since the last Council meeting, the ICRC has held two meetings via Zoom. Both meetings were to render decisions on investigations, one stemming from a Complaint and one stemming from an Employer Report.

New Matters:

Since the last Council meeting, the ICRC has received eight new matters; two were complaints from the public, while the remaining six were employer reports. Of the six employer reports, one included concerns involving five respiratory therapists.

Policy Framework:

The ICRC continues to review its public-facing documents according to the new policy framework.

5.7 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.

5.8 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 Lindsay Martinek, RRT, and SECONDED BY Kelly Munoz, RRT, to recommend that Council approve all consent agenda items.

MOTION # 7 CARRIED.

6.0: COMMITTEE ITEMS ARISING

6.1 EXECUTIVE COMMITTEE ITEMS

6.1. TERMS OF REFERENCE & ACTION PLAN – TABLED FOR DECEMBER 3, 2021, MEETING

- 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 REGISTRAR'S REASONABLE AND PROBABLE GROUNDS POLICY - FINAL APPROVAL

Kelly Munoz, RRT, presented the revised Registrar's Reasonable and Probable Grounds Policy to Council. The policy allows the Registrar to take action to address information received regarding

alleged conduct of a member that could pose harm to the public. Council last reviewed the policy on September 25, 2015. Due to the new policy framework this document was updated to the new template. The policy was posted for public consultation. Once approved by Council the policy will be posted on the CRTO website and communicated to members in the CRTO bulletin.

Motion # 8 MOVED BY Allison Chadwick, RRT, and SECONDED BY Lindsay Martinek, RRT, to recommend that Council approve the revised Registrar’s Reasonable and Probable Grounds Policy.

MOTION # 8 CARRIED.

7.2 REPORTING TO POLICE POLICY – FINAL APPROVAL

Kelly Munoz, RRT, presented the revised Reporting to Police Policy to Council. The policy provides the CRTO with the authority to respond to information from stakeholders and the public regarding alleged conduct or actions of Respiratory Therapists. It establishes the authority upon which the Registrar can rely to report information about a member to the police in situations where the Registrar is of the opinion that the conduct or actions of the Member may be criminal in nature. Council last reviewed the policy on September 25, 2015. Due to the new policy framework, this document was updated to the new template. The policy was posted for public consultation. Once approved by Council the policy will be posted on the CRTO website and communicated to members in the CRTO bulletin.

Motion # 9 MOVED BY Jeff Dionne, RRT, and SECONDED BY Rhonda Contant, RRT, to recommend that Council approve the revised Reporting to Police Policy.

MOTION # 9 CARRIED.

7.3 ENTRY-TO-PRACTICE EXAM POLICY – FINAL APPROVAL

Kim Morris presented to Council the revised Entry-to-Practice Exam Policy. The policy provides applicants with the entry-to-practice requirements in an accountable, transparent, and equitable process. Council last reviewed the policy on December 3, 2010. Due to the new policy framework this document was updated to the new template. The policy was posted for public consultation. Once approved by Council the policy will be posted on the CRTO website and communicated to members in the CRTO bulletin.

Motion # 10 MOVED BY Kim Morris, and SECONDED BY Andriy Kolos, to recommend that Council approve the revised Entry-to-Practice Exam Policy.

MOTION # 10 CARRIED.

7.4 HANDLING, ADMINISTRATION AND DISPENSING OF CONTROLLED SUBSTANCES PRACTICE POLICY – FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice, presented the draft Handling, Administration and Dispensing of Controlled Substances Practice Policy to Council. The policy ensures that Respiratory Therapist understand the expectations and professional responsibilities in Handling, Administration and Dispensing of Controlled Substances. The information previously existed as a Position Statement that was created in July 2014. This document has been converted into a new Professional Practice Policies that sets out expectations and responsibilities for Members beyond what is outlined in the Standards of Practice. The policy has been revised and updated to align with the new CRTO Policy Framework and was posted for public consultation. Once approved by Council, the policy will be posted on the CRTO website and committed to members in the next CRTO bulletin.

Motion # 11 MOVED BY Jody Saarvala, RRT, and SECONDED BY Kim Morris, to recommend that Council approve the draft Handling, Administration and Dispensing of Controlled Substance Practice Policy.

MOTION # 11 CARRIED.

7.5 POLICIES BEING RESCINDED & ARCHIVED

Carole Hamp, Acting Registrar, presented to Council the rationale of rescinding and archiving the following policies:

- Appointment of Council and Committee Members Policy.
- Former Member Information on the Public Register Policy.
- Obtaining Court Transcripts Policy.
- Assessing Suitability to Practise Policy.
- Determining Applicants' Suitability to Practise Policy.
- Terms, Conditions and Limitations Policy.

Motion # 12 MOVED BY Allison Chadwick, RRT, and SECONDED BY Jeffrey Schiller, to recommend that Council approve the items outlined in the policies being rescinded & archived consent agenda (item 7.5), which include in their entirety.

MOTION # 12 CARRIED.

8.0: OTHER BUSINESS

8.1 COUNCIL MEETING DATES

Council reviewed a schedule of potential CRTO Council meeting dates for 2022. The approved dates will be posted on the CRTO website.

9.0: NEXT MEETING

Next Council Meeting:

Friday, December 3, 2021, from 09:00 to 12:00 hrs.

Location:

Virtual meeting held via ZOOM Videoconference.

10: ADJOURNMENT

Adjournment

MOTION # 13 MOVED BY Tracy Bradley, RRT, and SECONDED BY Yvette Wong to adjourn the Council Meeting.

MOTION # 13 CARRIED.

The September 24, 2021, Council Meeting adjourned at 11:51 am.