



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on April 8, 2022, from 9:00 am to 11:00 am

Location: Virtual meeting via Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT - **Chair**
Derek Clark, Public Member
Jeff Dionne, RRT
Shawn Jacobson, RRT
Andriy Kolos, Public Member
Christa Krause, RRT

Kelly Munoz, RRT
Allison Peddle, Public Member
Jeffrey Schiller, Public Member
Jillian Wilson, RRT
Yvette Wong, Public Member

Staff:

Carole Hamp, RRT, Registrar & CEO
Shaf Rahman, Deputy Registrar
Janice Carson, Manager of Communications
Kelly Arndt, RRT, Coordinator of Quality Practice
Sophia Rose, Coordinator of Professional Conduct
Lisa Ng, Manager of Registration

Denise Steele, Coordinator of Professional Programs
Temeka Tadesse, IT & Database Specialist
Stephanie Tjandra, Finance & Office Coordinator
Abeeha Syed, Associate of Professional Conduct
Ania Walsh, Manager of Regulatory Affairs

Guests:

Vivian Pang, Ministry of Health

Regrets:

Kim Morris, Vice-Chair
Katherine Lalonde, RRT
Angela Miller, RRT
Jody Saarvala, RRT

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:00 am. President Lindsay Martinek welcomed Council, Guest, and Staff to the meeting. The following staffing change announcement was made:

- Shaf Rahman selected as Deputy Registrar for the CRTO
- Sophia Rose promoted to Manager of Professional Conduct
- Welcome back Ania Walsh, Manager of Regulatory Affairs

2.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for April 8, 2022.

MOTION # 2.0 MOVED BY Jeffrey Schiller and SECONDED BY Allison Peddle, to recommend that Council approve the Meeting Agenda for April 8, 2022.

MOTION # 2.0 CARRIED.

3.0: OPERATIONAL & ADMINISTRATIVE ISSUES

3.1 REVISED CONFLICT OF INTEREST PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the Revised Conflict of Interest Professional Practice Guideline (PPG). The PPG was originally approved by Council in 2013, and was last revised in June 2014. This PPG enables Respiratory Therapists in Ontario to understand the expectations and professional responsibilities set out by the College of Respiratory Therapists of Ontario (CRTO) and this regulation regarding conflict of interest. The content has been revised to include legislation amendments, gender neutral language, updated links, and references, as well as addition made to “Treatment of Spouse” section. This document was circulated for consultation in December 2021 and the feedback was provided to Council. If the motion is approved, the PPG will be published to the CRTO website and circulated to CRTO members.

MOTION # 3.1 MOVED BY Kelly Munoz and SECONDED BY Jeffrey Schiller, to recommend that Council approve the Revised Conflict of Interest Professional Practice Guideline (PPG).

MOTION # 3.1 CARRIED.

3.2 REVISED RESPONSIBILITIES UNDER CONSENT LEGISLATION PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the Revised Responsibilities Under Consent PPG. The PPG was previously revised in February 2014. This PPG contains an overview of legislation, specifically the Health Care Consent Act and the Substitute Decision Act for RTs. The content of this PPG has been revised to include current legislation, gender neutral language, and updated links and references. This document was circulated for consultation in December 2021 and the feedback was

provided to Council. If the motion is approved, the PPG will be published to the CRTO website and circulated to CRTO members.

MOTION # 3.2 MOVED BY Yvette Wong and SECONDED BY Andriy Kolos, to recommend that Council approve the Revised Responsibilities Under Consent Legislation Professional Practice Guideline (PPG).

MOTION # 3.2 CARRIED.

3.3 REVISED OXYGEN THERAPY CLINICAL BEST PRACTICE GUIDELINE (CBPG) – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the Revised Oxygen Therapy Clinical Best Practice Guideline (CBPG). The CBPG was previously revised in September 2013. This CBPG provides the public and health care professionals with confidence that the CRTO sets out the expectations for Respiratory Therapists of carrying out their practice safely and ethically when administering oxygen therapy that results in positive health care outcomes for the public of Ontario. The content of this CBPG was revised to include gender neutral language, updated links, and references, as well as the addition of Home Oxygen Program (HOP). This document was circulated for consultation in December 2021 and the feedback was provided to Council. If the motion is approved, the PPG will be published to the CRTO website and circulated to CRTO members.

MOTION # 3.3 MOVED BY Derek Clark and SECONDED BY Jeff Dionne, RRT, to recommend that Council approve the Revised Oxygen Therapy Clinical Best Practice Guideline.

MOTION # 3.3 CARRIED.

4.0: LEGISLATIVE AND GENERAL POLICY ISSUES

4.1 REVISED DISCLOSURE OF WITNESS STATEMENTS POLICY – FOR FINAL APPROVAL

Kelly Munoz, RRT presented to Council the revised Disclosure of Witness Statements Policy. The policy was last reviewed by Council in December 2018. This policy offers the CRTO ability to protect witnesses in situations that may involve workplace bullying/harassment, who may fear reprisal from the member. Summary of changes to this policy was presented to Council. There was some discussion to clarify the content of this policy. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.1 MOVED BY Jeffrey Schiller and SECONDED BY Shawn Jacobson, RRT, to recommend that Council approve the revised Disclosure of Witness Statements Policy.

MOTION # 4.1 CARRIED.

4.2 REVISED HEALTH PROFESSIONS APPEAL AND REVIEW BOARD APPEALS FOR ICRC POLICY – FOR FINAL DECISION

Kelly Munoz, RRT presented to Council the revised Health Professions Appeal and Review Board Appeals for ICRC Policy. The policy was last reviewed by Council in March 2016. This policy permits timelines of a decision rendered by the Inquiries, Complaints and Reports Committee (ICRC) to take effect only until 35 days from the date the parties subject to the Decision are notified. The summary of changes was presented to Council. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.2 MOVED BY Christa Krause, RRT and SECONDED BY Jillian Wilson, to recommend that Council approve the revised Health Professions Appeal and Review Board Appeals for ICRC Policy.

MOTION # 4.2 CARRIED.

4.3 REVISED ENTRY-TO-PRACTICE COMPETENCY ASSESSMENT POLICY – FOR FINAL APPROVAL

Christa Krause, RRT presented to Council the revised Entry-to-Practice Competency Assessment Policy. The policy was last approved by Council in December 2019. As part of the new policy framework, this document was updated to the new template. This policy provides the process for applicants who do not meet the registration requirements under paragraph 55(2)(b) of the Respiratory Therapy Act, 1991, Part VII (Registration Regulation). This policy has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members

MOTION # 4.3 MOVED BY Andriy Kolos and SECONDED BY Kelly Munoz, RRT to recommend that Council approve the revised Entry-to-Practice Competency Assessment Policy.

MOTION # 4.3 CARRIED.

4.4 REVISED ENTRY-TO-PRACTICE COMPETENCY ASSESSMENT APPEAL POLICY – FOR FINAL APPROVAL

Christa Krause, RRT presented to Council the revised Entry-to-Practice Competency Assessment Appeal Policy. The policy was last approved by Council in June 2016. As part of the new policy framework, this document was updated to the new template. This policy sets out the appeal criteria if an applicant undergoes the entry-to-practice competency assessment. It has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.4 MOVED BY Jeff Dionne, RRT and SECONDED BY Shawn Jacobson, RRT, to recommend that Council approve the revised Entry-to-Practice Competency Assessment Appeal Policy.

MOTION # 4.4 CARRIED.

4.5 REVISED LABOUR MOBILITY: APPLICANTS FROM REGULATED CANADIAN JURISDICTION POLICY – FOR FINAL APPROVAL

Christa Krause, RRT presented to Council the revised Labour Mobility: Applicants from Regulated Canadian Jurisdiction Policy. The policy was last approved by Council in May 2012. The intent of this policy is to promote the mobility and access to employment opportunities of RTs in Canada. As part of the new policy framework, this document was updated to the new template. This policy has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.5 MOVED BY Jeff Dionne, RRT and SECONDED BY Allison Peddle, to recommend that Council approve the revised Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy.

MOTION # 4.5 CARRIED.

4.6 REVISED LANGUAGE PROFICIENCY REQUIREMENTS POLICY – FOR FINAL APPROVAL

Christa Krause, RRT presented to Council the revised Language Proficiency Requirements Policy. The policy was last approved by Council in May 2012. As part of the new policy framework, this document was updated to the new template. This policy included minor changes made to reflect changes to the administration of the CanTEST and TESTcan, as well as revision for its readability and to incorporate gender-neutral language. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.6 MOVED BY Jeffrey Schiller and SECONDED BY Andriy Kolos, to recommend that Council approve the revised Language Proficiency Requirements Policy.

MOTION # 4.6 CARRIED.

4.7 REVISED REGISTRATION CURRENCY POLICY – FOR FINAL APPROVAL

Christa Krause, RRT presented to Council the revised Registration Currency Policy. The policy was last approved by Council in September 2018. As part of the new policy framework, this document was updated to the new template. This policy has been revised to better support the Registration Committee of the CRTO to determine whether it is in the public interest to approve an application for registration, or reinstatement when the applicant does not satisfy the registration requirements. Specific changes have been made to the descriptions of the terms, conditions, and limitations that can be imposed on a certificate of registration. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.7 MOVED BY Allison Peddle and SECONDED BY Kelly Munoz, RRT, to recommend that Council approve the revised Registration Currency Policy.

MOTION # 4.7 CARRIED.

4.8 REVISED PROFESSIONAL DEVELOPMENT PROGRAM POLICY – FOR FINAL APPROVAL

Andriy Kolos presented to Council the revised Professional Development Program (PDP) Policy. The policy was previously reviewed by the QA Committee in 2020 and approved by Council in May 2020. As part of the new policy framework, this document has gone through a rigorous policy review process and has been updated to the new template. This policy enables RTs in Ontario to understand the expectations and professional responsibilities set out by the CRTO regarding the PDP. It has been revised to be more concise, however, the explanatory detail in the previous policy has been transferred to the Professional Development section of the CRTO website. This document was circulated for consultation in November 2021 and the feedback was provided to Council. If the motion is approved, the policy will be published to the CRTO website, and circulated to CRTO members.

MOTION # 4.8 MOVED BY Kelly Munoz, RRT and SECONDED BY Jeffrey Schiller, to recommend that Council approve the revised Professional Development Policy.

MOTION # 4.8 CARRIED.

4.9 POLICIES BEING RESCINDED & ARCHIVED

Carole Hamp, Registrar & CEO presented to Council the rationale for rescinding and archiving the following policies:

- Appointment of Non-Council Committee Members Policy
- Election Process – Executive Committee Policy
- In Camera Council Meeting Policy
- Responsibilities Committee Chairs Policy
- Code of Conduct for Council Members and Non-Council Members of Committees Policy
- Appointment of Committee Chairs and Vice-Chairs Policy
- Change of Name Requests Policy
- Professional Liability Insurance (PLI) Policy

During the policy review process, these policies have been determined to be repetitive, have been further strengthened in the by-laws, or references other higher-level documents such as by-laws or legislation. If the motion is approved, the policies will be removed from the CRTO website and archived internally.

MOTION # 4.9 MOVED BY Allison Peddle and SECONDED BY Jeff Dionne RRT, to recommend that Council approve the items outlined in the policies being rescinded & archived consent agenda (Item 4.9), which include in their entirety.

MOTION # 4.9 CARRIED.

5.0: OTHER BUSINESS

- No items for this meeting

6.0: NEXT MEETING – COUNCIL

Next Council Meeting:

Friday, May 27, 2022, from 09:00 to 13:00.

Location:

Hybrid Meeting – 180 Dundas St. W. Toronto, ON and Zoom Videoconference.

7.0: ADJOURNMENT

Adjournment

MOTION # 7.0 MOVED BY Andriy Kolos and SECONDED BY Allison Peddle, to adjourn the Council Meeting.

MOTION #7.0 CARRIED.

The April 8, 2022, Council Meeting adjourned at 9:44 am.