

## PUBLIC BOARD MEETING

October 29, 2016

**In attendance:** Ben Cao (Chair), Paul Sit Cheong Ho, Bar-Chya Lee, John Yung Chou Lee, Joseph Ranallo, Weijia Tan, Mark Warkentin, Mary Watterson (Registrar), Maharukh Bhagat (Recorder)

**Absent:** Queenie Choo, Te Cheng Kao

### 1.0 CALL TO ORDER

The meeting was called to order by the Chair at 9:00 a.m.

### 2.0 INTRODUCTION OF OBSERVER

Cameron Cowper, Deputy Registrar, College of Speech & Hearing Health Professionals of BC was introduced as observer.

### 3.0 AGENDA

The agenda was adopted as amended by adding to item 8. Other Business: (1) Conflict of Interest (2) Board Orientation.

### 4.0 Minutes

Minutes of the last meeting September 10, 2016, approved September 26, 2016, were read for information.

### 5.0 CHAIR'S REPORT (Summary)

The Chair reported on the Fall Symposium of the BC Health Regulators held October 13, 2016. Four Board members and the Deputy Registrar attended the "Governance & the BC Health Professions Regulators" seminar. Ms. Cynthia Johansen, Chair of BCHR, presented the *History of BCHR: How We Got Here*. The organization was started in 1996 as the Health Regulators Organization of BC (HRO). She emphasized the value of working together collaboratively to promote effective and efficient regulation in the public interest, and how that collaboration can facilitate our work with the Ministry of Health.

There were two key note speakers. Mark MacKinnon, Executive Director, Professional Regulation and Oversight, Ministry of Health spoke on *Role Clarity: HPA and the Public Interest Role of Health Professions Regulators*. Bradley Chisholm, Acting Director of Strategy, CRNBC spoke on *Emerging Governance Trends and Considerations*.

## **6.0 REGISTRAR'S REPORT**

**6.1 Meetings and Events** for September 2016 were circulated.

### **6.2 Order of the Minister of Health**

The Registrar reported a Ministerial Order was issued that effective December 31<sup>st</sup>, 2016 Queenie Choo, Public Board Member, is reappointed to the CTCMA Board for a term ending December 31, 2019.

### **6.3 Board Orientation: Saturday February 4, 2016**

Board Orientation will be held at the Holiday Inn on Saturday, February 4, 2016. The topic will be Board Governance.

### **6.4 Board Elections - Update**

At the close of nominations there are 13 candidates in the CTCMA Board electronic election. The list of candidates was circulated at the meeting.

### **6.5 CTCMA Full Bylaw Review - Update**

Staff and legal team meeting held October 14<sup>th</sup>. The next draft is scheduled for early November and expected to be ready for committee review by early December.

### **6.6 Public Education Strategy - Enhancing Communication and Engagement Update**

The Consultants held an interview with the Chair on October 27<sup>th</sup> and an interview with the Vice-Chair has been scheduled next week. Updates will be provided as the project progresses.

### **6.7 Annual General Meeting - Simultaneous Interpretation**

For the AGM on January 15, 2016 simultaneous interpretation for Mandarin and English has been arranged with an interpreter booth.

### **6.8 Pan-Canadian Examination April 1, 2017 to March 31, 2021**

Further to memo at the September 10<sup>th</sup> meeting, an update on the work in progress for the selection of an examination consultant to ensure the sustainability of the Pan-Canadian exams, and the recruitment of a Project Manager for the period April 1, 2017 to March 31, 2021 was provided in a memo circulated at the meeting.



## **6.9 Ministry of Health - The Health Professions General Regulation Amendment**

The Ministerial Order on the Health Professions General Regulation Amendment was circulated. The general regulation has been amended by adding a section on “Exception for opioid overdose”.

## **6.10 Business conducted by email between September 11, 2016 and October 29, 2016**

On September 26, 2016 the Board passed the Resolution:

*That the minutes of the September 10, 2016 Board meeting be approved.*

Approved

On October 17, 2016 the Board passed the Resolution:

*That the Framework for a Model Patient-Practitioners Relationship Program for BC Health Regulators be approved.*

Approved

## **7.0 COMMITTEE REPORTS**

### **7.1 Education & Examination Committee (EEC)**

#### **7.1.1 TCM Point Injection Therapy (PIT) Competency Working Group**

The TCM PIT Competency Working Group is continuing work on developing the competencies and performance indicators for PIT. The next meeting is scheduled for November 27, 2016.

#### **7.1.2 Implementation of Dr.TCM Competencies**

A panel consisting of examiners and experts met on October 3 to conduct the global rating scales for the Dr. TCM Clinical Examination based on the newly developed Dr. TCM Competencies. The development of the new clinical cases will start later this month.

#### **7.1.3 Education Program Review**

Seven schools have submitted applications for the Education Program Review. The Expert Panel is currently reviewing the Curriculum information.

### **7.2 Finance Committee**

A meeting of the Committee was held October 19, 2016 and the financial statements to August 31, 2016 were reviewed. The statements reflect income and expenses for the first 5 months of the fiscal year, April 1<sup>st</sup> to August 31<sup>st</sup>.

The next meeting is scheduled for November 30, 2016.



### **7.3 Inquiry Committee**

Meetings were held September 8 & 12, October 20 & 21. Currently there are 24 open files, with 2 new and 22 ongoing cases including 3 MSP billing. The IC issued one citation to Discipline. There are 4 on-going suspensions.

Members were provided with a summary of the 24 open Inquiry cases.

### **7.4 Patient Relations Committee**

In follow up to the report given at the September 10<sup>th</sup> meeting, on October 17<sup>th</sup> the Board electronically approved The Framework for a Model Patient-Practitioner Relationship Program.

Currently there are 3 vacancies on the Patient Relations Committee.

### **7.5 Quality Assurance Committee**

#### **7.5.1 Quality Assurance Program (QAP)**

The Consultant and Practice Advisor is continuing work on developing indicators to enable the Quality Assurance program to undertake assessment, based upon the draft essential competencies. It is anticipated that a complete draft will be presented to the Committee at year end.

#### **7.5.2 Scope of Practice Working Group (SOPWG)**

The College's Consultant is finalizing the Scope of Practice Standards. A meeting of the SOPWG will be held later this year to review the document.

#### **7.5.3. Chinese Medicine Working Group (CMWG)**

The Chinese Medicine Working Group was formed to review and update Schedule I (a list of TCM herbs or medicinals that has a high potential for adverse events). The Working Group met on October 24, 2016 to review the recommended revisions to Schedule I. The project is expected to be completed by the end of November and a report will be submitted to the Board at that time.

### **7.6 Registration Committee**

The Registration Committee held meetings on September 19, 2016 and October 26, 2016.

The committee reported that there are three HPRB registration cases open.



## 8.0 ANNUAL GENERAL MEETING - 2017

Currently the AGM is held in January every year.

In order to re-set the AGM timing, to have the AGM every October in the future it was recommended that two meetings be held in 2017 as follows:

1. the regular AGM on January 15, 2017, about which registrants have already been informed - reporting for the year ending March 31, 2016, and
2. an additional half day AGM in October 2017 - reporting for the year ending March 31, 2017

### **MOTION:**

***That the Board approve the recommendation to have two meetings in 2017: January 2017 and October 2017 and moving the future meetings to October.***

M/S/C

## 9.0 OTHER BUSINESS

### 9.1 Conflict-of-Interest

In May 2016 the Board revised the policy on *Code of Conduct for Board Members (the "Code")* to permit members to hold voluntary offices in TCM/acupuncture-related associations, agencies, training institutions or enterprises. A discussion took place on conflict-of-interest of Board members and disclosure.

The *Code* includes cautionary instruction that members are expected to recognize that they owe a statutory and fiduciary obligation to act in the public interest at all times, and to avoid conflicts of interest (actual and perceived) arising from such voluntary offices.

Board members who hold non-voluntary offices (owners, operators, staff, officers, faculty members etc.) of TCM/acupuncture-related associations, agencies, training institutions or enterprises must be extremely judicious in considering any action that could result in allegations or perceptions of conflict-of-interest. The board member will not table, suggest, move or vote on matters related or perceived to be related to the interest of the member's institution. The member will only speak on the issue or provide advice when requested to do so by the Chair.

Voluntary disclosure of any actual or perceived conflict-of-interest is the duty of all Board members. Such disclosure must be made to the Board members and the Registrar.

In addition the following Resolution was made:

### **RESOLUTION:**

***That, if aware of a potential conflict-of-interest issue, the Registrar be authorized to provide such information to the Board member; request a response from that Board member; and provide all Board members with the relevant information regarding an actual or perceived conflict-of-interest.***

M/S/C



**9.2 Board Orientation 2017**

The Board requested that at the Orientation, Mark MacKinnon, the Executive Director/Professional Regulation and Oversight/Ministry of Health, be asked to provide further information on the new shared scope of practice/restricted activities model under the *Health Professions Act*.

**10.0 REPORT FROM THE IN-CAMERA SESSION**

**Appointment to Inquiry Committee**

Mr. Adrian Chaster was appointed as a public member of the Inquiry Committee.

There being no other business, the meeting was adjourned at 11:30 a.m.

The next scheduled meeting will be held on December 10, 2016 from 9:00 a.m. to 12:00 p.m. at the CTCMA office in Vancouver.



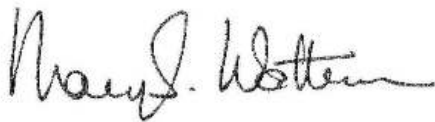
December 7, 2016

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Ben Bao Qi Cao, Dr.TCM  
Chair, CTCMA

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Date



December 7, 2016

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Mary S. Watterson, Dr.TCM  
Registrar, CTCMA

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Date

*A signed copy is an official record of the meeting, which has incorporated amendments and corrections from a subsequent meeting.*

