

Minutes of the 2015 Annual General Meeting held on January 10, 2016, at the Radisson Hotel Vancouver Airport, 8181 Cambie Road, Richmond, BC, V6X 3X9.

Board Members Present:

Bar-Chya LEE (Vice-Chair/Acting Chair), Paul Chang-Jen CHEN (Board Member), Queenie CHOO (Board Member), Paul Sit Cheong HO (Board Member), John Yung Chou LEE (Board Member), Joseph RANALLO (Board Member), Weijia TAN (Board Member), Mary WATTERSON (Registrar).

In the absence of Board Chair Ben Bao Qi Cao, the Vice-Chair Bar-Chya Lee acted as Chair. Board Members Te Cheng Kao and Mark Warkentin were unable to attend.

Also Present:

6 CTCMA management/staff, 7 casual staff, 1 interpreter and 228 registrants.

Meeting began at 2:00 p.m. with Bar-Chya Lee in the Chair.

1) **Call to Order**

Chair Bar-Chya Lee confirmed the presence of the quorum and called the meeting to order at 2:05 p.m.

2) **Confirm Quorum**

228 registrants in attendance presented at the Annual General Meeting.

3) **Introduce Guests & New 2015 Registrants**

Bar-Chya Lee, on behalf of the Board, welcomed everyone to the 2015 Annual General Meeting of the College. The Chair introduced the new Board Members John Yung Chou Lee & Joseph Ranallo, and Paul Sit Cheong Ho – appointed as a Registrant Member for a one year term until the December 2016 election. The Chair then proceeded to introduce the other Board Members and the Registrar.

The recent registrants were welcomed and introduced by video listing.

4) **Adoption of the Agenda**

Agenda approved.

5) **Approval of the Minutes of the 2014 Annual General Meeting held on January 11, 2015.**

Minutes adopted.

All in favour, no contrary.

6) **Convention Standing Rules**

Convention standing rules were circulated when registrants came to the meeting. Approved by 2/3 majority.

7) **Chairman's Report (Report from Chair Ben Cao was read by presiding Chair)**

Dear TCM colleagues, first of all, I thank you on behalf of the CTCMA for participating in this year's AGM.

This year the AGM day has been changed to encourage registrants to gather together. Instead of a dinner party that is attended by a limited number of people, registrants were invited to a community lunch. Its purpose lies in both the convenience of everyone, and to provide an opportunity for registrants to spend the lunch hour meeting in an informal setting and having a simple meal. At the same time participating in the AGM will be recognized as continuing education credit, which is because the College is all about registrants. The registrant is both a regulated TCM health professional and a participant of regulation.

By taking part in the AGM of the CTCMA, registrants have the opportunity to listen to the summary report on a year's work, both to understand the regulatory situation of the TCM profession, and to understand the current main problems in the TCM profession.

Through putting forward problems and suggestions, to check and supervise and help to improve CTCMA's regulation of the TCM profession after full discussion. On the one hand, the purpose is to more effectively protect public safety and services in the interests of the public. On the other hand, it helps to protect the registrant's rational and legitimate right to practice, and ensure the TCM profession's healthy smooth development.

The number of participants in this year's AGM is outstanding with everyone gathered together, this is our TCM community, all for TCM profession! I wish the AGM a complete success! Thank you!

8) **Financial Report**

Finance Committee – Paul Sit Cheong Ho, Chair

The Registrar presented a summary of the financial report at the AGM.

9) **Committee Chairs Introduction**

The Chair introduced the Committee Chairs who were present at the AGM

- **Education & Examination Committee:**(Co-Chairs)Ben Bao Qi Cao & Weijia Tan
- **Finance and Administration Committee:** Paul Sit Cheong Ho
- **Patient Relations Committee:** Paul Sit Cheong Ho
- **Quality Assurance Committee:** Weijia Tan
- **Registration Committee:** Bar-Chya Lee

Discipline Committee – Bill MacLeod (April – December 2014)

The Discipline Committee is mandated to:

1. Deal with matters related to the Professional Medical Code of Ethics and Code of Conduct
2. Conduct evaluation of investigation results handed over by the Inquiry Committee, and
3. Issue citation for and conduct hearing session(s)
4. Consider and take action if necessary as follows:
 - a) dismiss the matter
 - b) reprimand the respondent
 - c) impose limits or conditions
 - d) suspend respondent's registration
 - e) cancel respondent's registration

- f) fine the respondent
- g) assess costs (or part of them) of the hearing against the respondent

Inquiry & Discipline Report to December 31, 2013, was circulated to provide a year-end summary of Inquiry & Discipline cases with registration category and language. The report included percentages of cases involving each category of registrant and the overall percentage within the registrant base.

The Discipline Hearing of Kit Wong, R.TCM.P. was pending from previous year. Reasons for Decision on Verdict was submitted by the Discipline Committee on January 27, 2014.

Three cases were settled by Consent prior to the Hearing and one case proceeded to a hearing on Jan. 27, 2015.

Examination Committee – Ben Bao Qi Cao

The Examination Committee consists of three Members appointed by the Board.

The Examination Committee is responsible for advising the Registrar with regard to registration examinations, and acts as a consulting body to the Registrar in the appropriate testing of applicants' knowledge and skills.

The Examination Committee had a busy and productive year working on a number of projects.

Dr.TCM Competencies/Performance Indicators/Assessment-Educational Blueprint

A validation survey for TCM educational institutions in BC regarding the *Performance Indicators for the Entry-Level Occupational Competencies for the Doctor of Traditional Chinese Medicine* was completed in April 2014. Following the analysis of the survey data, the Expert Committee met on April 26, 2014 and April 27, 2014 to review the survey results, finalize the documents and make recommendations to the Board.

The College Examination Development Team (EDT) began a review of the feasibility of *Performance Indicators for the Entry-Level Occupational Competencies for the Doctor of Traditional Chinese Medicine Draft* on May 12, 2014.

A review of the Dr.TCM Competencies/Performance Indicators/Assessment-Educational Blueprint draft was completed by the College's Dr.TCM Examination Development Team (EDT) on June 2, 2014.

On July 13, 2014 a one-day meeting was scheduled with the Examination Committee and Standards of Education Committee to review the document with the project consultant.

Following the July meeting an updated preamble to the performance indicators grid was added, and a narrative report on the project was submitted to the Board.

May 26-30, 2014 a Pan-Canadian Examination item writing workshop was held in Ottawa with the examination provider. Nine content experts from across Canada attended the workshop.

June 9-13, 2014 the Examination Committee met in Ottawa with the examination provider.

Dr. TCM Clinical Examination

The 2014 Dr.TCM Clinical Examination rewrite was held on June 21, 2014 with 4 candidates. The results were issued to the candidates on July 3, 2014.

Pan-Canadian Examinations

The Pan-Canadian Written Examinations for Acupuncturists, Herbalists and TCM Practitioners was held on October 18, 2014 with 211 candidates. The results of the Pan-Canadian Written Examination was posted on the CTCMA website on November 14, 2014.

The Pan-Canadian Clinical Examinations for Acupuncturists, Herbalists and TCM Practitioners was held on January 24, 2015 with 199 candidates. The results of the Pan-Canadian Clinical Examination was posted on the CTCMA website on March 9, 2015.

Inquiry Committee – Vivienne Stewart (April - December 2014)

The Inquiry Committee investigates written complaints made regarding the practice of a College registrant and matters related to professional practice under the *Health Professions Act*. It also investigates matters involving unauthorized practice by non-registrants and can also initiate an investigation on its own motion.

For the period April 1, 2014 to March 31, 2015, the Committee held twenty meetings. Seventeen new complaints were received during this period. Of the complaints received this period and the complaints received in the previous year, the Inquiry Committee disposed of sixteen cases resulting in remedial action by consent under the *HPA* section 36, two cases resulted in letters of reprimand to the Registrant, and three cases were dismissed under s.33(6)(a). The resolution of cases constituting serious matters are posted on the CTCMA website under *Public Notifications*. Four citations for hearing by discipline committee were issued under *HPA* section 37, three cases were settled by Consent prior to the Hearing and one case proceeded to a hearing on Jan. 27/15.

Patient Relations Committee – Paul Sit Cheong Ho

The Committee's mandate is to deal with complaints of professional misconduct of a sexual nature by:

1. establishing and maintaining procedures to deal with such complaints,
2. developing and coordinating educational programs for professionals and the public,
3. developing guidelines for professional conduct, and
4. providing information to the Public re the College's complaint and disciplinary process

The Committee shall function in accordance with the relevant provisions set out in the *Health Professions Act* and the College Bylaws, and shall report its findings and recommendations to the Board.

The Committee will continue to examine tools for registrant education. The Committee will also be following the HRO Subgroup on professional boundaries and the potential for collaborative work.

Quality Assurance Committee – Weijia Tan

The Quality Assurance Committee consists of four professional members and two public members appointed by the Board. It is mandated to review the standards of practice and to enhance the quality of practice and to reduce incompetent, impaired or unethical practice among registrants; to establish and maintain a continuing competency program to promote high standards of practice among registrants; and to recommend criteria to the Board for continuing education requirements.

The Quality Assurance Committee had two meetings in 2014/2015 (September 9, 2014 and January 20, 2015).

Regulation Amendment Task Force (RATF)

Schedule I (A) and Schedule I (B) have been renamed as Schedule A and Schedule B. No changes have been made to the content or grouping of herbs and medicinals.

The College consulted with registrants and stakeholders on a draft regulation amendment proposal. The RATF is working on reviewing all feedback and finalizing a draft proposal.

Jurisprudence Handbook

Following Board's approval in May 2014 the Jurisprudence Handbook, *Important Legal Principles Practitioners Need to Know* was formatted, posted, and printed including a Chinese version for reference. The electronic version of the Handbook is available on line and a paper version of the Handbook may be ordered for a fee of \$5 + postage which is at cost recovery.

Standards of Practice

The Practice Standard #5 "Communicable Diseases: Preventing Practitioner-to-Patient Transmission. With Board's approval in October 2014 the Standard of Practice was posted on the website and circulated in the Winter 2014 newsletter.

The Practice Standard Professional Duty of Candour. With Board's approval in November 2014 the Standard of Practice was posted on the website and circulated in the Winter 2014 newsletter.

The Practice Standard Acupuncture for Induction of Labour. With Board's approval in February 2015 the Standard of Practice was posted on the website and circulated in the Spring 2015 newsletter.

Registration Committee – Bar-Chya Lee

The Registration Committee consists of six Members appointed by the Board.

The Registration Committee is responsible for reviewing and approving the registration of a person as a member of the College under the authority delegated by the *Health Professions Act* of BC.

The Registration Committee had eleven meetings in 2014/2015 (April 23, May 21, June 25, July 23, August 13, October 8, November 6 & December 11, 2014 and January 28, February 25 & March 18, 2015).

CTCMA initiated the online registration renewal in 2015 and 76% registrants completed the renewal using the new online system.

As of March 31, 2015, the register consisted of: 775 R.Ac., 33 R.TCM.H., 442 R.TCM.P and 302 Dr.TCM.

The Registration Committee approved applications for examination candidacy in 2014/2015 including applications for Dr.TCM examination and Acupuncturist and Herbalist examinations.

4 applications to re-take 2014 Dr.TCM Clinical Examination

246 applications to write the 2014 Pan-Canadian Examinations (Acupuncturist/Herbalist/Practitioner)

As of March 31, 2015, there was 1 outstanding HPRB case.

Standards of Education Committee – Weijia Tan

The Standards of Education Committee consists of six members appointed by the Board. The Committee is responsible for establishing, implementing, enforcing and evaluating the standards of education for the approval of training programs and for reviewing and making recommendations to the Board regarding education programs.

The Standards of Education Committee met once in 2014/2015 (November 19, 2014).

During the year 2014/2015, the committee focused on the following projects:

1. Organize the workshop with TCM schools on January 15, 2015 to introduce and discuss Dr.TCM Entry-Level Competencies
2. Follow-up the Training Program Review Project and recommend to Board for approval of listing TCM schools in Schedule H of CTCMA Bylaws
3. Initiate the development of Education Program Review Project to replace the Training Program Review

10) CTCMA Registrar Report

The Registrar reported on the following:

- The College is created in order to work with the TCM health professional in his/her delivery of safe and effective care
- Every activity undertaken by the College must be in the public interest
- The Strategic Plan is the blueprint for College activities and the Budget is approved by the Board in order to implement those activities
- Net assets provide support and the necessary safety net for extraordinary risk management, unanticipated contingencies and special projects
- Strategic Plan 2015-2019 Goals
 - Advance professionalism
 - Supporting registrants in their practices by improving Practice Standards and Guidelines, developing a Quality Assurance Program, and providing support through developing educational programs in areas identified as needs by registrants; online interactive learning modules are being explored
 - Defining Professionalism: Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served
 - Enhance Communications
 - In 2015 the College hosted three meetings with the province's TCM training institutions
 - January 2016 a website bilingual in English and Chinese was launched
 - The College support the concept of one profession, one professional voice versus multiple professional associations
 - It is time that we know who our colleagues are – time to conduct a registrant survey on demographics and types of practice
 - Improve Efficiency and Risk Management
 - Organizational efficiency and risk management is advanced through
 - e-newsletter
 - registrant portal on website
 - database updated with introduction of renewal online
 - proposed Regulation amendment, a project started in 2008 is now under review by the Ministry of Health

Each goal promotes the public interest – the over-riding responsibility is to always act in the public interest.

Activities with successful outcomes depend on our volunteers – the College flourishes because of the support and dedicated work of our registrants and public volunteers.

Thank you for another successful year.

11) A brief Questions & Answers period followed.

12) Adjournment

The meeting adjourned at 4:00 p.m.