

PUBLIC BOARD MEETING

December 9, 2017

In attendance: Ben Cao (Chair), Joelle Berry, Kim Graham, Oleh Ilnyckyj, John Yung Chou Lee, Edwin Liu, Jocelyn Stanton, Peter Stevenson-Moore, Weijia Tan, Weidong Yu, Jonathan Ho (Registrar), Casey Cowan (Recorder)

Teleconference: Joseph Ranallo

1.0 CALL TO ORDER

The meeting was called to order by the Chair at 9:08 a.m.

1.1 INTRODUCTIONS

Observer Simon Au Young, Dr.TCM, and presenters Marlie Oden and Norene Kimberley from Bridge Communications were introduced.

2.0 AGENDA

Motion:

That the agenda be adopted.

M/S/C

3.0 COMMUNICATIONS WORKSHOP BY BRIDGE COMMUNICATIONS

At the previous meeting of the Board, it was agreed to establish a Communications Working Group of Board members to support registrant engagement and promote greater understanding of compliance in regulatory matters. As an initial step to establishing the Working Group, a one-hour workshop was led by Bridge Communications. Marlie Oden and Norene Kimberley presented a slide show on communications plans for health regulators. Their focus was on trends from other colleges, tips and advice.

The presenters stressed the importance of developing a communications plan that relates to all stakeholders including the public, government, educators and registrants.

The oversight nature of the Board's role in developing the plan was discussed.

There was a discussion about:

- the challenges of communicating the responsibilities of self-governance to registrants, and
- the privilege of self-governance being at risk if registrants fail to demonstrate an understanding of their regulated obligations.

The Chair thanked the presenters for their presentation and for their assistance over the past year.

4.0 OATH OF OFFICE – KIM GRAHAM

Newly-appointed Board member Kim Graham read the Oath, and the Chair presented her Certificate of Appointment.

5.0 CHAIR'S REPORT (Summary)

The Chair extended a sincere thanks to all Board members and staff for their work at this year's AGM and EGM. He spoke about improving communications and of transparency in the College's work. He also spoke about the College examining its structures and procedures in order to protect the public effectively and efficiently.

ACTION - It was requested that the Chair's Report be moved to the In-Camera session of the meeting to protect the confidentiality of individuals mentioned by name.

6.0 MINUTES

Minutes of the September 9, 2017 meeting (approved) were read for information. Minutes of the November 5, 2017 informal meeting were read for approval.

Motion:

That the minutes of the November 5, 2017 meeting be approved.

M/S/C

7.0 ELECTION OF CHAIR AND VICE-CHAIR (2018-2019)

7.1 Election of Chair

Ben Bao Qi Cao was nominated for Chair. As sole nominee, he was elected by acclamation.

7.2 Election of Vice-Chair

Jocelyn Stanton was nominated for Vice-Chair. As sole nominee, she was elected by acclamation.



8.0 REGISTRAR'S REPORT

8.1 **Meetings and Events** for September, October and November 2017 were circulated.

8.2 Regulation Amendment Proposal – Ministry of Health memo September 21, 2017

The Registrar reported that in a September 21, 2017 memo to Mark MacKinnon, the College re-engaged with the Ministry of Health regarding its Regulation Amendment Proposal. He also reported on discussions the College has held with other BC Health Regulators regarding the professions that don't yet have formative regulations that align with the HPA shared scope-of-practice framework. He informed the Board the BC Health Regulators will be submitting a letter to the Deputy Minister to ask that this initiative be prioritized.

8.3 BC Health Regulators Space Sharing

The Registrar reported on the status of activity in response to the Board's motion to develop an exploratory business case for office space sharing among the Colleges of the BC Health Regulators (BCHR).

A formal offer including an information package and costs is expected from BCHR by January 2018. Meanwhile, the College will conduct an environmental scan regarding its options. Following which, a proposal will be submitted to the Board for consideration.

During a discussion about records storage, it was suggested that since the College hasn't moved to electronic record storage yet, and considering the potential cost of such a move, the College needs a plan of how records will be stored. It was recommended the plan include, for example, that backups must stay in Canada.

ACTION – The Registrar was asked to come up with some proposals regarding shared IT and shared confidential storage of records.

8.4 Ministry of Health Website Review

The Registrar reported that at a meeting of the BC Health Regulators on November 9, 2017, the Ministry of Health provided a presentation of its review of all 23 colleges' websites. The Ministry will share the results of its review of the College's website shortly, at which time they will be presented to the Board.

It was suggested these results be applied to the Strategic Plan.

8.5 CARB-TCMPA Update

The Registrar reported on the Annual General Meeting (AGM) of the Canadian Alliance of Regulatory Bodies – Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA, or CARB for short), which took place on the third day of a three-day meeting November 28-30, 2017 with other provincial TCM practitioner and acupuncturist regulators.

(The Pan-Canadian Exam—which was the subject of the first two days of the meeting—was discussed in the In-Camera session of the meeting.)

The Registrar reported on the following items discussed at the CARB AGM:

1. Financial Records and Audit
2. Bylaw Amendments
3. Intellectual Property
4. National Occupational Code

The Registrar reported that, overall, the meeting was successful.

Following the Registrar's report, there was a discussion about resource allocation for supporting regulation for unregulated provinces, herbal medicine regulation, and funding issues around CARB.

8.6 Business conducted by email between September 10, 2017 and December 9, 2017

On September 20, 2017 the Board passed the Resolution:

That the minutes of the September 9, 2017 Board meeting be approved.

Approved

On November 20, 2017 the Board passed the Resolution:

That the Registrar, Jonathan Ho, be appointed as a Director of CARB-TCMPA to represent the College.

Approved

9.0 COMMITTEE REPORTS

9.1 Education & Examination Committee (EEC)

9.1.1 Implementation of Dr. TCM Competencies

The 2017 Dr.TCM Clinical Examination scores were finalized by the EEC Exam Panel on September 19, 2017 based on the recommendations from the psychometrician. The exam results were released to the candidates.

There was a discussion about the need to increase students' clinical experience due to low numbers of patients for students.

With acknowledgement of the importance of clinical exposure, the Board was reminded it's the duty of the College to make sure the clinics in schools are safe, and that students complete the required 450 hours (under its mandate from the Ministry of Health), but that the quality of the 450 hours is enforced by the Ministry of Advanced Education, which is outside the College's jurisdiction.



However, one way the College can address this challenge is in raising the standards of clinical competency. Moving toward a model that uses a term—such as a year—of mentored pre-registration, practicum or residency was discussed.

It was suggested that the first step in implementing this is to seek sound evidence for areas of improvement.

Motion:

That the EEC undertake a review of the current process of conducting education program reviews and look for areas of improvement.

M/S/C

Acknowledging the workload of the EEC, it was suggested a subcommittee might be required. An environmental scan was also suggested.

9.1.2 Interactive Safety Course Development

The committee is currently reviewing the Chinese translation of the course to ensure the accuracy.

There was a discussion about the College's efforts to ensure translation quality with respect to in-house and contractor relationships.

9.1.3 Education Program Review (EPR)

The Board was updated on the progress of the eight EPR applications received from schools. There was a discussion about the College's jurisdiction under the Ministry of Health in the context of school regulation being under the Ministry of Advanced Education. It was reported that a new government branch for regulating schools, Private Training Institutions Branch (PTIB), has been created but is still in transition.

9.2 Finance Committee

A meeting of the committee was held December 6, 2017 and the financial statements to October 31, 2017 were reviewed. The statements reflect income and expenses for the first 7 months of the fiscal year, April 1st to October 31st.

A review of the investment of surplus funds and contingency funds was conducted.

There was discussion about the costs of the AGM and EGM, and the rules about investments for not-for-profit entities.

9.3 Inquiry Committee (IC)

Meetings were held September 11 and 22, and October 22, 2017. Currently there are 21 open files, all of which are ongoing cases. Twenty-four cases were closed per s.33(6) and 5 cases closed (mediated) per s. 32(3) since last report September 9, 2017.

Members were provided with a summary of the open cases.

It was reported the IC created a new category: “Cases Closed” to reflect the volume of instances where a complaint is made, but resolved early.

It was also noted the current budget doesn’t adequately prepare the College for more than one citation to discipline. It was suggested that, moving forward this be recognized in the contingency fund, or by increasing the IC’s funding. The Registrar noted the College is working on both.

Motion:

That a discussion about whether the Inquiry Committee Coordinator position should be held by a non-TCM practitioner added to the agenda for the In-Camera session.

M/S/C

9.4 Quality Assurance Committee (QAC)

9.4.1 Quality Assurance Program (QAP)

The QAP Consultation Working Group consisting of 12 practitioners met on September 24 and November 19, 2017 to work with the competency consultant and practice advisor to develop key messages and a communication strategy to engage the registrant community regarding the concept and implementation of a QAP. A report will be submitted to the QAC at their next meeting. Following which, a comprehensive consultation with registrants is anticipated.

There was a discussion about education in Chinese culture safety—more in-depth than at entry level—and cultural sensitivity. Cost, time commitment, and the vastness of the topic were discussed. The core training offered about First Nations was discussed.

9.4.2 Regulation Amendment Task Force (RATF)

The Chinese Medicine Working Group Project Report and the updated Regulation Amendment Proposal dated May 3, 2017, submitted to the Board on the July 15, 2017, has been published on the College’s website. These documents have since been submitted to the Ministry of Health to re-engage discussions on proceeding with the regulation amendment work.

9.5 Registration Committee (RC)

The RC held a meeting on October 5, 2017 and a panel teleconference on November 16, 2017. The next meeting is scheduled on January 18, 2018.

There is one HPRB registration case open.

RC policy authorizing the Registrar to act for the RC has been reviewed, revised and renewed.

Outline of the Registrant Inspection Check List & Report has been reviewed and revised. The committee reviewed reports concerning the supervision of practitioners on restricted licenses, and found one to be unsatisfactory. This was returned with a concise commentary. The committee is hopeful this will promote a higher standard of supervision, and remind registrants of their responsibilities, particularly in the maintenance of charting standards.

It was reported the number of patient records required to complete the Registrant Inspection has been increased from two to six to provide adequate information to perform this assessment.

10.0 HONORARIA

The Registrar reported on a proposed update to the revised schedule of honoraria for Committees and Working Groups, based on inquiries from committee members.

Motion:

That the recommendations be approved that:

- 1. The honoraria for meetings and teleconferences of Board, Committees and Working Groups be set at \$60 per hour (\$480 per day maximum); and***
- 2. Preparation time for the chair and members of Board, Committees and Working Groups be paid at the same honorarium rate as meetings and teleconferences.***

M/S/C

It was requested that a 30-minute increment be added to the schedule. College staff will be drafting the necessary policies and templates to address this.

11.0 EDUCATION – DISTINCTION BETWEEN COLLEGE AND ASSOCIATION

It was suggested the word “Education” be replaced with “Communication.”

There was a discussion about the importance of educating registrants, Board members, and candidates who want to run for the Board, on the distinction between College and Association.

It was suggested that a video could be commissioned by the British Columbia Health Regulator (BCHR) for all the colleges, who could divide the cost among them. The video could be translated into Mandarin, and both versions could be posted to the College’s website and other social media. The importance of standardizing and repeating the message was also mentioned.

Motion:

That College staff investigate opportunities—including in cooperation with BCHR—for developing a communications video that educates registrants, the public, and potential Board members on the distinction between College and Association.

M/S/C

12.0 OTHER BUSINESS

There being no other business, the meeting was adjourned at 12:35 pm.

The next scheduled meeting will be held on March 10, 2018 from 9:00 a.m. to 12:00 p.m. at the Holiday Inn Vancouver Centre, 711 West Broadway.



January 4, 2018

Ben Bao Qi Cao, Dr.TCM
Chair, CTCMA

Date



January 4, 2018

Jonathan Ho
Registrar, CTCMA

Date

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

