

PUBLIC BOARD MEETING

September 8, 2018

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

Regrets: Ben Cao (Chair), Guo Ding, Weidong Yu

1.0 CALL TO ORDER

The meeting was called to order by the Vice Chair at 1:28 p.m.

2.0 INTRODUCTION OF OBSERVER

The observer Simon Au Young, Dr.TCM was introduced.

3.0 AGENDA

Motion

That the agenda be adopted.

Adopted

4.0 BRIDGE COMMUNICATIONS

1. Draft report to the Registrar dated August 2018, "Public Education Campaign 2018 – Final Campaign Report Draft" was circulated and read for information.
2. "Communications Update For CTCMA Board" dated September 8, 2018, was circulated and read for information.

Marlie Oden and Norene Kimberley from Bridge Communications presented a slide show of the circulated document, "Communications Update For CTCMA Board." The logo development process was described, and a draft design was presented.

The Vice Chair thanked the presenters.

Board members were invited to comment on the proposed logo. In response, the presenters offered to do the following:

1. Draft a version with brighter colors;

2. Ensure the order of the colors is consistent with TCM principles with respect to the five elements; and
3. Draft another version with slimmer bands of color (that resembles the iteration in the slide show on the bottom right of the page showing previous drafts of the logo).

5.0 MINUTES OF PUBLIC BOARD MEETING JUNE 2, 2018

Minutes of the June 2, 2018 Public Board meeting, approved on June 27, 2018, were circulated and read for information.

A Board member proposed discussion of Item 10.2 in the approved minutes. It was agreed to hold this discussion during the Other Business portion of the agenda.

6.0 REGISTRAR REPORT

"CTCMA Meetings and Events" for June, July and August 2018 was circulated for information.

6.1 AGM October 21, 2018 – Schedule and Parking

Annual General Meeting (AGM) information package including AGM Schedule for Board members, parking diagram, and the public information flier was circulated and read for information.

The Registrar briefed the Board on the program for the AGM to be held on October 21, 2018.

As a measure in response to issues that arose previously, it was suggested that speakers be reminded to speak slowly.

It was also agreed that parliamentary procedure must be adapted to accommodate the interpretation process.

6.2 Business conducted by email between June 3, 2018 and September 8, 2018

On June 27, 2018 the Board passed the Resolution:

That the minutes of the June 2, 2018 Board meeting be approved.

Approved

On July 9, 2018 the Board passed the Resolution:

That the 2018 Annual Report and the Audited Financial Statements for the fiscal year ending March 31, 2018 be approved.

Approved

7.0 COMMITTEE REPORTS

7.1 Education & Examination Committee

"Education & Examination Committee (EEC) Report (September 8, 2018 Board)" was circulated and read for information.



7.1.1 Implementation of Dr.TCM Competencies

Currently the Subject Matter Experts are working on the translation and editing of the items for the 2019 Dr.TCM examination.

7.1.2 2018 Pan-Canadian Examinations

The Panel reviewed a total of 236 applications for the 2018 Pan-Canadian Examination, among which 216 applicants were approved for writing the examination, 3 applicants withdrew their exam applications, 9 applicants were conditionally approved for writing the examination and 8 applicants were rejected due to failure to meet the exam requirements.

7.1.3 Interactive Safety Course Development

The updated Chinese version has been received and is being reviewed by the Subject Matter Experts and staff.

7.1.4 Education Program Review

CTCMA received EPR applications from 9 schools:

- Clinical site visits have been conducted to 7 TCM schools. All 7 have successfully completed the curriculum review stage.
- One school is still undergoing the curriculum review.
- Another school has completed the curriculum review and the site visit is waiting to be scheduled when the student clinic is fully operational.

There was a discussion about the value and possibility of a national educational program review.

7.2 Finance Committee

1. "Finance Committee Report to the Board – September 8, 2018" was circulated and read for information.
2. Memo to the Board dated August 29, 2018, "Re: June 2018 Financial Statements" was circulated and read for information.
3. Financial statements for June 2018 were circulated and read for information.

A meeting of the Committee was held on August 29, 2018 and the financial statements to June 30, 2018 were reviewed as attached in the Board binder. The statements reflect income and expenses for the first 3 months of the fiscal year, April 1, 2018 to June 30, 2018.

The date for the next meeting is scheduled for November 28, 2018.

7.3 Governance Committee

"Governance Committee - Board Report – September 8, 2018" was circulated and read for information.

The Governance Committee met on June 13, 2018, August 8, 2018 and August 29, 2018. The meetings were regarding the Registrar Evaluation process. A separate memo is provided to the Board on this matter.

The Committee Chair reported that the Committee would keep the Board updated on the Registrar Evaluation contract and will start working on the Committee's Terms of Reference.

7.4 Inquiry Committee

1. "Committee Chair Report to the Board – September 8, 2018" was circulated and read for information.
2. A redacted summary of the Committee's open cases was read for information.

Two meetings (Inquiry Panels) took place since June 2, 2018. There are 15 current files, of which 6 are ongoing cases, 3 are deferred cases due to registrant being out of the country, 4 are deferred cases awaiting MSP action, and 2 are new cases. Two cases were closed under HPA s. 32(3).

The Committee Chair reported that there has been a change in reporting style to distinguish cases delayed outside control of the Committee (for example, registrant out of the country, or delayed awaiting Medical Services Plan (MSP) action).

With respect to registrant subjects of complaint who are out of the country, there was a discussion about the disposition timelines under the Health Professions Act. As a result, the Registrar agreed to look into the 7 deferred cases, taking into account related policies of the Inquiry Committee and the Discipline Committee.

7.5 Quality Assurance Committee

1. "Quality Assurance Committee - Board Report – September 8, 2018" was circulated and read for information.
2. Video introducing the Practice Support Program for registrants was shown for information.

The Quality Assurance Committee held a meeting on June 17, 2018 to discuss the direction of the Practice Support Program. The next meeting is scheduled on September 23, 2018 to discuss emerging technology in TCM.

Practice Support Program (PSP) formerly known as the Quality Assurance Program (QAP)

Over the period May 22 to June 12, 2018, the College undertook an online survey to assess registrant opinion on the importance of the 14 Career-Span Competencies in TCM and acupuncture practice. It was reported that there were 448 responses to the survey, representing 24% of registrants. The survey results indicated that all 14 proposed Career-Span Competencies were all rated as very important in practice and that 96% of survey respondents rated neutral or above in their support of the overall approach to the Practice Support Program.

As part of the survey and the registrant communications strategy, an introduction video has been developed to inform and educate the registrants on the Practice Support Program.

An implementation action plan for the Practice Support Program was developed and supported by members. Moving forward, work will begin on developing and pilot testing Comprehensive Self-Assessment and Client Feedback tools and investigating a Peer Support/Mentorship tool.

Board members offered feedback on the video and discussed policy under the new framework.

7.6 Registration Committee

"Registration Committee - Board Report – September 8, 2018" was circulated and read for information.

The Registration Committee held a meeting on July 19, 2018. The next meeting is scheduled on September 20, 2018.

During this reporting period:

- Cases reviewed: 14
 - Approvals: 13
 - Rejections: 0
 - Pending case: 1
- Currently there are no open HPRB registration case.
 - On July 11, 2018, the Registration Committee Chair held a meeting with legal counsel regarding bylaw amendments to Part IV of the bylaws.
 - Statistics Report

Number of Initial Full / Student Registrants						
2018 - 2019	RAC	RTCMH	RTCMP	DRTCM	Student	Total Approved Applications
April	20	1	13	0	26	60
May	18	0	8	0	21	47
June	6	0	7	1	9	23

At a request by a Board member to identify in the Annual Report the average number of years registrants have been registered, the Registrar agreed to do so in the next Annual Report.

There was a discussion about how and whether the College should celebrate registrants' achievement of registration, or whether it's more appropriately addressed by associations. The Registrar noted that most colleges moved away from such practice before CTCMA did so around 2006-7. It was noted that names of new registrants are listed at the AGM. It was suggested that welcoming new registrants could be added to the AGM agenda, listing names and inviting them to stand up.

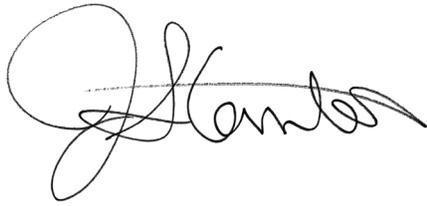
There was a brief discussion clarifying some of the conditions for registrant reinstatement.

8.o OTHER BUSINESS

There was a discussion about federal regulation of medical devices used in pain treatment.

There being no other business, the meeting was adjourned at 4:04 p.m.

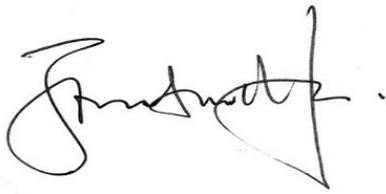
The next scheduled meeting will be held on December 8, 2018 from at the Holiday Inn Vancouver Centre, 711 West Broadway.



October 23, 2018

Jocelyn Stanton
Vice Chair, CTCMA

Date



October 23, 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.

