

## PUBLIC BOARD MEETING

December 8, 2018

**In attendance:** Ben Cao (Chair), Guo Ding, Kim Graham, Oleh Ilnyckyj, John Yung Chou Lee, Edwin Liu, Peter Stevenson-Moore, Joseph Ranallo, Jocelyn Stanton, Weijia Tan, Jonathan Ho (Registrar), Simon Auyoung (Director of Professional Practice), Maharukh Bhagat (Recorder)

**Teleconference:** Joelle Berry, Weidong Yu

### 1.0 CALL TO ORDER

The meeting was called to order by the Chair at 1:35 p.m.

### 2.0 AGENDA

**Motion:**

*That the agenda be adopted as amended with revision to Item 4 as: “Executive Committee, Finance Committee & Discipline Committee”*

M/S/C

### 3.0 MINUTES OF MEETING - SEPTEMBER 8, 2018

Minutes of the September 8, 2018 meeting, approved on October 23, 2018, were read for information.

*Weidong Yu joined the meeting at 1:40 p.m.*

### 4.1 ELECTION OF CHAIR AND VICE-CHAIR 2019 - 2020

In accordance with s. 13(1) of the College Bylaws, the members of the board must elect a Chair and a Vice-Chair by a majority vote for a 1-year term.

Due to the end of the terms for the Chair, Dr. Ben Cao and the Vice-Chair, Jocelyn Stanton the election of Chair and Vice-Chair was held at the meeting.

The Chair mentioned that three new Board members will be elected at the Board Election on December 11, 2018. Without orientation and adequate knowledge of Board activities it would be difficult for the new members to nominate appropriate Board members for the Chair and Vice-Chair positions for the coming year. The new Board members will require orientation and

adequate knowledge of their role as a Board member in order to exercise their vote. As well there are time constraints due to the Board meeting schedule for next year so this item was included in the Agenda for this meeting. All Board members were in agreement.

The “Draft Nomination Process for the Election of Officers” adapted from the Robert’s Rules was circulated at the meeting.

**Motion:**

***To adopt the Nomination Process for the Election of Officers.”***

M/S/C

Voting process for the election was presided by the present Chair, Dr. Ben Cao. The Chair read out the description of section 13 of the College Bylaws.

**Election of Chair**

The Chair opened the election for Chair’s position with an invitation for nominations from the floor. Jocelyn Stanton and Peter Stevenson-Moore were nominated for the position of the Chair and both accepted their nominations. Voting was done by the twelve current Board members. The vote for Chair resulted in a split decision. By mutual consent Jocelyn Stanton agreed to withdraw from the position.

**Peter Stevenson-Moore was elected as the Chair of the Board.**

The Chair congratulated the elected Chair.

**Election of Vice-Chair**

The Chair opened the election for Vice-Chair’s position with an invitation for nominations from the floor. Weijia Tan and Jocelyn Stanton were nominated for the position of the Vice-Chair. Jocelyn Stanton declined the nomination.

**Weijia Tan was declared as Vice-Chair of the Board by acclamation.**

The Chair congratulated the Vice-Chair.

**Motion:**

***That the Ballots be destroyed.***

M/S/C

The Chair, Dr. Ben Cao took the opportunity to thank all Board members for their contribution and support to him during his tenure on the CTCMA Board for the past seven years. He also appreciated the Vice-Chair, Jocelyn Stanton and her work as the Chair of the Governance Committee.

**4.2 CARB-TCMPA REPRESENTATIVES**

Memo to the Board dated November 26, 2018 “Re: CARB-TCMPA Representative” was circulated at the meeting.

The Registrar reported that The College’s Chair, Dr. Ben Cao’s term on the Board will expire effective January 10, 2019. Consequently, Dr. Cao will cease to be a director of the Canadian Alliance of Regulatory Bodies - Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) effective the same day.



It was recommended that the Chair of the College Board be appointed as a director of the CARB-TCMPA to represent the College effective January 10, 2019.

**Motion:**

*The Vice-Chair, Weijia Tan be appointed as Director of CARB-TCMPA to represent the College.*

M/S/C

The elected Chair requested permission from the Board to attend certain meetings of CARB-TCMPA as appropriate. The Board agreed.

### 4.3 EXECUTIVE COMMITTEE, FINANCE COMMITTEE AND DISCIPLINE COMMITTEE

#### 4.3.1 Executive Committee & Finance Committee

Memo to the Board dated November 26, 2018 “Re: Executive Committee and Finance Committee” was circulated at the meeting.

Background:

The Registrar reported that the College’s Board Chair, Dr. Ben Cao’s term on the Board will expire effective January 10, 2019. Consequently, Dr. Cao will cease to be a member of the Executive Committee and the Finance Committee.

Following the election of Board Chair and Board Vice-Chair, up to two members of the Executive Committee may be replaced. Following the bylaw amendment which came into force on May 25, 2018, the composition of the Executive Committee needs to include the Finance Committee Chair.

The Board will need to designate a member of the Executive Committee as the Chair of the Executive Committee pursuant to s. 16(2) of the bylaws.

Relevant sections of the College bylaws:

23. (1) The finance committee is established consisting of at least 3 **board members** appointed by the board, and must include at least 1 public representative.

24. (1) The executive committee is established consisting of at least 3 members, including the **Board Chair**, the **Board Vice-Chair**, and the **Chair of the finance committee**, and must consist of at least 1/3 appointed board members.

**Motion:**

*That the following members be confirmed as Executive Committee members:*

Peter Stevenson-Moore, Chair

Weijia Tan

Edwin Liu

Oleh Ilnyckyj

**Motion:**

*That Guo Ding be appointed as a member of the Finance Committee.*

M/S/C



### 4.3.2 Discipline Committee

Kimberley Graham, Board Member was nominated and appointed to the Discipline Committee.

**Motion:**

*That Kimberley Graham be appointed as a member of the Discipline Committee.*

M/S/C

## 5.0 THANK YOU TO OUTGOING BOARD MEMBERS

Terms of three Board members Dr. Ben Bao Qi Cao (Chair), Dr. John Yung Chou Lee and Mr. Joseph Ranallo will expire effective January 10, 2019.

The Vice-Chair presented the outgoing Board members with certificates of appreciation and thanked them on behalf of the Board for their dedication and contribution to the CTCMA Board.

The outgoing Board members thanked the Board for their support during the tenure of their service.

## 6.0 CTCMA LOGO

Memo to the Board dated November 23, 2018 “Re: Logo Recommendation” was submitted to the Board. Attached to the memo was the document on CTCMA Logo Process and Rationales alongwith Logo Research Reports - Public & Registrants.

The Registrar reported that as directed by the Board, the College engaged an external consultant to assist with developing and executing a public communications plan. As part of the public communications plan, a logo review was requested. A professional design analysis was provided by the consultant and a survey was fielded with the public and College Registrants. Both survey results were then used to create several design concepts. The design concepts were presented at the Board meeting on March 10, 2018. As per feedback from the Board the designs were tweaked and again presented at the September 8, 2018 Board meeting and additional feedback received.

As directed by the Board at the September 8, 2018, a survey was used to collect additional feedback from the Board, when three options were presented to the Board. The two tweaked design concepts as well as our current logo, with the new ‘wordmark’.

The Registrar reported on the Board survey. Given that the majority of the Board members prefer retaining our current logo with the new College ‘wordmark’, and the Board would like to have authority over the College’s logo, it was recommended that:

- the current logo of the College with the new College ‘wordmark’ be adopted as the logo of the College.

Discussions were held. The Board’s decision was that “Option 3, the current logo of the College with the new College wordmark” be adopted as the college logo. It was suggested that



the two design concepts developed by the consultant be kept on file to be considered in the future.

**Motion:**

*That the Board accepts “Option 3, the current logo of the College with the new College wordmark”, to be printed as the current logo until re-visited in the future.*

M/S/C

The Registrar confirmed that the staff will work on implementing this change and this concludes the project.

## 7.0 BYLAW AMENDMENT - SCHEDULE H

Memo to the Board dated December 8, 2018 “Re: Recommendation for Amendments to Schedule H of the College Bylaws” was circulated at the meeting.

Schedule H of the College Bylaws lists recognized TCM Education/Training programs that have successfully completed the Education Program Review (“EPR”).

The listed information includes: the name and the address of the TCM school and the recognized programs.

**Item 1 - ICTCM of Vancouver**

On October 18, 2018, CTCMA was advised that the International College of Traditional Chinese Medicine (Vancouver) (ICTCM) has officially changed the operating name with the Private Training Institutions Branch (a government agency for private schools in BC). The new name of the school is “**Tzu Chi International College of Traditional Chinese Medicine (TCICTCM)**”.

**Item 2 - Central College** It is reported that the official address of the Central College has been changed. The Central College’s former address listed under Schedule H was:

55 8th Street

New Westminster, BC

The Central College’s new address is:

**#200 - 60 8th Street**

**New Westminster, BC**

**Recommendation**

It was recommended that the Board approves the bylaws amendments set out under Schedule 1 of the memo.

**Schedule 1**

The bylaws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia made under the authority of the Health Professions Act are amended as follows:

1. Schedule H section 2 is amended by striking out “International College of Traditional Chinese Medicine (Vancouver)” and substituting “Tzu Chi International College of Traditional Chinese Medicine (TCICTCM)”.
2. Schedule H section 7 is amended by striking out “55 8th Street” and substituting “#200 - 60 8th Street”.



**Motion:**

*That the Board approves the bylaws amendments set out under Schedule 1 of the December 8, 2018 memo titled “Recommendation for Amendments to Schedule H of the College Bylaws” circulated at the meeting.*

M/S/C

**8.0 REGISTRAR REPORT****8.1 CTCMA Meetings and Events**

“CTCMA Meetings and Events” for August, September and October 2018 was circulated at the meeting.

**8.2 CTCMA 2019 Board Meeting Calendar**

CTCMA 2019 Board meeting calendar was circulated and reviewed at the meeting.

**8.3 Safety Program Handbook**

Memo to the Board dated November 16, 2018 “Re: Safety Program Handbook” was circulated at the meeting. For reference, the Safety Program Handbook, 2018 Draft with some updates was also provided to the Board prior to the meeting.

The Registrar reported that in December 2012, the Safety Program Handbook was finalized and adopted by the College Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA-BC) and the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO). Following which, both the CTCMA-BC and the CTCMPAO developed an assessment tool and incorporated it into the registration requirements of both colleges

**Update**

Discussions have been held with the College and Association of Acupuncturists of Alberta (CAAA) and the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL) to invite them to collaborate on maintaining the Handbook as an attempt to seek improved and consistent safety standards. Although the CAAA used the Handbook and the CTCMA-BC’s Safety Examination between 2014 and 2017 to assess their registration applicants, as of this year, they have developed their own “Handbook of Occupational Hazards and Controls”. The CTCMPANL expressed interest in joining the CTCMA-BC and the CTCMPAO to maintain the Handbook. Over the course of the last three months, all reference materials have been updated where available and references to Newfoundland and Labrador legislations have been added. The updated version of the Handbook will be published by CTCMA-BC, CTCMPAO and CTCMPANL in December 2018.

It is expected that in 2019, further collaboration will take place on the implementation of the interactive safety course to assess applicants for registration.

Discussions were held. The Board expressed support for this initiative.



## 8.4 Business conducted by email between September 9, 2018 and December 8, 2018

On October 23, 2018 the Board passed the Resolution:

*That the minutes of the September 8, 2018 Board meeting be approved.*

Approved

*Break at 3:20 p.m. Meeting continued at 3:40 pm.*

## 9.0 COMMITTEE REPORTS

### 9.1 Education & Examination Committee

“Education & Examination Committee (EEC) Report - December 8, 2018” was circulated at the meeting.

#### 9.1.1 Implementation of Dr.TCM Competencies

The Subject Matter Experts have completed the item edits for the 2019 Dr.TCM written examination. The translators will review the items to make sure the Chinese version is in alignment with the English version. The Dr.TCM Clinical Case Role Play Workshop will be conducted in late November for the preparation of the Clinical Examination.

#### 9.1.2 2018 Pan-Canadian Examinations

A total of 186 candidates have completed the 2018 Pan-Canadian Written Examinations on October 13, 2018. Among them, 160 candidates have passed the written examinations while 26 candidates were not successful.

#### 9.1.3 Interactive Safety Course Development

The translation of the Interactive Safety Course has been completed and the course will be discussed at the next Education and Examination Committee meeting in terms of the delivery format.

#### 9.1.4 Education Program Review

CTCMA received EPR applications from 9 schools:

- Clinical site visits have been conducted at 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 in March 2019.

### 9.2 Finance Committee

The following were circulated at the meeting:

1. Finance Committee Report to the Board - December 8, 2018.
2. Memo to the Board dated November 18, 2018, “Re: September 2018 Financial Statements”.
3. Financial statements for September 2018.



A meeting of the Committee was held on November 21, 2018 and the financial statements to September 30, 2018 were reviewed as attached in the Board binder. The statements reflect income and expenses for the first 6 months of the fiscal year, April 1, 2018 to September 30, 2018.

The date for the next meeting is scheduled for February 27, 2019.

### 9.3 Governance Committee

“Governance Committee Report - December 8, 2018” was circulated at the meeting.

The Governance Committee met on November 5, 2018 and November 21, 2018. The meetings were regarding the process for the development of the Performance Evaluation System for the Registrar. A separate memo was provided to the Board on this matter.

### 9.4 Inquiry Committee

The following were circulated at the meeting:

1. “Inquiry Committee Report to the Board - December 8, 2018”.
2. A redacted summary of the Committee’s open cases.

Four meetings (Inquiry Panels) took place since September 8, 2018. There are 22 current files, of which 5 are ongoing cases, 3 are deferred cases due to registrant being out of the country, 4 are deferred cases awaiting MSP action, and 10 are new cases. Three cases were closed under HPA s. 33(6) and two cases were closed under HPA s. 32(3).

### 9.5 Quality Assurance Committee

“Quality Assurance Committee Report - December 8, 2018” was circulated at the meeting.

#### 9.5.1 BC Health Regulators - Quality Assurance Program Position Statement

The Registrar provided an overview of the BC Health Regulators (BCHR) Quality Assurance Program Position Statement, which is a guiding document that would support regulatory colleges in defining and developing quality assurance programs. The BCHR Board has requested endorsement of the document by the 23 boards of the members of the BCHR. The Registrar also reported that staffs and the competency consultant have reviewed the Position Statement against the College’s Framework for Career-span Competence and confirmed them to be in alignment. Further information is available in a separate memo.

#### 9.5.2 Practice Support Program (PSP, formerly known as Quality Assurance Program or QAP)

The Registrar provided an update on the development of the Practice Support Program following the Committee’s June 18, 2018 motion to support the development and pilot testing of the Comprehensive Self-Assessment and Client Feedback vehicles, and further investigate a Peer Assessment/Mentorship vehicle:

- A report on the pilot tests is expected to be submitted to the Committee in December 2018;
- Work has initiated on creating learning resource materials that will be indexed to the 14 Career-span Competencies;





- The College is collaborating with the College of Optometrists of British Columbia on a Request for Proposal (RFP) to identify a vendor to develop or adapt an online platform to support the administration of and registrant participation in the Practice Support Program; and  
Preliminary discussions have been held with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) to collaborate on the Practice Support Program.

### 9.5.3 Natural Health Products Charting

At the Board meeting held on September 8, 2018, the Board passed a motion to instruct the Quality Assurance Committee to review the sufficiency of the practice standard on charting with respect to the use of Natural Health Products. Following a discussion, the Committee directed staff to create a new sample form for the Clinical Record Keeping Practice Standard by adding “Natural Product Number (NPN)”, “Expiry Date” and “LOT Number” to Sample Form F. Further information is available in a separate memo.

### 9.5.4 Emerging Technologies

At the June 2, 2018 Board meeting, the Board discussed about the use of emerging technologies in TCM practice. Specifically, two of the emerging technologies discussed were the use of laser acupuncture and floating acupuncture (aka. Fu’s Subcutaneous Needling, or Floating Needle Therapy).

The Committee observed that the College does not currently have practice standards on the use of technologies in TCM practice. The Committee also expressed support in using a risk-based approach to develop practice standards. Subsequently, the Committee passed a motion to direct staff to develop a practice standard for the use of technology or techniques not currently covered by the practice standards of the College; and, investigate mechanisms to develop practice standards on high-risk technologies or techniques.

### 9.5.5 Legalization of Non-Medicinal Cannabis

The Registrar provided an update on the Government of Canada’s legalization of non-medical cannabis, which will come into effect on October 18, 2018. The Registrar reported that no change is expected for medicinal cannabis use and that changes are only expected for non-medicinal cannabis use. As the Government of British Columbia develops the provincial legislative framework for non-medicinal cannabis use, the Committee will be kept informed.

## 9.6 Registration Committee

“Registration Committee Report - December 8, 2018” was circulated at the meeting.

### RC Chair’s Message:

The statistical content of this report represents the considerable volume of work that has been accomplished by the Registration Department of the College, and the excellent support provided to the committee by the College staff.

At the June 2, 2018 Board meeting, the Committee reported that it is facing challenges in adjudicating applications for registration in the face of Bylaws that need to be rewritten and in ensuring that the qualifications submitted by applicants will meet the accreditation of standards



of the College. Consequently, staff and the Registration Committee has been working with legal counsel on drafting amendments to Part IV, the Registration Section, of the Bylaws. It is anticipated that the draft Bylaws amendments will be finalized and presented to the Board for consideration at the March 2019 Board meeting.

The Registration Committee held a meeting on November 28, 2018. At the meeting, the Committee revised the policy on “Two Years Education Requirement” in view of a recent decision by the Health Professions Review Board (HPRB) directing the Committee to reconsider an application on the basis of substantial equivalency under s. 48(4) of the bylaws. A copy of the revised policy is attached. The next meeting is scheduled on February 13, 2019.

During this reporting period ---

- Cases reviewed: 8
- Approval: 5
- Conditional Approval: 1
- Rejection: 0
- Pending case: 2
  
- Currently there are 2 open HPRB registration cases.
  
- Statistics Report

<b>Statistics Report - Number of Initial Full / Student Registrants</b>							
		<b>RAC</b>	<b>RTCMH</b>	<b>RTCMP</b>	<b>DRTCM</b>	<b>Student</b>	<b>Total Approved Applications</b>
<b>2018</b>	<b>April</b>	20	1	13	0	26	60
	<b>May</b>	18	0	8	0	21	47
	<b>June</b>	6	0	7	1	9	23
	<b>July</b>	11	0	3	5	9	28
	<b>August</b>	4	0	0	1	20	25
	<b>September</b>	6	0	2	0	18	26
	<b>October</b>	6	0	3	1	6	16
	<b>November</b>	3	0	1	0	9	13

## 10.0 OTHER BUSINESS

There was a discussion on the policy “Approval of Payments and Signing Officers” dated August 29, 2018.

## 11.0 REPORT FROM THE IN-CAMERA SESSION

### 11.1 Motion:

*That Brad Matthews, Dr. TCM be appointed to sit on the Registration Committee for one year.*  
M/S/C



**11.2 Motion:**

***That the Board instruct the Governance Committee to develop recommendations for the recruitment of volunteers for the purpose of populating the committees of the College.***

M/S/C

There being no other business, the meeting was adjourned at 4:00 p.m.

**Motion:**

***That the meeting be adjourned.***

M/S/C

The next meeting is scheduled on March 2, 2019 at the Holiday Inn Vancouver Centre, 711 West Broadway.



January 7, 2019

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Ben Bao Qi Cao, Dr.TCM  
Chair, CTCMA

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Date



January 7, 2019

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Jonathan Ho  
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.*

