



Council Meeting Agenda

Date and Time: June 25, 2018 at 9:30 a.m.

Location: 160 Bloor Street East, Suite 1402, Boardroom
Toronto, ON M4W 1B9

	ITEM	BY WHOM	TYPE	ACTION	TIME
1	Call to Order Welcome; Introductions a) Declarations of conflict of interest b) Approval of Agenda c) Approval of Minutes	M.P. Moore	Verbal Document Document	Procedural Decision Decision	9:30 a.m.
2	Council will meet in-camera to review the following two items: 1. Results from the Council Self-Evaluation Framework Results 2. Registrar Performance Report • Motion to move to in-camera session (<i>guests and staff to leave meeting room</i>) • Motion to appoint a Minute-taker • Motion to close the in-camera session and open the meeting to the public.	M.P Moore	Document Document Document	Decision Decision Decision	9:45 a.m. 10:30 a.m.
3	Directions to the Registrar concerning: 1. Council- Self-Evaluation Framework	M.P Moore	Verbal	Information	10:30a.m.
 BREAK 					10:45
4	Finance and Planning Committee Report • Audit Report	C. McCleave	Document	Decision	11:00 a.m.
5	Draft Annual Report	B Kritzer	Document	Decision	11:15a.m
6	Strategic Plan Report	B. Kritzer	Document	Information	11:40a.m.
7	Communications Update • Elections Update	D. Theakston	Verbal	Information	11:50a.m.
LUNCH					
8	Committee Reports • Registration • Examination and Appeals - nil report • QA • ICRC • Discipline - nil report • Patient Relations - nil report • Planning and Finance Committee (Q1 Interim Reports and Updates)	Committee Chairs	Document Document	Information Information	1:00p.m

9	Registration Policies for review and approval a) Exceptional Circumstances relevant to Registration b) Academic Assessment c) Inactive Process Update	U. Ifesi E. Bruce	Document Document Document	Decision Decision Information	1:15p.m.
10	Registrar's Report a) Report on meeting with associations b) Contract for examinations development and delivery	B. Kritzer	Verbal	Information	2:15 p.m.
11	President's Report	M.P. Moore	Verbal	Information	2:30 p.m.
12	Proposed By-Law Amendments concerning Public Register (Bill 87)	E. Bruce	Document	Decisions	2:55 p.m.
13	Review of Action Items	M.P. Moore	Verbal		3:10 p.m.
ADJOURNMENT					3:15 p.m.

Resolution to Approve the Agenda of June 25, 2018

Whereas Council is presented and reviewed the agenda for the meeting of June 25, 2018;

Therefore, be it resolved that the Council approve the agenda of the meeting of Council of June 25, 2018, as circulated.

Moved by: _____

Seconded by: _____

Date: June 25, 2018

Resolution to Approve the Minutes of March 26, 2018

Whereas Council has been presented and reviewed the minutes of the meeting of March 26, 2018;

Therefore, be it resolved that the Council approves the Minutes of the meeting of Council of March 26, 2018 as circulated.

Moved by: _____

Seconded by: _____

Date: June 25, 2018



Resolution: Council to go in-camera

Whereas Council is required to have its meetings open to the public; and

Whereas Council is permitted to exclude the public (in-camera) for a part of a meeting pursuant to section 7(2) (d) of the Health Professions Procedural Code in order to discuss human resource matters; and

Whereas Council also wishes to discuss the evaluation of Council effectiveness and to consider the results of Council members' responses to the Effectiveness Review Framework;

Therefore, be it resolved that Council move in-camera to discuss human resource matters and the Council Effectiveness Review Framework.

Moved by

Seconded by

June 25, 2018

Resolution: Council to go close the in-camera session

Whereas Council is required to have its meetings open to the public; and

Whereas Council has completed its discussion of human resources matters and its discussion of Council members responses to the Council Effectiveness Evaluation Framework,

Therefore, be it resolved that Council terminate the in-camera session and open the meeting to the public.

Moved by

Seconded by

June 25, 2018



Resolution: Acceptance of Audited Financial Statements for fiscal 2017/2018

Whereas Council requires that its operations undergo a financial audit annually,
and

Whereas the firm of Crowe Soberman was appointed to carry out this audit and did so during
the month of May 2018; and

Whereas the auditor has now presented Council with draft financial statements as well as
the auditor's opinion;

Resolution

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accept
and approve for circulation, and submission to the Minister of Health and Long-Term Care,
the audited financial statements for 2017/2018.**

Moved by:

Seconded by:

Date: Monday, June 25, 2018

COLLEGE OF
KINESIOLOGISTS
OF ONTARIO



2017/2018 Annual Report

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President's Message

I am pleased to share with you highlights from the work of the College over the past year. 2017/2018 has brought us to the end of the College's three-year strategic plan. This marks a significant time for the College as we wrap up on a plan which placed a focus on increasing public awareness, investment in professionalism of kinesiologists in Ontario, and transparency concerning information about registrants. As we continue through 2018 we will begin the process of developing our next three-year strategic plan.

Continuing the advancement of professionalism of kinesiologists has been an ongoing priority for the College. Over the past year, the public and the government have placed an important focus on the prevention of sexual abuse in the health care field. In doing our part to ensure kinesiologists are aware of the legislative changes, and to provide them with the tools to understand and adopt these changes, the College introduced the *Prevention of Sexual Abuse* eLearning module, which is required of all registrants in the general class. This module is just one of the mandatory tools for members to help ensure public protection.

Over the year the profession has continued to grow and we see more evidence that employers in the health care field are requiring practitioners to be registered with the College. Hospitals, clinics, Diabetes Education Centres, and family health teams are increasingly demonstrating the value they place on employing professionals who are regulated and who demonstrate through registration that they meet on a continual basis, the standards of the profession.

We have continued our work with the education sector and with professional associations, and this past year hosted a meeting of the two groups together. This provided a great opportunity for both to discuss the developments within the profession and to learn from us the continuing education and professional development interests of registrants.

The Council has always adhered to principles of transparency, fairness and investing in the professionalism of registrants. As new regulations were passed by the Ministry of Health and Long-Term Care, we evaluated our own policies and bylaws, and in the few instances where change was necessary, we acted quickly to ensure full compliance and to communicate new requirements to registrants.

Our investment in the professionalism of registrants has grown significantly and will continue to grow as the College expands the Quality Assurance Program and our newsletter addresses current issues and questions.

Kinesiologists have an outstanding ability among all health care professionals to impact public spending through their work in research, health and safety, prevention, rehabilitation and helping patients to build and maintain physical capacity and mobility. There is no part of the profession which is not having this positive impact, and we are excited to see where the profession grows to in the future. It fills me with great pride to hold a role in governing such a dynamic profession.

Thank you for the opportunity to serve.

Mary Pat Moore, President

Registrar and CEO's message

Now, as we have come to the end of the first five years of the College it seems a good time to reflect upon our accomplishments and to look to the road ahead. April 1, 2018 marked the end of the first five years of the College of Kinesiologists of Ontario. To paraphrase a much repeated adage, the College has been established "in interesting times". In these few short years we have seen the attention of the public turn critically to its institutions and the demand grow for improved accountability, increased transparency and stronger measures to combat misconduct by figures that, in the past, had unquestioning public trust.

Being born, it seems, on the cusp of this social change, has enabled the College to quickly meet and embrace these challenges. Even before proclamation, the transitional Council identified public protection as the lens through which every matter before Council should be viewed. This single decision has shaped every policy, bylaw and amendment and interaction with registrants, members of the public, other stakeholders and other regulators. As one of the newer Colleges among the regulated health professions, we have had an advantage. We have learned so much from our peers and have received ongoing support and advice. Similarly, so many of the registrants in the College work with other regulated health professionals and it is clear that they have learned a great deal from their colleagues surrounding the obligations of regulated professionals. Kinesiologists, as well as educators in the university sector and private trainers within the profession, quickly act to expand learning opportunities which enhance the skills of both new and long-term kinesiology practitioners.

We have also drawn to the end of our three-year strategic plan which established transparency as a pillar of how we conduct business; investment in public awareness as a clear priority; and investment in the professionalism of registrants as a priority and means of increasing public protection. Our Quality Assurance Program has more than doubled in size; we have conducted numerous webinars and have training videos available to our registrants. On the Communications side we have a pamphlet drop program delivering information about the College and the profession to doctors' offices across the province, as well as brochures directed at employers available on our website for the use of employers and kinesiologists. We have also created a brochure aimed at students, informing them about the profession of kinesiology and registration requirements – and over the past five years we have spoken to hundreds of students and educators at seventeen different institutions across Ontario, annually.

Our volunteers have played an instrumental role in the development of the college, in many different ways. Volunteers have helped us to shape the way we inform our members, developed and validated our core competencies and Entry-to-Practice examination, along with sitting on various committees, participating as speakers on the university tour and becoming experts as Peer Reviewers. Our registrants take time to complete surveys and provide us with feedback on by-law changes, proposed standards, training materials, our website, our business processes, and concepts such as clinic regulation and the Specialties Assessment Framework.

What is on the horizon? We know that the Ministry of Health and Long-Term Care is developing a new vision of how the public can be better protected by the regulation of professions in Ontario. We expect to see the governing legislation replaced by an updated legislative framework which allows more flexibility while also strengthening oversight and accountability of regulators. At the College, we

will continue to invest in the professionalism of member, we will work to find new ways to engage the public more directly, and we will actively seek opportunities for strategic collaboration with our colleagues to improve public protection.

I want to express my gratitude and appreciation for the work of all of the College's Council and Committee members, staff and volunteers. Your tireless work to support the College and ensure the highest level of protection to the public has been instrumental in the success of the College and our being able to celebrate this milestone anniversary.

Brenda Kritzer

Registrar and CEO

2017/2018 Highlights

- The College reached the end of the 2015-2018 three year strategic plan which focused on increasing public awareness, investment in professionalism of kinesiologists in Ontario, and transparency concerning information about registrants. The development of a new strategic plan will begin in 2018.
- The College developed the *Prevention of Sexual Abuse* eLearning module, which is required of all registrants in the general class, to be launched in May 2018. This module is just one of the mandatory tools for members to help ensure public protection.
- Following appointment of a Planning and Finance committee in December 2016, committee met for the first time in March 2017 to appoint the College's auditor, review the proposed 2017/2018 budget, and review the proposed business plan for 2017/2018. The Committee provides guidance and advice on financial matters and oversees planning activities that help the College achieve its strategic goals.
- Amendments to the College's public register by-law were made in September 2017 and March 2018 to bring the by-law into alignment with new requirements introduced by the *Protecting Patients Act, 2017*.
- The College increased the complement of trained peer assessors by 20 per cent from last year to a total of 25.
- A new public website was developed to increase public awareness and provide access to the College's public register to help members of the public find a kinesiologist. The website is currently in the process of being translated to French.
- As part of the Quality Assurance Program, the College more than doubled the number of kinesiologists who will be selected annually for a [peer and practice assessment](#).
- Registration for the Entry-to-Practice examination increased by seven per cent in 2017/2018, with a total of 507 applicants registering for the exam.
- The second administration of the [Ethics and Professionalism e-Learning Module](#) was conducted for new registrants. This mandatory training module is designed to help kinesiologists better understand how to apply the College's Code of Ethics in daily practice and the process of making ethical decisions.

College Council and Staff

Council

Mary Pat Moore - President
Jennifer Pereira, R.Kin - Vice-President
Ken Alger
Nelson Amaral, R.Kin
Steve Anderson
Marilyn Bartlett
Lori-Anne Beckford
Jennifer Bushell, R.Kin
Nicole DiFilippo, R.Kin
Kalen Johnson
Elwin Lau, R.Kin
Chad McCleave
Michelle Meghie
Stefanie Moser, R.Kin
Graydon Raymer, R.Kin
Alexander Stephen, R.Kin
Ryan Wight, R.Kin
Michelle Young, R.Kin

Non-Council Committee members

Alex Burnaru, R.Kin
Rosario Colomba, R.Kin
Kim Cullen, R.Kin
Faith Delos-Reyes, R.Kin
Susan Garfat, R.Kin
Alisha Gleiser, R.Kin
Jessica Johnson, R.Kin
Jonathan Kwok, R.Kin
Nicole Last, R.Kin
Francesca McKenzie, R.Kin
Renee Raymond, R.Kin
Andrea Scrivener, R.Kin

College Staff

Brenda Kritzer - Registrar and CEO

Susan James - Executive Assistant

Nancy Leris - Director, Operations and Financial Services

Rebecca Nevins - Administrative Assistant

Ugie Ifesi - Manager, Registration Services

Magdalena Reder - Registration and Examinations Coordinator

Colleen Foster – Administrative Assistant (since January 2018)

Cara Maroney – Director, Professional Conduct (until December 2017)

Eric Bruce - Director, Professional Conduct (since February 2018)

Lara Thacker - Director, Quality Assurance

Samuel Hanna – Administrative Assistant

Ryan Pestana – Communications Officer

Registration Committee Report

The Registration Committee is responsible for developing and implementing transparent, objective, impartial and fair registration practices that adhere to the policies approved by Council and the Registration regulation. The Committee considers applications for registration that have been referred by the Registrar in situations where the Registrar:

- has doubts about whether an applicant has met the registration requirements;
- is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration; or
- proposes to refuse the application.

In 2017/2018, the Registration Committee reviewed and decided on the following:

Type of case	Number of cases	Decision
Expiration of one-year period for registration following notification of eligibility	7	Seven applications were approved and granted a certificate of registration
Proposal for upgrading/remediation	8	Eight remediation plans were approved.
Non-exemptible educational requirement	9	Two applications were approved Five applications were refused One applications decision was delayed One applicant required additional training prior to approval
Reinstatement to the General Class after two years in the Inactive Class	4	Four reinstatements into the General Class were granted

Applicants who are not satisfied with the decision of the Registration Committee may appeal the decision to the [Health Professions Appeal and Review Board](#) (HPARB). There was one appeal submitted to HPARB in 2017/2018.

Other Committee activities included:

- Submission of the annual [Fair Registration Practices Report](#) to the Office of the Fairness Commissioner of Ontario.
- Review and revision of registration policies.
- Annual Registration Committee training.

Exam

507 applicants wrote the entry-to-practice exam in 2017, which is a 7 per cent increase from the previous year.

The College administered two sittings of the exam in 2017.

	Registered	Wrote	Passed	% Passing
April	236	226	161	71
September	303	281	191	68

Examination Appeals Committee

The Examination Appeals Committee is responsible for hearing appeals from applicants who unsuccessfully completed the entry-to-practice exam and who meet the criteria for filing an appeal. Five appeals were received in 2017. Two appeals were granted, while three were denied.

Examination Committee

The Examination Committee is comprised of College members and faculty members from kinesiology programs across Ontario. The Committee approves test forms, sets the pass mark for each exam and ensures that the exam reflects the entry-level competencies. The Committee met two times in 2017.

Item Writing Committee

The Item Writing Committee is comprised of College members and faculty members from kinesiology programs across Ontario. Panels of the Committee develop exam questions that correspond to the Examination Blueprint. The Committee did not meet in 2017.

The College is grateful for the support of those who assisted with the preparation, development and administration of the exam. Their contributions are invaluable.

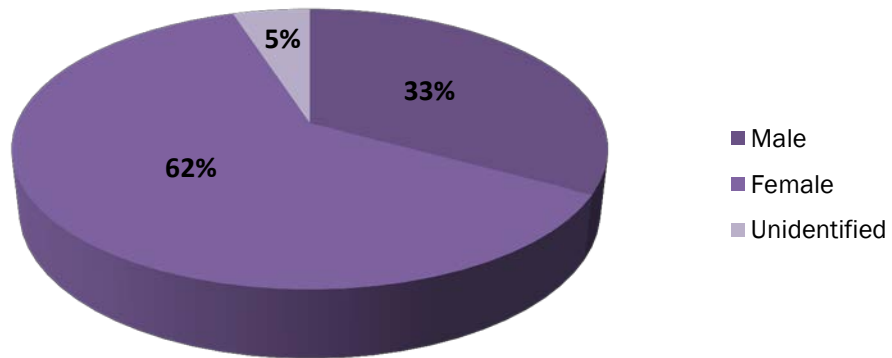
Membership Statistics

(The following data was obtained as of March 31, 2018 unless otherwise indicated)

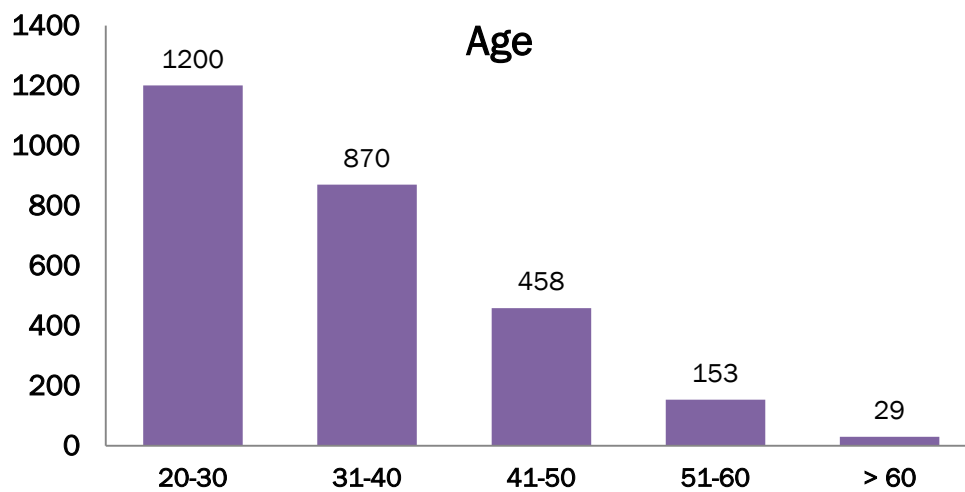
Registration Status	Number of members
General	2422
Inactive	372
Suspended	30
Deceased	1

(The following data is as of December 31, 2017)

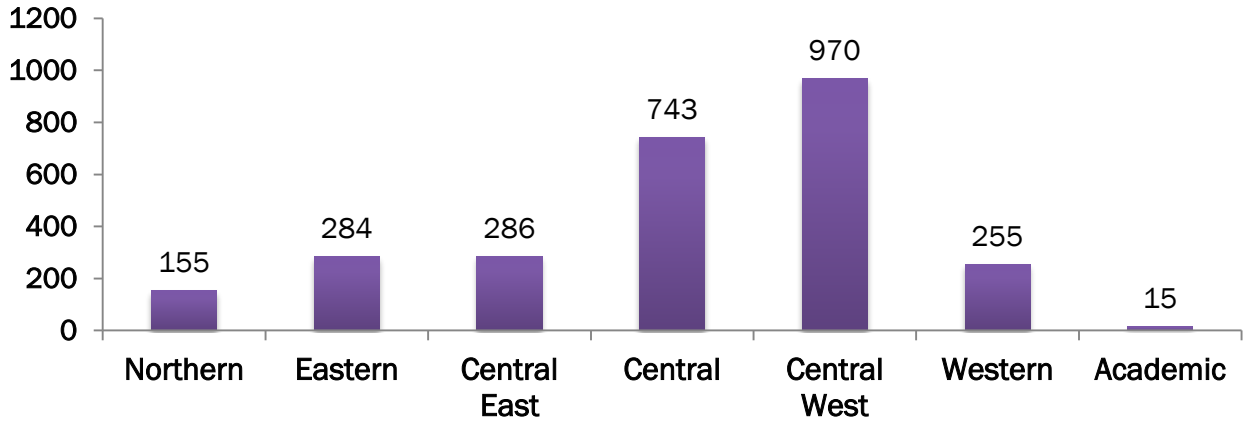
Gender



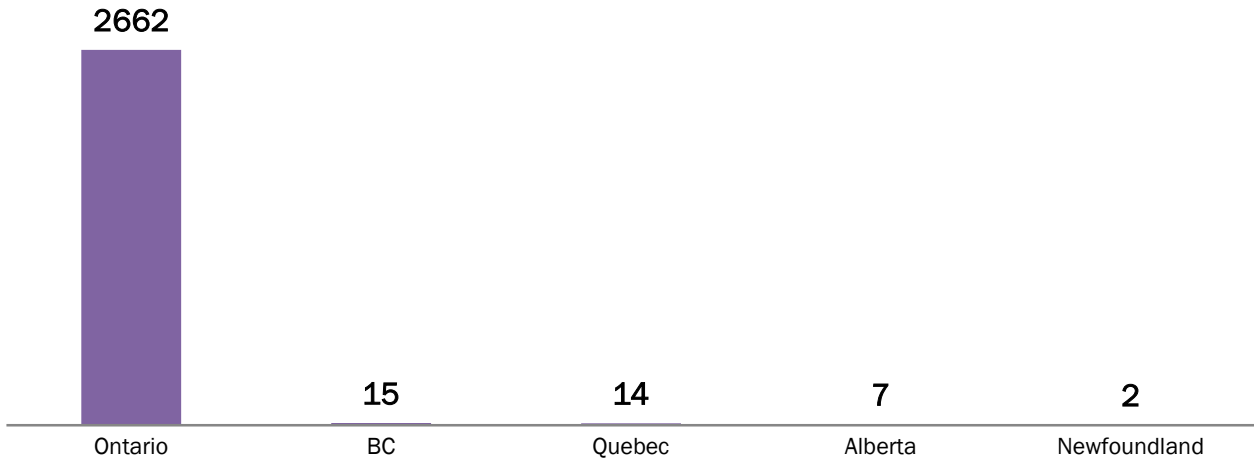
Age



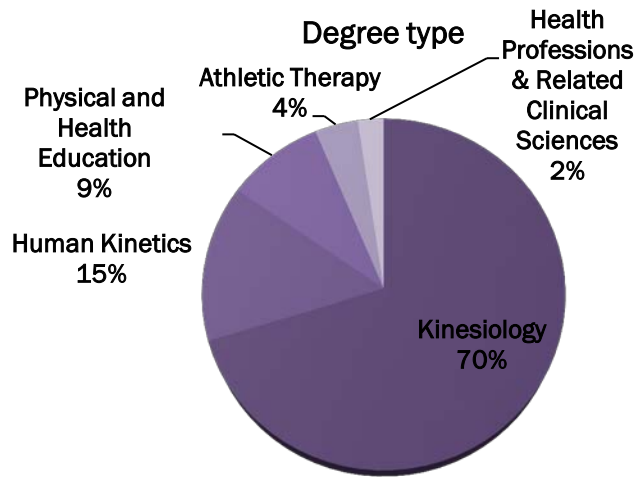
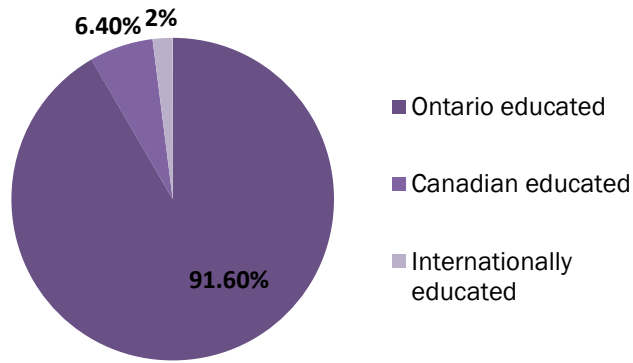
Distribution by College electoral district



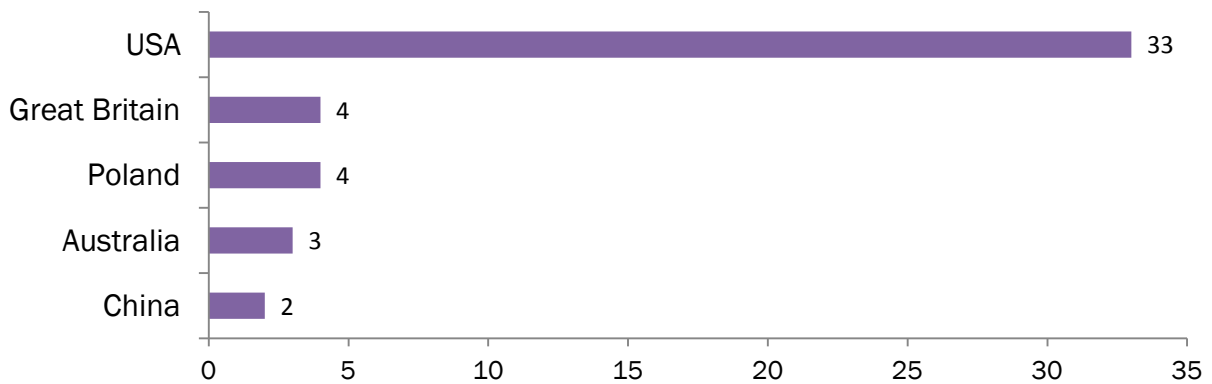
Top 5 provinces of practice



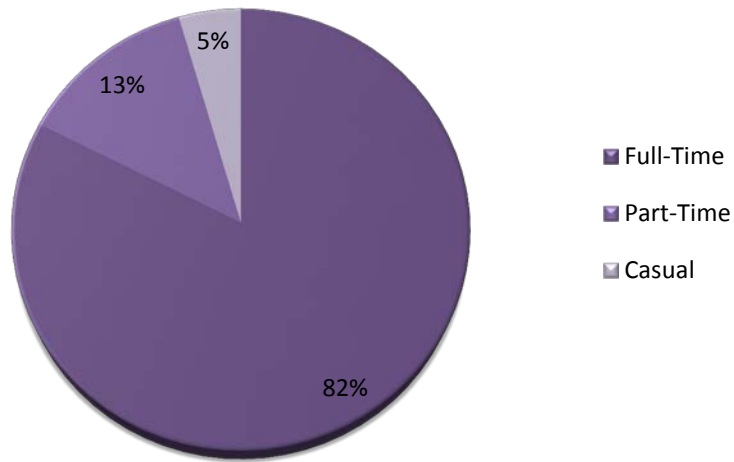
Place of education



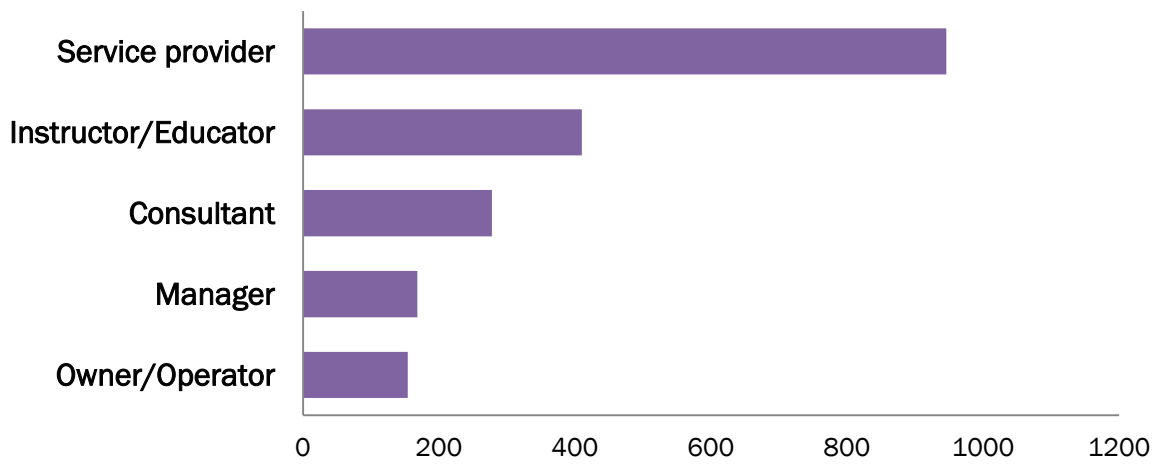
Top 5 countries of education



Employment status



Top 5 primary roles



Quality Assurance Committee Report

The Quality Assurance (QA) Committee administers programs that promote continuing competence and continuing professional improvement among kinesiologists. The Quality Assurance Program includes:

- continuing professional development;
- self-assessment and peer and practice assessment; and
- mechanisms for the College to monitor kinesiologists' participation and compliance with the Program.

All kinesiologists registered in the General Class must participate in the QA Program and demonstrate commitment to continuous improvement and ongoing learning. The Program is intended to be educational and supportive in nature.

The QA Committee achievements for 2017/2018 included:

- administration of the fifth annual self-assessment;
- more than doubling the number of peer and practice assessments from last year to a total of 36;
- increased the complement of trained peer assessors by 20 per cent to a total of 25 from last year;
- developed the *Prevention of Sexual Abuse* e-Learning Module for all general members to be launched in May 2018; and
- conducted the second administration of the Ethics and Professionalism Learning Module for new members.

Self-assessment

Self-assessment is the foundation on which kinesiologists plan their professional development throughout the year. Self-assessment helps guide kinesiologists in reflecting on their practice in relation to the practice standards and essential competencies, and helps identify areas of knowledge, skill and judgment to strengthen.

Top eight common practice standards related learning goals identified by members (ordered by frequency from the highest to the lowest):

1. Record keeping
2. Fees and billing (the most common guideline identified as a learning goal)
3. Advertising (the second most common guideline identified as a learning goal)
4. Dual health care
5. Discharging a client

6. Clinical education/supervision/delegation during placement
7. Infection control* (same frequency as #6)
8. Professional collaboration

*All of these have been identified previously (2013 – 2016) among the top four most common goals, except infection control.

Challenges facing the profession:

The top three challenges as self-identified are the same as those reported in 2016. Namely:

1. Services not covered by third party insurers
2. Workload and staffing
3. Continuing education and professional development opportunities

In addition, challenges related to employment opportunities/job security/guaranteed income; recognition as a regulated health care profession/role of kinesiology; facility, equipment, supplies and resources; opportunity for advancement, leadership, rewards and recognition; and an expanding and changing clientele are also noted as challenges with a high frequency. These challenges are keeping with other regulated health professions.

Peer and practice assessment

The peer and practice assessment (PPA) is an educational opportunity designed to assess kinesiologists’ knowledge, skills and judgment, and to help them identify areas of strength and opportunities for improvement within their practice.

PPA selection

	2015	2016	2017
PPA conducted	11	16	34 randomly selected and 2 for insufficient currency (<1500 practice hours within the last three years)

Top areas for improvement identified through the PPA

Consent and record keeping were identified as the two top areas for improvement, keeping with past years PPA results. The third most common area for improvement is related to competency 4.7 which is “uses effective counselling and coaching skills and strategies in practice.”

Final PPA decisions by the QA Committee (as of March 31, 2017)

Decision	2015	2016	2017
No Further Action	6	16	29

Competency Enhancement – Demonstrated Change Report	2	0	2
Competency Enhancement – Mentorship Program	1	0	0
Total	9	16	31*

*Some decisions are in the queue to be determined at upcoming Quality Assurance Committee meetings and some decisions were carried over from the previous year.

Complaints and Discipline

The Inquiries, Complaints and Reports (ICR) Committee reviews concerns about members of the profession related to potential professional misconduct, incompetence or incapacity. Such concerns can be brought to the College’s attention by various means, such as formal complaints by patients, mandatory reports by employers, and other information provided to the Registrar.

Following its review of a formal complaint or a Registrar’s report, the ICR Committee may do any one or more of the following things:

- refer specified allegations of professional misconduct or incompetence regarding a member to the Discipline Committee for a hearing;
- make inquiries into a member’s capacity and/or refer the matter to the Fitness to Practise Committee;
- require a member to appear before a panel of the ICR Committee to be cautioned;
- take other appropriate action, which can include:
 - requiring a member to complete a specified continuing education or remediation program;
 - asking the member to voluntarily restrict his or her practice, or to pursue a mentoring or monitoring program; or
 - providing a member with advice and/or recommendations;
- take no action.

Additionally, in certain circumstances, the ICR Committee may suspend or impose terms, conditions, or limitations on a member’s certificate of registration, where it is of the opinion that the members conduct is likely to expose the member’s patients to harm or injury.

Committee Activity

During the period of April 1, 2017 to March 31, 2018, panels of the ICR Committee met on three occasions. In total, the panels conducted the following business:

Report matters reviewed	4
Complaint matters reviewed	3
Cautions delivered	2
Appointments of investigator requested	1

Two complaint matters remained under investigation as of March 31, 2018.

Dispositions

During the period of April 1, 2017 to March 31, 2018, panels of the ICR Committee issued decisions with the following dispositions:

No Action	2
Advice/Recommendations	4
Specified Continuing Education or Remediation Program*	1
Caution in person*	1

* Issued as part of the same matter.

Appeals

Certain decisions of the ICR Committee in complaints matters can be appealed to the Health Professions Appeal and Review Board (HPARB) by the complainant or by the member. HPARB conducts a review of the matter to determine whether the ICR Committee's investigation was adequate and its decision was reasonable.

A matter decided by a panel of the ICR Committee in December 2016 was appealed to HPARB in January 2017. On November 23, 2017, HPARB confirmed the decision of the ICR Committee.

Discipline Committee

The Discipline Committee conducts formal hearings to review allegations of professional misconduct or incompetence on the part of a member of the profession and to determine appropriate penalties where the allegations are proven. Matters are referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.

Committee Activity

The Discipline Committee was not required to meet during the period of April 1, 2017 to March 31, 2018.

Fitness to Practise Committee

The Fitness to Practise Committee reviews matters where a member of the profession is alleged to be incapacitated, and, if so, how to deal with the member. "Incapacitated" means that the member is suffering from a physical or mental condition or disorder that makes it desirable in the interest of

the public that the member's certificate of registration be subject to terms, conditions or limitations, or that the member no longer be permitted to practise.

Committee Activity

The Fitness to Practise Committee was not required to meet during the period of April 1, 2017 to March 31, 2018.

Patient Relations Committee Report

The Patient Relations Committee oversees the patient relations program, which is designed to enhance professional relations between members and patients. The patient relations program must incorporate measures for preventing and dealing with sexual abuse of patients, including:

- educational requirements for members;
- guidelines for the conduct of members with their patients;
- training for the College's staff; and
- the provision of information to the public.

The Patient Relations Committee also oversees the program to provide funding for therapy and counselling for persons alleging sexual abuse by a member.

Committee Activity

During the period of April 1, 2017 to March 31, 2018, the Patient Relations Committee met on two occasions.

In June 2017, the Committee reviewed updates to the College's Mandatory Reporting Guideline to clarify and emphasize members' obligation to report cases of potential sexual abuse of a patient by a regulated health professional. The Committee recommended the amended Guideline to Council for circulation to the membership for comment and approval. The amended Guidelines were subsequently adopted by Council in December 2017.

The Committee also reviewed a proposed set of principles with respect to how the College will act to address cases of alleged sexual abuse of a patient/client by a member. The statement of principles included the following:

- patients/clients will be treated with sensitivity, empathy and respect;
- patients/clients will be provided with guidance and support;
- investigations and prosecutions of sexual abuse matters will be expedited;
- investigators with training and experience in sexual abuse cases will be hired; and
- patients/clients will have access to the Abuse Therapy Fund, which is money set aside for victims to seek counselling for the abuse suffered.

The Committee recommended the statement of principles be referred to Council for approval. The statement of principles was subsequently adopted by Council and posted to the College's website in June 2017.

In August 2017, the Committee reviewed updates to the College's Professional Boundaries Standard and Professional Boundaries Guideline, which replaced the previous Sexual Abuse Standard and the Therapeutic-Client Relationship Guideline, respectively. The revisions updated the Standard and Guideline to reflect recent legislative changes brought about by Bill 87, the *Protecting Patients Act*, and replaced the use of the clinically-focused term "therapeutic-client relationship" with the broader term "professional relationship" throughout the materials. The Committee recommended the revised Standard and Guideline to Council for approval; they were subsequently adopted by Council in September 2017.

Finance and Planning

The Planning and Finance Committee was established by Council in December 2016. The Committee provides guidance and advice on financial matters and oversees planning activities that help the College achieve its strategic goals. The Committee met for the first time in March 2017 to appoint the College's auditor, review the proposed 2017/2018 budget, and review the proposed business plan for 2017/2018.

Financial Statements

See below for the College's 2017/2018 audited financial statements.



Resolution: Annual Report for Fiscal 2017/2018

Whereas Council requires that that an annual report be prepared each year, and submitted to the Ministry of Health and Long-Term Care and posted on the website; and

Whereas the report as presented by the Registrar fairly represents the achievements throughout 2017/2018;

Resolution

Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accept and approve for circulation the draft annual report for 2017/2018.

Moved by:

Seconded by:

Date: Monday, June 25, 2018

COLLEGE OF
KINESIOLOGISTS
OF ONTARIO



Strategic Plan

Report On Achievements

Brenda Kritzer, Registrar and CEO

6/30/2018

Highlights from the achievements of the College in relation to the strategic goals and strategies approved for the period 2015-2018.

STRATEGIC GOALS AND ASSOCIATED STRATEGIC INITIATIVES

Strategic Goal #1

The value of regulation of kinesiologists is demonstrated and recognized through public accountability.

OBJECTIVES	ASSOCIATED STRATEGIC INITIATIVES
<p><i>“Provision of information to the public” - which instills public confidence in the regulator to address issues of sexual abuse and boundary violations.</i></p>	<ul style="list-style-type: none"> • Clear guidelines and processes for how the College addresses sexual abuse • Implement any directives from the Ministry of Health and ensure transparency in how we are developing processes • Development of policies on Abuse Therapy fund <p><i>Achievements</i> <i>The College has published on its website, an explanation of sexual abuse, an explanation of what a patient may expect from a kinesiologist, a description of what would constitute a boundary violation by a kinesiologist, what someone may expect from the College when making a complaint of potential sexual abuse, and contact information,</i> <i>The College has revised its standards and guidelines to reflect the broader definition of sexual abuse contained in Bill 87, and has taken steps to inform registrants.</i> <i>The College has in place a clear policy on the Abuse Therapy Fund and has made allocations to that fund to ensure that resources are available should a complainant apply for funding.</i></p>
<p>Support for Victims</p>	<ul style="list-style-type: none"> • Development of information booklet to provide victims which outlines: <ul style="list-style-type: none"> ○ What to expect from the process ○ What supports are available. <p><i>Achievements</i> <i>The College has published on its website instructions for filing a complaint about a kinesiologist, an online Complaints Form, and an explanation of what the College can and cannot address.</i></p>
<p><i>“Training for the College’s staff” - improves confidence in the College and the self-regulatory system</i></p>	<ul style="list-style-type: none"> • Trained staff react sensitively to calls from those reporting abuse or violations • Yearly training on handling complaints/sexual abuse matters sensitively. <p><i>Achievements</i> <i>All staff receive training each year on complaints intake, sensitivity and managing calls when the caller is distressed. The College keeps complainants informed of progress on their complaint and ensures understanding of College processes and the requirements of the Regulated Health Professions Act, 1991.</i></p>

<p>Training of Council members and panel members</p> <ul style="list-style-type: none"> • Sensitivity, • Public protection • Rules of procedure to ensure full representation of the facts related to a complaint, fair hearing process and timely resolution 	<ul style="list-style-type: none"> • Evaluation of the effectiveness of training for Council members and members-at-large appointed to sit on PR, ICRC and Discipline and who may be reviewing abuse cases <p><i>Achievements</i> <i>Discipline Committee engaged with Independent Legal Counsel to develop and approve Rules of Procedure for Discipline Committee which are published on the College's website.</i></p> <p><i>Council receives training annually on various aspects of their responsibilities. All Committee members receive thorough training on decision-making processes, conflict of interest, due diligence, and the responsibilities and accountabilities of a health professions regulator. This includes scope and range of authority for Council /Committee, and the public protection mandate and focus of the College and of Council.</i></p> <p><i>No case has been brought before Discipline which required further training of Panel or Committee members. The College uses an approach to sensitivity training which ensures that Council and Committee members receive relevant training within a time period which ensures currency and completeness, due to changes in Committee membership annually.</i></p>
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Strategic Goal #2

Members are supported by the College in maintaining and enhancing professional competence to improve the health of Ontarians.

OBJECTIVES	ASSOCIATED STRATEGIC INITIATIVES
<p><i>“educational requirements for members” and “guidelines for the conduct of members with their patients”</i></p>	<p>YEAR 1 -2</p> <ul style="list-style-type: none"> • Development of a Prevention of Sexual Abuse online training module for all registrants (directed for development by the QAC) • Development of guideline on treatment of spouses and family members • Review of existing materials on professional boundaries and abuse. <p>YEAR 2-3</p> <ul style="list-style-type: none"> • Evaluation of effectiveness of existing measures in place to prevent and address abuse. <p><i>Achievements</i></p> <p><i>After due consultation with registrants, public consultation and with input from other regulators and Council, the College released a Guideline on treatment of spouses and family members.</i></p> <p><i>The College issues a revised Practice Guideline on Professional Boundaries and Prevention of Sexual Abuse and includes among its resources for members, a video on Professionalism, articles on use of social media, giving and receiving gifts, and expectations of professionalism.</i></p> <p><i>The College has launched two mandatory online training modules- one on Ethics and Professionalism and one on Prevention of Sexual Abuse. All members of the General Class must complete these modules. Those who do not complete the modules within the required timeframe are referred to QA Committee.</i></p>
<p>Professional practice standards and guidelines are comprehensive, current and meaningful.</p>	<ul style="list-style-type: none"> • Using analytics and trends assessment of data gathered by the College, address gaps in learning particularly around boundaries • Receive reporting trends from ICRC to identify any issues in professional boundaries • Conduct a comprehensive review of the standards (2017-2019) • collaborate further with other colleges to ensure standards are mutually supportive, and assist kinesiologists in working

	<p>collaboratively with other health professionals</p> <hr/> <p>Achievements</p> <p><i>In addition to the Practice Standards and Guidelines, the College has published in its newsletter a number of articles which are linked on the website to the Standards and Guidelines. These include: the kinesiologist-employer relationship, mandatory reporting, privacy, obtaining informed consent, record-keeping while in a support role, and an article that helps kinesiologists to understand inactive practice.</i></p> <p><i>Annually the College analyses information gathered from the self-assessment responses of registrants. Data from this analysis is provided to universities to encourage their attention to the needs of Kinesiologists (and other health care professionals) in curriculum planning and development. The College also uses this information to guide its investment in e-learning modules, training webinars, and the development and refinement of Standards and Guidelines.</i></p> <p><i>Review of Standards and Guidelines continues along with review of registration related policies to ensure consistency, transparency and completeness.</i></p>
<p>Collaboration with other stakeholders on educational initiatives</p>	<ul style="list-style-type: none"> • Continue to encourage universities to educate students on professional standards • Collaborate on the development of resources for members of professional associations. <hr/> <p>Achievements</p> <p><i>The College has established a Standing Committee of the College which is the College-Universities Liaison Committee, chaired by the President of the College. The committee meets annually and the College provides registration data, examination performance data and information concerning the learning needs of registrants. In addition the College provides similar information to the professional associations and has hosted a joint meeting of the associations together with representatives from the universities across Ontario to explore opportunities for increased collaboration. Universities planning program changes, the addition of post-graduate programs, introduction of co-op and new courses related to the practice of health professions have consulted with the College</i></p>

Strategic Goal #3.

CKO is responsive to the public’s need for information about its members, its policies and its practices.

OBJECTIVES	ASSOCIATED STRATEGIC INITIATIVES
<p>The College publishes user-friendly, timely information about its decision-making processes, policies, and members such that the public is able to understand the extent and limit of college powers, and has sufficient information about members to make informed choices about their health care eds.</p>	<ul style="list-style-type: none"> • Ensure the website is easy to navigate and potential complainants are provided relevant and understandable information. • Publications are easy to read and written in plain language. • Ensure policies are in place that provide relevant information to the public about sexual abuse cases, while balancing fairness to the member and protecting the privacy of victims and witnesses. <p><i>Achievements</i></p> <p><i>The website has been restyled to enhance navigation making materials most relevant to members of the public and to registrants and applicants more prominent. The College publishes extensive information concerning members.</i></p> <p><i>The College’s registration practices were audited by the Office of the Fairness Commissioner in 2016-17. The OFC cited a number of commendable practices noting that the College demonstrates fair registration practices against all of their criteria,</i></p> <p><i>The College publishes all Council materials on its website ahead of Council meetings.</i></p> <p><i>The College has simplified its newsletter enabling readers to easily access those articles of most interest to them</i></p> <p><i>The College participated directly in the design and launch of a public-facing website sponsored by the Federation of Health Regulatory Colleges of Ontario (FHRCO) which is designed to enable members of the public to easily access all health care professionals through College registers, and to access complaints information on each College website, from this central site.</i></p> <p><i>The College has augmented information available on the public register to include information on criminal convictions, bail conditions, information concerning status with other regulators, and information concerning discipline referrals and progress of discipline cases.</i></p> <p><i>Policies are in place to expedite complaints of sexual abuse and to ensure that information is available to the public.</i></p>

Registration Report

Committee: Registration Committee and Examination Appeals Committee
Prepared for: Council
Date: June 25, 2018

➤ **Registration Committee**

The Registration Committee met once since the last council meeting. There were a total of 2 referrals to the Registration Committee. One file involved a member's request to be reinstated into the general class after being inactive for more than 2 years. One file involved applicants whose application had passed the one-year period for registration following notification of eligibility.

Finally the committee was asked to review submissions from the University of Guelph requesting the Committee to deem the Bachelor of Science in Human Kinetics; and the University of Ottawa requesting the Committee to deem the four-year Honours Bachelor of Science in Human Kinetics and Honours Bachelor of Human Kinetics as substantially equivalent to a bachelor's degree in kinesiology that is at least four years in length from an Ontario university. Also, the Committee approved, and forwarded two registration policies for approval by the Council.

The next Panel of Registration Committee meeting is scheduled for July 26, 2018.

➤ **Examination Appeals Committee**

The Examination Appeals Committee has set July 11 to review all examination related appeals.

➤ **Annual Historical Examination Counts**

Year	Examinees	Percentage of Examinees that passed
2013	224	73%
2014	394	65%
2015	445	70%
2016	472	72%
2017	507	69.5%
April 2018	213	74%

➤ **Spring Exam – April 28, 2018**

The College 2018 Spring Entry-to-Practice examination was held on April 28, 2018.

A total of 213 candidates wrote the exam.

See below for breakdown:

Number of Candidates	
Registered	226
Writing	213
Passing	157
Failing	56
% Passing	74%

➤ **Membership Update**

As of June 1, 2018 the College has 2794 total members registered. There are 2424 members in the General Class and 382 members in the Inactive class.

➤ **Annual Historical Registration Counts**

Registration Numbers as of March 31 of each year

Years	General Class	Inactive Class
2014	1280	29
2015	1419	123
2016	1731	215
2017	2294	287
2018	2422	372

Committee Report

Committee: Quality Assurance
Prepared for: Council
Date: June 25, 2018

The Quality Assurance Committee will have met once since last report to Council on March 26 2018.

Peer and Practice Assessment

Committee reviewed two peer and practice assessment (PPA) cases from the Fall 2017 cycle. The panel took no further action on one case and in the other case directed the member's participation in competency enhancement otherwise referred to as a Demonstrated Change Report.

The above noted participants were either randomly selected to undergo PPA or were chosen due to self-reporting on the annual renewal form that they had not practised the profession for at least 1,500 hours during the previous three years (insufficient currency).

Members who are directed to complete a demonstrated change report are required to review the relevant College practice standard and /or guideline and /or webinar and / or legislation, as per the Committee's Decision and Reasons. The member must submit to the College evidence of demonstrated change for each respective essential competency, outlining: what s/he has learned; changes made to her/his practice based on the new knowledge; and how the new knowledge impacts patient/client care/service. Members issued notices of intent to direct their participation in competency enhancement have another opportunity to provide evidence of self-remediation before Committee renders a final decision on their file.

Peer Assessor Recruitment

College staff recruits kinesiologists to become peer assessors who will conduct PPAs. Two new assessors were appointed, increasing the total pool to 25 members. Another recruitment drive for assessors is planned for Spring 2019. The assessor pool reflects a

diverse group with varied skills, experience, practice areas and settings, geographic locations, and language, reflecting the broad scope of and diversity within the profession.

PPA is a supportive and educational process in which kinesiologists are paired up with a fellow kinesiologist (assessor) to help them objectively assess their knowledge, skill and judgement, and identify areas of strength and improvement within their practice. The assessor gathers information through an interview and a patient/client record review for those in clinical/mixed practice. The assessor then prepares a report for the Quality Assurance Committee. Assessors draw on their knowledge and experience to provide coaching and peer support to members during the assessment process.

All newly appointed assessors will participate in a mandatory two-day orientation and training at the College office. The purpose of the training is two-fold: to enable new recruits to demonstrate their practice knowledge by completing a peer and practice assessment (criteria to be an Assessor); and to provide new recruits with the opportunity to practice their interviewing skills. Experienced assessors will participate on the second day to share their insights and strategies and to provide coaching on interviewing and note taking. All newly appointed assessors will have had an opportunity to observe and shadow an assessment in order to provide more hands-on training and ensure consistency with scoring.

A secure portal exclusive to assessors have been created. It houses examples of sample assessor reports and QA Committee decisions and reasons as well as other resources such as list of abbreviations, equipment checklist, consent form, etc. all of which assessors can use the Patient Record Review to coach members during a peer and practice assessment.

Practice Resource Directory

The Practice Resource Directory launched in April of this year for members seeking continuing education opportunities on various topics has been highlighted again in the June E-Newsletter. The directory is offered in an online format and is accessible from the College's website. The directory will contain a combination of links to internal and external resources, both free and for profit, and members and stakeholders will be invited to advertise their relevant programs or services on this forum. A disclaimer will clarify that the links are provided for reference only and are not endorsed by the College for their value. New resources will be reviewed and approved by the Quality Assurance Director prior to posting.

Ethics and Professionalism e-Learning Module

All General Class members who were registered after May 1, 2018 were required to complete the College's prescribed Ethics and Professionalism e-Learning Module by July 31, 2018. Members were informed that completion may be counted as a learning activity towards their continuing professional development (CPD) requirements, and were encouraged to include as a CPD activity in their 2017 self-assessment individual learning plans. So far 50% members who were eligible to complete the module have done so.

Prevention of Sexual Abuse e-Learning Module

The College launched the Prevention of Sexual Abuse e-Learning Module on May 1. In May 2017, the Ontario government passed Bill 87, the *Protecting Patients Act*, legislation which brought in several changes to how colleges deal with matters of sexual abuse. All kinesiologists are responsible for understanding and upholding the practice standards pertaining to professional boundaries, prevention of sexual abuse and mandatory reporting. The first chapter of the module will help members understand the nature of the professional relationship; what constitutes a boundary violation and sexual abuse; how to recognize warning signs and how to act on them to protect the client; and what to do if boundary violations occur. The second chapter will help them understand their mandatory reporting obligations and how to respond to concerns of sexual abuse appropriately. Chapter three will test their knowledge by answering a series of multiple choice questions based on practice-related situations.

All kinesiologists registered in the General Class are required to complete this module by July 31st. Members may complete the module at their own pace individually or with a group, and may list completion as a CPD activity in their individual learning plans. As June 15, 2018 20% of eligible members required completing the module have done so.

2017 Self-Assessment

The College has concluded its 5th Annual Self-Assessment period. General Class members were required to complete their self-assessments and individual learning plans by March 1, 2018. The QA Committee granted an extension to June 8, 2018. QA staff are process of following up with 46 members to determine their eligibility for a referral to the College's PPA.

Committee Report

Committee: Inquiries, Complaints and Reports Committee
Prepared for: Council
Date: June 25, 2018

Complaints and Reports

During the 2017/2018 Council Term, panels of the Inquiries, Complaints and Reports (ICR) Committee met on three occasions. In summary, the panels conducted the following activities:

- Reviewed and issued decisions on four (4) reports of Registrar’s investigations into a member’s conduct;
- Reviewed and issued decisions on three (3) complaints submitted to the College;
- Delivered two (2) cautions in person to members arising out of complaint/report matters; and
- Requested that the Registrar appoint an investigator in respect of one (1) matter.

In the same period, panels of the Committee issued a total of seven (7) decisions, with the following dispositions:

- No action was taken in respect of two (2) matters;
- Advice and recommendations was provided to members in respect of four (4) matters; and
- A specified continuing education and remediation program, including a mentorship program by a Registered Kinesiologist approved by the College, and a caution in person was ordered in respect of one (1) matter.

A decision of a panel of the ICR Committee from a previous Council term was appealed to the Health Professions and Appeal Board in January 2017. The decision of the panel was upheld by HPARB in November 2017. In that matter the panel had taken no action in respect of the complaint.

At the current time, two complaint matters remain before the Committee and are scheduled to be heard at a meeting of a panel of the Committee on June 26, 2018.

Other Business

The Committee reviewed and approved a process respecting the delivery of cautions in person to members. The process is intended to structure the delivery of cautions to members, so that the member is best able to absorb and reflect on the concerns outlined in the caution, and hopefully to avoid similar concerns arising in future.

Committee Report

Committee: Discipline Committee
Prepared for: Council
Date: June 25, 2018

During the 2017/2018 term, the Discipline Committee received no referrals of allegations of professional misconduct or incompetence by members of the profession from the Inquiries, Complaints and Reports Committee. The Discipline Committee therefore did not have occasion to meet or to conduct any hearings during this period.

Committee Report

Committee: Patient Relations Committee
Prepared for: Council
Date: June 25, 2018

Committee Activities

During the 2017/2018 Council term, the Patient Relations Committee met on two occasions. Activities related to the Committee’s meeting in June 2017 were previously reported at Council’s meeting in that month.

In August 2017, the Committee reviewed updates to the College’s Professional Boundaries Standard and Professional Boundaries Guideline, which replaced the previous Sexual Abuse Standard and the Therapeutic-Client Relationship Guideline, respectively. The revisions updated the Standard and Guideline to reflect recent legislative changes brought about by Bill 87, the Protecting Patients Act, and replaced the use of the clinically-focused term “therapeutic-client relationship” with the broader term “professional relationship” throughout the materials. The Committee recommended the revised Standard and Guideline to Council for approval; they were subsequently adopted by Council in September 2017.

To date, the College has received no claims for funding related to counselling for individuals alleging sexual abuse by members of the profession.

Legislative Updates

On May 1, 2018, new regulations and provisions of the *Health Professions Procedural Code* came into effect. In part, the regulations and provisions expanded the definition of a “patient” for the purpose of determining when sexual abuse by a member has occurred. Under the new provisions, when considering whether sexual abuse has occurred, a “patient” includes all of the following individuals:

1. Any former patient of a member for at least one year after the date on which the individual ceased to be a patient.
2. Any individual who has had a direct interaction with a member and for whom any of the following conditions are satisfied:
 - a. The member has charged or received payment for a health care service provided by the member to the individual, whether directly or through a third party;
 - b. The member has contributed to a health record or file for the individual;

- c. The individual has consented to a health care service recommended by the member;
or
- d. The member prescribed a drug for which a prescription is needed to the individual.

The new provisions also set out a list of criminal offences that, if a member is convicted and found guilty of professional misconduct, would result in the automatic revocation of a member's certificate of registration. The listed offences relate to sexual misconduct.

The College sent a notice to the membership on April 24, 2018, outlining these and other important changes that took effect on May 1, 2018. Updates to the College's by-laws that are required to bring them into line with these legislative changes are being presented at the current meeting of Council. The College is also reviewing what updates to its standards and guidelines may be needed in light of these amendments.

REVENUES

COLLEGE OF KINESIOLOGISTS OF ONTARIO - REVENUE PROJECTIONS FOR Q1, (APRIL - JUNE) FOR THE FISCAL YEAR 2018/2019

update

	1	2	3	4	5
CATEGORY	REVENUES EARNED 2017/2018	APPROVED REVENUE FORECAST 2018/2019	PROJECTIONS QTR 1 APR-JUNE 2018/2019	REVENUES RECEIVED QTR 1 APR - MAY (INTERIM)	
	\$	\$	\$	\$	
Revenue:					
Jurisprudence Fee (\$48.25)	27,070	21,713	6,000	3,619	
Application Fee (\$100)	52,600	45,000	10,000	2,800	
Examination Fee (\$400)	208,100	160,000	6,800	2,800	
Registration Fees*	1,610,620	1,684,375	22,925	9,340	
Interest Income	4,632	3,000	750	959	
TOTAL REVENUE	1,903,022	1,914,088	46,475	19,518	
		Approved Forecast	QTR 1 (Apr - Jun) Projections	Interim Actual (Apr- May)	
		\$		\$	
New Registrants					
- Sept - Nov (\$650)		65,000	-	-	
- Dec - Feb (\$487.50)		29,250	-	-	
- Mar - May (\$325)		19,500	14,600	6,015	
- Jun - Aug (\$162.50)		8,125	8,125	2,275	
Renewal (\$650)		1,493,700		650	
Inactive (\$200)		60,000	200	400	
Inactive Late (\$50)		2,500	-		
Registration Late Fee (\$100)		6,000	-		
Re-instatement Fee (\$325)		300	-		
Refunds					
Total		1,684,375	22,925	9,340	

Notes

Revenue categories for Registration and Application fees are not expected to meet projections by end of Q1 due to issues with IMIS upgrade which affected receipt of payment. Q2 results are expected to make up for the shortfall.

EXPENDITURES

COLLEGE OF KINESIOLOGISTS OF ONTARIO - EXPENDITURE FORECAST FOR Q1 (APRIL - JUNE) FOR THE FISCAL YEAR END 2018/2019

update

	1	2	3	4	5
CATEGORY	ACTUAL EXPENDITURES 2017/2018	APPROVED BUDGET (2018/2019)	PROJECTIONS QTR 1 (APR-JUN)	ACTUALS QTR 1 APR-MAY (INTERIM)	
	\$	\$	\$	\$	
Expenditure:					
Council & Committees	44,140	97,800	5,000	4,321	
Professional Fees	31,170	30,450	20,000	16,821	
Communications & Media	81,786	90,500	20,000	15,190	
Rent & Facility Costs	213,500	231,824	55,344	55,344	
Office & General	130,512	138,548	10,000	8,216	
Salaries & Wages	820,708	931,739	215,000	178,178	
Registration	161,854	241,050	95,040	4,039	
Quality Assurance	45,015	77,176	40,096	16,164	
Professional Conduct	28,739	75,000	7,000	6,575	
TOTAL EXPENDITURE	1,557,424	1,914,087	467,480	304,848	

Actual expenditures for 2017/2018 as per draft Financial Statements which excludes amortization costs

Notes:

Council & Committees including Elections

Expenses for Council, Planning & Finance Committee, Quality Assurance and Registration Committee meetings to happen by end of Q1.

Professional Services

Expenses for 2017/2018 Audit, Accounting Fees and Legal Fees in Q1.

Communications and Media

Disbursement for public awareness brochure distribution program in health care centres, IT Support translation services in Q1.

Registration

Disbursement for the April examination and for maintenance of the database will happen by end of Q1. Billing for the April exam and for the database maintenance is still outstanding.

Quality Assurance

Disbursement for Peer Assessor training will happen by end of Q1 and Q2. Assessors are currently completing training which delayed disbursement to Q2. The Self Assessment Portal FTP and admin report revisions and corrections fields to replace the application form for self assessment and the development of the site to support a new module of sexual abuse online module planned for Q1 will happen in Q2 instead. Delays as a result of Registrar Payment for Ethics and Professionalism Online Module licensing fee completed in Q1.

Professional Conduct

Expenditures for Investigations and Hearings and Legal Advice are demand driven. Although we make an allocation each quarter, expenditures may not happen in that quarter.

ed 06/19/2018

6

**VARIANCE
Q1**

\$

- 2,381

- 7,200

- 4,000

- 13,585

209

- **26,957**

**QTR 1
Variance**

-

-

- 8,585

- 5,850

650

200

-

-

-

-

- 13,585

ed 06/19/2018

6

VARIANCE QTR 1
\$
679
3,179
4,810
0
1,784
36,822
91,001
33,521
425
172,221

and

Q1 and Q2.

conducting Assessments
development of new
new prevention
stratification priorities.

**COLLEGE OF
KINESIOLOGISTS
OF ONTARIO**



Draft Operational Plan 2018-2019

About the Operational Plan

The College of Kinesiologists is the regulatory body that governs the profession of kinesiology in Ontario. The College receives its authority from the *Kinesiology Act, 2007* and the *Regulated Health Professions Act, 1991*. It is governed by a Council, comprised of kinesiologists and members of the public appointed by the Ontario government, who ensure the College achieves its mandate to regulate the profession of kinesiology in the public interest. Council sets the College's strategic direction and develops the policies and standards that support achievement of the mandate. The College's daily affairs are managed by a Registrar and CEO, who is accountable to Council, and ensures that policies and procedures are implemented. The Registrar is supported by seven fulltime staff members.

The operational plan is an important document that details what the College is expected to accomplish during the year and it holds the College accountable for how it is achieving its mandate. The operational plan is presented to Council at the end of each quarter, with comments from staff that provide progress updates on work undertaken to achieve the objectives. The business plan is revised every year, and Council provides final approval of the document.

Vision: Our vision is a healthier Ontario through excellent kinesiology practice.

Mission: Our mission is to protect the public through governing and ensuring excellent professional practice of kinesiologists in Ontario.

Values: The College of Kinesiologists holds honesty and integrity as its guiding principles. The College is committed to operating in a fair and open manner and to treating its staff, members, the public and stakeholders with respect and dignity.

Strategic Goal One: *The value of the regulation of kinesiologists is demonstrated and recognized through public accountability.*

Strategic Objective 1): Public Awareness of and Confidence in the College

Strategic Initiatives:

- Begin outreach to employers of kinesiologists to support their understanding of reporting obligations, the standards that kinesiologists must adhere to and the benefits to the employer and their clients of regulation of health care professionals. This will be done by leveraging kinesiologists' high engagement with the College and using them to reach employers;
- Continue working with FHRCO on a Federation-wide public awareness campaign that promotes regulated health professions in Ontario and the benefits of regulation to the public;
- Continue the development of public awareness campaigns that highlights the role of kinesiologists in the healthcare system and how the College protects the public;

Strategic Objective 2): Retention of members and registration of unregulated practitioners

Strategic Initiatives:

- Outreach to leaders to encourage complementary approaches in communications and building the value proposition.

Strategic Goal Two: Members are supported by the College in maintaining and enhancing professional competence to improve the health of Ontarians.

Strategic Objective 1): The practice of kinesiology is enhanced by access to educational and professional development programs that provide information and training in technological and scientific advancements in the discipline and practice of kinesiology.

Strategic Initiatives:

- Encourage cooperative ventures among trainers to ensure broad access to training.
- Request all universities to respond to the educational requirements survey for 2017-18
- Ensure members have access to practice guidance through:
 - mentorship program
 - practice resources, webinars and workshops
 - online learning modules
 - regional educational sessions and employer sessions
- Encourage further enrichment of university undergraduate programs,
- Understand and help to address members' needs for professional development
- Provide meaningful opportunities to members for involvement in College initiatives

Strategic Objective 2): The College understands and responds in a flexible manner to members' learning needs

Strategic Initiatives:

- *Conduct inter-program analytics and report on trending*
- *Consider forum that engages universities and professional associations to collaborate on education/training opportunities*

Strategic Objective 3): Professional practice standards and guidelines are comprehensive, current and meaningful

Strategic Initiatives:

- Assess gaps or areas for improvement in practice by enhancing the analytics and trends assessment of data gathered by the College
- Address gaps in areas of practice and provide support by:
 - directing members to educational resources (internal and external)
 - consulting and collaborating with other colleges
- Conduct a comprehensive review of the standards (2016-2018)
- Revalidate the Jurisprudence e-Learning Module in 2017-18 with improved practice scenarios. Encourage further collaboration with other colleges to ensure standards are mutually supportive, and assist kinesiologists in working collaboratively with other health professionals

Strategic Goal Three: CKO is responsive to the public's need for information about its members, its policies and its practices.

Strategic Objective 1): The College publishes user-friendly, timely information about its decision-making processes, policies, and members such that the public is able to understand the extent and limit of college powers, and has sufficient information about members to make informed choices about their health care needs.

- *Strategic Initiatives:*
- Provide information to the public on the College's continuing transparency efforts – on-going
- Provide information publicly about decision-making processes and what decisions mean
- Collaborate with other Colleges to harmonize transparency practices and to align with or cooperate in developing policies and standards (e.g., streamlined record-keeping, clinic regulation)
- Reassess Kinesiology Core Competency Profile and blueprint in year 5 (2017-18)

Operational Plan 2018-19

Strategic Goal One: *The value of the regulation of kinesiologists is demonstrated and recognized through public accountability.*

Target	Measures	Status (Q1)
<u>Communications</u>	<ul style="list-style-type: none"> Review the results of the 2017/2018 member communications survey and identify areas for improvement. This will include more video development and a possible change in the way @CKO is distributed. Review the results of an audience analysis undertaken at the end of Q4 2017/2018 to better understand how the public wants to receive information from the College and the type of information they need. Strategies will then be developed to reach the public with the appropriate key messages. 	<ul style="list-style-type: none"> In progress – in discussion to send the survey one more time, to garner more responses. Once all responses have been received, review will begin on the distribution channels In progress – the development of a social media strategy will be implemented as part of the 2018/2019 fiscal year. Insight from the audience analysis will play a large role in framing how we communicate with the public.

Strategic Goal Two: *Members are supported by the College in maintaining and enhancing professional competence to improve the health of Ontarians.*

Target	Measures	Status (Q1)
<u>Members</u> <u>Member Retention</u>	<ul style="list-style-type: none"> Identify opportunities to draft articles and create videos that explain professional obligations, such as consent, mandatory reporting, and professional boundaries. 	ongoing
<u>Quality Assurance</u> <ul style="list-style-type: none"> Intensify focus on proactive regulation by expanding the scale of peer and practice assessment operations as a means to systematic and transformative education for kinesiologists. Strengthen College’s commitment to elimination of sexual abuse by enhancing members’ understanding of the application of professional boundaries standards and 	<ul style="list-style-type: none"> Increase pool of peer assessors through advertising, recruitment, orientation and training to provide requisite knowledge, skills and judgment for conducting independent assessments. Annual orientation and training to be completed in April and May. Increase number of randomly selected member participants each PPA cycle. 	<ul style="list-style-type: none"> To date 25 trained assessors appointed by the QA committee provide assessments in all areas of practice. Twenty-seven PPA are in progress for the spring 2018 cycle and 18 were randomly selected.

<p>mandatory reporting obligations.</p> <ul style="list-style-type: none"> • Develop communications pieces directed to members that enhance their competencies. • Spearhead collaboration on development of compendium of practice issues with Federation of Health Regulatory Colleges of Ontario (FHRCO) Practice Advisory Group to address common gaps in competencies. • Develop database of cautionary tales corresponding to each essential competency for assessors' reference during peer and practice assessments. • Engage academic institutions and trainers regarding existing online/in-person courses to ensure broad access to training. • Encourage further enrichment of university undergraduate programs through dissemination of data regarding respective graduates' performance on prescribed e-learning modules (e.g. Prevention of Sexual Abuse and Ethics and Professionalism e-learning module). • Facilitate meetings with professional associations to collaborate on professional development opportunities and discuss approaches to membership engagement • Develop forum for new and young members to become involved in College QA initiatives and to develop leadership competencies in regulation. • Continue conducting program evaluation to measure impact of programming, relevance, and to identify efficiencies. 	<ul style="list-style-type: none"> • Launch Prevention of Sexual Abuse e-Learning Module. Analyze and report on results to stakeholders. • Publish focussed articles and resources in e-newsletter on practice issues (e.g. consent; virtual assessment/treatment, internet practice, telehealth; counseling and coaching; scope of practice and sphere of competence, etc.). Direct members to educational resources (internal and external). • Develop and maintain practice issue database among health regulatory bodies through FHRCO online platform. Update CKO's compendium of practice resources bimonthly and publish external links on CKO website. • Facilitate meeting with CKO-University Liaison Committee and professional associations to discuss further development of kinesiology programs, mentorship and practicum placements. • Analyze trends and report on members' performance results on prescribed e-learning modules to academic institutions and professional associations. • Facilitate focus group sessions for new and young members to identify most relevant practice issues and develop supports for membership. • Facilitate focus groups to solicit feedback on program components and stakeholder satisfaction. • Conduct inter-program analytics to identify trends, areas of risk for profession, practice areas/settings to begin developing business case for targeting risk areas through stratified random sampling. 	<ul style="list-style-type: none"> • All members in the General Class notified of requirement to complete the Sexual Abuse Prevention E-Learning module released on May 1, 2018. • A continuing professional development resource portal has been added to the College's website to direct members to learning opportunities – links to 80 practice resources currently. • Permission to post practice resources granted from the College of Nurses of Ontario and College of Dietitians of Ontario so far. • The next meeting planned tentatively for December 10 2018 to coincide with the CCUPEKA meeting. • Cycles close on July 31 – trends to be analyzed then. • Call for members registered within the last two years to participate in a series of teleconferences to gain intelligence on their practice issues included in June E-newsletter and special invitation to participate sent to such members pulled from the Data base. • 2017 Self-Assessment and 2017 PPA analytics reported in the annual report.
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Registration

- Registration processes are consistent with the Fair Access to Regulated Professions Act and the work of the Office of the Fairness Commissioner (OFC)
- Suspended and inactive class members understand and meet requirements to re-enter active practice
- Jurisprudence e-Learning Module reflects the changing practice and regulatory environment
- The College database (iMIS) responds to the needs of staff, applicants and members
- Development of Examination Blueprint
- The examination development process meets the College's needs and fairly evaluates the competency of potential measures
- Reassess Kinesiologist Core Competency Profile and blueprint in year 5 (2018/2019)

- Jurisprudence e-Learning work to start
- Spring exam scheduled for April 28th.
- Quarterly policy reviews
- Database update – new application form for applicants, including training for staff
- Referral for applicants and members
- Annual Submission to Ministry of Health and Long Term Care – HPDB.
- Annual renewal form to be tested and approved.
- Approval of all Registration internal processes.
- Digitization of membership files to begin

- Released and communicated Spring entry to practice exam results to applicants
- Developed and communicated registration policies to Registration committee, waiting for approval from Council – Academic assessment and Exceptional circumstances relevant to examination timelines
- Database update – new application form for applicants – completed
- Annual Submission to Ministry of Health and Long Term Care – HPDB - ongoing
- Development of the annual renewal form-ongoing
- Digitization of membership files – underway
- Documentation of Registration internal processes - complete
- Examination administration contract approved and signed for entry to practice exam administered from 2018 – 2020
- French translation of registration processes and policies for the College's French website – complete
- Tracking of registration enquiries to analyze opportunities for improvement - ongoing

Strategic Goal Three: *The College is responsive to the public's need for information about its members and stakeholders, its policies and its practices.*

Target	Measures	Status (Q1)
<p><u>Professional Conduct</u></p> <p>Provide opportunities for members of the public and all stakeholders to comment on bylaws, policies, programming and quality of College's website</p> <p>Provide information to the public on its members and on the College's continuing transparency efforts</p> <p>Collaborate with other Colleges to harmonize transparency practices and to align with or cooperate in developing policies and standards (e.g. streamlined record keeping, clinic regulation)</p> <p>Respond to legislative changes regarding transparency, including expected new Ministry regulations.</p> <p>Ongoing Comprehensive Standards and By-Law Review</p>	<ul style="list-style-type: none"> • Publish on college website and in Newsletter how the College is actively working to prevent sexual abuse by members • Alternative Dispute Resolution processes established and communicated. • Review opportunities to participate in public meetings, publish on our website and newsletter, our availability to attend speaking engagements • Review actions taken by others to enhance transparency and evaluate whether their methods are transferrable to the CKO • Analyse requirements of new Ministry regulations (once promulgated) to ensure that we are in full compliance • Ensure all transparency measures are met, through updates to the public register and database • Ensure that public register is updated in a timely fashion regarding professional conduct matters • Create a comprehensive file management and tracking system, to ensure that information regarding member conduct is readily available and appropriately monitored • Continue review of standards and begin comprehensive review of by-laws • Provide additional resources on the scope and meaning 	<ul style="list-style-type: none"> • Publish on college website and in Newsletter how the College is actively working to prevent sexual abuse by members <ul style="list-style-type: none"> ○ Notice to membership sent in April 2018 regarding updates to sexual abuse provisions of the Health Professions Procedural Code. • Alternative Dispute Resolution processes established and communicated. <ul style="list-style-type: none"> ○ Complete. ADR Roster established and being monitored. No matters suitable for ADR received to date. • Review opportunities to participate in public meetings, publish on our website and newsletter, our availability to attend speaking engagements <ul style="list-style-type: none"> ○ Opportunities for outreach reviewed on a case-by-case basis as they arise. • Review actions taken by others to enhance transparency and evaluate whether their methods are transferrable to the CKO <ul style="list-style-type: none"> ○ Actions of other regulators being monitored on a continuing basis through FHRCO, direct consultation, and other venues. • Analyse requirements of new Ministry regulations (once promulgated) to ensure that we are in full compliance <ul style="list-style-type: none"> ○ In progress. New ministry regulations enacted May 1, 2018; membership advisory sent out April 24, 2018. Updated By-Laws being brought to Council June 2018.

	<p>of the Inactive Class</p> <ul style="list-style-type: none"> Review framework and proposal for new classes of registration, and potential regulatory amendments 	<ul style="list-style-type: none"> Ensure all transparency measures are met, through updates to the public register and database Ensure that public register is updated in a timely fashion regarding professional conduct matters <ul style="list-style-type: none"> Ongoing. General functionality updates to public register and database in progress in partnership with IT consultant. Member-specific register entries updated as required. Create a comprehensive file management and tracking system, to ensure that information regarding member conduct is readily available and appropriately monitored <ul style="list-style-type: none"> Complete. Internal file management system for complaints and reports complete and in use. Continue review of standards and begin comprehensive review of by-laws <ul style="list-style-type: none"> In progress. Project being scoped and review plan established. Provide additional resources on the scope and meaning of the Inactive Class <ul style="list-style-type: none"> Complete. New FAQ and Self-Assessment Questionnaire for the Inactive Class created. Reviewed by Registration Committee in May 2018.
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Priority: College demonstrates good governance, ensures administration processes are efficient, sound risk management and strategic acuity

Target	Measures	Status (Q1)
<p><u>Administration/Management & Council</u></p> <p>Risk to the College’s reputation, viability, and mandate are understood by Council and mitigating strategies are in place to assure ongoing operations</p> <p>Council plans for the long term as well as the short-term and ensures that operational plans align with strategic goals and are responsive to the changing environment of health care governance</p>	<ul style="list-style-type: none"> • Develop new approaches to orienting new Council and committee members so that they understand their obligations and the commitment. • Risk Management Strategy re-evaluated to ensure that policy requirements re: sexual abuse therapy fund are addressed. • Council members complete the Council Effectiveness Evaluation Framework and identify actions necessary by the Council or the College to improve effectiveness. • Development of performance measures through business planning and auditing 	<p>Completion of Annual Report (2017/2018) by end of Q1</p> <p>Completion of Council Effectiveness Evaluation Framework by end of Q1</p> <p>Completion of 2017/2018 annual audit by end of Q1</p>



Briefing/Decision Note

Prepared for: Registration Committee
Date: June 25, 2018
Issue: Exceptional Circumstances Relevant to Examination Timelines

Background:

The purpose of this policy is to outline the process for receiving and considering an applicant's request to write the registration examination outside of the required time period.

This is outlined in the regulation below:

12. (1) An applicant is not eligible to take the registration examination on the applicant's first attempt if that examination is to be taken on a date that is later than the date that is one year from the date on which the applicant submitted his or her application, unless a panel of the Registration Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examination within this period. O. Reg. 401/12, s. 12 (1).

(2) An applicant is not eligible to take the registration examination, regardless as to whether it is on the applicant's first, second or third attempt, if the examination is to be taken on a date that is later than the date that is four years from the date on which the applicant submitted his or her application, unless a panel of the Registration Committee is satisfied that exceptional circumstances prevented the applicant from taking the registration examination within this period. O. Reg. 401/12, s. 12 (2).

(3) Where, pursuant to subsections (1) and (2), a panel of the Registration Committee permits an applicant to take the registration examination despite not having complied with the timelines set out in those subsections, the applicant is required to comply with any additional requirements that may be specified by the panel. O. Reg. 401/12, s. 12 (3).

The College's mandate is to protect the public by ensuring that applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public.

The College considers an application complete when the applicant has submitted all required documents to write the examination and has paid both the application fee and the examination fee. Applicants who request a deferral of their first attempt at the examination and/or a refund after paying the examination fee are considered to have an incomplete application.

Analysis:

The Panel of Registration Committee can determine whether exceptional circumstances applied either due to illness or other extenuating circumstances as listed in the policy; and the Panel can make decisions as to grant, deny or request for additional information. The Panel can also exempt the requirement if the applicant does not meet exceptional circumstances.

Application process:

An applicant who wishes to write the registration examination outside of the required time will submit a written request to the College.

The applicant will be given notice of the referral to the Panel of the Registration committee and provided at least 30 days to make a submission requesting an extension along with all the supporting documentation to support their request.

In determining whether exceptional circumstances applied, the Panel may take into account one or more of the following factors:

- Evidence of personal illness or incapacity, including the nature and length of illness or incapacity
- Evidence of personal emergency or bereavement, including the nature of the emergency and its effect on the applicant's ability to write the examination
- Evidence of unanticipated familial or other personal care obligations
- Evidence of any other exceptional circumstances relevant to the applicant's ability to write the examination within the required time period.

Recommendation

The Registration Committee forwards to Council the Exceptional Circumstances Relevant to Examination Timelines policy for approval.

Next Steps

- The Approved Exceptional Circumstances Relevant to Examination Timelines policy will be communicated to stakeholders and posted on the College's website.

Moved by__ __ seconded by__ _____

Date: June 25, 2018

Policy

Type:	Registration		
Number:			
Name:	Exceptional Circumstances Relevant to Examination Timelines		
Status:	Final	Version:	1
Date Approved:	June 25, 2018	Date Revised:	

Background

Under the College's General Regulation, an applicant for registration must successfully complete the registration examination within a set time period.

- An applicant must make their **first attempt** at the examination within **one year** of submitting their completed application. The College considers an application complete when the applicant has submitted all required documents to write the examination and has paid both the application fee and the examination fee. Applicants who request a deferral of their first attempt at the examination and/or a refund after paying the examination fee are considered to have an incomplete application.
- An applicant is permitted a total of **three attempts** to successfully complete the examination. All three attempts must be made within **four years** of the date of submitting their initial application.

The Registration Committee may permit an applicant to attempt the examination outside of the required time period where the Committee is satisfied that **exceptional circumstances** prevented the applicant from attempting the examination within this period. By requiring applicants to complete the examination within the required time period, the College ensures that applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public.

Purpose

The purpose of this policy is to outline the process for receiving and considering an applicant's request to write the registration examination outside of the required time period.

Application to Write Examination Outside of Time Period

An applicant who wishes to attempt the registration examination outside of the required time period must submit a written request to the Registration Committee.

The request should clearly set out the reasons why the applicant was unable to complete the examination within the standard time period and explain any exceptional circumstances that contributed to the situation.

The applicant should submit all relevant supporting documentation with their request, including evidence to corroborate any exceptional circumstances relied upon in their request (e.g. health care provider's report). It is incumbent upon the applicant to provide adequate information and documentation to support their request for an exemption from standard registration requirements.

Registration Committee Review Process

In reviewing an applicant's request to attempt the examination outside of the required time period, the Registration Committee will consider all information submitted by the applicant and any relevant circumstances.

In determining whether exceptional circumstances applied, the Committee may take into account one or more of the following factors:

- Evidence of personal illness or incapacity, including the nature and length of illness or incapacity
- Evidence of personal emergency or bereavement, including the nature of the emergency and its effect on the applicant's ability to write the examination
- Evidence of unanticipated familial or other personal care obligations
- Evidence of any other exceptional circumstances relevant to the applicant's ability to write the examination within the required time period.

In reviewing the circumstances, the Committee will also consider any impact on other registration requirements, such as good character (e.g. an inability to write the examination due to a period of incarceration).

Outcomes from the Committee's Review

Following its review of the applicant's request to write the examination outside of the required time period, the Registration Committee may do any of the following:

- Grant the applicant's request with or without additional conditions
 - Where the Committee permits the applicant to write the examination, the Committee may specify additional conditions with which the applicant must comply. For example, the Committee may specify that the applicant must attempt the examination within a set period of time or at the next available sitting of the examination.
- Deny the applicant's request.
- Request additional information or documentation from the applicant to assist in its decision.

Where the Committee denies the applicant's request, the applicant is ineligible to sit the registration examination and therefore is ineligible for registration with the College.

Appeal of the Committee's Decision

Where an applicant's request to attempt the registration examination outside of the required time period has been denied by the Registration Committee, the applicant's application for registration with the College will be denied. The applicant can appeal this decision to the Health Professions Appeal and Review Board.

Resolution– Exceptional Circumstances Relevant to Examination Timelines Policy

Whereas The College’s mandate is to protect the public by ensuring that applicants are current in their knowledge, skills and judgment, which supports the delivery of safe and ethical kinesiology services to the public; and

Whereas the College is required under the General Regulation of the *Kinesiology Act, 2007* to consider the qualifications of all applicants, including timelines to write the entry to practice exam; and

Whereas exceptional circumstances relevant to examination timelines outlines the process for receiving and considering an applicant’s request to write the registration examination outside of the required time period; and

Whereas the College views this as important for members and the public, and a priority for the College; and

Whereas the exceptional circumstances relevant to examination timelines describes the relevant timelines necessary for exam registration; and

Whereas, a policy is needed to explain a process for exam registration outside of the required time period;

Therefore, be it resolved that Council approves the Policy on Exceptional Circumstances Relevant to Examination Timelines and that it be posted immediately on the College’s website:

Moved by: _____

Seconded by: _____

Date: June 25, 2018



Briefing/Decision Note

Prepared for: Council
Date: June 25, 2018
Issue: Assessment of Education

Background:

The purpose of this policy is to explain the minimum kinesiology-related core course requirements which must be satisfied in order for a university program to be deemed substantially equivalent to a four- or five-year bachelor's degree in kinesiology from an Ontario university, and to describe the evaluation process.

5. (1) An applicant for the issuance of a general certificate of registration must,

(a) either,

- (i) have graduated from a program in kinesiology that was offered at the bachelor level at an Ontario university and which was at least four years in duration, or
- (ii) have successfully completed a program which a panel of the Registration Committee considers to be substantially equivalent to a program referred to in subclause (i);

The Council determined the core program of courses which must be completed within an individual university degree program in order for that program to be considered substantially equivalent to a four- or five-year bachelor's degree in kinesiology from an Ontario university. This is identified through the academic assessment form.

The College has provided brief descriptions on the Academic Assessment Form of the minimum content for each course that it requires.

Registration Committee Review Process

In reviewing an application referred by the Registrar because of doubts that the applicant's education program meets the requirements set out in Section 5 and described above, the Panel of the Registration Committee will consider the following:

- Official transcripts
- Course outlines

- A letter from an academic department head outlining course equivalency.
- The completed Academic Assessment Form.
- Any other relevant education-related documents that the applicant feels may help to demonstrate that their education in total is substantially equivalent to a four or five-year degree in kinesiology from an Ontario university.

In addition, the Panel will consider all other information provided by the applicant in support of their application. Work experience, continuing professional development courses, and advanced degrees are not a substitute for a bachelor's degree in kinesiology.

Registration Committee Review of the Applicant's Education Program

Required Courses Group A:

Five specific courses are required. The Panel can only award an applicant a maximum score of ten (10) points with a two (2) point maximum for each course.

Required Courses Group B:

Two courses are required. The Panel can only award an applicant a total of three (3) points in Group B with a 2 point maximum for each course.

Required Courses Group C:

Two courses are required. The Panel can only award a maximum of four (4) points in Group C, two (2) points for each course.

Elective Courses

Five courses are required. The Panel can only award a maximum of 10 points in this area (five courses, two points per course).

An applicant's education program must score a minimum total of 27 points to be deemed substantially equivalent to a four or five year bachelor's degree in kinesiology from an Ontario university.

Possible Outcomes of the Panel's Review

Where an application has been referred because the Registrar had doubts as to whether the applicant meets the education requirements set out in the General Regulation, the Panel may make an order doing any one or more of the following:

- Directing that the applicant's education program is substantially equivalent to a bachelor's degree in kinesiology from an Ontario university and the applicant may be approved to write the examination, if all other requirements have been met;
- Directing the Registrar to not allow the applicant write the examination for the reason that the applicant has not met the non-exemptible education requirement;
- Directing the applicant to complete specified courses at the university level prior to being permitted to write the College examination.

The applicant is informed in writing of the decisions and reasons of the Panel of the Registration Committee.

Recommendation

The Registration Committee forwards to Council the Academic Assessment policy for approval.

Next Steps

- The approved Academic Assessment policy will be communicated to stakeholders and posted on the College's website.

Moved by__ __ seconded by__ _____

Date: June 25, 2018

Policy

Type:	Registration		
Number:			
Name:	Assessment of Education		
Status:	Final	Version:	1
Date Approved:	June 25, 2018	Date Revised:	

Background

Under the College's General Regulation¹, an applicant for registration as a member of the College must either

- i. have graduated from a program in kinesiology that was offered at the bachelor level at an Ontario university and which was at least four years in duration, or
- ii. have successfully completed a program which a panel of the Registration Committee considers to be substantially equivalent to a program referred to in (i).

This is a non-exemptible requirement. Experience, continuing professional development, and advanced degrees cannot be substituted to meet this requirement. All applicants who did not qualify for exemption under the transitional provisions (grandparenting) must satisfy the education requirement prior to attempting the entry to practice examination approved by Council.

An applicant who does not meet the non-exemptible education requirements cannot be issued a certificate of registration.

Through an extensive research and consultative process, the Council determined the core program of courses which must be completed within an individual university degree program in order for that program to be considered substantially equivalent to a four- or five-year bachelor's degree in kinesiology from an Ontario university.

The Council approved an assessment tool for use by applicants and the College in evaluating academic programs to determine whether an applicant has completed an education program which is substantially equivalent to a four or five year bachelor's degree in kinesiology from an Ontario university.

All applicants who have completed a degree that is not a four or five-year bachelor's degree in kinesiology at an Ontario university must complete and submit the Academic Assessment Form in addition to requiring their university to forward an official transcript to the College.

¹ O. Reg. 401/12 "General", s. 5(1)(a)

Purpose

The purpose of this policy is to explain the minimum kinesiology-related core course requirements which must be satisfied in order for a university program to be deemed substantially equivalent to a four- or five-year bachelor's degree in kinesiology from an Ontario university, and to describe the evaluation process.

The College has identified only those courses which are relevant to the practice of kinesiology. The College understands that in order for an individual to graduate with a bachelor's degree at the honours level (four years); additional courses are required by the educational institution.

Referral of an Application to the Registration Committee

The College reviews the academic transcript of every applicant to the College. Where an applicant has submitted an Academic Assessment Form, the College assesses course materials to determine whether the courses completed by the applicant meet the core requirements defined by Council. Applicants who do not have a four or five-year bachelor's degree in kinesiology from an Ontario university are required to submit evidence of equivalency. Such evidence includes course descriptions, syllabi, learning outcomes, grading system, etc.

In some instances, the College has accumulated significant information about degree programs in Ontario which are not bachelor's degrees in kinesiology but which have been determined as meeting the substantial equivalency requirement, depending upon electives selected by students. Applicants may check with the College to determine whether submission of course syllabi is required to support the evaluation of information submitted on the Academic Assessment Form.

In evaluating the educational program information submitted by an applicant, the College considers whether previous graduates from the same program have been granted equivalency and whether the applicant has completed all of the courses described in the core requirements for substantial equivalency.

If the Registrar has doubts as to whether the education program submitted by the applicant is substantially equivalent to a four or five-year kinesiology degree from an Ontario university, the Registrar will refer the application to the Registration Committee.

When an application is referred by the Registrar to the Registration Committee, the applicant will be provided with 30 days' notice to make a submission and any additional information for consideration by a Panel of the Committee. The obligation is on the applicant to provide complete documentation concerning education.

Registration Committee Review Process

In reviewing an application referred by the Registrar because of doubts that the applicant's education program meets the requirements set out in Section 5 and described above, the Panel of the Registration Committee will consider the following:

- Official transcripts provided by post-secondary educational institutions directly to the College. Transcripts must list any credits transferred from other post-secondary institutions with the credits allowed.
- Course outlines are required and should be in the form of a course syllabus obtained directly from the educational institution. At a minimum, the following should be provided: course outline, learning outcomes, texts used, teaching methodologies (did the course include labs,

for example), grading criteria and mechanisms. These materials should be accessed directly from the educational institution. In some instances, the College will already have such course outlines from other applicants. Please check with the College to see if one has previously been provided.

- A letter from an academic department head outlining course equivalency. If the applicant took courses at a community college and an articulation agreement exists between the degree granting university and that community college, a letter should be submitted from the university outlining the equivalency of any college courses to university courses as specified in the articulation agreement.

An articulation agreement is a contract between institutions of higher learning that allow applicants who have completed a specific program at one institution to be considered for admission and assigned transfer credits in a specific program at another institution.

- The completed Academic Assessment Form.
- Any other relevant documents that the applicant feels may help to demonstrate that their education in total is substantially equivalent to a four or five-year degree in kinesiology from an Ontario university.

In addition, the Panel will consider all other information provided by the applicant in support of their application.

Registration Committee Review of the Applicant's Education Program

Applicants without a four or five-year degree in kinesiology from an Ontario university must complete the Academic Assessment Form listing courses at the university level which they feel meet the requirements stated by the College. The Panel of the Registration Committee will evaluate all materials and course descriptions and award points.

One full university course in a given subject area will comprise a minimum of 36 classroom hours (in many universities this would be 3 credits) and be awarded a point score of 2. Partial points may be awarded if the required subject matter has been included in another course. The total points awarded for any course cannot exceed 2 points. The College uses this point scoring system because not all academic institutions use the same 36 hours/3 credits system.

One full course from a public community college (CAAT) in a given subject area will be scored at 0.5. Community College courses tend to focus more on practical skills and lack the scientific depth and breadth of university-level courses. A diploma from a public community college or a private college does not satisfy the education requirement.

The College has provided brief descriptions on the Academic Assessment Form of the minimum content for each course that it requires. The form also explains the minimum courses required and the maximum that can be counted in any one area of study. An academically equivalent program includes required courses in specific areas of study and also acceptable elective courses selected from a broader group of specific areas of study related to kinesiology.

Required Courses Group A:

A minimum of one full course in each of the following core areas of kinesiology study.

- Human anatomy
- Human physiology
- Human biomechanics
- Human psychomotor learning/neuroscience
- Exercise physiology

The Panel can only award an applicant a maximum score of ten (10) points with a two (2) point maximum for each course.

Required Courses Group B:

At least two university level courses covering Assessment and Exercise Prescription.

The Panel can only award an applicant a total of three (3) points in Group B with a 2 point maximum for each course.

Required Courses Group C:

A total of two full courses from among the following:

- Health or sport psychology
- Pathology
- Ergonomics
- Principles of nutrition
- Research design, methodology, and/or statistics

The Panel can only award a maximum of four (4) points in Group C, two (2) points for each course.

Elective Courses

In addition to the minimum ten required core courses described above, applicants must have an additional five courses in kinesiology and kinesiology related areas of study. Courses used to satisfy the core requirements cannot be used again. For each area of study covered in the core courses, only one full additional course may be used to satisfy the course requirements in the electives area.

In addition to the core areas of study, elective courses may be included from the following areas of study:

- Introduction to kinesiology
- Health and physical activity
- Human growth and development
- Gerontology/physical activity/aging
- Sociology of movement/exercise/sport
- Sports medicine and rehabilitative techniques
- Individual/independent study in kinesiology
- Practicum/internship in kinesiology
- Thesis/independent research project in kinesiology
- Other kinesiology-related elective.

The Panel can only award a maximum of 10 points in this area (five courses, two points per course).

To be deemed substantially equivalent by the Panel, an applicant must achieve a minimum total of 27 points.

Possible Outcomes of the Panel's Review

Where an application has been referred because the Registrar had doubts as to whether the applicant meets the education requirements set out in the General Regulation, the Panel may make an order doing any one or more of the following:

- Directing the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the panel.
- Directing the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the panel.
- Directing the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply for a variation of those terms, conditions, or limitations.
- Directing the Registrar to refuse to issue a certificate of registration. In this instance, the applicant will not be permitted to take the examinations approved by Council and their application will be rejected.

The applicant is informed in writing of the decisions and reasons of the Panel of the Registration Committee.

Appeal of the Panel's decision

An applicant may appeal the decision of the Panel of the Registration Committee to the Health Professions Appeal and Review Board.

The applicant has 30 days in which to request a review of the decision from the Health Professions Appeal and Review Board (HPARB).

Resolution– Education Assessment Policy

Whereas the College’s mandate is to protect the public; and

Whereas the College is required under the General Regulation of the *Kinesiology Act, 2007* to consider the qualifications of all applicants, including their education; and

Whereas the academic assessment of non-kinesiology programs is a component of the College’s Registration Regulation that requires that there be minimum kinesiology-related core course requirements which must be satisfied in order for a university program to be deemed substantially equivalent to a four-or five-year bachelor’s degree in kinesiology from an Ontario university; and

Whereas an applicant who does not meet the non-exemptible education requirements cannot be issued a certificate of registration; and

Whereas the College views this as important for members and the public, and a priority for the College; and

Whereas the academic assessment policy describes the evaluation process; and

Whereas, a policy is needed to explain the minimum kinesiology-related core course requirements which must be satisfied;

Therefore, be it resolved that Council approves the Policy on Education Assessment and that it be posted immediately on the College’s website:

Moved by: _____

Seconded by: _____

Date: June 25, 2018

Briefing Note

Issue: Inactive Class FAQ and Self-Assessment Questionnaire

Prepared for: Registration Committee

Date: June 25, 2018

Background and Overview

The Registration Department receives frequent questions from members regarding the Inactive Class. Members often request information regarding the prerequisites and conditions for the class, and whether they, in their individual circumstances, would qualify to move into the Inactive Class.

Although information regarding the Inactive Class is already available on the College's website, the Registration Department feels that having a dedicated and easy to use self-assessment tool would be helpful to registrants who are uncertain about whether their personal circumstances are such that they should be registered in the Inactive Class.

To that end, staff developed a Frequently Asked Questions (FAQ) document that includes a self-assessment questionnaire. The FAQs cover some of the most common enquiries regarding the Inactive Class, and the self-assessment questionnaire provides a structured tool with which members can evaluate whether they may be eligible to join the Inactive Class.

The self-assessment questionnaire is being incorporated into the Inactive Class application form to ensure that members are aware of the criteria that must be met prior to applying.

FAQs and Self-Assessment Questionnaire

The FAQs include responses to the following questions:

- What is the Inactive Class?
- What are the conditions of the Inactive Class?
- Am I eligible for the Inactive Class?
- How does the Inactive Class affect professional liability insurance?
- Where can I get more information?

The self-assessment questionnaire is based directly on the eligibility criteria for the Inactive Class set out in the General Regulation, namely:

1. Not engaging in providing **direct patient care**

2. Not using a **title or designation** other than one permitted by the Inactive Class
3. Not **supervising** the practice of the profession
4. Not making any **claim or representation** to having any competence in the profession

Each of these criteria is broken down into a series of yes or no questions, designed to help the member evaluate whether they would meet these criteria. The questionnaire is designed such that if the member answers “yes” to any question, they would not be considered eligible for the Inactive Class, whereas if they answer “no” to all questions, then they would be able to have their application considered by the College.

The intention is to provide a self-assessment tool that is accessible, transparent, and based directly on the requirements set out in the regulations. This will enable registrants to evaluate their circumstances and apply the criteria appropriately for registration in the Inactive Class.



Inactive Class FAQs and Self-Assessment

What is the Inactive Class?

The Inactive Class of registration is designed for members who are not engaged in the practice of the profession, whether in clinical, non-clinical, or mixed practice roles. It can include members taking a temporary family, medical, or educational leave from practice, or those retired from practice who wish to maintain a connection to the College.

The Inactive Class is **not** intended for members who are engaged in the practice of the profession in any form or setting.

What are the Conditions of the Inactive Class?

A member in the General Class who wishes to move to the Inactive Class must meet the conditions set out in the regulations for this type of certificate of registration and provide a legal undertaking to the College to that effect. The primary conditions are that a member in the Inactive Class **must not** do any of the following:

- engage in providing direct patient care;
- use any title or designation other than what is specified for a member in the Inactive Class;
- supervise the practice of the profession; or
- make any claim or representation to having any competence in the profession.

Am I Eligible for the Inactive Class?

Use the following self-assessment questionnaire to help determine if you may be eligible for membership in the Inactive Class or whether you should remain in the General Class.

STEP 1 – Do I engage in providing direct patient care?		
<i>Members of the Inactive Class are prohibited from providing direct patient care. This can include any form of patient care, regardless of whether it is provided on an intermittent, casual, or one-off basis.</i>		
QUESTIONS	YES	NO
1. Do I provide direct care to a patient or client population (including a single patient/client and any irregular or one-off patients/clients)?		
2. Do I work directly with individuals to assess, rehabilitate, manage, enhance, or maintain their movement and performance?		
3. Do I have patients or clients whose progress I monitor or manage with respect to movement or performance?		

4. Do I provide other forms of direct patient care, whether or not as a kinesiologist?		
<p align="center">STEP 2 – Do I plan to use a title or designation other than one permitted by the Inactive Class? <i>Members of the Inactive Class are only permitted to employ the title “Kinesiologist registered in the Inactive Class” and the designation “R. Kin (Inactive)”.</i></p>		
QUESTIONS	YES	NO
1. Do I need to employ a title or designation of a member of the General Class (e.g. “R. Kin”)?		
2. Do I plan to employ any other title or designation that would imply that I am actively practising the profession or an aspect of it?		
<p align="center">STEP 3 – Do I supervise the practice of the profession? <i>Members of the Inactive Class are prohibited from supervising the practice of the profession. This can include overseeing or evaluating the work of practising kinesiologists or non-regulated practitioners working in the field of movement and performance.</i></p>		
QUESTIONS	YES	NO
1. Do I supervise the work of registered kinesiologists or any other care providers who assess, rehabilitate, manage, enhance, or maintain a patient or client’s movement and performance?		
2. Do I provide direction, advice, or instruction to registered kinesiologists or to other care providers who assess, rehabilitate, manage, enhance, or maintain a patient or client’s movement and performance?		
3. Do I assign tasks or distribute work to registered kinesiologists or other care providers who assess, rehabilitate, manage, enhance, or maintain a patient or client’s movement and performance?		
<p align="center">STEP 4 – Do I make any claim or representation to having any competence in the profession? <i>Members of the Inactive Class may not make any claim or representation to having any competence in kinesiology. Claims and representations can be explicit or implicit. In some cases, the nature of the work or the tasks being performed can represent a claim to competence or expertise in the profession.</i></p>		
QUESTIONS	YES	NO
1. Does the nature of my work require that I have competence in the assessment, rehabilitation, management, enhancement, or maintenance of human movement or performance?		
2. Do I provide education or training on human movement or performance?		
3. Do I evaluate, review, assess, or critique the performance or work product of individuals who assess, rehabilitate, manage, enhance, or maintain human movement and performance?		
4. Do I support others who assess, rehabilitate, manage, enhance, or		

maintain human movement and performance?		
5. Do I interact with others who expect that I possess and employ the knowledge, skills, and judgement of a kinesiologist in my work activities?		
6. Does the nature of my work require that I use my knowledge, skills and judgement to sell products, conduct research or provide consultation?		
STEP 5 – Total Your Answers		
TOTAL RESPONSES	YES	NO
If you answered “YES” to any of the questions above, you are ineligible for the inactive class		
Comments		

How Does the Inactive Class Affect Professional Liability Insurance?

All members of the General Class are required to hold professional liability insurance in keeping with the College’s by-laws. Members in the Inactive Class are not required to hold professional liability insurance covering the period of time in which they are in the Inactive Class (as they are prohibited from practising/providing direct patient care). Members in the Inactive Class must still ensure that they hold adequate tail insurance to cover the period when they were in active practice.

Where Can I Get More Information?

Additional information is available on the College’s website or from the College’s Registration Team. Please contact the Registration Team for any questions regarding the Inactive Class.

Issue or Decision Note

Issue or Decision:	Amendments to By-Law 21 (The Register)
Prepared for:	Council
Date:	June 25, 2018

Background:

On April 20, 2018, the Ministry of Health announced that new regulations made under the *Regulated Health Professions Act, 1991* would come into effect on May 1, 2018.

One of the new regulations, “Information Prescribed under Subsection 23 (2) of the Health Professions Procedural Code”, sets out additional information related to members that must be kept on the public register.

In summary, the additional information to be contained on the public register is as follows:

1. A summary of information relating to findings of guilt against a member under the *Criminal Code* and *Controlled Drugs and Substances Act*, unless the conviction was subject to a record suspension, pardon, or successful appeal.
2. Any conditions of release related to a charge or finding of guilt under the *Criminal Code* and *Controlled Drugs and Substances Act*, and any variations to those conditions.
3. Information relating to any outstanding charges for an offence under the *Criminal Code* and *Controlled Drugs and Substances Act*.
4. Information relating to a disciplinary finding or finding of professional misconduct or incompetence by another regulatory or licensing authority in any jurisdiction.
5. Information related to a member’s licensure or registration to practice another profession in Ontario or a profession in another jurisdiction.

Impact on College’s By-Laws

The majority of the information set out by the new regulation is already required to be listed on the public register as a result of the College’s By-Laws; however, in some instances, the new regulation expands the scope of the information to be made public.

For example, the College's By-Laws currently state that only bail and release conditions that, in the discretion of the Registrar, may restrict or otherwise impact a member's practice will be listed on the register. The new regulation stipulates that all bail and release conditions shall be listed.

Conflict between the College's By-Laws and the new regulation could result in confusion and the potential for misinterpretation. Importantly, to the extent that the College's By-Laws are inconsistent with the new regulation, they are superseded by the regulation. The College is already obligated to comply with the requirements of the new regulation, regardless of what the By-Laws provide to the contrary.

The Proposed Amendments and Circulation Requirements

The proposed amendments to By-Law 21 (The Register) bring the by-laws into alignment with the requirements of the new regulation. The existing by-law provisions relating to criminal convictions, charges, etc. are being deleted, as they conflict with the new regulation. At the same time, the language of the new provisions from the regulation is being inserted for reference purposes only, as the legal requirement derives from the regulation itself, not the by-laws.

The Council's authority to make by-laws regarding the contents of the public register is found in clause 94 (1) (1.2) of the *Code*. Subsection 94 (2) of the *Code* requires that by-laws made under this clause be circulated to the membership for a period of at least 60 days.

Recommendation:

That Council approve in principle the proposed amendments to By-Law 21 (The Register), as attached to this memorandum, and direct that the proposed amendments be circulated to the membership for a period of at least sixty (60) days.

21. THE REGISTER

21.01 Name in Register

Subject to article 21.02, a member's name in the register shall be the full name indicated on the document used to support the member's initial registration with the College.

21.02 Change of Name

The Registrar may enter a name other than the name referred to in article 21.01 in the register if the Registrar:

- i. has received a written request from the member;
- ii. is satisfied that the member has legally changed his or her name; and
- iii. is satisfied that the name change is not for any improper purpose.

21.03 Business Address

A member's business address in the register shall be the address of the location in Ontario where the member is employed or self-employed as a kinesiologist. In the event that the member is employed or self-employed as a kinesiologist in more than one location in Ontario, the member's business address shall be the member's primary practice. In the event that the member is not employed or self-employed in Ontario as a kinesiologist, the Registrar shall enter as the member's business address the location designated by the member.

21.04 Business Telephone Number

A member's business telephone number shall be the telephone number of the location in Ontario where the member is employed or self-employed as a kinesiologist. In the event that the member is employed or self-employed as a kinesiologist in more than one location in Ontario, the member's business telephone number shall be the telephone number of the member's primary practice. In the event that the member is not employed or self-employed in Ontario as a kinesiologist, the register shall not contain a business telephone number for the member.

21.05 Duty on Registrar

The Registrar shall maintain a register in accordance with section 23 of the Code.

21.06 (1) Information on the Public Register

~~Pursuant to s.23 (2) of the Code, the following information will be posted on the College's Public Register:~~

~~The Register shall contain the information required by s. 23 (2) of the Code.~~

~~For ease of reference only, the information required by s. 23 (2) of the Code is as follows:~~

1. Each member's name, business address and business telephone number, and, if applicable, the name of every health profession corporation of which the member is a shareholder.

2. Where a member is deceased, the name of the deceased member and the date upon which the member died, if known to the Registrar.
3. The name, business address and business telephone number of every health profession corporation.
4. The names of the shareholders of each health profession corporation who are members of the College.
5. Each member's class of registration and specialist status.
6. The terms, conditions and limitations that are in effect on each certificate of registration.
7. A notation of every caution that a member has received from a panel of the Inquiries, Complaints and Reports Committee under paragraph 3 of subsection 26 (1) [of the Code](#), and any specified continuing education or remedial programs required by a panel of the Inquiries, Complaints and Reports Committee using its powers under paragraph 4 of subsection 26 (1) [of the Code](#).
8. A notation of every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 [of the Code](#) and that has not been finally resolved, including the date of the referral and the status of the hearing before a panel of the Discipline Committee, until the matter has been resolved.
9. A copy of the specified allegations against a member for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 [of the Code](#) and that has not been finally resolved.
10. Every result of a disciplinary or incapacity proceeding.
11. A notation and synopsis of any acknowledgements and undertakings in relation to matters involving allegations of professional misconduct or incompetence before the Inquiries, Complaints and Reports Committee or the Discipline Committee that a member has entered into with the College and that are in effect.
12. A notation of every finding of professional negligence or malpractice, which may or may not relate to the member's suitability to practise, made against the member, unless the finding is reversed on appeal.
13. A notation of every revocation or suspension of a certificate of registration.
14. A notation of every revocation or suspension of a certificate of authorization.
15. Information that a panel of the Registration Committee, Discipline Committee or Fitness to Practise Committee specifies shall be included.
16. Where findings of the Discipline Committee are appealed, a notation that they are under appeal, until the appeal is finally disposed of.

Pursuant to s.23 (1) 20 of the Code, the Register shall also contain the following information, which is designated as public information, with respect to each member:

- i. The initial date of registration;
- ii. The dates upon which any change in class of registration or resignation was effected;
- iii. The names other than the proper legal name of the member including any nicknames or abbreviations that the member uses in any place of practice;
- iv. If there have been any changes to the member's name since the date of the member's initial application for registration, the former names of the member;
- v. The member's gender (if identified);
- vi. The name of the member's primary place of practice and every other current place of practice;
- vii. The address and telephone number of the member's primary place of practice and every other current place of practice unless the information would disclose the home address of the member and/or patients/clients. In the case of remote practice, the member's business website address.
- viii. The languages in which the member provides and/or delivers kinesiology services
- ix. If the member ceased to be a member, the date and reasons for the cessation;
- ~~x. — A summary of any finding of guilt against a member under the Criminal Code or the Controlled Drugs and Substances Act, made on or after July 1, 2016, if the person whom the finding was made was a member at the time of the finding, and if the finding is known to the College, including:

 - ~~a) — The finding;~~
 - ~~b) — The penalty; and~~
 - ~~c) — Where the finding is under appeal, a notation that it is under appeal until the appeal is finally disposed of~~~~
- ~~xi. — A summary of any existing restriction (e.g. bail condition) imposed on a member by a court or other lawful authority and of which the College is aware that, in the reasonable discretion of the Registrar, may restrict or otherwise impact the member's right or ability to practice, may prompt a regulatory action on the part of the College or is connected to an existing or ongoing regulatory action by the College;~~
- ~~xii. — Where there have been charges laid against a member under the Criminal Code or the Controlled Drugs and Substances Act, on or after July 1, 2016, and if the person~~

~~against whom the charges were laid was a member at the time of the charges, and if the charges are known to the College, a brief summary of the:~~

- ~~a) charges;~~
- ~~b) date the charges were laid; and~~
- ~~c) status of the proceedings against the member where known to the College.~~

~~Any such summary shall be removed if there is no finding of guilt.~~

~~xiii. Where the College is aware that the member is currently registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact;~~

~~xiv. Where the College is aware that a finding of professional misconduct or incompetence or a similar finding has been made against the member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal:~~

- ~~a) a notation of the finding;~~
- ~~b) the name of the governing body that made the finding;~~
- ~~c) the date the finding was made;~~
- ~~d) a summary of any order made and information regarding any appeals of the finding.~~

~~xv.~~ x. Where the College is aware that a finding of incapacity or a similar finding has been made against the member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal:

- a) a notation of the finding;
- b) the name of the governing body that made the finding;
- c) the date the finding was made;
- d) a summary of any order made and information regarding any appeals of the finding.

~~xvi.~~ xi. Where the College is aware that there is an ongoing regulatory proceeding against the member for professional misconduct or incompetence that is considered relevant to the suitability to practise kinesiology:

- a) a notation of the fact;
- b) the name of the governing body that is conducting the proceeding;

- c) a summary of any interim orders and/or restrictions on the member's license with the relevant profession as a result of the proceeding.

~~xvii~~.xii. A notation, including the date of the referral, for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Fitness to Practise Committee under section 61 of the Code and has not been finally resolved, until the matter has been resolved;

~~xviii~~.xiii. Where a decision of the Discipline Committee has been published by the College with the member's name or former name included:

- a) a notation of that fact; and
- b) identification of the specific publication of the College which contains the information;

~~xix~~.xiv. For every application to the Discipline Committee for reinstatement that has not been finally resolved, until that matter has been resolved,

- a) a notation of that fact, including the date of the application;
- b) the anticipated date of the hearing, if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;
- c) if the hearing has been adjourned and no future date has been set, the fact of that adjournment; and
- d) if the decision is under reserve, that fact.

~~xx~~.xv. If an application to the Discipline Committee for reinstatement has been decided, the decision of the Discipline Committee.

~~xxi~~.xvi. Where, for a pending complaint or other type of investigation, the Registrar confirms that the College is investigating a member because there is a compelling public interest in disclosing this information pursuant to section 36(1)(g) of the RHPA, the fact that the member is under investigation;

~~xxii~~.xvii. Where the member's certificate of registration is subject to an interim order imposed by the Inquiries, Complaints and Reports Committee:

- a) a notation of that fact;
- b) the nature of the order;
- c) the date that the order took effect.

~~xxiii~~.xviii. Where the member's certificate of registration is subject to an administrative suspension, the reason for the suspension and the date of the suspension;

~~xiv~~.xix. Any information jointly agreed to be placed on the Register by the College and the member;

~~xv~~.xx. Any of the information that was on the Register before the membership terminated will be posted for a period of at *least six years* after the termination of membership, except for any information related to discipline proceedings in Ontario, which will be posted on the Register for a period of fifty years after the termination of membership.

21.07 Information requests from College

If requested, a member shall immediately provide the College with the following information, in the form requested by the College:

- i. information required to be maintained in the Register in accordance with subsection 23 (2) of the *Code* and article 21.06 of these by-laws;
- ii. information for the purpose of compiling statistical data;
- iii. The languages in which the member provides and/or delivers kinesiology services
- iv. the member's previous employers and previous practice locations;
- v. Information required to verify the member's compliance with their mandatory reporting obligations.

21.08 Automatic Notification of the College

The member shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:

- i. the member's name;
- ii. any nicknames or abbreviations that the member uses in any place of practice;
- iii. the address and telephone number of the member's primary residence in Ontario and, if the member does not reside in Ontario, the address and telephone number of the member's primary residence;
- iv. the member's email addresses which the College uses to contact the member;
- v. information regarding the member's employment, including the name of the business, address and telephone number and/or website;
- vi. the name of every health professional corporation of which the member is a shareholder, the business address, business telephone number, business e-mail address, if there is one, and any operating names of the health professional corporation;

- vii. all information that members are required to report pursuant to section 4 of the General Regulation made under the Act and paragraphs 6.1 to 6.4 of section 85 of the Code.

Resolution– Amendments to By-Law 21 (The Register)

Whereas, the Minister of Health and Long-Term Care made Ontario Regulation 261/18 “Information Prescribed under Subsection 23 (2) of the Health Professions Procedural Code”, which came into effect on May 1, 2018, and

Whereas, the new regulation sets out additional information related to members of the profession that must be kept on the public register pursuant to subsection 23(2) of the *Health Professions Procedural Code*, being Schedule 2 of the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, and

Whereas, the College’s By-Law 21 (The Register), which lists information related to members to be kept on the public register, must conform to the requirements of the new regulation,

Therefore, be it resolved that Council directs staff to circulate the proposed amendments to By-Law 21 (The Register) as appended to this resolution to the membership for a period of no less than sixty (60) days for review and comment.

Moved by: _____

Seconded by: _____

Date: June 25, 2018

	College of Kinesiologists of Ontario Council Meeting Minutes
Date/time of meeting	Monday, June 25 th , 2018 at 9:30 a.m.
Chair	Mary Pat Moore
Note Taker	Danae Theakston
Present	Ken Alger, Nelson Amaral, Marilyn Bartlett, Lori-Anne Beckford, Jennifer Bushell, Kalen Johnson, Elwin Lau, Chad McCleave, Mary Pat Moore, Stefanie Moser, Jennifer Pereira, Graydon Raymer, Alexander Stephen, Ryan Wight, Michelle Young
Regrets	Steve Anderson, Nicole DiFilippo, Elwin Lau and Michelle Meghie
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Eric Bruce, Lara Thacker, Ugie Ifesi, Magda Reder, Ryan Pestana, Colleen Foster Guests: Stuart Moulton, Ontario Kinesiology Association, Samia Shaheen, MOHLTC
Conflict of Interest	President Mary Pat Moore provided an overview on the importance of declaring conflicts of interest and how Council's role is to make decisions in the public interest. No conflicts of interest were declared.
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
Approval of Agenda	UPON A MOTION duly made by _____ and seconded by _____, it was resolved that the agenda be approved as circulated. CARRIED.
Approval of Minutes	UPON A MOTION duly made by _____ and seconded by _____, it was resolved that the Minutes of March 25, 2017 be approved. CARRIED.
In-Camera Session	UPON A MOTION duly made by _____ and seconded by _____, it was resolved that Council would be in-camera to review the Results from the Council Self-Evaluation Framework results and the Registrar performance report. CARRIED.
	2018/2019 Budget and Operational Plan Chad McCleave, Chair of the Finance and Planning Committee, explained that the Committee had reviewed the draft budget. He noted that revenues had stabilized and Council would need to consider ways to increase revenues during its strategic planning session. Nancy Leris, Director of Operations and Financial Services, presented the budget in detail. Nancy reviewed the draft operational plan for 2018/2019 and highlighted various initiatives. MOTION It was moved by Chad McCleave and seconded by Stefanie Moser that Council approve the 2018/2019 budget and operational plan. Carried.

	<p style="text-align: center;">Finance and Planning Committee Report</p> <p>Audit Report</p> <p>Chad McLeave presented the draft annual financial statements to Council.</p> <p>Nancy Leris presented an interim fourth quarter financial report. She noted that the College had exceeded its revenue projections.</p> <p>Motion to approve the financial statements for circulation and submission to the Ministry of Health and Long-Term Care. Carried</p>
	<p style="text-align: center;">Draft Annual Report</p> <p>Brenda shared a copy of the draft Annual Report with members of Council.</p> <p>Motion to accept and approve for circulation, the annual report for 2017/2018. Carried.</p>
	<p style="text-align: center;">Strategic Plan Report</p> <p>Brenda provided an update on the Strategic Plan.</p>
	<p style="text-align: center;">Communications Update</p> <p>Danae provided update on the council election.</p>
	<p style="text-align: center;">Committee Reports</p> <p>Registration Committee</p> <p>Quality Assurance Committee</p> <p>Inquiries, Complaints and Reports Committee</p> <p>Planning and Finance Committee</p>
	<p style="text-align: center;">Registration Policies for review and approval</p> <p>Ugie, Manager of Registration, presented the Exceptional Circumstances relevant to Registration policy for review and approval.</p> <p>Motion to approve the Exceptional Circumstances relevant to Registration Policy and that it is posted immediately on the College's website? Carried.</p> <p>Ugie presented the Academic Assessment Policy.</p> <p>Motion to approve the Academic Assessment Policy and that it is posted immediately on the College's website? Carried.</p> <p>Eric Bruce, Director of Professional Conduct provided an update on the</p>

	College's Inactive Process....
	Registrar's Report
	<p>Report on meeting with Associations</p> <p>Contract for examinations development and delivery</p>
	President's Report
	<p>Mary Pat Moore, President, reported on the December CKO-Universities Liaison Committee meeting. She noted that the College had provided a venue for a meeting of the academic institutions with the professional associations which was a success. The two stakeholder groups discussed a variety of ways that they could work together to advance the profession.</p> <p>Mary Pat noted that Executive Committee met and approved an honorarium for a kinesiologist who would be mentoring another kinesiologist. She also reported that Executive Committee asked staff to bring forward to Council amendments to the College By-Laws that would strengthen language around Council member attendance at meetings.</p>
	Proposed By-Law Amendments
	<p>Eric Bruce, Director, Professional Conduct, presented one By-Law amendments for Council's approval.</p> <p>Amendments to By-Law 21- The Public Register</p> <p>At its September 2017 meeting, Council reviewed changes to By-Law 21 that would align the by-law with changes resulting from the passing of Bill 87, the <i>Protecting Patients Act</i>. The changes were circulated to members and stakeholders for feedback. Council reviewed the feedback and no significant comments were received.</p> <p>MOTION Moved by _____, seconded by _____ that the College approve the changes to By-Law 21. Carried.</p>
	Review of Action Items
Adjournment	Motion to adjourn made by _____ at 3:30 p.m.

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/time of meeting	Monday, March 26 th , 2018 at 9:30 a.m.
Chair	Mary Pat Moore
Note Taker	Ryan Pestana
Present	Ken Alger, Nelson Amaral, Marilyn Bartlett, Lori-Anne Beckford, Jennifer Bushell, Kalen Johnson, Chad McCleave, Mary Pat Moore, Stefanie Moser, Jennifer Pereira, Graydon Raymer, Alexander Stephen, Ryan Wight, Michelle Young
Regrets	Steve Anderson, Nicole DiFilippo, Elwin Lau and Michelle Meghie
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Eric Bruce, Lara Thacker, Ugie Ifesi, Magda Reder, Ryan Pestana, Colleen Foster Guests: Stuart Moulton, Ontario Kinesiology Association
Conflict of Interest	President Mary Pat Moore provided an overview on the importance of declaring conflicts of interest and how Council's role is to make decisions in the public interest. No conflicts of interest were declared.
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
Approval of Agenda	UPON A MOTION duly made by Kalen Johnson and seconded by Lori-Anne Beckford, it was resolved that the agenda be approved as circulated. CARRIED.
Approval of Minutes	UPON A MOTION duly made by Ken Alger and seconded by Nelson Amaral, it was resolved that the Minutes of December 4, 2017 be approved. CARRIED.
	2018/2019 Budget and Operational Plan
	Chad McCleave, Chair of the Finance and Planning Committee, explained that the Committee had reviewed the draft budget. He noted that revenues had stabilized and Council would need to consider ways to increase revenues during its strategic planning session. Nancy Leris, Director of Operations and Financial Services, presented the budget in detail. Nancy reviewed the draft operational plan for 2018/2019 and highlighted various initiatives. MOTION It was moved by Chad McCleave and seconded by Stefanie Moser that Council approve the 2018/2019 budget and operational plan. Carried.
	Finance and Planning Committee Report
	Interim fourth quarter financial report Nancy Leris presented an interim fourth quarter financial report. She noted that the College had exceeded its revenue projections.

	<p>Appointment of the auditor</p> <p>Chad McCleave explained that the College had sent an RFP to six accounting firms, seeking an auditor to conduct the 2017/2018 audit, and the stub audit from April 1 to August 31. This stub period was because the College was in the process of changing its fiscal year. The College was also looking to retain an auditor for a three-year period. Chad explained that the current accounting firm, Crowe Soberman, was selected through a competitive process and based on selection criteria: Experience and proven track record; Knowledge of the regulatory College financial model; and pricing over the extended period.</p> <p>MOTION Moved by Chad McCleave, seconded by Kalen Johnson that the College appoint Crowe Soberman for the 2017/2018 audit and stub audit of 2018, and that Crowe Soberman be retained for a three-year period. Carried.</p>
	<p style="text-align: center;">Committee Reports</p> <p>Registration Committee</p> <p>Ken Alger, Committee Chair, provided the report. The Committee met four times and considered 12 referrals from the Registrar. The Committee was also asked to review a submission from the University of Windsor concerning the four-year Bachelor of Human Kinetics in Kinesiology with a Movement Science Major. The Committee reviewed the program of study to determine whether students completing this degree could be exempted from completing the Education equivalency form.</p> <p>Quality Assurance Committee</p> <p>Jennifer Pereira, Committee Chair, provided the report. The Committee reviewed 25 peer and practice assessment files. The Committee also appointed five new assessors, and the total assessor pool is now 25. The College will host a two-day orientation to train the new assessors. Jennifer noted that a student who completed his non-clinical placement with the College worked on developing a directory of practice resources for kinesiologists. The directory will be available on the College’s website. Jennifer explained that the College would be launching the sexual abuse prevention e-learning module on May 1. All kinesiologists registered in the General Class need to complete the module by July 31.</p> <p>Inquiries, Complaints and Reports Committee</p> <p>Lori-Anne Beckford, Committee Chair, provided the report. She noted that there are two complaints currently under investigation. Panels of the Committee will meet to review the results of the investigations once completed.</p>
	<p style="text-align: center;">Why We’re Investing in QA</p> <p>Lara Thacker, Director of Quality Assurance, presented on the Value Proposition of increasing investments in Quality Assurance. She explained that preventative measures such as peer and practice assessment, where practice issues can be identified early and addressed, are an important way to prevent the issues</p>

	<p>which lead to complaints and to educate kinesiologists on the essential competencies and standards. Lara provided statistics from the self-assessment, peer and practice assessment, and the ethics and professionalism e-learning module.</p>
	<p style="text-align: center;">Registrar's Report</p> <p>Draft Specialties Assessment Framework</p> <p>As background the Registrar reminded Council that Council had previously had the opportunity to consider the draft Specialties Assessment Framework and had requested that the College provide estimates on the costs related to authorizing a specialty. Brenda explained that there were one-time costs associated with authorizing a specialty and ongoing costs to administer specialties.</p> <p>One-time costs would include staff time spent on creating consultation materials and analyzing feedback from consultations and the accreditation submission, and drafting and submitting a regulation to the Ministry of Health and Long-Term Care. The College would also need to make changes to its database to accommodate data related to specialties.</p> <p>Ongoing costs would include those related to processing applications and renewal, and quality assurance for those in the specialty class.</p> <p>She noted that whether a regulation would be required to establish a specialty or a separate class or sub-class. President Mary Pat Moore noted that the College would need to be clear with those who submitted requests for authorization of a specialty and that even though the College will have a framework in place, nothing could be done until the Ministry of Health and Long-Term Care approved a regulation related to the specialty.</p> <p>Council was satisfied with the cost estimates and moved to approve the draft Specialties Assessment Framework.</p> <p>MOTION Moved by Stefanie Moser, seconded by Lori-Anne Beckford that Council approve the Specialties Assessment Framework and that the document continue to be refined as the College consults with stakeholders and accreditation experts. Carried.</p> <p>Practice of athletic therapy by unregulated practitioners</p> <p>Brenda reported that the Ontario Athletic Therapist Association (OATA) had raised with the College its concerns about individuals practising athletic therapy that are not certified or registered with the College. She explained that this situation increases risk of harm to the public. Athletic therapy is a well-recognized area of practice in kinesiology. Members of the public will believe that anyone holding themselves out to be an athletic therapist is regulated by the College of Kinesiologists of Ontario. In some cases such persons may be regulated by another profession, most notably, the College of Chiropractors of Ontario. The College has noted that this situation is misleading to the public in that the public assumes every person holding out to be practising athletic</p>

	<p>therapy is a regulated professional who meets standards of practice and an ethical framework established by the profession. The College was seeking direction from Council on whether to investigate these concerns further and to determine whether there are any options available to the College to address these concerns to improve protection of the public from such unregulated practitioners.</p> <p>MOTION Moved by Ken Alger, and seconded by Nelson Amaral that Council directs the College to investigate whether there are actions available to the College to address concerns relating to unregulated practitioners holding out to be qualified to practise in specific areas of kinesiology where risk of harm is high. Carried.</p> <p>The Ontario Athletic Therapist Association was commended for raising this issue with the College.</p> <p>Exemption of exam administration from procurement</p> <p>Brenda explained that the College was seeking Council’s approval to exempt exam administration from the requirements of the College’s Procurement Policy. Brenda noted that the College developed this policy to ensure that it is getting value for money from the goods and services it purchases. With exam administration, Brenda explained that the market for a vendor that provides full services for exam administration (such as arranging writing centres, training invigilators, examination development and item bank management, etc.) was small. Many health professions have a national body administering their exams. The College had been working with Assessment Strategies for a number of years. ASI recently merged with Yardstick to become Yardstick Assessment Strategies. Yardstick has worked well with the College and discussions are underway concerning cost containment. The contract with Yardstick had come to an end and the College recommends renewing the contract with Yardstick Assessment Strategies.</p> <p>MOTION Moved by Michelle Young, seconded by Alexander Stephen that Council grants an exemption to the Procurement Policy to allow the College to negotiate a contract with Yardstick covering a period of up to six years for exam administration. Carried.</p>
	<p style="text-align: center;">President’s Report</p> <p>Mary Pat Moore, President, reported on the December CKO-Universities Liaison Committee meeting. She noted that the College had provided a venue for a meeting of the academic institutions with the professional associations which was a success. The two stakeholder groups discussed a variety of ways that they could work together to advance the profession.</p> <p>Mary Pat noted that Executive Committee met and approved an honorarium for a kinesiologist who would be mentoring another kinesiologist. She also reported that Executive Committee asked staff to bring forward to Council amendments to the College By-Laws that would strengthen language around Council member attendance at meetings.</p>

	<p style="text-align: center;">Communications Update</p> <p>Ryan Pestana, Communications Officer, provided an update on the communications program. He reported the College had completed its database upgrade and that a new website and public register had been launched. Ryan provided insights into the communications survey conducted with the membership and noted that the College would be changing its approach to orienting new Council members.</p>
	<p style="text-align: center;">2018 Election Dates</p> <p>Brenda Kritzer presented a schedule for the 2018 elections to Council in districts 4, 5 and 6. The proposed dates for election were July 10-17.</p> <p>MOTION Moved by Kalen Johnson, seconded by Michelle Young that the dates for election in districts 4, 5 and 6 be set as July 10-17 and that the dates be posted to the College website immediately. Carried.</p>
	<p style="text-align: center;">Proposed Investment in an Amplification System</p> <p>Chad McCleave presented a briefing note that asked Council to consider making an investment in a new amplification system for the College’s boardroom. Council discussed the issue at length and resolved to test the use of GoToMeeting for the June Council meeting. If GoToMeeting was not an effective tool, the matter would be re-visited. Staff would provide instructions on how to use GoToMeeting before the June meeting.</p> <p>MOTION Moved by Ryan Wight, seconded by Lori-Anne Beckford the College explore using GoToMeeting for the June meeting and that the issue of investing in an amplification system is re-visited if GoToMeeting proves ineffective. Carried.</p>
	<p style="text-align: center;">Proposed By-Law Amendments</p> <p>Eric Bruce, Director, Professional Conduct, presented three By-Law amendments for Council’s approval.</p> <p>Council member attendance</p> <p>Wording was added to the By-Laws to state that except in exceptional circumstances and with approval from the chair, Council members will make every effort to attend a meeting in person. Wording was also added to state that the chair of Council or a committee would approve the manner of the meeting (i.e. in-person or virtually).</p> <p>MOTION Moved by Ryan Wight, seconded by Stefanie Moser that Council accept amendments to By-Laws 11, 14 and 15 and that the changes not be circulated for feedback as they only impact Council members. Carried.</p>

	<p>Non-Council committee member (NCCM) terms</p> <p>Changes were made to By-Law 13.11 to codify the process for applying as a NCCM and to state that NCCM can serve three consecutive one-year terms. Council agreed that the proposed amendments would not be circulated and would be implemented immediately</p> <p>MOTION Moved by Stefanie Moser, seconded by Nelson Amaral that the College not circulate the proposed changes to By-Law 13.11 to members and stakeholders for feedback. Carried.</p> <p>MOTION Moved by Lori-Anne Beckford, seconded by Kalen Johnson that Council approve the amendments to By-Law 13.11. Carried.</p> <p>Amendments to By-Law 21- The Public Register</p> <p>At its September 2017 meeting, Council reviewed changes to By-Law 21 that would align the by-law with changes resulting from the passing of Bill 87, the <i>Protecting Patients Act</i>. The changes were circulated to members and stakeholders for feedback. Council reviewed the feedback and no significant comments were received.</p> <p>MOTION Moved by Ken Alger, seconded by Nelson Amaral that the College approve the changes to By-Law 21. Carried.</p>
	<p style="text-align: center;">Review of Action Items</p> <ul style="list-style-type: none"> • Brenda Kritzer to thank the OATA for bringing forward its concerns regarding unregulated practitioners holding out as being qualified to practise in an area of kinesiology. • Staff to begin investigating the concerns regarding unregulated practitioners holding out as being qualified to practise in an area of kinesiology. • Administration staff to set-up a GoToMeeting for the June Council meeting and provide instructions to Council members.
Adjournment	Motion to adjourn made by Stefanie Moser at 3:30 p.m.