

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/Time of Meeting	Thursday, August 8, 2013, 9:00am
Chair	Conny Glenn (CG)
Timekeeper	Monica McPherson (MMcP)
Notetaker	Monica McPherson
Present	Conny Glenn (CG), Neil McCartney (NM), Robert Ross (RR), Elizabeth Chapman (EC), Maureen Ralph (MR), Doug Lafreniere (DL), Rod Hare (RH), Michelle Meghie (MM) Lindsay Beattie, John Gray, Kathie Sharkey, Lynn Kabaroff, Jonathan Dubberley
Regrets	Tony Bauer (TB), Denise Nadeau (DN), Rosario Colombo,
Staff in Attendance/ Guests	Staff: Brenda Kritzer (BK), Stamatis Kefalianos (SK), Cara Moroney (CM), Magdalena Reder (MRed), Ryan Pestana (RP), Monica McPherson (MMcP) Guests: Stuart Moulton, Ontario Kinesiology Association (OKA)
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.
Conflict of Interest	Facilitator: CG None.
Approval of Agenda	Facilitator: CG UPON A MOTION duly made by DL seconded by RR, it was resolved that the Agenda be approved. CARRIED.
Approval of Minutes of July 8, 2013	Facilitator: CG UPON A MOTION duly made by MR, seconded by MM, it was resolved that the minutes of July 8, be approved. CARRIED.
	<u>5. Business Arising - Review of Action Items</u> The President noted that this is the last official meeting of the inaugural Council. She welcomed the incoming Board members who have been invited as observers and thanked them for their interest in continuing the work begun to regulate the profession, most or all of whom have had prior involvement with College proceedings. Roundtable introductions followed. <ol style="list-style-type: none"> 1. Council will revisit from the Council meeting on July 8 the re-drafted guideline 'Working and Collaborating in Different Roles as a Regulated Health Professional', under Item 8. 2. Amendment and addition to the Guideline 'Working and Collaborating in Different Roles as a Regulated Health Professional'. To be circulated to stakeholders and posted to the College website for comment for 60 days.

6. Report of the QA Committee

Facilitator: DL

Self-assessment portal update

The Committee has engaged the services of an IT vendor to convert content from the paper-based Self-Assessment Tool developed by the College to an online system in which members can plan and document their achievements and learning opportunities. The 90 day Self-Assessment period will begin December 1, and end March 1 of the next calendar year. It will be completed annually by all members in the General Class. Members identify three learning goals which form the basis of an Individual Learning Plan (ILP) for the year ahead.

Portal development began in July; some adjustments are necessary. More feedback is to be presented to the provider including advice about the Self-Assessment Tool.

Pilot testing will take place at the end of September with College staff, outgoing QA Committee members, individuals who tested the core competency and Self-Assessment Tool and any members of Council who express interest. The tutorial video introducing the Portal to members is anticipated by October end; College staff will facilitate webinars on Portal for membership.

One member enquired whether there is a cooperative dispute mechanism, if there is a dispute with the results. The Committee Chair explained that this has been added to the recommendations for the consultant. Furthermore, this process is not a typical peer assessing a practitioner at work, for example, how the practitioner speaks to a client. It will be more based on record-keeping standards.

The assessor provides a report to QA. If a practitioner disputes the results, the QA Committee has the authority to refer that member to be investigated under Health Professions Procedural Code. These processes and what happens to the processor's report is prescribed in the code in a detailed way.

The aim of Quality Assurance is not punitive but developmental. Remediation support will be provided to the member, giving them information to become a better practitioner. Consideration is also being given to providing alternative formats for those in remote areas, to deliver cost savings e.g. Skype

Performance Indicators and Peer and Practice Assessment Framework Update

The Committee is seeking to procure the services of a consultant to expand the Kinesiologist Core Competency Profile to include performance indicators that describe entry level professional practice in greater detail. The profile will help clarify the competencies expected of practitioners in clinical, non-clinical and mixed nature of practice.

The second phase will involve the development and implementation of Peer and Practice Assessment (PPA) framework. PPA is a process by which trained peers work with members to determine the extent to which they are meeting

	<p>the practice standards and core competencies and to formulate plans for addressing any challenges. Selection for PPA can be random or based on criteria previously determined and clearly articulated by the QA Committee to the membership. Assessments are carried out by trained assessors whose reports are then considered by the QA Committee for possible remediation activity.</p> <p>The RFP was posted to MERX at the end of July; the deadline for proposals is September 30. The Committee will evaluate the proposals on October 28 and receive vendor presentations in mid-November. Proponent selection will occur on November 30 and the project launched on December 15.</p> <p><u>QA Committee Evaluation Training and Handover</u></p> <p>The Committee completed an effective evaluation survey and some useful feedback was received; it was agreed that the survey should be completed twice a year and adopted by the other committees to improve business and decision-making processes. One key reflection shared was that it was difficult to assess program effectiveness until the process is under way.</p> <p>The College is seeking the expertise of a consultant to develop and facilitate a full-day orientation and training session for newly constituted Committee at the first meeting in October.</p> <p>In the interim, outgoing Committee have agreed to assist with testing and pilot testing of the Self-Assessment Portal to allow for continuity in the project and to ensure the successful launch by the proposed go live date.</p> <p>QA is hoping to present the program at the OKA conference in October; a decision is anticipated. The President thanked the QA Committee members for their sterling work over the past years.</p>
	<p style="text-align: center;"><u>7. Report of the Registration Committee</u></p> <p>Facilitator: RR</p> <p>Candidates to sit the Fall exam are close to reaching 200. There are five writing centres located across Ontario; candidates are offered a choice.</p> <p>Following a question about whether the examination was paper-based or computerized, the Registrar explained that the College does not have plans to invest in computerized examination methods at this time. Maintaining the security and integrity of the examinations, whilst keeping it up-to-date, is extremely cost intensive. The scripts are however, computer marked.</p> <p>Two requests for appeal have been received following the Spring examination; one appeal is based on illness on the day of the exam, the other on a personal emergency. The Examination Appeals Committee will meet today after Council.</p> <p>There are plans to improve the examination preparation guide which will now include 80 – 90 sample questions.</p> <p>The item-writers are due to meet later this month and it is anticipated that a</p>

	<p>significant increase to the item bank will be delivered.</p> <p>Grand-parenting applications have slowed and staff continue to work with applicants to finalize incomplete applications.</p>
	<p style="text-align: center;"><u>8. Report of the President</u></p> <p>Facilitator: CG</p> <p>i) Resolution to appoint academic member</p> <p>The College By-laws state that one representative from the Ontario universities has to be a member of the College and the current Council is permitted to appoint that member, where nominations are received. The following resolution was proposed:</p> <p>Whereas the College is required, as per the By-laws, to have 1 academic member on Council; and</p> <p>Whereas the College has made two calls for nominations in the Academic District and has not received any nominations; and</p> <p>Whereas the College revised its By-laws on vacancies stating that the President shall declare a seat vacant if after two additional calls for nominations are made and there is still no eligible candidate; and</p> <p>Whereas, in order to fill a vacancy under this provision, the College shall appoint a successor from among the members of the College who would be eligible for election if an election were held;</p> <p>Whereas the College currently has one member in the District and one applicant; and</p> <p>Whereas the one applicant, Robert Ross, has indicated his desire to sit on Council as the Academic member upon his successful registration and the other Academic member, Stephen Fisher has supported his election to Council; and</p> <p>Whereas it is anticipated that Robert Ross will be registered in time for the first official meeting of the inaugural Council and it is not anticipated that any additional Academic member will be registered;</p> <p>Resolution #1 Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve that an additional call for nominations is not required in the Academic district</p> <p>Moved by EC, seconded by DL. CARRIED.</p> <p>Resolution #2 Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario declare the Academic seat of Council to be vacant, constituting a long-term vacancy</p> <p>Moved by EC, seconded by MR. CARRIED</p>

Resolution #3

Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoint Robert Ross as the Academic member of Council as per the amended By-law, still in circulation, upon the adoption of said By-law amendment and upon the date of the Appointee's confirmation of registration with the College as a member eligible for election in the Academic district

Moved by NM, seconded by DL. CARRIED.

The President welcomed the appointment of Robert Ross as the academic member.

ii) Resolution to appoint signing officers

The College is required to have two signing officers. The President's term is ending on August 12, RH has, however, kindly agreed to stay on. The following resolution was proposed:

Whereas the College is required, as per the By-laws, to have a minimum of two signing officers in addition to the Registrar empowered to sign cheques and approve direct deposit payments;

And

Whereas the financial checks and balances put in place by the College require two signatures on cheques and to release online payments;

And

Whereas the term of office for all current Council members will expire in August 2013 and the new Council will not be constituted until October 2013 at the first meeting of newly elected and appointed members;

And

Whereas signing officers ideally work or reside in the Toronto - centred area in order to facilitate requested visits to the office upon occasion for signing purposes;

And

Whereas the College requires the appointment of two persons as signing officers between the expiry of the current appointments and the constitution of the new Council;

Resolution

Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve the ~~Election and Appointment~~ following elected members as interim signing officers until signing officers may be appointed by the new Council:

Rod Hare - Central

John Gray - Central

The Registrar proposed a friendly amendment striking the words '*Election*' and '*Appointment*' from the resolution.

Moved by MM, seconded by DL. CARRIED

iii) Guideline on Working with Regulated Health Professionals

President thanked staff for working on the revised guideline to produce a fair and balanced approach to this issue which also offered protection of the public interest. The revised guideline speaks well to inter-professional collaboration. Comments were invited.

One member requested guidance from the College for members in situations where there is a dispute as to what exactly the responsibility of the member to the patient is, and how they should report, if the issue is not resolved between the two parties. More specifically, *how* to communicate to the patient that there is not a clear understanding of the proposed treatment, without causing undue alarm. There are differences in knowledge, understanding and methods of treatment. In response, the President advised that if there is a disagreement with the plan of treatment and the kinesiologist is in a support role, in communication to the client, the practitioner should be clear that after all other options are exhausted, they are withdrawing from service.

The purpose of this guideline is to guide the member with a reasonable approach. It is critical that practitioners are clear about how they handle such situations.

The following resolution was proposed:

Whereas the College is responsible for educating its members on how to practice safely and effectively;

And

Whereas the College is charged with promoting inter-professional collaboration and cooperation;

And

Whereas the College has received many questions from its members regarding their duties and responsibilities when working with other regulated health professionals;

And

Whereas there has been some confusion among the College's members and other regulated health professionals about the roles and responsibilities of a supervising practitioner;

And

Whereas other Colleges have provided guidance on this issue;

And

Whereas the College has received legal advice on the drafting of the Guideline to ensure it meets the legal requirements and the legislative intent of the *Regulated Health Professions Act*;

Therefore, be it resolved that:

The Council approve the Guideline – Working and Collaborating with other

	<p>Regulated Health Professionals, for circulation and comment to its members and stakeholders for a period of 60 days.</p> <p>Moved by EC, seconded by NM. CARRIED</p>
	<p style="text-align: center;"><u>9. Report of the Registrar</u></p> <p>Facilitator: BK</p> <p style="padding-left: 40px;">i) First Quarter Financial Report</p> <p>Council received the current forecast (cost estimates) for 2013-14 and 2014-15. The College commences payment of expenses for elected members. This represents a significant change as the Ministry currently assumes these costs.</p> <p>Our project costs are predictable. IT costs increase as we develop our systems. In 2013 -14 some funds are allocated for relocation and furniture. The anticipated College relocation date is Spring 2014.</p> <p style="padding-left: 40px;">ii) Request to Ministry for re-allocation of budget across all categories</p> <p>The College entered a three year Transfer Payment Agreement (TPA) with the Ministry at the beginning of December 2011 /January 2012, where projections were made about how much money would be spent in the different categories. We have now to request changes for 2013-14. The Government is to cover all salaries. Requested a transfer of \$189,000 into our salaries budget – see letter to Ministry. Funds have been moved out of Special Projects into Salaries.</p> <p>Changes of 10 per cent or more between categories, requires Ministry approval. A letter has been submitted to the Ministry to move the funds. Future discussions will seek permission from the Ministry for reallocation and shorter time frames. The College is required to be fully self-sufficient after the TPA expires.</p> <p><u>Elections Update</u></p> <p>The Registrar explained that there had been an error in the interpretation of the election results. This was due to the fact that not all candidates had entered a district and where this was the case, entries were completed by staff. When the error was detected the call for nominations was cancelled. There is currently no member for Central East district; the call for Central east is now in progress.</p>
	<p style="text-align: center;"><u>Other Business</u></p> <p>Facilitator: CG</p> <p>The President thanked Council members and College staff for their work to support the regulation of kinesiology over the years and was pleased to be leaving the College on a solid foundation.</p>
	<p style="text-align: center;"><u>PART B</u></p> <p>The newly elected Council members attended a presentation which highlighted</p>

	<p>matters still before committees, and future issues which must be addressed by the College.</p>
	<p style="text-align: center;"><u>Adjournment</u></p> <p>UPON a motion duly made by MR, seconded by NM, the meeting adjourned at 3.00pm.</p>