

NOVA SCOTIA COLLEGE OF PHYSIOTHERAPISTS

Board of Directors Meeting, September 19, 2018

IWK – Rowan-Legge Board Room

MINUTES

Present: Craig White(chair); Kristin Taylor; Jeff Knowles; Willena Gregor; Shaun Sangster (teleconference); Deanna Landry; Michael Sangster; Wayne Carlon; Shanna Thompson; Mark Williams, Executive Director

Regrets with cause: Joan Ross, Registrar

Topic	Discussion	Action	Status / Comments
1. Call to Order:	Craig White Chair, called the meeting to order at 6:03 pm.		Completed
2. Review of Agenda:	The agenda for the meeting was reviewed.	MOTION: It was moved and seconded that the Agenda be accepted.	Agenda Approved
3. Conflict of Interest Declaration		Chair called for members to declare any potential conflict of interest related to today's meeting	None
4. Review of Minutes:	The Chair requested a motion to approve the April 25, 2018 minutes of the NSCP Board of Directors.	MOTION: It was moved and seconded that the minutes of the Board meeting be approved with addition of Mr. Sangster's first name with regards to the Practice Standard's Committee report.	Motion Carried
5. Business from Minutes:	None.	N/A	Completed
6. Registrar Report:	Attached.	MOTION: It was moved and seconded that the Registrar's Report be approved.	Motion Carried

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	<p>A motion was put forward to approve the membership changes since the last Board Meeting.</p> <p>Discussion: In the Registrar's report there is mention of a revoked license. This was not present on the roster report. Request that the Registrar include this in the next report.</p>	<p>MOTION: It was moved and seconded that the changes to the Membership roster be approved.</p>	<p>Motion Carried</p>
<p>7. Executive Directors Report</p>	<p>Attached</p>	<p>MOTION: It was moved and seconded that the Executive Director's Report be approved.</p>	<p>Motion Carried</p>
<p>8. Treasurer's Report</p>	<p>Mark Williams reviewed the August 31, 2018 NSCP Financial Statements, on behalf of Kristin Taylor, Treasurer.</p>	<p>MOTION: It was moved and seconded that the financial statements be accepted.</p>	<p>Motion Carried</p>
<p>9. Committee Reports:</p> <p>a) Investigations Committee:</p> <p>b) Alliance:</p> <p>c) Practice Standards:</p>	<p>See Executive Directors Report</p> <p>See attached Registrar's Report</p> <p>No meetings over summer to report on. Meetings resume next week. New item to discuss is advisory on requests from 3rd parties for copies of patient charts as there is some need for clarification on what should be included and what should not.</p>		

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<p>e) Peer Assessment:</p>	<p>See Executive Director Report</p>	<p>MOTION: It was moved and seconded that the Committee Reports be approved.</p>	<p>Motion Carried</p>
<p>10. New Business:</p>	<p>a) Criminal Record Checks (Decision) i) Registrar’s report and recommendations were reviewed and discussed. Some questions still remained and it was agreed that the decision would best wait until the Registrar was present to elaborate on some questions.</p> <p>b) IT Improvement (Database, LMS, Website) – (Decision) i) Executive Director presented the process used to select a vendor for improvements to the IT infrastructure. Presentation included a review of why the improvements were needed, including benefits to the College members and improving the Board’s ability to achieve its mandate of public protection. Over the summer proposals were requested from four providers including the NSCP’s current provider. Staff provided requirements to the potential vendors, including database and website upgrades to functionality to support a</p>	<p>MOTION: It was moved and seconded that the Criminal record check decision be tabled until next meeting (Oct 17, 2018)</p> <p>MOTION: It was moved and seconded that a capital expenditure of \$51,000 (selected bid’s implementation cost + 20% [10% for scope discovery and 10% for contingency]) be approved for implementation of the Guild system and website, as per the accepted proposal.</p>	<p>Motion Carried</p> <p>Motion Carried</p>

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	<p>variety of features. Staff participated in demonstrations of the technology available. Proposals were reviewed based on the features available demonstrations, then ranked. Cost was reviewed based on initial cost, 5 year and 10 year total. References were sought from current customers of the highest ranked bid, Guild.</p> <p>c) Peer Assessment Process for 2019 (Discussion/Decision)</p> <p>i) With the implementation of the new database the quality assurance program and specifically the portfolio review process will have great potential for improvement, and the staff and Peer Assessment committees time and efforts will be better served redesigning the process with the capabilities of the new database in mind.</p> <p>d) Working Groups – a call for volunteers will go out with the next Newsletter for 4 working groups for special projects. The projects fall within the scope of 2 existing committees; Peer Assessment and Practice Standards. The projects/working groups are as follows</p> <p>i) Peer Assessment –</p> <p style="padding-left: 20px;">(1) Practice tool for ensuring use of outcome assessments/measures</p> <p style="padding-left: 20px;">(2) Re-entry/Bridging program</p> <p>ii) Practice Standards –</p> <p style="padding-left: 20px;">(3) Scope of Practice & advanced practice</p> <p style="padding-left: 20px;">(4) Regulatory/Legislative review</p>	<p>MOTION: It was moved and seconded that the cohort for 2019 Portfolio reviews be carried over to 2020 to allow for the Peer Assessment Committee to focus on generating recommendations for revamping the Quality Assurance Program to align with the anticipated capabilities of the new IT Infrastructure</p> <p>N/A</p>	<p>Motion Carried</p> <p>N/A</p>

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11) Discussion		N/A	N/A
12) Correspondence	<p>a) Barbara Adams was unable to attend; however, she had provided enough material to discuss her request regarding supporting Concussion legislation such as “Rowan’s Law” from Ontario.</p> <p>b) NSCP Bursary at Dalhousie School of Physiotherapy was selected and will be awarded to Andrew Archibald</p>	<p>MOTION: It was moved and seconded that a letter of support in principle for concussion legislation be drafted by ED and reviewed/distributed to the board via email.</p>	Motion Carried
Next Meeting:	<p>Next meetings</p> <p>October 17, 2018</p> <p>November 21, 2018</p> <p>December 12, 2018</p>		

Jeff Knowles

Secretary – Jeff Knowles

Mark Williams

Recorder – Mark Williams – Ex Dir