

PUBLIC BOARD MEETING

July 15, 2017

In attendance: Ben Cao (Chair), Joelle Berry, Philip Calvert, Reagan Kuo Hsiang Chu, Oleh Ilnyckyj, Edwin Liu, Peter Stevenson-Moore, Joseph Ranallo, Jocelyn Stanton, Weidong Yu, Mary Watterson (Registrar), Jonathan Ho (Deputy Registrar), Maharukh Bhagat (Recorder)

Teleconference: Weijia Tan

Absent: John Yung Chou Lee

1.0 CALL TO ORDER

The meeting was called to order by the Chair at 9:10 a.m.

2.0 AGENDA

The agenda was adopted.

3.0 OATH OF OFFICE – NEW BOARD MEMBERS

Newly appointed Board Members:

Berry, Joelle

Calvert, Philip

Liu, Edwin

Stevenson-Moore, Peter

Read the Oath and the Chair presented their Certificates of Appointment.

4.0 CHAIR'S REPORT (Summary)

Today is the first meeting of the Board since April 29, 2017 with the resignation of a member resulting in a Board that was no longer properly constituted.

On behalf of the College, please join me in welcoming the newly appointed public Board members. We deeply appreciate the six public Board members and their passion to contribute to the regulation of TCM.

Unfortunately, recently College Board members and staff have been targeted by inflammatory and unfounded rumours and allegations circulated by a small group of individuals. The Board assures the registrants and the public that these rumours are baseless.

The members of the newly constituted Board are committed to the governance of self-regulation of TCM in British Columbia. The priority of the Board is to support its registrants in the delivery of safe and effective health care. Together we will work diligently to build public trust, confidence and respect.

5.0 MINUTES

Minutes of the April 29, 2017 meeting, approved May 19, 2017, were read for information.

6.0 ELECTION OF VICE-CHAIR 2017-2018

Jocelyn Stanton was appointed Vice Chair by acclamation.

6.1 Signing Officer

RESOLUTION:

That Board Member Jocelyn Stanton (Vice-Chair) be appointed as CTCMA Signing Officer.
M/S/C

7.0 PUBLIC BOARD MEMBERS - COMMITTEE APPOINTMENTS

Discipline Committee – Appointment of Peter Stevenson-Moore

Executive Committee - Appointment of Jocelyn Stanton

Finance Committee - Appointment of Edwin Liu

Inquiry Committee - Appointment of Joelle Berry

Patient Relations Committee - Appointment of Philip Calvert

Quality Assurance Committee -Appointment of Peter Stevenson-Moore

Registration Committee - Appointment of Philip Calvert

Philip Calvert was appointed as Chair of Registration Committee.

8.0 REGISTRAR'S REPORT

8.1 Meetings and Events for April, May, June 2017 were circulated.

8.2 The Registrar cited the impact on Board responsibilities and duties for over five months when the Board was not being properly constituted. While the most urgent items are included in today's agenda, less urgent items were deferred to the next Board meeting September 9, 2017 and include:



- Approve Budget for fiscal year starting April 1, 2017¹
- Appointments of elected members to Standing Committees
- Committee Projects update and review

Actions and projects now on track, but postponed or rescheduled include

- Board Orientation
- Strategic Planning Review & Update
- Comprehensive Bylaw Revision
- Quality Assurance Program
- Regulation Amendment Proposal
- Scope of Practice Standards document

8.3 Extraordinary General Meeting (EGM)

Copy of the Notice to CTCMA Registrants regarding CTCMA Extraordinary General Meeting to be held on Tuesday, August 29, 2017 at the Italian Cultural Centre from 7:00 - 9:00 pm was circulated.

Copy of the Request dated May 23, 2017 for an Extraordinary General Meeting was circulated.

It was noted that of the five resolutions submitted for decision at the EGM, only two were within the College's mandate under the *Health Professions Act*.

Resolution/motion #1 and #2 are to remove board members under Bylaws Part II College Administration s. 37(10.1)(a) – these special resolutions are within the college mandate, as listed under College Administration.

CTCMA Bylaws do not require a reason for the removal of an elected board member, with s. 37 only referring to s. 8 *an elected board member may be removed by a special resolution of the board or the registrants at a general meeting in accordance with the provision of section 37.*

Three additional resolutions were not accepted as they are either not consistent with the Board's obligation to exercise all of its power and authority under the *Health Professions Act* in the public interest or it is not clear how they would advance the public interest as required by s. 16(1) of the *Health Professions Act*.

Specifically, with respect to the third proposed resolution, the Board does not have authority to dictate the process for selecting, training and appointing inspectors or for dictating the procedures to be followed by inspectors when conducting investigations under Part 3 of the *Health Professions Act*. These are matters that fall exclusively within the jurisdiction of the Inquiry Committee which is a separate statutory decision-making body under the *Health Professions Act*. Any attempt by the Board to issue directions to the Inquiry Committee regarding the selection and use of inspectors, and the conduct of investigations would be unlawful.

¹ Approved in principle by Executive Committee July 12, 2017 pending Board approval at the next meeting September 9, 2017



With respect to the fourth and fifth proposed resolutions, the subject matter of these resolutions is inconsistent with the authority for matters of financial administration under the College bylaws (s.20(4)). The authority to develop, establish and administer policies governing the financial administration of the College lies with the Finance and Administration Committee under the Bylaws.

Registrar reported that as per *CTCMA Bylaws sec. 35(1)* the notice of EGM was delivered to registrants 45 days prior to the meeting.

8.3.1 Communications and the EGM

A discussion took place regarding the EGM and the need to establish communications with registrants and other stakeholders concerning all aspects of the August 29, 2017 EGM. The Board acknowledged that Jocelyn Stanton and Phil Calvert were well experienced in the field of communications, and requested that they represent the Board in the work ahead in developing communications with registrants.

8.4 Business conducted by email between April 30, 2017 and July 15, 2017

On May 19, 2017 the Board passed the Resolution:

That the minutes of the April 29, 2017 Board meeting be approved.

Approved

9.0 COMMITTEE REPORTS

9.1 Education & Examination Committee (EEC)

9.1.1 Implementation of Dr.TCM Competencies

A total of 41 candidates undertook the Dr. TCM Written Exam on May 5, 2017. Candidates who pass the Written Exam will then proceed to take the Clinical Exam on July 8 & 9, 2017.

The Dr.TCM exam provider, Yardstick, conducted a standard setting for a subset of questions in the Dr.TCM item bank, on May 12, 16 and 18, 2017. A modified Angoff standard setting procedure was used to set Angoff ratings for 200 items on the 2017 Dr.TCM Written Examination based on the candidates' performance. 7 professionals attended the meeting and the recommended cut scores for the 2017 Dr.TCM Written Examination will be submitted to the EEC-Ex Panel at its next meeting.

9.1.2 Student Information Session

Two student information sessions were held in April – April 10th in Victoria and April 11th in Vancouver. At the sessions, CTCMA staff provided the general information on the examination application procedures and registration requirements.

9.1.3 Education Program Review

The EPR Expert Panel conducted the clinical site visit to two TCM schools that have successfully completed the curriculum review. The clinical site visit reports have been sent to the two schools outlining the findings and concerns.

9.1.4 Meeting

The committee had a full committee meeting on June 19, 2017.

- The committee repeals the previous policy on clinic supervisors and replaces with the following to clarify the student clinical activity requirements as stated in Schedule E:
 1. Close Proximity means that the supervisor must be physically present on the premises of the student clinic.
 2. The institution must ensure that the student consult with the supervisor before and after each treatment during the student clinical activity and those consultations must be recorded in the patient record with dates, print names, registration titles/numbers and signatures of both students and supervisors.
 3. All clinical supervisors must have appropriate levels of experience and registration. In relation to registration requirements, a supervisor of an Acupuncturist student clinical activity must have at least an R.Ac. registration, a supervisor of a TCM Herbalist student clinical activity must have at least an R.TCM.H. registration, and a supervisor of a Doctor of TCM student clinical activity must have a Dr.TCM registration.
 4. CTCMA will recognize only those clinical hours that have been supervised and documented by qualified clinical supervisor as set out in CTCMA Schedule E and Entry-Level Competencies.

Discussion & Request

A discussion took place regarding clinical supervisors and the requirements for supervising in TCM clinical training. The Board requested that the EEC consider introducing requirements for clinical supervisors, and that the EEC respond to the Board following the outcome of such consideration.

Review of Program using distributed clinical model for clinical training

- The committee reviewed a Program delivering the clinical training component through a distributed clinical model which means that students will observe and practice alongside clinical preceptors while they are practicing in private clinics, rather than in a clinic owned and operated by the school.

In consideration of the potential number of clinics that might be involved in the distributed clinical model and the clinical site visit portion of the Education Program Review, a proposal from the school was submitted to the EEC for consideration.



The committee decided that *a full report be submitted to the committee following completion of the site visits to the three clinics currently providing clinical training. Upon receipt of the site visit reports and other relevant information, the EEC will further consider the proposal.*

9.2 Executive Committee

Meetings & Financial Statements for the fiscal year 2016-2017

The Executive Committee, including the two elected Board members of the Finance Committee attended the meeting with the Auditor. The Executive Committee has acted in place of the Finance Committee since the public Board member of the Finance Committee resigned January 31, 2107 resulting in the Committee not being properly constituted.

On July 12, 2017 the Committee met with CTCMA Auditor Warren Haag, Principal of Manning Elliott. The financial statements for the fiscal year 2016-2017 were reviewed and finalized. The financial statements were circulated and were recommended to the Board for approval. The approved statements will be posted on the website as required in the CTCMA Bylaws s. 26(2).

Motion:

That the financial statements for the fiscal year 2016-2017 be approved and to be posted on the CTCMA website.

M/S/C

9.3 Inquiry Committee

Meetings were held May 17, May 24, June 7 and June 18, 2017. Currently there are 20 open files, with 2 new and 18 ongoing cases including 3 MSP billing cases. Four cases were closed since last report April 29, 2017.

Members were provided with a summary of the 20 open Inquiry cases.

9.4 Quality Assurance Committee

9.4.1 Quality Assurance Program (QAP)

At the April 30, 2017 Quality Assurance Committee Meeting, the Committee reviewed the work of the Consultant and Practice Advisor regarding:

- The 14 Essential Competencies in regard to their ability to relate to registrants;
- Perceived acceptability of the assessment vehicles by registrants;
- Additional assessment vehicles for consideration; and
- The distinction of static and dynamic essential competencies.

In preparation for registrant-wide consultation, the Committee has selected 15 practitioners to form a core working group. The group will work with the competency consultant and practice advisor to develop key messages and communication strategy to engage the registrant community regarding the concept and implementation of a Quality Assurance program.

9.4.3 Regulation Amendment Task Force (RATF)

The Registrar continues to be in discussion with Ministry of Health staff assigned to the Regulation Amendment project at the Professional Regulation and Oversight branch. Following the Board's approval of the Chinese Medicine Working Group Project Report, the Regulation Amendment Proposal has been updated to reflect the updated list of restricted Chinese medicines. The Executive Summary section has also been updated to highlight the six key items in the Proposal.

A copy of the Regulation Amendment Proposal July 10, 2015 (Updated May 3, 2017) was circulated. This will be published on the College's website and submitted to the Ministry of Health in the coming weeks.

9.5 Registration Committee

The Registration Committee held meetings on April 26, 2017 (Teleconference) & May 25, 2017. The next meeting date is scheduled on July 20, 2017.

There is one HPRB registration case open.

10.0 EXECUTIVE SEARCH

Background information on Executive Search – Registrar & CEO was circulated at the meeting. The position is currently advertised on the PFM Search website.

11.0 BYLAW AMENDMENT - SCHEDULE H

A memo on "Recommendation for amendment of Schedule H – name change of a TCM School" along with "Schedule H - Recognized TCM Education/Training Program" was circulated.

Background:

CTCMA Bylaws Schedule H lists all the recognized TCM education/training programs in BC. The information on each school includes the name of the school, the address and the recognized programs. Changes in the listing require a bylaw amendment.

On March 22, 2017, CTCMA was advised that the Academy of Classical Oriental Sciences has officially changed the operating name to "Kootenay Columbia College of Integrative Health Sciences".

Resolution:

That Schedule H to be amended, under Item 5, to change the name of "Academy of Classical Oriental Sciences" to "Kootenay Columbia College of Integrative Health Sciences" be approved.

M/S/C

There being no other business, the meeting was adjourned at 11:35 a.m.



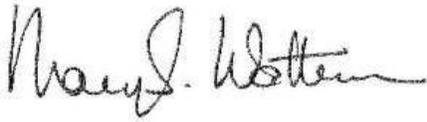
The next scheduled meeting will be held on September 9, 2017 from 9:00 a.m. to 12:00 p.m. at the Holiday Inn Vancouver Centre, 711 West Broadway.



July 31, 2017

Ben Bao Qi Cao, Dr.TCM
Chair, CTCMA

Date



July 31, 2017

Mary S. Watterson, Dr.TCM
Registrar, CTCMA

Date

A signed copy is an official record of the meeting, which has incorporated amendments and corrections from a subsequent meeting.

