



College of
TRADITIONAL
CHINESE MEDICINE
PRACTITIONERS +
ACUPUNCTURISTS
of British Columbia

900-200 Granville Street
Vancouver, BC, V6C 1S4
ctcma.bc.ca

T (604) 742-6563
Toll Free 1-855-742-6563
F (604) 357-1963
E info@ctcma.bc.ca

BOARD MEETING MINUTES December 7, 2019

- In attendance:** Peter Stevenson-Moore (Chair), Weijia Tan (Vice-Chair), Joelle Berry, Guo Ding, Oleh Ilnyckyj, Rachel Ling, Edwin Liu, Beverly Osachoff, Jocelyn Stanton, Jonathan Ho (Registrar), Simon Auyoung (Director of Professional Practice), Crystal Chung (Director of Compliance), Maharukh Bhagat (Recorder)
- Teleconference:** Kim Graham
- Regrets:** Shawn-Poppi Sabhaney, Weidong Yu

1.0 CALL TO ORDER & WELCOME MESSAGE

The meeting was called to order by the Chair at 9:05 a.m.

The Chair acknowledged that the land on which we gathered is the unceded territory of the Coast Salish Peoples, including the Squamish, Tsleil-Waututh and Musqueam nations whose historical relationships with the land continue to this day.

2.0 DECLARATION OF CONFLICT OF INTEREST

Declaration of Conflict of interest by the Board members:

Joelle Berry: Manager of Inquiry and Discipline at the College of Physical Therapists of BC.

Jocelyn Stanton: Public Representative on the Board of Naturopathic Physicians of BC.

3.0 AGENDA

The Agenda was adopted as presented at the meeting.

4.0 REGISTRAR PERFORMANCE MANAGEMENT SYSTEM

The Chair welcomed guest, Ms. Ailsa Forsgren from Mercer to present on the Performance Management System.

The Registrar & Staff left the meeting at 9:15 a.m.

Memo dated December 7, 2019 from the Chair of the Governance Committee "Re: Registrar Evaluation 2019" was circulated at the meeting and discussed in the closed part of the meeting.

*Break at 10:30 a.m. Meeting convened at 10:50 a.m.
The Registrar & Staff joined the meeting.*

5.0 DRAFT MINUTES OF EXECUTIVE COMMITTEE MEETING November 27, 2019

Draft Minutes of the November 27, 2019 Executive Committee meeting were circulated for information at the meeting and discussed in the closed part of the meeting.

5.1 BOARD MEETING FEEDBACK SURVEY

Memo dated November 15, 2019 "Re: the September 21, 2019 Board Meeting Feedback Survey Results" along with the Survey Results were circulated at the meeting.

6.0 MINUTES OF IN-CAMERA MEETING SEPTEMBER 21, 2019

Minutes of the September 21, 2019 In-Camera Board meeting were circulated at the meeting.

7.0 ELECTION OF CHAIR & VICE-CHAIR 2020-2021

Memo dated November 27, 2019 "Re: Board Chair and Vice-Chair Election" was circulated at the meeting. Also, attached was the Results - 2020 Board Chair & Vice-Chair Nomination, conducted electronically by Simply Voting Inc.

The election process for the positions of the Chair & Vice-Chair for a one-year term was conducted in the closed part of the meeting.

- **Peter Stevenson-Moore was elected as the Chair of the Board by acclamation.**
- **Kimberley Graham was elected as the Vice-Chair of the Board effective January 2020.**

Motion:

That the Ballots be destroyed.

M/C

7.1 CARB-TCMPA REPRESENTATIVES

Memo dated November 28, 2019 "Re: CARB-TCMPA Representatives" was circulated at the meeting and discussed in the closed part of the meeting.

The Vice-Chair, Kimberley Graham was appointed as Director of CARB-TCMPA to represent the College.

8.0 COMMITTEE APPOINTMENTS

Memo to the Board dated November 15, 2019, "Re: Committee Appointments" was circulated at the meeting and discussed in the closed part of the meeting.

There was consensus from the Board

- **To appoint Eyal Lebel as the Chairperson of the Quality Assurance Committee.**
- **To re-appoint Brad Matthews as a member of the Registration Committee on a temporary basis for one year.**

9.0 APPROVAL OF PAYMENTS AND SIGNING OFFICERS

Briefing note to the Board dated November 28, 2019 "Re: Revision to Approval of Payments and Signing Officer Policy" along with the draft Policy was circulated at the meeting and discussed in the closed part of the meeting.

10.0 BYLAW AMENDMENT - REGISTRATION

Briefing note to the Board dated November 6, 2019 "Re: Bylaws Amendment - Registration" was circulated at the meeting and discussed in the closed part of the meeting.

The Registrar reported that the Board approved the amendments to the bylaws as presented at the September 21, 2019 meeting. The bylaw amendments were posted on the College's website for public consultation. Subsequently, the Ministry staff reached out to College staff and made further recommendations regarding the registration application forms. Once work on the forms has been completed, the Ministry will be consulted prior to proceeding with the public consultation process for the bylaw amendments.

Lunch Break at 12:05 p.m. Meeting convened at 12:50 p.m.

11.0 PRESENTATION: "THE NEW DEAL IN PROFESSIONAL REGULATION"

Mr. Greg Cavouras from Architectural Institute of BC was invited for a presentation on the topic "The New Deal in Professional Regulation". The presentation was followed by a question & answer session with the Board members.

The Registrar thanked Mr. Cavouras for the presentation.

12.0 MODERNIZING THE PROVINCIAL HEALTH PROFESSION REGULATORY FRAMEWORK

Briefing note to the Board dated November 28, 2019 "Re: Modernizing Health Professional Regulation" was circulated at the meeting.

Modernizing the provincial health profession regulatory framework: A paper for consultation, Steering Committee on Modernization of Health Professional Regulation, November 2019 was also circulated at the meeting.

Background and highlights from the Steering Committee's proposal were provided in the briefing note.

In order to focus debate at the Board Meeting, the following motion was suggested:

Motion: That the CTCMA Board engage in a facilitated workshop in order to provide a response to the proposals made by the Ministry's Steering Committee entitled: "Modernizing the provincial health profession regulatory framework: A paper for consultation"

Discussions were held when the Board members & the Registrar expressed their views on the proposal from the Steering Committee.

Motion:

That the Board approach the College of Physicians & Surgeons of BC for a discussion to explore their interest in amalgamation.

The Motion was unanimously accepted by the Board members and the next steps were discussed. There was also consensus to convey to government that while the Board is not opposed to 5 colleges, the amalgamation of colleges should not create siloed structures by artificially separating or grouping the currently existing colleges.

13.0 APPRECIATION - OUTGOING BOARD MEMBER DR. WEIJIA TAN

The Chair reported that Dr. Weijia Tan had served her maximum term of office as a Board member. The Chair thanked her on behalf of the Board for her long-term contribution to the CTCMA Board and for her dedication to the profession. A certificate of appreciation was presented to Dr. Tan.

A Registrant Board member also expressed gratitude for Dr. Tan's many years of service in support of regulatory excellence.

14.0 REGISTRAR REPORT

14.1 2020 Board Meeting Schedule

Briefing note to the Board dated November 28, 2019 "Re: 2020 Board Meeting Schedule" was circulated at the meeting. Also, 2020 Board Meeting Calendars for weekday meetings and weekend meetings were circulated at the meeting.

At the September 21, 2019 meeting, a suggestion was made from the Board to consider holding Board meetings on weekdays. In the Board survey after the September 21, 2019 meeting the Board members were asked whether they would support the scheduling of Board meetings on weekdays.

A decision by the Board on the 2020 meeting dates was requested at the meeting.

All members were in favour of weekend meetings. However, it was agreed that statutory meetings can be scheduled on weekdays and can be attended by members calling in.

*The Chair, Peter Stevenson-Moore & Board Member Joelle Berry left the meeting at 3:20 p.m.
The meeting was then presided by the Vice-Chair.*

14.2 BCHR Regulatory Hub

Briefing note to the Board dated November 6, 2019 "Re: BCHR Regulatory Hub" was circulated at the meeting.

The College's office move was successfully completed on August 2, 2019. At the September 21, 2019 meeting, the Board requested that a cost benefit analysis be provided at the next meeting.

The Registrar reported:

- that a preliminary cost benefit analysis based on projected information and information available to date was provided to the Board;
- as part of the lease agreement at the Hub, intangible benefits have been realized;
- shared service staff resources for finance, human resources, communications information management and governance has been made available on a cost recovery basis;
- the monthly lease cost remains slightly below the initially budgeted amount.

The Registrar committed to the Board that a more accurate cost benefit analysis will be provided to the Board with actual figures following the fiscal year end on March 31, 2020.

14.3 CARB-TCMPA Update

Briefing note to the Board dated November 6, 2019 "Re: CARB-TCMPA Update", was circulated at the meeting,

At the September 21, 2019 meeting, the Board was provided a progress update of the CARB-TCMPA. Further update by the Registrar from the CARB-TCMPA meeting held on October 3, 2019:

- the financial statements for the fiscal year ending on March 31, 2019 was approved;
- Ann Zeng, newly appointed Registrar and CEO of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) was appointed Secretary-Treasurer of the CARB-TCMPA Board;
- the Board has directed to proceed with the recruitment process for an Executive Director; the hiring process is underway; and, it is anticipated that a report will be submitted to the Board early in the new year.

14.4 Board Members Terms of Office

Briefing note to the Board dated November 7, 2019 "Re: Board Members Terms of Office" was circulated at the meeting.

Background

At the September 21, 2019 meeting, the Board was provided information on the terms of office for the College's 12 Board members.

Update from the Registrar:

Public Board Members

The Minister of Health has reappointed the six public Board members for the terms specified below:

- Peter Stevenson-Moore, Joelle Berry, Edwin Liu: for the term December 31, 2019 to June 30, 2020
- Jocelyn Stanton, Oleh Ilnyckyj: for the term December 31, 2019 to June 30, 2021
- Guo Ding: for a term December 31, 2019 to June 30, 2022.

Registrant Board Members

Of the six registrant Board members, the terms of office for three members are due to expire on January 15, 2020. Accordingly, an election of three offices will take place this year.

The deadline for voting will be December 16, 2019. On the same date, Simply Voting Inc. will present the election results to the College for immediate publication.

14.5 CTCMA v. CHIK (2019BCSC1135) Update

The Chair of the Inquiry Committee recused himself from the meeting.

Briefing note to the Board dated November 6, 2019 "Re: CTCMA v. Chik (2019BCSC1135) Update" was circulated at the meeting.

At the September 21, 2019 meeting, the Board was provided a report on a legal proceeding at the British Columbia Supreme Court, file number 2019BCSC1135.

The Registrar provided an overview to the Board on this issue and reported that the matter can be considered as closed.

14.6 Business conducted by email between September 22, 2019 and December 7, 2019

The Vice-Chair recognized that the following motion had already been approved:
On November 29, 2019 the Board passed the Resolution:
That the minutes of the September 21, 2019 Board meeting be approved.

15.0 MINUTES OF MEETING - SEPTMBER 21, 2019

Minutes of the September 21, 2019 Board meeting were circulated at the meeting.

16.0 STRATEGIC PLAN 2019 - 2022: UPDATE 2019 - Q3

16.1 Strategic Plan Report

Briefing note to the Board dated December 2, 2019 "Re: Strategic Plan Report" was circulated at the meeting.

Background

In 2018, the Board and College developed a comprehensive 2019-2022 Strategic Plan which established three strategic goals. (1) Ensure registrant competence, (2) Enhance relationships with stakeholders, and (3) Optimize organizational effectiveness along with four strategies under each strategic goal.

Under each strategy are tactics followed by Key Performance Indicators (KPIs). In total, there are 31 tactics and 71 KPIs.

20 KPIs are due for completion in 2019, 23 in 2020, 16 in 2021, 5 in 2022 and 6 are identified to be completed annually.

The Registrar reported:

- **Progress Report:** The strategic plan was effective on April 1, 2019. As of the time of writing, eight months has elapsed.
The graph included in the briefing note illustrated the number of KPIs that are: 31 pending (work not yet initiated); 28 in-progress (work initiated but not yet complete); and 12 completed (work completed).
The graph further breaks down the status of the KPIs by each strategic goal.
- For the third quarter in 2019, four KPIs were due for completion as follows:
 - 1.3.A.i. Comprehensive Self-Assessment process approved by the Board
 - 1.3.A.ii. Client Feedback process approved by the Board
 - 2.4.B.i. Annual updates on trends and key risks provided to the TCM associations
 - 3.2.C.ii. Participant feedback survey implementedReports were provided regarding the above four KPIs.

16.2 Practice Support Program (PSP)

Briefing note dated November 28, 2019 (relating to KPIs 1.3.A.i and 1.3.A.ii) along with attachments on (1) Career-Span Competencies (CSC) with interpretations, (2) Comprehensive Self-Assessment (CSA), (3) Client Feedback (CF), and (4) Development Plan (DP) were circulated at the meeting.

The Director of Professional Practice reported:

- on the progress report as stated in the briefing note;
- that at the July 22, 2019 meeting, the Quality Assurance (QA) Committee passed the following motion:

That the Committee submits a recommendation to the Board to adopt the Career-Span Competencies, the Comprehensive Self-Assessment (CSA) process, the Client Feedback (CF) process, and the Development Plan (DP) as presented by the PSP Consultant and Practice Advisor as assessment vehicles for the PSP.

Recommendation

That the Board adopts

- the Career-Span Competencies,
- the Comprehensive Self-Assessment (CSA) process,
- the Client Feedback (CF) process, and
- the Development Plan (DP).

Discussions were held.

Decision: There was consensus from the Board to proceed with the recommendations by the Quality Assurance Committee.

16.3 Annual Updates on Trends & Key Risks to TCM Associations

Briefing note dated November 28, 2019 (relating to KPI 2.4.B.i) was circulated at the meeting. Also, attached was the letter to Associations "Re: 2019 CTCMA Registrant Statistics Analysis Report Highlights".

With the goal to enhance relationships with stakeholders, in particular to enhance communication between the College, the TCM Associations and other Health Regulators, an annual KPI was set up in the Strategic Plan 2019-2022.

The Director of Professional Practice reported:

- the attached letter was sent to 9 TCM Associations;
- there are 13 TCM associations listed on the College website. Staff is contacting the remaining associations to find out the current status of those associations and update all contact information in order to send them the letter.

16.4 Implement a Participant Feedback Survey

Briefing note dated December 7, 2019 (relating to KPI 3.2.C.ii) was circulated at the meeting.

The Director of Compliance reported:

- KPI 3.2.C.ii looks to optimize organizational effectiveness by obtaining participant feedback data to establish benchmarks and help identify trends to inform future Inquiry Committee (IC) policy and process improvement;
- The College of Dental Surgeons of BC (CDSBC) is the only regulatory college that has implemented a participant survey regarding the complaint process;
- CTCMA has adopted CDSBC's survey with permission and has a simplified version drafted in SurveyMonkey as an option to pilot due to the considerable expense related to third party administration;
- Overall finding: low response rate;
- The Hub hosted a collaborative conduct meeting to discuss initiatives that could enhance regulatory effectiveness. The following has been proposed:
 - share costs to employ a third party to develop a benchmarking tool to be shared across Colleges.
 - alternatively, discuss benchmarking with the Public Advisory Group as an option.

Discussions were held.

The Director of Compliance informed the Board that the next steps will be to continue to work with interested Colleges in the joint initiative and provide updates to the Board on progress and implementation.

17.0 COMMITTEE REPORTS

The detailed Reports for each Committee circulated at the meeting were as follows:

17.1 Education & Examination Committee:

17.1.1 2020/2021 Dr.TCM Examination

Activities for Dr.TCM examination item development have been scheduled for the rest of 2019 and the first half of 2020. Administration schedule for the Dr.TCM Clinical Examination Retake has been determined and the retake clinical examination will take place on April 25, 2020 (Saturday).

17.1.2 2019 Pan Canadian Examination

A total of 158 candidates completed the 2019 Pan-Canadian Written Examination on October 19, 2019; 129 candidates passed the written examination; 28 candidates failed and 1 candidate a no-show. The clinical examination will take place on January 18, 2020 (Saturday).

17.1.3 Interactive Safety Course Development

The test items for the new interactive safety course have been under revision by a subject matter expert in August and September of 2019. New items have been developed to enrich the item bank. A review by subject matter experts will be conducted shortly with translation to be conducted in early 2020.

17.1.4 Education Program Review

The Review Team completed annual site visits to 3 TCM schools in October 2019 and sent site review reports to each school with recommendations to improve their clinical training programs. The Review Team completed a follow-up site visit to a TCM school in early November to review whether previously identified discrepancies have been rectified. The review team will continue to monitor this school monthly and plan to schedule another visit in 6 months' time. A report will be provided to the school as soon as it is finalized. Annual/Follow-up site visits to the remaining 5 TCM schools were conducted in November 2019 and all reports are expected to be completed by early December 2019.

17.2 Finance Committee:

The following were circulated at the meeting:

1. Finance Committee Report to the Board – December 7, 2019.
2. Memo to the Board dated November 28, 2019, "Re: September 2019 Financial Statements".
3. Financial statements for September 2019.

A meeting of the Committee was held on November 27, 2019 and the financial statements to September 30, 2019, were reviewed as attached in the Board binder. The statements reflect income and expenses for the first 6 months of the fiscal year, April 1, 2019 to September 30, 2019.

17.3 Governance Committee:

The Governance Committee met with Mercer on November 13, 2019 as part of the process for the Registrar Evaluation for 2019. A separate memo was provided to the Board on this matter.

17.4 Inquiry Committee: Report

The following were circulated at the meeting:

1. Inquiry Committee Report to the Board – December 7, 2019.
2. A summary of the Committee's open cases.

Seven meetings (Inquiry Panels) had taken place since September 21, 2019. There are 23 current files, of which 17 are ongoing cases, and 6 are new cases. Three cases were closed under s. 33(6) of the *Health Professions Act*. One citation was issued and one case before the Health Professions Review Board.

17.5 Quality Assurance Committee

The Quality Assurance Committee held a meeting on November 14, 2019. The next meeting will be on December 12, 2019.

17.5.1 Committee Members

Two new committee members, K. Graham and R. Ling, joined their first meeting on November 14, 2019. Staff provided them with an overview of the membership, terms of reference, and past/current projects of the committee. The committee expressed their appreciation to the previous chair, W. Tan, for her leadership and contribution to the committee. The committee is looking forward to having the new QAC chair appointed by the Board.

17.5.2 Updating of Practice Standards for High-Risk Activities

Staff did a short presentation to update the committee on the work done so far for the "One-Year Workplan for Developing Practice Standards". With the data from a survey conducted with subject matter experts in October, a top-10 list of practice issues was drawn to help the committee prioritize high-risk practice issues that need to respond to in a regulatory way:

- 1. Ethical Practice and Professional Accountability
- 2. Duty to Provide Care
- 3. Infection Control
- 4. Privacy & Confidentiality
- 5. (tie) Single Use Device
- 5. (tie) Use of Experimental Techniques
- 7. Consent
- 8. (tie) Competence
- 8. (tie) Record Keeping and Documentation
- 8. (tie) Risk Management

Members also discussed high-risk techniques in addition to practice issues that are "high-risks" to regulate. Members understood that the College could not set practice standards on (1) restricted activities that have not been authorized by the provincial regulation and on (2) illegal activities.

The committee acknowledged the preparatory work in the last 10+ years, which resulted with the submission of a regulation amendment proposal to the Ministry of Health in 2015, has better positioned the College to act together with the provincial government in the regulation of the experimental techniques.

17.6 Registration Committee:

The Registration Committee held a teleconference on October 24, 2019. The next meeting is to be decided.

- Statistics Report – RC Case for Review

	October 24, 2019
Cases reviewed	1
Approval / Conditional Approval	1
Rejection	0
Pending case	0
Appeals against the decision of the committee	0

- Currently there is 1 open HPRB registration case – An unsuccessful application for the Pan-Canadian Examination due to failure to meet CTCMA examination requirements.
- Statistics Report - Number of Initial Full / Student Registrants

		RAC	RTCMH	RTCMP	DRTCM	Student	Total Approved Applications
2019	April	26	0	16	0	27	69
	May	29	0	18	0	29	76
	June	8	0	7	0	6	21
	July	10	0	6	0	15	31
	August	6	0	1	0	17	24
	September	7	0	3	5	12	27
	October	5	0	0	4	6	15
	November	5	0	0	6	15	26
Total							289

All Committee reports were accepted as presented.

There being no other business, the meeting was adjourned at 4:15 p.m.

Motion:

That the meeting be adjourned.

M/C

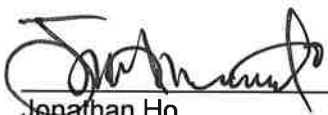
The next meeting is scheduled on March 7, 2020 at 900 -200 Granville Street, Vancouver.



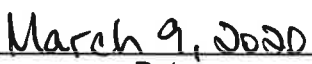
Peter Stevenson-Moore
Chair



Date



Jonathan Ho
Registrar



Date

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