



College of Chiropodists of Ontario

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Council Meeting Agenda

Friday, October 28, 2022
180 Dundas Street W., Toronto
19th Floor Conference room
9:00 a.m. – 4:00 p.m.

8:30am – 9:00am – A hot breakfast will be served in the Conference Room

9:00 am	1.0	Call to Order – Nicole Zwiers, Registrar	Page Number(s)
	1.1	Call to Order, Appointment of Secretary Welcome and introduction of New Council Members Land Acknowledgement “The members and staff of the College of Chiropodists of Ontario respectfully acknowledge that we are situated on the traditional territories of the fourteen First Nation peoples of Ontario – the Anishinaabe (A-ni-shi-naa-be), the Haudenosaunee-Onk we hone (How-den-o-sew-knee-Onk-we hone), the Mush ke gowuk Cree (Mush-go-wuk-Cree), the Mohawk, the Tus ca rora (tus-ca-rora), the Seneca, the Cayuga, the Oneida, the Delaware, the Mississauga, the Chippewa, the Pot ta wa tami, the Algonquin and the Odawa peoples. We also acknowledge the presence of the Métis and Inuit as well as Indigenous peoples and First Nations peoples living off reserve and in urban areas.” Acknowledgment of Guests in Attendance	
	1.2	Approval of Agenda**	1-4
	1.3	Declaration of Conflict of Interest**	5-12
	1.4	Approval of Minutes of June 24, 2022 Council Meeting**	13-17

9:20 am	2.0	Consent Agenda Items	Page Number(s)
		Consent Agenda Items A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The Chair will ask if anyone wishes to remove an item from the consent agenda. Any Council member may request an item be removed so it can be discussed. To test whether an item should be included in the consent agenda, ask: 1. Is this item self-explanatory and uncontroversial? Or does it contain an issue that warrants board discussion?	

		2. Is this item for information only? Or is it needed for another meeting agenda issue?	
	2.1	Council Meeting Survey Results from June 24, 2022 Council Meetings**	18-32
	2.2	Practice Advisor Report**	33-34
	2.3	Committee Reports	
	2.3.1	Discipline Committee Report**	35-38
	2.3.2	ICRC Report**	39-44
	2.3.3	QAC Report**	45-46
	2.3.4	Exam Committee Report**	47-48
	2.3.5	Standards and Guidelines Committee Report**	49-50
	2.3.6	Registration Committee Report**	51
	2.3.7	Patient Relations Committee Report**	52-53
	2.3.8	Audit Committee Report**	54
	2.3.9	Fitness to Practise Committee Report**	55
	2.3.10	Technical Committee Report**	56
	2.3.11	Standing Drug Committee Report**	57
	2.3.12	Sedation Committee Report**	58-59
	2.3.13	Elections Committee Report**	60-61
	2.3.14	Strategic Planning Committee Report**	62-63
	2.3.15	Registrar's Performance and Compensation Committee**	64-65

9:30 am-10:45 am	3.0	Decision Items (with briefing notes)	Page Number(s)
	3.1	Motion to appoint Peter Stavropoulos as Podiatrist Member for Districts 1 & 2 (Combined District 1)	
	3.2	Bylaw Amendment to include Credit Card Payment Fee**	66-67
	3.3	Motion to Change Council Meeting Dates**	68
	3.4	Motion to approve Equity, Diversity and Inclusion (EDI) as part of Registrant's Continuing Education in 2023**	69-74
	3.5	Revised Per Diems and Council and Committee Compensation & Expense Policy**	75-79
	3.6	Approve Information Sharing Policy Document**	80-82
	3.7	Bylaw Amendment to increase Registration Exam fee**	83-85
	3.8	Motion to approve EDI College statement**	86-87
	3.9	Motion to approve the Fees, Billing and Accounts Guidelines**	88-93
	3.10	Draft Drug Regulation**	94-102
	3.11	Election of Executive Committee Members	
10:45 am – 11:00 am		Break	

11:00 am - Noon	4.0	Council Education Item Regulatory Panel Discussion – Trending in Professional Regulation	Page Number(s)
	4.1	Lise Betteridge, Registrar/CEO of the College of Social Workers and Social Service Workers Brian O’Riordan, Registrar/CEO of the College of Audiologists and Speech-Language Pathologists Maureen Boom, Registrar/CEO of the College of Massage Therapists Gillian Slaughter, Director Professional Conduct and Regulatory Affairs, Royal College of Dental Surgeons	

Noon - 1:00 pm	Lunch Break		
	Newly Elected Executive Committee Meeting to Determine Committee Composition and Committee Chairs		

1:00 pm - 2:30 pm	5.0	Discussion Items	Page Number(s)
	5.1	New Committee Composition and Chairs – Executive Committee Update	
	5.2	Registrar’s Report** – Nicole Zwiers	103-106
	5.3	Presentation on Current Trends in Regulation – Nicole Zwiers and Meghan Clarke	
2:30 pm – 2:45 pm		Break	

2:45 pm – 3:45 pm	6.0	In-Camera	Page Number(s)
	6.1	Motion to move in-camera	
	6.2	Approval of In Camera Minutes of June 24, 2022 Meeting	
	6.3	In Camera Decision Items	
	6.3.1	Council Membership	
	6.3.2	Ministry and Stakeholder Updates	
	6.3.3	Lease and Options	
	6.3.4	Executive Committee Report	

3:45 pm	7.0	Next Meeting
	7.1	Council Meeting Dates for 2023: <ul style="list-style-type: none"> January 27, 2023 (Tentative)

		<ul style="list-style-type: none"> • May 12, 2023 (Tentative) • September 22, 2023 (Tentative)
	7.2	Council Survey Reminder
	7.3	Proposed Agenda Items for Next Council Meeting

4:00 pm	8.0	Adjournment
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*The agenda items may not necessarily be dealt with in the order in which they appear.

** Denotes an agenda item with supporting document



College of Chiropractors of Ontario

Conflict of Interest Disclosure Form

Meeting Date: October 28, 2022, 2022

Council/Committee: Council

Meeting type: ☐ Plenary ☐ Panel

I acknowledge and agree that an actual or perceived conflict of interest can undermine confidence in the College and its ability to fulfill its public interest mandate. I have read and understood the [College's by-laws](#) on conflict of interest, the [Code of Conduct for Members of Council and its Committees](#) (Appendix A), the **Conflict of Interest Worksheet** (Appendix B) and the Process for Considering & Declaring a Conflict of Interest (Appendix C).

I agree to take all reasonable steps to avoid any actual or perceived conflict of interest from arising and, if one cannot be avoided, I undertake to declare any real, perceived, or potential conflict of interest and to recuse myself from any consideration of the matter at issue.

☐ I have NO conflict of interest to report regarding any of the agenda items to be discussed at the above noted meeting.

☐ I declare a conflict of interest with one or more of the agenda items to be discussed at the above noted meeting.

I certify that the information above is true and complete to the best of my knowledge.

Signature:

Date:



Code of Conduct for Members of Council and its Committees

Preamble

For the College to command the confidence of the government, the public and the profession, it is necessary that Council, as the profession's governing body, adopt appropriate standards of conduct for members of Council and its Committees in order to ensure that they properly perform their duties with integrity and in a manner that promotes the highest standard of public trust.

Each member of Council and its Committees is therefore required to comply with the following Code of Conduct (Code) understanding that a breach of the Code could result in the Council member being removed from Council or the Committee member being removed from all Committees, in accordance with the By-laws of the College.

The Code

1. Council and Committee members shall be familiar with and comply with the provisions of the Regulated Health Professions Act, 1991 (RHPA), its Health Professions Procedural Code and its regulations, the Chiropody Act 1991 and its regulations, and the by-laws and policies of the College.
2. Council and Committee members, when acting in that capacity, shall act in a diligent manner, including preparing for meetings/hearings, attending meetings/hearings on time, and actively participating.
3. Council and Committee members, when acting in that capacity, shall participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing the diverse background, skills and experience of members on Council.
4. Council and Committee members, when acting in that capacity, shall conduct themselves in a manner that respects the integrity of the College by striving to be fair, impartial and unbiased in their decision making.
5. Council and Committee members shall place the interests of the College and Council above their personal interests.
6. Council and Committee members shall avoid any appearance of or actual conflict of interest or bias.
7. Council and Committee members shall uphold the decisions made by Council and its Committees, regardless of the level of prior individual disagreement. Where a member of Council or its Committees feels compelled to publicly oppose or speak against a policy adopted by Council, or a decision made by a Committee, the member should first resign from Council and/or its Committees.

8. Council and Committee members shall refrain from engaging in any discussion in relation to the business of Council and/or Committees with other Council or Committee members that takes place outside the formal Council/Committee decision making process.
9. Council and Committee members shall refrain from communicating with Committee members on Statutory Committees in circumstances where this could be perceived as an attempt to influence a member or members of a Statutory Committee, unless he or she is a member of the panel or, where there is no panel, of the Statutory Committee dealing with the matter. This would include, but not be limited to, matters involving the Registration of applicants and matters involving members involved with the Inquiries, Complaints and Reports Committee, the Quality Assurance Committee, the Disciplinary Committee or the Fitness to Practise Committee.
10. Council and Committee members shall respect the confidentiality of information identified as confidential and acquired solely by virtue of their Council/Committee member position.
11. Council and Committee members shall ensure that confidential information is not disclosed except as required for the performance of their duties, or as directed by Council or the Executive Committee acting on behalf of Council.
12. Council and Committee members shall not use their positions as members of Council or any Committee to obtain or attempt to obtain employment at the College or preferential treatment for themselves, family members, friends or associates.
13. Council and Committee members shall not include or reference Council or Committee titles or positions held at the College in any business promotional materials, advertisement or business cards.
14. Council and Committee members shall respect the boundaries of staff recognizing that a staff member's role is not to report to or work for individual Council or Committee members. Council and Committee members will, therefore, not directly contact staff members, other than the Registrar, except on matters where the staff member has been assigned to provide administrative support to that Committee, without the prior approval of the Registrar or the Executive Committee.
15. Council and Committee members shall be respectful of each other and staff and not engage in conduct or behaviour towards fellow Council or Committee members or staff that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

WORKSHEET: Conflict of Interest

What is a conflict of interest?

A conflict of interest may be defined as any financial, personal, professional or emotional interest that could reasonably be perceived as interfering with the exercise of a person's public duties, for example as a COCOO Council, committee or panel member.

Self-screening Questions

Not sure if you are in a conflict of interest? In assessing for conflicts of interest, know that each situation will vary and have its own specific context. Consider the following questions & examples:



Financial interest

Do you stand to be affected financially by the outcome of this decision?

Example: Council is discussing whether it would find College-provided iPads mounted in the meeting room for each Council member to be helpful. One Council member owns a small number of shares of Apple, Inc. Since the financial implication for the Council member is negligible or non-existent, they do not declare a conflict of interest.

Personal or professional relationship

Have you had a personal or professional relationship, e.g. friend, family, instructor, student, supervisor, supervisee, employer, employee, colleague, with any of the individuals involved in the matter?



Example: A Registration Committee panel member taught at the education program from which an applicant obtained some of their education. They declare a conflict of interest.

Example: An Inquiries, Complaints and Reports Committee panel member attended a two-day workshop seven years ago with the respondent's clinical supervisor. Since the contact was brief and occurred long ago, they do not declare a conflict of interest.



Professional bias. Do you have a private or publicly stated opinion that could reasonably be perceived as interfering with your ability to consider one or more of the issues with an open mind?

Example: An Inquiries, Complaints and Reports Committee panel member has published work about the harms of breaching therapist-client boundaries. They are reviewing a complaint involving an alleged breach of boundaries. Since there is no reasonable disagreement within the profession, and assuming they are not emotionally biased, they do not declare a conflict of interest.



Emotional bias

For whatever reason, do your ideas or emotions prevent you from considering one or more of the issues with an open mind?

Example: Based on personal experience, an Examination Committee member has an emotional reaction to a candidate's rationale for needing to extend the normal timeframe within which to write the exam. They declare a conflict of interest.

Example: A panel of the Inquiries, Complaints and Reports Committee is dealing with serious allegations of misconduct. After discussing and processing the emotional impact of reviewing the materials, they all reassure themselves that they can consider the situation with an open mind.



Interests of Related Persons

Are you aware that your parent, child, spouse or sibling has any of the above interests respecting Council, committee or panel business?

Example: A Registration Committee member's child is attending a program coming before the Committee to seek recognition. They declare a conflict of interest.

Example: An Inquiries, Complaints and Reports Committee panel is considering a complaint by a firefighter. One panel member's spouse is also a firefighter. Assuming there is no emotional bias, the profession of the panel member's spouse would not reasonably be seen as interfering with the panel member's duties. They do not declare a conflict of interest.



Threshold analysis

Would a reasonably well-informed person perceive that the above interest could interfere with the exercise of your public duties?

Example: A Discipline Committee panel member was employed at the same large clinic at the time the alleged misconduct occurred. While the panel member had no prior knowledge of the alleged events, the panel member is close colleagues with a key witness in the case. There was a reasonable apprehension of bias on the part of the panel member.

Example: A complainant appeals a decision of the Inquiries, Complaints and Reports Committee taking no action against a registrant. Through Google, the complainant discovered that a panel member was a LinkedIn contact of the respondent. The panel member clarified they only met once briefly three years ago. Even though it may have been preferable for that panel member not to participate, this was not found to be a conflict of interest.



Process for Considering & Declaring Conflicts of Interest

The following are steps the College follows in addressing conflicts of interest.



Staff pre-screening

- Staff will pre-screen agenda items for obvious conflicts of interest on the part of Council, committee or panel members.
 - If a conflict is identified, staff will alert the Chair and materials will not be sent to the conflicted member.
 - The matter will either be assigned to a different panel, or the conflicted member will be alerted in advance that they will not be present for the entire meeting.
-



Council, committee or panel member self-screening

- Go through the above self-screening.
 - If a concern is identified that does not rise to the threshold of a conflict of interest, consider making a courtesy declaration at the meeting to reassure the Council, committee or panel that you have considered the issue.
 - If unsure, consult with staff, legal counsel or the Chair. It is preferable to consult with staff or legal counsel before the Chair to avoid the risk of tainting the Chair.
 - In close cases, consider the potential benefit of declaring a conflict to avoid later disputes about whether or not there was a conflict of interest.
 - If you identify a conflict of interest, do not review the meeting materials further and securely delete them. Alert the Chair and support staff in advance of the meeting. Always declare in a general manner so as not to cause emotional bias on the listener's part.
 - Subsequently, declare the conflict at the meeting itself. Do not take part in or attempt to influence the deliberation and leave the room while deliberation is taking place. The general nature of conflict will be recorded in the minutes.
-



Council, committee or panel discussion of possible conflicts of interest

- Occasionally, you may become aware that another member may have a conflict. If that member does not declare a conflict, or if they are unsure, all members are responsible at the meeting for raising the concern and discussing whether it constitutes a conflict of interest.
- In rare cases of disagreement, a majority of those present can vote to find there is a conflict and exclude the conflicted member from considering the matter.

- Post Meeting Conduct: After recusing yourself on a matter, use professional discretion and avoid revisiting the issue with colleagues, even if the decision is on the public register or you have seen the meeting minutes.¹

¹ Council minutes are public documents (aside from in camera portions). Regarding committee and panel minutes, normally it will not be considered that viewing minutes by a panel member who has declared a conflict poses a risk of improperly affecting the College's decision. However, occasionally confidentiality and risk management may require that panel minutes not be viewed by a member who has declared a conflict of interest.



College of Chiropodists of Ontario

Minutes of the Council Meeting
Friday, June 24, 2022, 9:00 a.m.
180 Dundas St. W., 19th Floor Conference Room

Council Members in Attendance:

1. Matthew Doyle
2. Peter Ferguson
3. Melanie Atkinson
4. Ed Chung
5. Sasha Kozera
6. Winnie Linker
7. Irv Luftig
8. Jim Daley
9. Allan Katz
10. Patrick Rainville
11. Donna Shewfelt
12. Peter Stavropoulos
13. Eliot To
14. Reshad Nazeer
15. Ramesh Bhandari

Regrets:

1. Andrew Simmons

Staff in Attendance:

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager, Registration, Examination and Quality Programs
4. Stanley Huang, Executive Assistant

General Legal Counsel:

1. Sarah Yun

Guests:

1. Bruce Ramsden, President, OPMA – via Zoom
2. Jana Charyk, OSC

1. Call to Order

1.1 Call to Order, Appointment of Secretary

P. Stavropoulos called the meeting to order at 9:01 a.m., noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. Meghan Clarke was appointed as Secretary.

P. Stavropoulos welcomed Council members, staff and guests.

1.2 Approval of Agenda

P. Stavropoulos requested that the following items be added to the agenda: item 1.5 – preparation time for professional members; item 4.6 – approval of a land acknowledgement; item 4.5 – recommendation by SPC re: funding for podiatry model.

As well, it was clarified that item 4.2 will include the auditor's report will include financial statements.

It was moved by W. Linker and seconded by A. Katz to approve the agenda with the noted amendment. Motion CARRIED.

1.3 Declaration of Conflict of Interest

No conflict of interest was declared.

1.4 Approval of Minutes of February 25, 2022 and May 13, 2022 Council Meetings

It was moved by S. Kozera and seconded by P. Rainville to approve the minutes of the February 25, 2022 and May 13, 2022 Council meetings. Motion CARRIED.

1.4 Preparation Time for Professional Members

P. Stavropoulos proposed two hours of preparation time for professional members for the Council meeting.

It was moved by D. Shewfelt and seconded by E. Chung to approve two hours of preparation time for professional members for the Council meeting. Motion CARRIED.

2. Consent Agenda Items

It was moved by A. Katz and seconded by I. Luftig to approve consent agenda items 2.1 and 2.2. Motion CARRIED

3. Education Session – Part One

Judith Eigenbrod from the First Nations Health Association presented to Council.

W. Linker suggested that Council engage in a course on cultural competencies/sensitivity. S. Kozera suggested a program through the University of Alberta. P. Rainville recommended the San'yas Indigenous Cultural Safety Online Training.

P. Ferguson noted that some of the College's standards do not allow flexibility for remote communities – for example, in-person follow up in the Orthotics Standards.

4. Decision Items

4.1 By-Law Amendment re: Election Nomination

P. Ferguson explained that the Elections Committee is trying to get more engagement from members and remove barriers from running for Council. The proposal is to amend the Bylaw to remove the need for three nominators and allow registrants wanting to run for election to Council to self-nominate.

P. Ferguson also advised that the skills matrix and governance presentation by J. Maciura are now live on the website.

It was moved by S. Kozera and seconded by M. Doyle to approve the proposed amendments to Bylaw 1 (article 51.04) to remove the need for three nominators and to allow registrants to self-nominate. This change will come into effect in 2023. Motion CARRIED.

4.2 Auditor's Report

J. Daley noted that the audited financial statements are virtually identical to the draft presented to Council in February 2022.

It was moved by W. Linker and seconded by J. Daley to approve the Auditor's report. Motion CARRIED.

It was moved by P. Stavropoulos and seconded by D. Shewfelt to approve the 2021 audited financial statements. Motion CARRIED.

It was moved by J. Daley and seconded by P. Stavropoulos to reappoint Hilborn LLP as the College's auditor for the 2022 fiscal year. Motion CARRIED.

4.3 Quality Assurance Program Policies and Terms of Reference

C. Hickey explained that the QAC had a business meeting at the end of May 2022 and these items were developed at that meeting. The Committee developed terms of reference. The revised CE policy allows for more online/virtual CE credits and provides a financial penalty for members who do not complete their CE credits when audited. This will require a bylaw change. C. Hickey explained that the Practice Assessment Policy will require assessors to undergo annual training, and she recommended that the training include cultural sensitivity training.

E. Chung requested that Wounds Canada be added to Category A, and this was supported by Council.

It was moved by P. Rainville and seconded by W. Linker to approve the Quality Assurance Committee items at 4.3, including the terms of reference, the revised QA Continuing Education Policy, the Practice Assessment Policy. Motion CARRIED.

4.4 HOOPP

N. Zwiers noted that a number of RHPA Colleges are enrolled in HOOPP. Because the College has a smaller staff, it requires a specialized and flexible skillset. Enrolling in the HOOPP pension is part of recruitment and retention for staff. The additional staff to join the pension has been provided to Council.

S. Kozera noted a concern with the timing of joining HOOPP because of other financial obligations and the fact that most staff are new. She also questioned the optics because the College recently raised annual fees and exam fees.

P. Stavropoulos explained that the Executive Committee considered the concerns raised by S. Kozera but felt that it could not afford not to adopt HOOPP because of the cost to retain good staff. E. Chung and W. Linker agreed.

It was moved by P. Stavropoulos and seconded by W. Linker to approve the College's enrollment with HOOPP as an employer, such that College staff will be employee members of HOOPP going forward. Motion CARRIED.

4.5 Strategic Planning Committee Recommended Expenditure

P. Stavropoulos noted that the Strategic Planning Committee met in June 2022 and N. Zwiers provided an update on the discussions she had with various stakeholders. In speaking with Dr. Verma from the Northern Ontario School of

Medicine, it was determined that the College will need to do a needs assessment for the podiatry model. To do so, the College will need a consultant to assist with this, though the cost to retain one is unknown. Before a consultant is hired, at least three bids will be obtained. This motion is to move forward to podiatry model portion of the Strategic Plan. 16

N. Zwiers explained that this was not planned for in the budget, and the recommendation is

It was moved by E. Chung and seconded by A. Katz that Council approve any reasonable expenditure arising in 2022 to support the advancement of the podiatry model as recommended by the Strategic Planning Committee and approved by the Executive Committee and that, pursuant to the College's Reserve Fund Policy, that Council approve the Registrar's request that such expenditures be funded through the College's investment account instead of the College's general operating account. Motion CARRIED.

4.6 Approval of the Land Acknowledgement

P. Stavropoulos noted that A. Katz recommended that Council adopt a land acknowledgement to be read out before Council meetings. A. Katz explained that land acknowledgments, and acknowledging past wrongs, is one recommendation of the Truth and Reconciliation Committee.

It was moved by A. Katz and seconded by S. Kozera to adopt the land acknowledgment presented to Council. Motion CARRIED.

5. Discussion Items

5.1 Strategic Planning Key Performance Indicators

P. Ferguson explained that the SPC is developing key performance indicators (KPIs) to measure its success. The SPC plans to bring the KPIs to Council in October 2022.

6. In Camera

It was moved by P. Stavropoulos and seconded by W. Linker to move in camera pursuant to section 7(2)(b) of the Health Professions Procedural Code on the basis that financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public. Motion CARRIED.

Council moved in camera at 11:17 a.m.

3. Education Session – Part Two

David Wright from the Ontario Physicians and Surgeons Discipline Tribunal presented to Council on the modernization of CPSO's discipline committee.

7. Next Meeting

7.1 Council Meeting Dates for 2022 and 2023

- October 28, 2022
- February 24, 2023
- June 23, 2023
- October 27, 2023

Staff will review the June 2023 date to ensure it coincides with the OSCE and does not conflict with Pride weekend, given the higher hotel costs.

7.2 Council Survey Reminder

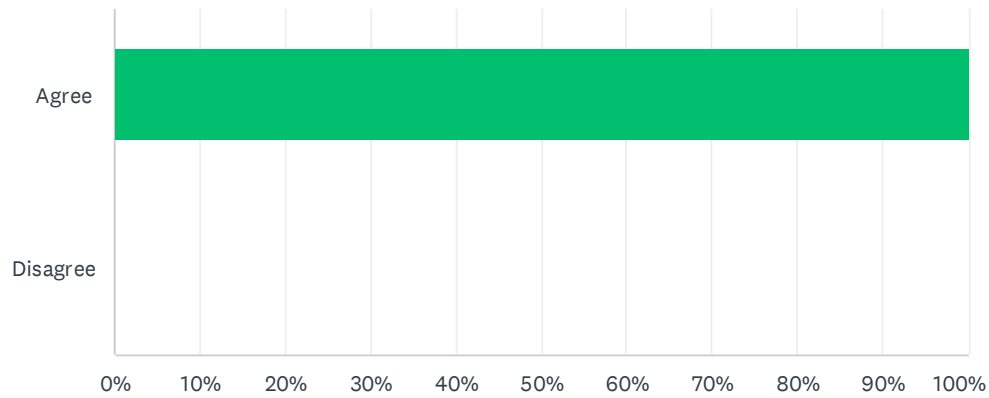
7.3 Proposed Agenda Items for Next Meeting

8. Adjournment

The meeting was adjourned at 2:40 p.m.

Q1 I received appropriate, supportive information for this Council meeting.

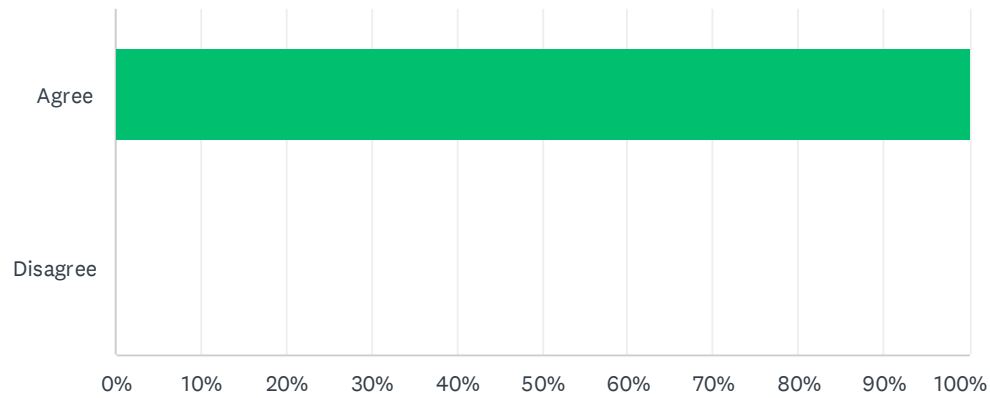
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	100.00%	11
Disagree	0.00%	0
Total Respondents: 11		

Q2 I received this supportive information in a timely manner.

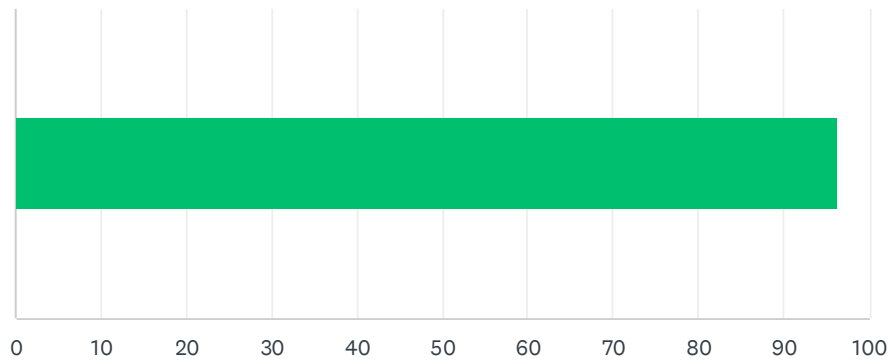
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	100.00%	10
Disagree	0.00%	0
Total Respondents: 10		

Q3 I was prepared for this meeting.

Answered: 10 Skipped: 1

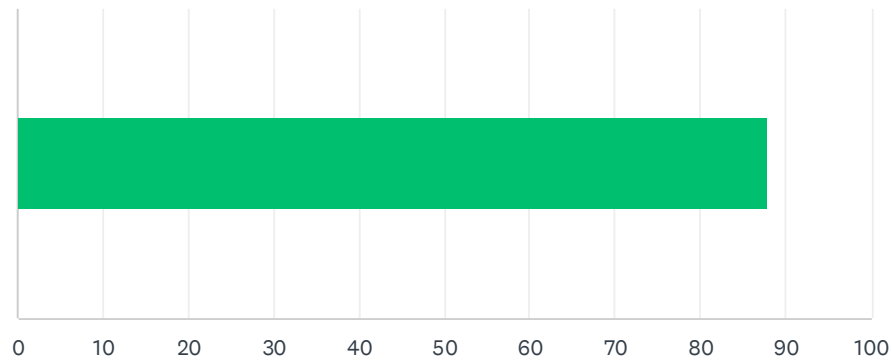


ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	96	964	10
Total Respondents: 10			

#		DATE
1	100	7/4/2022 11:51 AM
2	100	6/27/2022 4:57 PM
3	70	6/27/2022 4:31 PM
4	100	6/27/2022 2:53 PM
5	100	6/27/2022 2:22 PM
6	99	6/27/2022 2:11 PM
7	100	6/27/2022 11:36 AM
8	95	6/27/2022 11:29 AM
9	100	6/26/2022 3:05 PM
10	100	6/24/2022 3:36 PM

Q4 All Council members appeared prepared for this meeting.

Answered: 11 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	88	966	11
Total Respondents: 11			

#		DATE
1	100	7/4/2022 11:51 AM
2	90	6/27/2022 4:57 PM
3	76	6/27/2022 4:31 PM
4	100	6/27/2022 2:53 PM
5	70	6/27/2022 2:22 PM
6	90	6/27/2022 2:11 PM
7	75	6/27/2022 11:37 AM
8	90	6/27/2022 11:36 AM
9	95	6/27/2022 11:29 AM
10	85	6/26/2022 3:05 PM
11	95	6/24/2022 3:36 PM

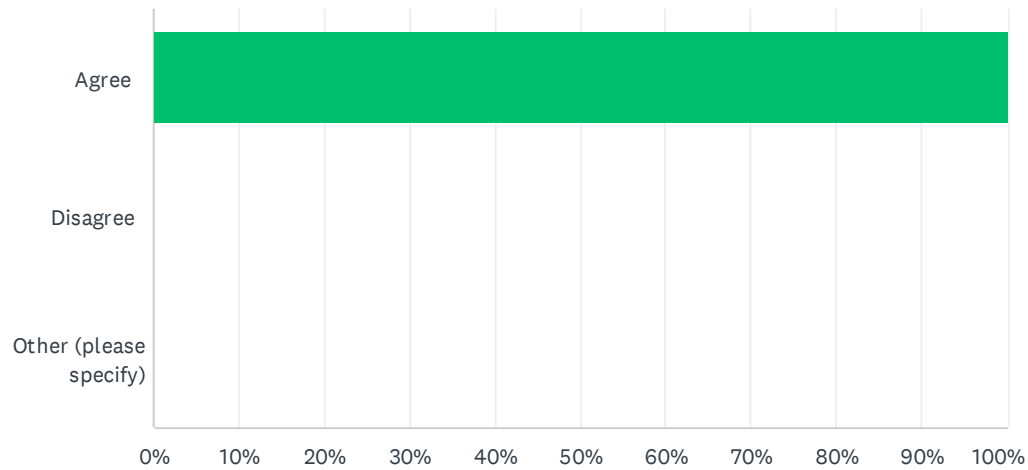
Q5 List any additional supports or resources that would have helped you better prepare for this meeting.

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	None	6/27/2022 2:53 PM
2	As a remote participant it would be helpful if the camera could be pointed at the speakers as opposed to the audience. Otherwise the technology and the sound worked well.	6/27/2022 2:11 PM
3	Some pre-reading on the proposal discussed by David Wright would have been helpful...background, cost/benefit, impact, etc.	6/27/2022 11:29 AM

Q6 This meeting was effective and efficient.

Answered: 11 Skipped: 0

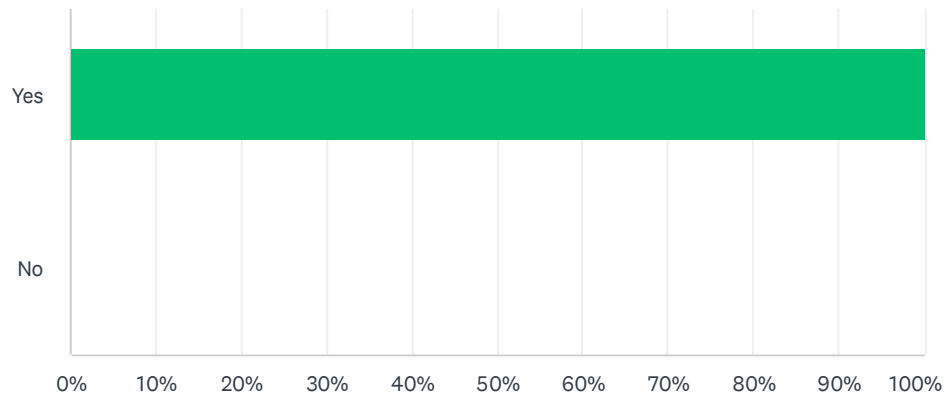


ANSWER CHOICES	RESPONSES	
Agree	100.00%	11
Disagree	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 11		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q7 The objectives of this meeting were achieved.

Answered: 10 Skipped: 1

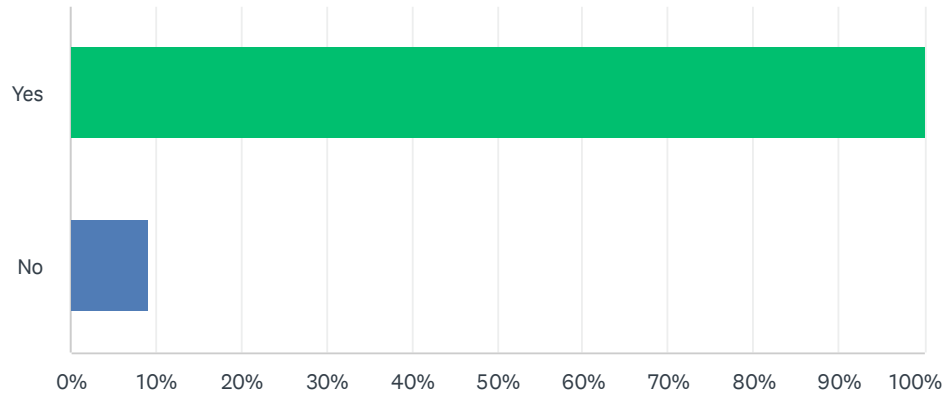


ANSWER CHOICES	RESPONSES	
Yes	100.00%	10
No	0.00%	0
Total Respondents: 10		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q8 The President chaired the meeting in a manner that enhanced Council's performance and decision-making.

Answered: 11 Skipped: 0

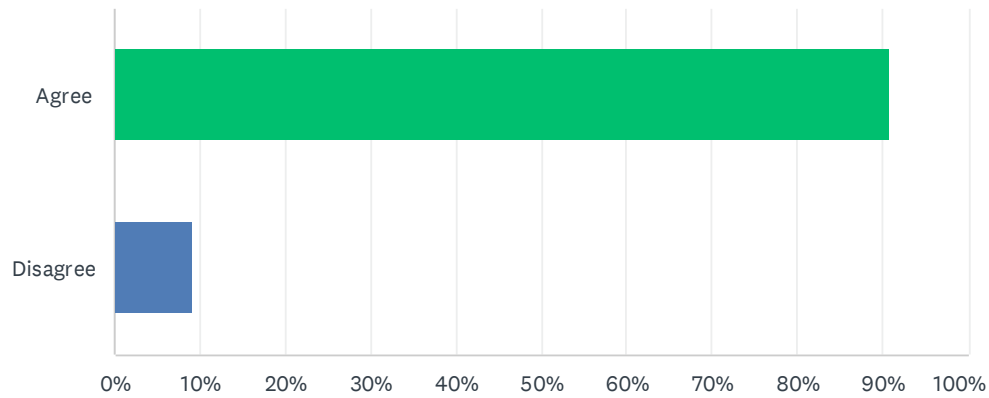


ANSWER CHOICES	RESPONSES	
Yes	100.00%	11
No	9.09%	1
Total Respondents: 11		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q9 I felt comfortable participating in the Council discussions.

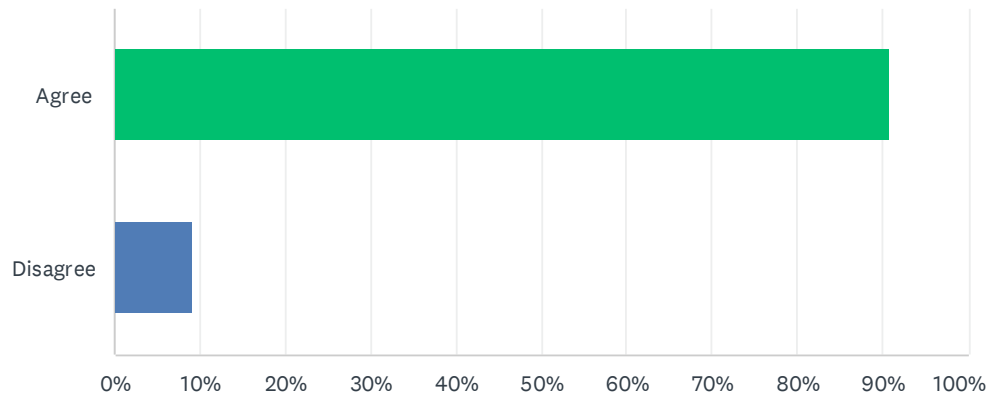
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	90.91%	10
Disagree	9.09%	1
Total Respondents: 11		

Q10 The public interest was considered in all discussions.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	90.91%	10
Disagree	9.09%	1
Total Respondents: 11		

Q11 List two strengths of this meeting.

Answered: 9 Skipped: 2

ANSWER CHOICES	RESPONSES
1.	100.00% 9
2.	100.00% 9

#	1.	DATE
1	Strong Leadership	7/4/2022 11:51 AM
2	required materials readily available	6/27/2022 4:57 PM
3	The meeting was conducted in a timely fashion	6/27/2022 4:31 PM
4	Professional	6/27/2022 2:53 PM
5	The meeting was well run.	6/27/2022 2:11 PM
6	Education Sessions (Very informative)	6/27/2022 11:36 AM
7	Addressed entire agenda well within time limits	6/27/2022 11:29 AM
8	Prior Distributed Clear and Organized Council Package Materials	6/26/2022 3:05 PM
9	Council members discussed issues in an open manner.	6/24/2022 3:36 PM
#	2.	DATE
1	Strategic Planning for Meeting Success	7/4/2022 11:51 AM
2	speakers well versed in the subject matter	6/27/2022 4:57 PM
3	The education session provided by the first guest speaker regarding indigenous health	6/27/2022 4:31 PM
4	Executed in a timely manner	6/27/2022 2:53 PM
5	Supporting material provided good background information.	6/27/2022 2:11 PM
6	In Person	6/27/2022 11:36 AM
7	Kept members aware of pertinent and upcoming issues	6/27/2022 11:29 AM
8	Orderly and Efficiently conducted Council Meeting	6/26/2022 3:05 PM
9	Opportunity to speak is always available.	6/24/2022 3:36 PM

Q12 List two ways in which the technical aspects of this meeting could have been improved.

Answered: 6 Skipped: 5

ANSWER CHOICES		RESPONSES	
1.		100.00%	6
2.		50.00%	3

#	1.	DATE
1	none	6/27/2022 4:57 PM
2	A mic and a speaker for the presenter speaking to the group.	6/27/2022 2:53 PM
3	The College is likely going to need to adapt to hybrid meetings. Improvements could be made to ensure that remote participants are recognized. I was frequently overlooked or just not seen when I raised my hand.	6/27/2022 2:11 PM
4	none	6/27/2022 11:36 AM
5	None	6/26/2022 3:05 PM
6	Make availability of speakers' slides before meeting, if permissible or possible.	6/24/2022 3:36 PM

#	2.	DATE
1	-	6/27/2022 2:53 PM
2	Nothing else to add.	6/27/2022 2:11 PM
3	none	6/27/2022 11:36 AM

Q13 List two ways in which Council meetings could be improved

Answered: 6 Skipped: 5

ANSWER CHOICES		RESPONSES	
1.		100.00%	6
2.		50.00%	3

#	1.	DATE
1	Food choice was poor. Has been much better in previous meetings	6/27/2022 4:57 PM
2	More group break out sessions for education session on points of importance to discuss with the topic at hand. Having one person from each group state their main points from the discussion had during the break out session.	6/27/2022 2:53 PM
3	Nothing else to add.	6/27/2022 2:11 PM
4	none	6/27/2022 11:36 AM
5	None	6/26/2022 3:05 PM
6	With meetings in autumn and winter, hot lunch options are preferred.	6/24/2022 3:36 PM
#	2.	DATE
1	Food should include more healthy options for breakfast.	6/27/2022 2:53 PM
2	none	6/27/2022 11:36 AM
3	Two more tables would be best to accommodate everyone.	6/24/2022 3:36 PM

Q14 Additional Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	Good Meeting. Nice to have The Indigenous presentation.	7/4/2022 11:51 AM
2	I would like to acknowledge the person or people who put the meeting and presenters together and meals including supper at Earls on Thursday night. Good job!	6/27/2022 2:53 PM
3	Hybrid format should be maintained to minimize travel and accommodation costs	6/27/2022 11:29 AM

Q15 Other Questions that Council should be asking in a feedback survey?

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	None	6/27/2022 2:53 PM
2	None.	6/26/2022 3:05 PM

ITEM 2.2

PRACTICE ADVISOR REPORT
 October 28, 2022 Council Meeting

Acting Practice Advisor - Peter Stavropoulos, Registered Podiatrist

Purpose:

To provide Council with an overview of the Practice Advisor activities since last meeting of Council. The Practice Advisor (PA) provides professional practice advice on behalf of the College, supporting Members by making sound and ethical clinical decisions that comply with legislative requirements, the Standards of Practice, and College policies and guidelines. The PA is also available to support the public with questions about the practice of chiropractors and podiatrists.

The Public Interest:

The practice advisory service responds to inquiries from multiple stakeholders including the public. The PA is also available to support the public with questions about the practice of chiropractors and podiatrists in Ontario.

Data breakdown since the June Council meeting:

- Received 154 phone calls and emails relating to the practice advisory service between June 24 and October 14.
- Collaborated with the practice advisors of other Colleges consistent with CPMF recommended best practices.
- Sources of enquires include members of the public, registrants or their clinic managers, other regulated health professionals (for example, pharmacists), third party insurance companies, practice advisors from other Colleges and referrals from College staff.

Ongoing work:

Seeking to improve the practice advisory service to Members and stakeholders by:

- Continuing to increase awareness of the services provided by the Practice Advisor.

- Work alongside the College's Manager of Registration, Examinations and Quality Programs to assist in the development of both on-line and in-person educational sessions and learning resources to promote the awareness of best practices.

Respectfully submitted, Acting Practice Advisor

Peter Stavropoulos, DPM



College of Chiropodists of Ontario

ITEM 2.3.1

DISCIPLINE COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Cesar Mendez, Chiropodist

Professional Members (Council):

Donna Shewfelt, Chiropodist
 Ed Chung, Podiatrist
 Irv Luftig, Podiatrist
 Melanie Atkinson, Chiropodist
 Patrick Rainville, Chiropodist
 Peter Ferguson, Chiropodist
 Peter Stavropoulos, Podiatrist
 Sasha Kozera, Chiropodist

Professional Members (Non-Council):

Adrian Dobrowsky, Chiropodist
 Ann-Marie McLaren, Chiropodist
 Brooke Mitchell, Chiropodist
 Cesar Mendez, Chiropodist
 Jamie Maczko, Chiropodist
 Martin Hayles, Chiropodist
 Millicent Vorkapich-Hill, Podiatrist
 Nosheen Chaudhry, Chiropodist
 Peter Guy, Chiropodist
 Riaz Bagha, Chiropodist
 Stephen Haber, Podiatrist
 Stevan Orvitz, Podiatrist
 Sylvia Kovari, Chiropodist

Public Appointees:

Allan Katz, Public Appointee
 Andrew Simmons, Public Appointee
 Jim Daley, Public Appointee
 Ramesh Bhandari, Public Appointee
 Reshad Nazeer, Public Appointee
 Winnie Linker, Public Appointee

Selected Member:

Eliot To, Chiropodist

ROLE OF THE COMMITTEE

The Discipline Committee supports the College's public protection mandate by conducting hearings to adjudicate allegations of professional misconduct and incompetence against registrants of the College.

MEETINGS

The Discipline Committee held a business meeting on June 23, 2022.

Completed Matters – June to September 2022

Disciplinary matters are resolved by way of uncontested or contested hearings. Matters are resolved or disposed of when:

- All allegations are withdrawn or dismissed;
- No findings of professional misconduct and/or incompetence are made by a panel;
- Findings of professional misconduct and/or incompetence are made and a penalty is ordered;
- Reinstatement requests are granted, not granted or abandoned; and
- Removal of information requests are granted, not granted or abandoned.

Between June and September 2022, the Discipline Committee disposed of three matters. A panel of the Committee also released its decision on liability with respect to a hearing that took place in January and May 2022.

In one case, the registrant signed an agreed statement of facts, admitting that she engaged in professional misconduct, including that she:

- failed to meet or contravened the College's standards,
- practised the profession in a conflict of interest,
- failed to keep records as required by the regulations,
- signed or issues a document that contained a false or misleading statement, and
- engaged in conduct that was disgraceful, dishonourable and unprofessional.

The Panel ordered that the registrant receive an oral reprimand, that her certificate of registration be suspended for six months (two months to be remitted if the ProBe Ethics course and U of T records course are completed), and that she be restricted from imaging, casting, prescribing, constructing, fitting, dispensing or ordering the fabrication of orthotics for six months from the date her suspension ends, and she is prohibited from imaging, casting, prescribing, constructing, fitting, dispensing and/or ordering the fabrication of orthopedic shoes for 12 months, among other terms, conditions and limitations on her certificate of registration. The registrant was also ordered to pay costs in the amount of \$25,000 to the College.

In the second case, the registrant signed an agreed statement of facts, admitting that he engaged in professional misconduct, including that he:

- failed to meet or contravened the College's standards,
- gave information about a patient to a person other than the patient or his or her authorized representative except with the consent of the patient or his or her authorized representative or as required or allowed by law,
- failed to keep records as required by the regulations,
- contravened the *Chiropody Act* and its regulations, and
- engaged in conduct that was disgraceful, dishonourable and unprofessional.

The Panel ordered that the registrant receive an oral reprimand, that his certificate of registration be suspended for seven months (two months to be remitted if the U of T records course is completed), and that he be restricted from assessing or treating ulcerations beyond the level of the dermis, or ulcerations breaching the subcutaneous tissues of the foot, including fat, muscle, tendon, fascia, joint capsule and beyond, until he submits proof of successfully completing U of T's International Interprofessional Wound Care Course, among other terms, conditions and limitations on his certificate of registration. The registrant was also ordered to pay costs in the amount of \$15,000 to the College.

In the third case, the registrant signed an agreed statement of facts, admitting that he engaged in professional misconduct, including that he:

- failed to meet or contravened the College's standards,
- practised the profession in a conflict of interest,
- failed to keep records as required by the regulations,
- charged a fee that was excessive in relation to the services or devices charged for;
- signed or issues a document that contained a false or misleading statement, and
- contravened the *Chiropody Act* and its regulations, and
- engaged in conduct that was disgraceful, dishonourable and unprofessional.

The Panel ordered that the registrant receive an oral reprimand, that his certificate of registration be suspended for seven months (two months to be remitted if the ProBe Ethics course and U of T records course are completed), and that he be restricted from imaging, casting, prescribing, constructing, fitting, dispensing or ordering the fabrication of orthotics for six months from the date his suspension ends, among other terms, conditions and limitations on his certificate of registration. The registrant and the College are still negotiating costs in this matter.

In the final matter, the hearing proceeded on a contested basis, with the Panel hearing evidence from the College and the Registrant. After deliberating, the Panel found that the Respondent engaged in professional misconduct, in that he:

- failed to meet or contravened the College's standards,
- practised the profession in a conflict of interest,
- failed to keep records as required by the regulations,
- signed or issues, in his professional capacity, a document that contained a false or misleading statement;
- submitted an account or charge for services that he knew was false or misleading;
- charged a fee that was excessive in relation to the services or devices charged for;
- contravened the *Chiropractic Act* and its regulations, and
- engaged in conduct that was disgraceful, dishonourable and unprofessional.

The Panel will reconvene to consider submissions from both parties on the appropriate penalty, in light of the findings of professional misconduct.

Outstanding Referrals to the Discipline Committee

There are currently six cases that have been referred to the Discipline Committee and are waiting to be completed.

Between June and September 2022, there were no referrals from the ICRC to the Discipline Committee.

Referrals are posted on the College's website: <http://cocoo.on.ca/scheduled-discipline-hearings-referrals/>

A. HEARINGS

- **Completed hearings:** three hearings were completed between June and September 2022
- **Scheduled hearings:** four of the six referrals have scheduled hearing dates

B. PRE-HEARING CONFERENCES

- **Completed pre-hearings:** two pre-hearing conferences took place between June and September 2022
- **Scheduled pre-hearings:** no additional pre-hearing conferences are scheduled to take place at this time



College of Chiropodists of Ontario

ITEM2.3.2

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Stavropoulos, Podiatrist

Professional Members (Council):

Donna Shewfelt, Chiropodist
Ed Chung, Podiatrist
Irv Luftig, Podiatrist
Melanie Atkinson, Chiropodist
Patrick Rainville, Chiropodist
Peter Ferguson, Chiropodist
Peter Stavropoulos, Podiatrist
Sasha Kozera, Chiropodist

Public Appointees:

Allan Katz, Public Appointee
Andrew Simmons, Public Appointee
Jim Daley, Public Appointee
Ramesh Bhandari, Public Appointee
Reshad Nazeer, Public Appointee
Winnie Linker, Public Appointee

Selected Member:

Eliot To, Chiropodist

Professional Members (Non-Council):

Adrian Dobrowsky, Chiropodist
Allen Frankel, Podiatrist
Brooke Erin Lee Mitchell, Chiropodist
Cesar Mendez, Chiropodist
Martin Hayles, Chiropodist
Millicent Vorkapich-Hill, Podiatrist
Nosheen Chaudhry, Chiropodist
Peter Guy, Chiropodist
Riaz Jamil Bagha, Chiropodist
Ruth Thompson, Chiropodist
Stephanie Shlemkevich, Chiropodist
Stephen Haber, Podiatrist
Stevan Orvitz, Podiatrist
Sylvia Kovari, Chiropodist

ROLE OF THE COMMITTEE

The Inquiries, Complaints and Reports Committee (ICRC) investigates complaints and reports to address concerns about the conduct and practice of Ontario chiropodists and podiatrists.

MEETINGS

The Committee held a business meeting on June 23, 2022.

Complaints

In general, complaints come from patients and other members of the public, but other possible sources of complaints include insurance companies, registrants, or other health care professionals. The ICRC investigates most complaints with the consent of the patient/complainant to obtain relevant health information. Where the investigative powers obtained through an appointment, such as the authority to issue a summons, are required to investigate a complaint, the ICRC can make a request to the Registrar for an investigator appointment.

Between June and September 2022, the College received eight complaints, which is very consistent with the number of complaints received in the last two years for the same time. See chart 2 below. The new complaints were from patients or their families and public health.

A. *Dispositions*

Between June and September 2022, ICRC panels disposed of five complaints matters as follows:

- 5 cases – no further action was taken

The five complaint matters that were considered by ICRC panels were disposed of in an average of 56.8 days. This average is lower than what was reported in June 2022 (113.25 days), and it remains well below the 150-day mark outlined in the *Regulated Health Professions Act, 1991*.

B. *HPARB Appeals*

The Health Professions Appeal and Review Board (HPARB) reviews the adequacy of an investigation and the reasonableness of an ICRC decision. Both complainants and registrants can request HPARB reviews.

Between June and September 2022 there were no appeals to HPARB.

C. *Interim Orders*

The ICRC may direct the Registrar to suspend a registrant or impose terms, conditions or limitations on a registrant's certificate of registration if:

- The ICRC has formed the opinion that the registrant's conduct exposes or is likely to expose patients to harm or injury;
- The registrant has been provided with notice;
- The registrant has at least 14 days to make submissions on the proposed order.

The ICRC cannot impose any gender-based terms, conditions or limitations. If an interim order is made, the matter must be investigated and prosecuted expeditiously. An interim order will remain in force until it is varied by the ICRC, or the matter is withdrawn or resolved by way of an

alternative dispute resolution process or otherwise finally despoised of by a committee of the College.

The ICRC did not impose any interim orders between June and September 2022 because of a complaint.

Chart 1



Reports - Registrar Investigations

Reports come from employers, facility operators, registrants, and others. The Registrar reviews a report of a preliminary investigation and decides on the appropriate response from options including remediation, or the appointment of investigators to conduct a full investigation. The ICRC approves Registrar investigator appointments and is informed of Registrar emergency investigator appointments, which are made if there is a risk of harm or injury to patients.

A. Investigator Appointments

Between June and September 2022, an investigator was appointed to conduct one Registrar's Investigations. This is relatively consistent with the data from 2020 and 2021.

Chart 2

	June – September 2020	October 2020 – January 2021	February – May 2021	June – September 2021	October 2021 – January 2022	February – May 2022	June – September 2022
Complaints	11	14	11	8	8	9	8
Registrar's Investigations	0	4	3	1	1	2	1

B. Dispositions

Between June and September 2022, panels of the ICRC disposed of two Registrar Investigations as follows:

- 2 case – no further action was taken

C. Interim Orders

The ICRC did not impose any interim orders because of a Registrar investigation between June and September 2022.

Reports from the Quality Assurance Committee

The ICRC can also request a Registrar's investigator appointment if it receives a report about a registrant's conduct or practice from the Quality Assurance Committee (QAC).

Between June and September 2022, the ICRC did not receive any referrals from the QAC.

Health Inquiries

The ICRC conducts inquiries into whether a registrant has a mental or physical condition or disorder that impacts the registrant's capacity to practice safely. The ICRC makes inquiries and may require the registrant to undergo medical examinations and suspend the registrant's certificate of registration if he or she does not attend or comply. The ICRC, after reviewing the results of its inquiries, may refer the matter to the Fitness to Practise Committee.

The ICRC did not complete any health inquiries between June and September 2022.

ICRC Active Complaints Files

The Complaints process has been classified into stages, which are described below. The number of days elapsed is calculated from the date the complaint was received by the College.

The *Regulated Health Professions Act, 1991* requires that the College dispose of a complaint within 150 days, but the jurisdiction to continue an investigation is not lost if the investigation

exceeds 150 days. At 150 days, a letter is sent to both parties explaining that the ICRC will not meet the deadline. At 210 days, the College is required to notify the parties and HPARB of the delay, as well as the reasons for the delay. After 210 days, either party can apply to HPARB seeking relief for the delay. Delay letters must be issued to both parties every 30 days after the 210-day delay.

Reviewing cases expeditiously, but fairly, meets the mission of the College to regulate the practice of Chiropractic in the interest of the overall health and safety of the public of Ontario. Some matters take longer to complete due to complexity and/or to ensure the parties had a fair amount of time to respond to College requests.

A. Stage 1: Notice of Complaint/Report

Within 14 days of receipt of a complaint or a report, the College notifies the registrant. The registrant may make written submissions to the ICRC within 30 days of the date of the notice.

B. Stage 2: Additional comments from complainant

The registrant's response is provided to the complainant who may provide comments.

C. Stage 2a: Additional comments from registrant

The complainant's response is provided to the registrant who may provide comments.

D. Stage 3: Review by ICRC

Once the supporting documentation and relevant information has been collected from the parties and possible witnesses, the matter is reviewed by a panel of the ICRC. The Panel conducts a thorough review of the information and considers whether there are any additional documents that should be obtained or any other witnesses who should be approached.

E. Stage 3a: Formal Investigation

In some circumstances, the Panel may appoint an Investigator, who has the power to:

- Enter the registrant's place of practice and examine records or equipment and, where necessary, copy them or remove them;
- Summons witnesses or documents;
- Obtain a search warrant.

F. Stage 4: Decision and Reasons

Once the investigation is complete, the ICRC deliberates on the appropriate disposition of the complaint. This stage includes decision where a panel has formed the intention to refer a matter to the Discipline Committee, but allegations are being drafted.

The Panel's written decision and the reasons are provided to both the complainant and the registrant, except where the matter has been referred to another panel of the ICRC to conduct a health inquiry.

Active ICRC Complaint Cases to end of September 2022

As of the end of September 2022, there were eight active complaints.

Date Received	Days Elapsed	Stage1	Stage 2	Stage 2a	Stage 3	Stage 3a	Stage 4
January 5, 2022	268	✓	✓	✓	✓	✓	
February 18, 2022	224	✓	✓	✓	✓	✓	
April 20, 2022	163	✓	✓	✓	✓	✓	
April 27, 2022	156	✓	✓	✓	✓	✓	
August 22, 2022	39	✓					
August 24, 2022	37	✓	✓	✓	✓	✓	
August 26, 2022	35	✓	✓				
August 29, 2022	32	✓	✓	✓	✓		

Average: 119.25 days

ICRC Active Registrar Investigations Files

The process for Registrar Investigations differs from the complaints process. Usually, the Registrant is not informed about the investigation until an investigator has been appointed and the Investigations Report is complete.

Active ICRC Registrar Investigation Cases to end of September 2022

As of the end of September 2022, there was one ongoing Registrar's investigations.

Date Received	Days Elapsed	Stage1	Stage 2	Stage 2a	Stage 3	Stage 3a	Stage 4
July 19, 2022		✓	✓	✓	✓	✓	✓

Average: 73 days



College of Chiropodists of Ontario

ITEM 2.3.3

QUALITY ASSURANCE COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Anna Georgiou, Chiropodist

Professional Members (Council):

Cesar Mendez, Chiropodist
 Irv Luftig, Podiatrist
 Matthew Doyle, Chiropodist
 Melanie Atkinson, Chiropodist
 Patrick Rainville, Chiropodist

Professional Members (Non-Council):

Anna Georgiou, Chiropodist
 Brooke Mitchell, Chiropodist
 Cindy Lewis, Chiropodist
 Jaffer Mohammed, Chiropodist
 Millicent Vorkapich-Hill, Podiatrist
 Tina Rainville, Chiropodist

Public Appointees:

Ramesh Bhandari, Public Appointee

ROLE OF THE COMMITTEE

The Quality Assurance Committee (QAC) provides regulatory oversight through annual practice assessments and continuing education opportunities to ensure that Chiropodists and Podiatrists in Ontario are practicing in accordance with the College's standards.

Practice Assessments

Practice Assessments afford the College with an opportunity to provide collegial feedback and direction to members of the profession. In addition, the practice assessments allow broader concerns to be addressed before a complaint is filed or public safety is compromised.

To date, the College has completed 24 practice assessments for the 2022 year; with 12 scheduled for completion by the end of December. 4 assessments were deferred due to requests from the

members relating to illness, family issues, or maternity leave. 1 Registrant advised of his retirement at the beginning of the assessment process.

The Committee has reviewed one assessment that identified significant concerns regarding infection control and notice has been given to that member of conditions to be placed on his practice.

On October 17, 2022, a panel of the Committee met to review various outstanding practice assessments from 2021. These were matters where the Committee had previously provided direction and the member has now complied with the direction and/or a re-assessment has taken place.

Continuing Education

Members are required to accrue a minimum of fifty (50) credit hours over a period of two years. The current cycle began on January 1, 2020 and ended on December 31, 2021. The Committee has commenced the continuing education audit process for approximately eighty (80) selected members; the members are comprised of those also undergoing a practice assessment, members who were deferred from the previous audit cycle and the remaining being randomly selected.



College of Chiropodists of Ontario

ITEM 2.3.4

REGISTRATION EXAM COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Stephanie Shlemkevich, Chiropodist

Professional Members (Council):

Donna Shewfelt, Chiropodist
Matthew Doyle, Chiropodist
Peter Ferguson, Chiropodist

Professional Members (Non-Council):

Andrew Klayman, Podiatrist
Brooke Mitchell, Chiropodist
Dominic Hough, Chiropodist
Jacky Fu, Chiropodist
Jaffer Shaikh, Chiropodist
Kay Hayles, Chiropodist
Lisa Balkarran, Chiropodist
Marcella Cowan, Chiropodist
Martin Hayles, Chiropodist
Mary Ellen Kennedy-Mitchell, Chiropodist
Megan Grantham, Chiropodist
Nosheen Chaudhry, Chiropodist
Sonia Rebello, Chiropodist
Stephanie Shlemkevich, Chiropodist

Public Appointees:

None

ROLE OF THE COMMITTEE

Individuals wishing to practice as a Chiropodist in Ontario must be registered with the College of Chiropodists in accordance with the Chiropody Act, 1991 and its Regulations. New members wishing to register are required to sit a two-part examination. A pass standing of the exam is required by the College to fulfill a portion of the registration requirements and become a member of the College. The exam is composed of a written and an objective (OSCE) component.

MEETINGS

The Committee met several times since the last Council meeting in order to prepare and review the written and OSCE examinations/scoring in June 2022 and also prepare the supplemental examinations for October/November 2022. The committee continues to meet to prepare new questions for the written and OSCE exams.

DECISION/OUTCOMES

- Review and approve new questions to continue building the exam bank.
- Triage the current bank with Martek Inc. and ensure they are up to date with our standards.
- Delegate new items to be worked on.
- Update and create new OSCE stations.

NEXT MEETING

September 2022 x 2 (no definite date set)

October 2022 x 2 (no date set)

November 1, 2022: written supplemental

November 5, 2022: OSCE supplemental



College of Chiropodists of Ontario

ITEM 2.3.5

STANDARD AND GUIDELINES COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Guy, Chiropodist

Professional Members (Council):

Ed Chung, Podiatrist
Irv Luftig, Podiatrist
Peter Ferguson, Chiropodist
Sasha Kozera-Faye, Chiropodist

Professional Members (Non-Council):

Brooke Mitchell, Chiropodist
Cindy Lewis, Chiropodist
Peter Guy, Chiropodist

Public Appointees:

Jim Daley, Public Appointee

ROLE OF THE COMMITTEE

The Standards and Guidelines committee serves as a standing committee charged in developing, reviewing and managing standards, guidelines, advisories and other documents as requested by the executive committee and its orders. The committee is responsible in assisting Executive Committee and Council in the above tasks when requested or directed to do so.

The Committee will at times revisit college documents and update as required and requested. This committee develops practice standards, guidelines, advisories and other documents for the profession in accordance with government legislations, regulation and by-laws. Documentation creation will be based upon legal expertise and advisement from other committees.

MEETINGS

The Standards and Guidelines Committee did not meet between June and September 2022.

DECISION/OUTCOMES

N/A

NEXT MEETING

The Standards and Guidelines Committee is scheduled to meet on October 3, 2022.



College of Chiropodists of Ontario

ITEM 2.3.6

REGISTRATION COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Matthew Doyle, Chiropodist

Professional Members (Council):

Matthew Doyle, Chiropodist
Melanie Atkinson, Chiropodist
Peter Stavropoulos, Podiatrist
Sasha Kozera-Faye, Chiropodist

Professional Members (Non-Council):

Deepka Duggal, Chiropodist

Public Appointees:

Ramesh Bhandari, Public Appointee
Winnie Linker, Public Appointee

ROLE OF THE COMMITTEE

The Registration Committee supports the College's public protection mandate by developing, establishing, and maintaining standards of qualification for persons to be issued certificates of registration with the College.

MEETINGS

The Registration Committee did not meet between the period of June 2022 to October 2022.

NEXT MEETING

Late October – applicant referral from the Registrar



College of Chiropodists of Ontario

ITEM 2.3.7

PATIENT RELATIONS COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Stavropoulos, Podiatrist

Professional Members (Council):

Matthew Doyle, Chiropodist
Peter Stavropoulos, Podiatrist

Professional Members (Non-Council):

Brooke Mitchell, Chiropodist
Pauline Looi, Chiropodist

Public Appointees:

Allan Katz, Public Appointee
Jim Daley, Public Appointee

ROLE OF THE COMMITTEE

This Committee reviews and oversees the Patient Relations Program and supports the College's commitment to address concerns about a members' conduct. The Regulated Health Professions Act, 1991 outlines two specific roles for the PRC:

- advise Council with respect to the patient relations program (PRP), which must include measures for preventing and dealing with patient sexual abuse;
- administer funding for therapy and counselling for patients who are named in a sexual abuse complaint or report.

MEETINGS

The Committee met once since the last Council meeting.

DECISION/OUTCOMES

The Committee considered a matter brought before it and it approved funding in the amount of \$6,500.

NEXT MEETING

None Scheduled



College of Chiropodists of Ontario

ITEM 2.3.8

AUDIT COMMITTEE REPORT October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Jim Daley, Public Appointee

Professional Members (Council):

Ed Chung, Podiatrist
Melanie Atkinson, Chiropodist

Professional Members (Non-Council):

None

Public Appointees:

Jim Daley, Public Appointee

ROLE OF THE COMMITTEE

Assist Council in the consideration of the College's audited financial statements, including meeting with the College's auditors at least once before the audited annual financial statements are presented by the Committee for approval of Council.

MEETINGS

The Committee did not meet since the last Council meeting.

DECISION/OUTCOMES

N/A

NEXT MEETING

May 2023



College of Chiropodists of Ontario

ITEM 2.3.9

FITNESS TO PRACTISE COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Guy, Chiropodist

Professional Members (Council):

Cesar Mendez, Chiropodist
Matthew Doyle, Chiropodist

Professional Members (Non-Council):

Kimberley Resmer, Chiropodist
Pauline Looi, Chiropodist
Peter Guy, Chiropodist

Public Appointees:

Winnie Linker, Public Appointee

ROLE OF THE COMMITTEE

The Fitness to Practise Committee supports the College's public protection mandate by conducting hearings to assess whether a member is incapacitated, after the matter has been referred by the Inquires, Complaints and Reports Committee.

MEETINGS

None

DECISION/OUTCOMES

None

NEXT MEETING

There are no future meetings scheduled at this time.



College of Chiropodists of Ontario

ITEM 2.3.10

TECHNICAL COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Ferguson, Chiropodist

Professional Members (Council):

Ed Chung, Podiatrist
Matthew Doyle, Chiropodist
Peter Ferguson, Chiropodist
Sasha Kozera, Chiropodist

Professional Members (Non-Council):

John Lanthier, Podiatrist
Tracy Oliver, Chiropodist

Public Appointees:

None

ROLE OF THE COMMITTEE

The Technical Committee was established by Council as an ad hoc committee. Its mandate is to support Council by responding to questions relating to the acceptability of practice modalities and emerging technologies.

MEETINGS

The Committee has not met since the last Council meeting.

DECISION/OUTCOMES

None

NEXT MEETING

There are no future meetings scheduled at this time.



College of Chiropodists of Ontario

ITEM 2.3.11

STANDING DRUG COMMITTEE REPORT

October 24, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Stavropoulos, Podiatrist

Professional Members (Council):

Peter Stavropoulos, Podiatrist

Professional Members (Non-Council):

Cesar Mendez, Chiropodist

Jannel Somerville, Chiropodist

Public Appointees:

Jim Daley, Public Appointee

ROLE OF THE COMMITTEE

This Committee is responsible for ensuring that the Drug Regulation, which the Committee was initially instrumental in formulating, is kept up to date. The Committee consults with the Ministry of Health to suggest amendments based on current and changing legislation.

MEETINGS

This Committee met October 6, 2022.

DECISION/OUTCOMES

The College was advised by the MOH that the category approach to the drug regulation, on which the latest proposed drug regulation amendment was premised, was not feasible at this time until the province develops its own drug formulary. The proposed drug regulation amendment that relied on categories was based on the American Hospital Formulary Service (AHFS). Upon meeting with the MOH and discussing the issue among both the Executive Committee and the Standing Drug Committee, it was decided that the most practical solution in the interim is to ask that the current drug list be updated and expanded, albeit in list form rather than in categories. We understand that the updated and expanded list will come into effect January 1, 2023 if it is approved by Council at the October 28, 2022 Council meeting.

NEXT MEETING

There are no meetings scheduled at this time.



College of Chiropodists of Ontario

ITEM 2.3.12

SEDATION COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Anna Georgiou, Chiropodist

Professional Members (Council):

Irv Luftig, Podiatrist
Matthew Doyle, Chiropodist
Melanie Atkinson, Chiropodist
Patrick Rainville, Chiropodist

Professional Members (Non-Council):

Anna Georgiou, Chiropodist
Brooke Mitchell, Chiropodist
Cesar Mendez, Chiropodist
Cindy Lewis, Chiropodist
Jaffer Mohamed, Chiropodist
Millicent Vorkapich-Hill, Podiatrist
Tina Rainville, Chiropodist

Public Appointees:

Ramesh Bhandari, Public Appointee

ROLE OF THE COMMITTEE

The Sedation Committee's role is to function under the by-laws and the Standard of Practice for the Administration of Inhaled Substances and the Use of Sedation in a Member's Practice, including reviewing appeals of decisions of the Registrar to refuse a member's application for an Inhalation Certificate; and studying and making recommendations to Council or the Executive Committee on any matter within its responsibility or any other matter referred to it by Council or the Executive Committee.

MEETINGS

The Committee has not met since the last Council meeting.

DECISION/OUTCOMES

None

NEXT MEETING

There are no meetings scheduled at this time.



College of Chiropodists of Ontario

ITEM 2.3.13

ELECTIONS COMMITTEE REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Ferguson, Chiropodist

Professional Members (Council):

Matthew Doyle, Chiropodist

Peter Ferguson, Chiropodist

Professional Members (Non-Council):

None

Public Appointees:

Allan Katz, Public Appointee

Jim Daley, Public Appointee

Ramesh Bhandari, Public Appointee

ROLE OF THE COMMITTEE

The Elections Committee is a standing committee of the College. This Committee is mandated by the College's General By-law. The Elections Committee deals with disputes relating to the election of councillors and other matters provided in the by-laws, other disputes or issues referred to it by Council or the Executive Committee and it studies and makes recommendations to Council for improving the election process.

MEETINGS

The Committee has not convened following the June 24th meeting of Council.

The Knowledge, Skills and Experience Matrix document approved at the Special Meeting of Council on May 13, 2022, along with the Council Competency Matrix has since been posted on the COCOO website and was a requirement as part of the recent 2022 election cycle for chiropodists and podiatrists to Council.

DECISION/OUTCOMES

None.

NEXT MEETING

None are scheduled at this time.



College of Chiropodists of Ontario

ITEM 2.3.14

STRATEGIC PLANNING COMMITTEE (SPC) REPORT

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Peter Ferguson, Chiropodist

Professional Members (Council):

Matthew Doyle, Chiropodist
Patrick Rainville, Chiropodist
Peter Ferguson, Chiropodist
Peter Stavropoulos, Podiatrist
Sasha Kozera, Chiropodist

Professional Members (Non-Council):

Nosheen Chaudhry, Chiropodist

Public Appointees:

Allan Katz, Public Appointee
Jim Daley, Public Appointee

ROLE OF THE COMMITTEE

The Strategic Planning Committee's role is to identify key strategic goals over a three-to-five-year period making recommendations to Council on those goals and actions. In addition, the committee shall make recommendations to Council on any matter within its responsibility referred to it by Council or the Executive Committee.

MEETINGS

Since reporting at the June 24th, 2022 meeting of Council, the SPC has not convened. Preliminary work has been done on the Key Performance Indicators (KPI's), but no further work has been done to develop the KPIs pending the response from government to the position paper (still waiting) and ongoing discussions with external stakeholders regarding a podiatry program.

DECISION/OUTCOMES

None.

NEXT MEETING

None scheduled.

ITEM 2.3.15**REGISTRAR'S PERFORMANCE AND COMPENSATION COMMITTEE REPORT**

October 28, 2022 Council Meeting

COMMITTEE MEMBERS

Chair: Winnie Linker, Public Appointee

Professional Members (Council):

Peter Ferguson, Chiropracist

Peter Stavropoulos, Podiatrist (ex-officio)

Professional Members (Non-Council):

None

Public Appointees:

Allan Katz, Public Appointee

Winnie Linker, Public Appointee

ROLE OF THE COMMITTEE

The Registrar's Performance and Compensation Review Committee's responsibilities include, but are not limited to

1. annually conducting a performance review of the Registrar and presenting the results of that review to Council;
2. annually conducting a compensation review for the Registrar;
3. with the prior approval of the Executive Committee or Council, engaging a consultant to assist in determining the appropriate compensation [including salary and benefits] for the Registrar, including the performing of a market survey; and
4. presenting to Council the results of all compensation reviews conducted by the Registrar's Performance and Compensation Review Committee, including a copy of any market survey obtained by the Committee, along with any recommendations it has in connection with changes to the Registrar's compensation; and
5. studying and making recommendations to Council on any matter within its responsibility or any other matter referred to it by Council, or the Executive Committee.

MEETINGS

The Registrar's Performance and Compensation Committee did not meet between June and September 2022.

DECISION/OUTCOMES

N/A

NEXT MEETING

To be scheduled in late November/December before year end.



College of Chiropodists of Ontario

ITEM 3.2

COUNCIL BRIEFING NOTE: Transaction Credit Card Fee

Background:

Increasingly, the College is receiving payments from registrants and applicants *via* online methods by credit card. However, the cost associated with credit card payment processing is a significant expense for the College. Between January to June 2022, the College has incurred over \$28,000 in credit card banking charges because of payors opting to pay the College by credit card. While the College recognizes that many registrants prefer to pay using a credit card because of convenience and/or because they receive points or cashback, it is unreasonable for the College to absorb the significant additional cost of registrants or applicants doing so. To reduce this significant expense, the College is proposing a per transaction credit card fee for members and applicants in the amount of \$35.00 per credit card payment.

Additionally, the College is undertaking to provide more payment options to registrants/applicants including the creation of a bill payment payee option through its financial institution. This would allow a registrant or applicant to make an online payment directly to the College without having to incur the additional credit card transaction fee proposed above or be confined to potential daily limits imposed by e-transfers.

Public Interest Rationale for Decision:

It is in the public interest that the College manages its finances responsibly towards ensuring the financial sustainability of the College. To that end, where possible, the College is managing expenses and implementing cost savings. The introduction of a credit card transaction fee will place the additional cost of paying by credit card on registrants or applicants who continue to choose to make payments by credit card, despite other payment options available.

Recommended Motion:

The motion before Council is,

- a) to amend Bylaw No. 2: Fees by adding the following:

9.02 A fee of \$35.00 shall be payable by a member or applicant where the member or applicant makes payment by VISA, Mastercard or other credit card accepted by the College. Such fee shall apply to each credit card transaction made by a member or applicant.



College of Chiropodists of Ontario

ITEM 3.3

COUNCIL BRIEFING NOTE: Proposed (revised) 2023 Council Meeting Dates

Background:

The College has historically held Council meetings in February, June and October each year. The College is proposing to change the dates for 2023 to January, May and September. The rationale for the change is to align the meetings with the budgetary year, which runs from January to December. The auditors have confirmed that audited financial statements can be available as early as May and the September date will work for the purpose of holding an election. The proposed change is also intended to avoid inflated hotel room rates that tend to spike up in June, and to ensure that all Councillors from out of town can get a hotel room and attend the meeting in person.

Public Interest Rationale for Decision:

It is in the public interest that Council meet as early as possible in the year to review, and approve, the proposed budget. Having a budget approved at the end of February is not in the public interest, given that the College has already incurred two months of expenditures. As well, it is in the public interest that the College spend its revenue as responsibly as possible, which includes saving money on hotel rooms and other expenses associated with Council meetings.

Recommended Motion:

The motion before Council is to set the following as the 2023 Council meeting dates – January 27, 2023, May 12, 2023 and September 22, 2023.



College of Chiropodists of Ontario

ITEM 3.4

COUNCIL BRIEFING NOTE: Equity, Diversity & Inclusion Requirements for Continuing Education

Background:

In 2020, the Ministry of Health introduced the College Performance Measurement Framework (the “CPMF”). The purpose of the CPMF is two-fold; to strengthen the accountability of Ontario’s health regulatory Colleges and to improve the respective RHPA Colleges’ performance. One of the components of the CPMF is the ongoing training of Council, Committee and College registrants in various areas including Equity, Diversity, and Inclusion (“EDI”). In the March 2022 CPMF submissions, the College committed to embedding EDI within all aspects of the College’s business. In particular, the College recognizes the value to patients and the public served by our registrants where College registrants are informed of best practices in EDI and receive EDI training to help ensure better outcomes in the treatment of patients. As such, it is proposed that the College’s Continuing Education Policy be amended to include a minimum of 5 continuing education credit hours, in Category B, dedicated to EDI. The 5 credit hours in EDI education would form a part of a registrant’s ongoing continuing education requirements and would have to be completed by December 31, 2023.

Public Interest Rationale for Decision:

It is in the public interest that the College encourages and supports its Registrants to be life-long learners. Further, continuing education ensures that the public is receiving high quality care from Registrants. Quality of care is improved when Registrants understand inequities in accessing healthcare and the ways in which barriers to such access can be removed or reduced.

Recommended Motion:

The motion before Council is to approve the Continuing Education and Self-Assessment Policy as set out below:

As part of a Registrant’s Category B continuing education requirements, each Registrant shall complete 5 hours of continuing education relating to Equity, Diversity & Inclusion (“EDI”), to be completed by December 31, 2023. Registrants can choose the EDI program that best suites their

continuing education objectives as identified in the Self-Assessment Tool. The following is a non-exhaustive list of resources for Registrants:

- <https://www.univcan.ca/priorities/equity-diversity-inclusion/resources-from-canadian-and-international-organizations/>
- Canadian Centre for Diversity and Inclusion - <https://ccdi.ca/>
- First Nations University of Canada – <https://www.fnuniv.ca/admissions/icec/4-seasons-of-reconciliation/>
- National Centre for Truth and Reconciliation - <https://nctr.ca/education/>
- <https://canadianequality.ca/services/training/>
- Dalhousie University - <https://www.dal.ca/faculty/open/programareas/equity-diversity-inclusion.html>
- The Canadian Diversity Initiative - <https://candiversity.com/courses/>
- Toronto Metropolitan University (formerly Ryerson University) - <https://continuing.torontomu.ca/search/publicCourseSearchDetails.do?method=load&courseId=24031>

TYPE	Quality Assurance
NAME	Continuing Education & Self-Assessment Policy
DATE OF COUNCIL APPROVAL	June 21, 2019 October 28, 2022
EFFECTIVE DATE	November 1, 2022 – December 31, 2023

In this Policy,

“College” means the College of Chiropractors of Ontario;

“Committee” and “QA Committee” means the Quality Assurance Committee;

“Registrant” means a member of the College; and

“QA” means Quality Assurance.

Continuing Education

All Registrants are required to complete a minimum of **50 continuing education (CE) hours within each two-year cycle**, commencing on January 1st.¹ CE activities must relate directly to the practice of chiropractic or podiatry. As a general guideline, one hour of credit will be accepted for one hour of participation in an educational activity.

The accumulated CE hours are to be documented by each Registrant on a CE Log with a description of:

- the CE activity,
- the course provider, and
- an evaluation of the level to which each educational activity has helped bring about a positive change in the Registrant’s practical setting.

Registrants are required to retain the CE Log, as well as proof of completion of the activities referred to in the Log.

Educational activities must be completed in two categories:

Category A – Structured Programs

This category relates to lecture style programs provided by a recognized educational institution or other regulated health professional group or association. A **minimum of twenty (20) credit hours must be completed in Category A:**

Recognized providers of Category A include:

- Accredited universities and hospitals,
- The Michener Institute,

¹ The current CE Cycle commenced on January 1, 2022 and ends on December 31, 2023

- The American Podiatric Medical Association's approved providers,
- The Ontario Society of Chiropractors,
- The Ontario Podiatric Medical Association,
- The Canadian Federation of Podiatric Medicine, and
- The Ontario Hospital Association.

A maximum of 10 hours of the total required in this category may be claimed for teaching students enrolled in the Chiropractic program at the Michener Institute, and/or working on College Committees and/or working as a College assessor or monitor.

Category B – Other Continuing Education

This category includes lectures, workshops, supplier/provider programs and self-directed independent learning activities such as journal reviews, recorded materials, mentorships, presentations, on-line courses, and professional readings. Registrants may claim a **maximum of thirty (30) credit hours in this category per cycle.**

As part of a Registrant's Category B continuing education requirements, each Registrant shall complete 5 hours of continuing education relating to Equity, Diversity & Inclusion ("EDI"), to be completed by December 31, 2023. Registrants can choose the EDI program that best suits their continuing education objectives as identified in the Self-Assessment Tool. The following is a non-exhaustive list of resources for Registrants:

- <https://www.univcan.ca/priorities/equity-diversity-inclusion/resources-from-canadian-and-international-organizations/>
- Canadian Centre for Diversity and Inclusion - <https://ccdi.ca/>
- First Nations University of Canada – <https://www.fnuniv.ca/admissions/icec/4-seasons-of-reconciliation/>
- National Centre for Truth and Reconciliation - <https://nctr.ca/education/>
- <https://canadianequality.ca/services/training/>
- Dalhousie University - <https://www.dal.ca/faculty/open/programareas/equity-diversity-inclusion.html>
- The Canadian Diversity Initiative - <https://candiversity.com/courses/>
- Toronto Metropolitan University (formerly Ryerson University) - <https://continuing.torontomu.ca/search/publicCourseSearchDetails.do?method=load&courseId=24031>

Self-Assessment Tool

Self-Assessment is required to be performed by all Registrants.

The Self-Assessment Tool (SAT) is to be used in conjunction with the CE Log to encourage and guide continuous learning. It is a document that will help Registrants summarize strengths and opportunities to enhance the various skills, knowledge and abilities that are needed to perform within the profession.

The SAT has been developed on the basis of the Standards of Practice, Competencies, Code of Ethics, Provincial and College Regulations and Guidelines. Registrants are asked to compare their performance to other Registrants (within their membership class) in the areas of communication skills, record keeping, collaboration, research principles, and clinical and theoretical knowledge. An action plan can be developed from this self-assessment. This tool is not a test, but a guide to define individual learning objectives. All Registrants should expect that some areas require educational growth, regardless of their experience, education, or competence.

Each Registrant must complete a minimum of one (1) self-assessment using the SAT during each CE cycle and retain the completed SAT in his/her files. This form is not to be returned to the College unless it is requested by the Committee.

Random Selection to Review CE Log and the SAT

Every two years, twenty percent (20%) of Registrants are randomly selected for evaluation of the continuing education component and SAT of the Quality Assurance program. If a Registrant is randomly selected to submit their CE log and SAT to the College, they will be contacted directly. Selected Registrants must submit online proof of course and/or conference completion certificates and conference itineraries for Category A activities. The College does not require course materials and notes to be submitted. The College suggests that course materials and notes be retained for personal reference.

The QA committee then reviews the submissions. Registrants either meet the requirements or receive directions from the committee as per the regulatory requirements detailed below:

Regulatory Requirement Regarding Continuing Education and Self-Assessment

The continuing education and self-assessment components of the College's QA program are mandated in the College's Quality Assurance Regulation 204/94.² The QA Committee is required to follow the process set out in the regulation. A Registrant who fails to comply or meet the requirements of the continuing education requirements will be subject to the action identified in section 29 (1), (2), and (3) of the Regulation as follows:

² The Regulation in its entirety can be found on the College's website at www.cocoo.on.ca

Section 29(1) says:

A member shall maintain a record of his or her self-assessments and continuing education activities and submit them to the College upon request.

Section 29(2) says:

If a member fails to submit the records referred to in subsection (1) when requested to do so, the registrar shall refer the matter to the Committee and notify the member in writing that this has been done and that the member may make written submissions to the Committee within 30 days after receiving the notice.

Section 29(3) says:

After considering the member's written submissions, if any, the Committee may,

(a) grant the member an extension for a specified period of time during which the member shall submit their records,

(b) require the member to undergo a practice assessment by an assessor in accordance with section 30.



College of Chiropodists of Ontario

ITEM 3.5

COUNCIL BRIEFING NOTE RE: Per Diems and Council and Committee Compensation & Expense Policy

Background:

In October 2021, Council voted to adopt the Per Diems and Council and Committee Compensation & Expense Policy (to replace the previous policy), and to review the policy on an annual basis. In operationalizing the Policy, staff identified some areas for improvement, which are reflected in the amended draft. For example, to ensure the College can appropriately budget for Council and Committee per diems, expenses must be submitted in the budget year in which they were incurred and should be submitted monthly. As well, to assist staff in approving expense submissions, the Policy clarifies that forms should include as much information as possible about the meeting.

Public Interest Rationale for Decision:

It is in the public interest that the College effectively operationalize the compensation of members of Council and its committees, because without active and engaged professional members, the College cannot fulfill its regulatory mandate of protecting the public.

Recommended Motion:

That the Per Diems and Council and Committee Compensation & Expense Policy, attached at Appendix A, be approved and replace the existing version of the Policy.

APPENDIX A

Per Diems and Council and Committee Compensation & Expense Policy

DATE APPROVED BY COUNCIL	October 29, 2021	DATE LAST REVIEWED	October 2021 <u>October 2022</u>
NEXT REVIEW DATE	2022/2023	PAGE #	1 of 3

Policy Statement

The College provides professional members of Council and Committees with a per diem for work done on behalf of the College.

Per Diem/Honoraria Rates

Role	Full Day (more than 6 hours or more)	¾ day (4-6 hours)	½ day (2-4 hours)	¼ day (up to 2 hours)
President or Committee Chair <u>or</u> Panel Chair	\$350	\$262.50	\$175	\$87.50
Vice President	\$325	\$250	\$175	\$100
Councillor/committee member	\$300	\$225	\$150	\$75

President's Stipend

The President's stipend is paid at the annual rate of \$3,500 and will be paid monthly to the serving President to cover meetings with the Registrar, incidental time for telephone calls, emails, and other intermittent communication, based on an average of half a day per week being devoted to these activities.

Meeting/Hearing Cancellations

- If a meeting scheduled for one or more consecutive calendar or business days has commenced and concludes in less than the scheduled time, the full per diem for the consecutive days scheduled will be paid, unless at least 48 hours notice was given about the change in schedule (i.e., if a contested hearing changes to an uncontested hearing more than 48 hours before the hearing was scheduled to start).
- If a meeting is cancelled before it has commenced, but less than 48 hours before it would have commenced, the per diem is paid in full, as though the meeting had gone ahead as scheduled.
- If a scheduled meeting is cancelled with more than 48 hours notice, no per diem is paid.

Preparation Time for Meetings

Preparation time for meeting and teleconference per diems are payable in quarter day increments, up to the duration of the actual meeting, teleconference, or pre-hearing conference. Unless pre-approved, the time payable for preparation shall not exceed the time scheduled for the meeting.

Deliberations and Decision Writing

Meetings involving deliberations of a panel will be considered as a scheduled meeting.

Decision writing per diems are payable in half day increments to the Chair or other panel members of the Discipline Committee and Fitness to Practise Committee who write a decision after a hearing. The maximum allowable is one full day per diem per one day of meeting/hearing.

Travel Time

Travel time per diem claims must be included with the expense claim and are payable to all members as follows:

- a) travel of more than 40 kilometres km, one way, for College business, a half day per diem is payable;
- b) travel outside of Ontario on College business, a per diem for actual travel time is payable in half day increments.

Rate for Extended Travel Time

When travel time is required for College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed as an honoraria/per diem as it is a taxable benefit.

Educational Sessions

Only educational sessions directly related to the business of the College are eligible for reimbursement of a per diem. Members wishing to attend any educational activity such as a conference, workshop or seminar, must first submit a request for payment of honoraria and expenses to the Registrar for approval.

Speaking Engagements

Requests for honoraria and expenses for speaking engagements related to the business of the College may be claimed, with prior approval, where the host organization does not provide coverage of expenses for guest speakers.

No member shall represent themselves as a representative of the College unless specifically authorized by the President and/or the Registrar.

Expenses

Reimbursement of necessary and reasonable expenses incurred in conducting the business of the College will be paid in accordance with this policy. Both Council and non-council members of committees are entitled to reimbursement of reasonable expenses

Travel

Travel will be reimbursed for the most economical means of transportation.

Mileage can be claimed where the distance travelled from the member's residence to the meeting site is greater than 40 kilometres ~~km~~ one way. The mileage rate currently in effect is 0.50 cents per kilometre. Receipts are not required if a personally owned vehicle is used.

All travel outside Ontario must be approved by the Registrar.

Parking

Reasonable charges for parking are reimbursable.

Accommodation

Accommodation is not provided to members who reside within a 40 kilometre ~~km~~ radius of the meeting site.

Members who require overnight accommodation [in the City of Toronto](#) will be reimbursed up to \$400.00 per night. [The Registrar has the discretion to approve reimbursement at a higher rate, provided it has been approved in advance of being booked.](#)

[Members who are on pre-approved College business and who require overnight accommodation in another location, other than the City of Toronto, will be reimbursed up to \\$200.00 per night. The Registrar has discretion to approve reimbursement at a higher rate, provided it has been approved in advance of being booked.](#)

If a member chooses to use private accommodation in place of a commercial hotel room, \$25.00 per night will be paid.

Meals

Where meals are not provided as part of a meeting, a member may claim a daily maximum of \$50 for meals. [No meals or meal reimbursements are provided for virtual meetings.](#)

Receipts are not required.

Timing of Expense Submissions

Submissions for remuneration ~~must~~ should be submitted monthly to the College, and ~~must~~ should only include claims related to incurred in that month.

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Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred. Any claims submitted for expenses from another budgetary year will not be paid by the College.

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Any claims ~~not~~ submitted within six months of being incurred, in the same budgetary year, may ~~will not~~ be paid by the College at the sole discretion of the Registrar.

Expense Form

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Members ~~must~~ should use the online expense form to submit claims for reimbursement. The form should include as much detail as possible about the meeting, including file number (if applicable) and whether preparation time is being claimed.

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General

1. All submissions for remuneration will be reviewed by the Registrar or designate prior to payment.

~~2-1. Submissions for remuneration should be submitted monthly to the College, and should only include claims related to that month.~~

~~3-2. Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred.~~

~~4-3.~~ College staff will prepare and distribute T4As to all members in February for tax purposes.

~~5-4.~~ Per diem rates will be reviewed annually.



College of Chiropodists of Ontario

ITEM 3.6

COUNCIL BRIEFING NOTE: Information Sharing Policy

Background:

The CPMF includes a question about information sharing:

13.1 The College demonstrates that it shares concerns about a registrant with other relevant regulators and external system partners (e.g. law enforcement, government, etc.)

The College's policy outlining consistent criteria for disclosure and examples of the general circumstances and type of information that has been shared between the College and other relevant system partners, within the legal framework, about concerns with individuals and any results.

In its 2021 submission, the College stated that it did not have a formal policy but that its internal processes aligned with legal requirements. It also committed to developing a policy in 2022. The attached Policy formalizes the requirements the College already has with respect to information sharing, and it balances those requirements with confidentiality and privacy.

Public Interest Rationale for Decision:

It is in the public interest that the College share information with stakeholders and other regulatory bodies to ensure it complies with its legal obligations. As well, it is in the public interest that regulators are transparent with the public so they can make informed decisions about where they choose to obtain treatment and care.

Recommended Motion:

The motion before Council is to approve the Information Sharing with College Stakeholders and Other Professional Regulators Policy, attached as Appendix A.

Information Sharing with College Stakeholders and Other Professional Regulators

Approved by Council: **X**



College of Chiropodists of Ontario

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Background

As a regulator of a health profession, the College's mandate is to protect the public. To fulfill its mandate, the College shares information with other regulators and external system partners (e.g. law enforcement and government). At the same time, the College is committed to the principles of fairness, transparency and accountability, which govern its information sharing strategy. The College posts information on its website (public register) and shares information externally, where appropriate. The College applies these principles, subject to confidentiality obligations, privacy rights restrictions and the College's legal obligations.

Who does the College share information with?

In accordance with the law, specified information can be shared with employers, other regulators, and external system partners such as law enforcement. Regulators include other chiropractic or podiatry regulatory bodies (in Canada or international) and bodies that regulate other professions. In addition to other regulators under the *Regulated Health Professions Act, 1991* (RHPA), the College may share information with professional regulators that do not fall under the RHPA.

When there is a professional conduct outcome that affects a member's entitlement to practice (for example, a suspension or terms, conditions or limitations), employers and insurance companies are notified. Also, if a member is registered with another regulatory body, that regulatory body is notified. For example, the College has some members who are also members of other regulators in Ontario or in Canada. The College directs the other jurisdiction to look on its public register, which has all the relevant information. The College notifies all Canadian and international regulatory bodies in which the College is aware the member is registered.

Verification of Registration

When a verification of registration is requested by another regulator or an insurance company, the College verifies the member's registration history. If there is any relevant history, such as history related to a professional conduct matter, this information is disclosed in the interest of public safety.

In respect of applicants or prospective applicants, the College adheres to principles of procedural fairness in information sharing, both with the applicant and any other body where appropriate.



College of Chiropodists of Ontario

ITEM 3.7

COUNCIL BRIEFING NOTE RE RECOMMENDED AMENDMENTS TO BYLAW 2: FEES Examination Fee Increase

Background:

In 2021, the development, administration and maintenance of the qualifying exams cost the College over two hundred thousand dollars (\$200,000.00). In February 2022, the Council approved an increase in the examination fees, which came into effect in May 2022 after public consultation. The rationale behind the fee increase was two-fold: 1) Registrants should not be encumbered with financing the examinations out of their membership fees; and 2) the existing examination fees were below what was necessary to cover the costs. At present, the examination fees are \$2600.00 to write all three components: jurisprudence, core competencies and the OSCE.

The Examination Committee in conjunction with College staff are closely reviewing all costs related to the development, administration, and maintenance of the examinations. However, despite the earlier increase, the examination costs continue to be partially funded by registrant fees. The Council is being asked to consider a further increase in the examination fees as set out below.

Public Interest Rationale for Decision:

It is in the public interest that the College remains financially stable and has the proper funding and resources to fulfill its mandate of protection of the public. As part of its mandate, the College is required to meet all expectations of the Ministry of Health and its obligations under the *Regulated Health Professions Act, Procedural Code, Chiropody Act*, and related Regulations.

Recommended Motion:

That By-law No. 2: Fees be amended, in principle, as follows:

1. Revoke Articles 5.01, 5.02, 5.03(a) & (b), and substitute as follows:

FEES RELATED TO EXAMINATIONS

- 5.01** A person who applies to attempt the College's jurisprudence exam without applying to attempt the other examinations required for a certificate of registration shall pay a fee of ~~\$500.00~~ \$750.00.
- 5.02** A person who applies to attempt an examination which is a requirement for a certificate of registration but is not the jurisprudence examination referred to in Article 5.01 or the supplemental examination referred to in Article 5.03, shall pay a fee of ~~\$2600.00~~ \$3,600.00.
- 5.03** Where a person fails the examination referred to in Article 5.02 and the person applies for and is eligible to take a supplemental examination, the person shall pay a fee of
 - (a) ~~\$500.00~~ \$750.00 for the written examination, if the requirement to take a supplemental examination was due solely to the applicant being unsuccessful on the jurisprudence portion of the written examination;
 - (b) ~~\$500.00~~ \$750.00 for the written examination, if the requirement to take a supplemental examination was due solely to the applicant being unsuccessful on the core competencies portion of the written examination;
 - (c) ~~\$1000.00~~ \$1500.00 for the written examination, if the requirement to take a supplemental examination was due to the applicant being unsuccessful on both the jurisprudence and core competencies portions of the written examination; and
 - (d) ~~\$1,600.00~~ \$2100.00 if the requirement to take a supplemental examination was due to the applicant being unsuccessful on the clinical (OSCE) examination.
2. that Council direct that the proposed amendments be circulated to members and other stakeholders for comment for 60 days before the matter is returned to Council.

In summary, the motion which Council is being asked to pass would increase the qualifying examination fees for 2023 as set out below,

- a. Jurisprudence Exam – increase to \$750 from \$500
- b. Written & Clinical (OSCE) Exam – increase to \$3600 from \$2600
 - i. Written only – Jurisprudence & Core Competencies (if first attempt fails) – increase to \$1500 from \$1000

- ii. Written only – Jurisprudence OR Core Competencies (if first attempt fails)
 - increase to \$750 from \$500
- iii. OSCE only (if first attempt fails) – increase to \$2100 from \$1600



College of Chiropodists of Ontario

ITEM 3.8

COUNCIL BRIEFING NOTE: Equity, Diversity, and Inclusion (EDI) Statement

Background:

The CPMF includes a measure that requires Council to regularly evaluate its effectiveness and address any shortcomings through continuing education. As part of this measure, the CPMF asks the College to report on its ongoing training, taking into consideration Equity, Diversity & Inclusion initiatives. In its 2021 submission, the College stated that it would explore ways to expand on Equity, Diversity, and Inclusion.

Public Interest Rationale for Decision:

It is in the public interest that the College, its Council, committee members and registrants approach their respective roles with a commitment to acknowledging and understanding the inequities in accessing healthcare and the ways in which barriers to such access can be removed or reduced.

Recommended Motion:

The motion before Council is to approve the Equity, Diversity, and Inclusion (EDI) Statement, attached as Appendix A.

APPENDIX A

Equity, Diversity, and Inclusion (EDI) Statement

The College of Chiropractors of Ontario recognizes that it has an important role to play as both an employer and a regulator in protecting the public and contributing to a better health system.

We are committed to promoting EDI within our Council, staff and consultants, in our approach to professional regulation, including patients, registrants and other stakeholders. The College has, and will continue to, embrace education respecting Truth and Reconciliation as well as improving cultural competency to reduce systemic barriers to equitable healthcare.



College of Chiropodists of Ontario

ITEM 3.9

COUNCIL BRIEFING NOTE: Fee, Billing and Accounts Guideline

Background:

Over the last few months, the Practice Advisor noticed a trend in fee-related questions from members. Specifically, there were questions about whether members can offer discounts to specific groups of patients, like seniors, students, or the military. The Practice Advisor sought legal advice, and it was recommended that the College consider developing a fee guideline to clarify the existing obligations members have around fees, billing, and accounts. In September 2022, the Executive Committee considered this issue and referred the development of a fee guideline to the Standards and Guidelines Committee. The Standards and Guidelines Committee developed a Guideline for Council's review.

Public Interest Rationale for Decision:

It is in the public interest that the College provide its members with clear guidelines with respect to fees, including the requirement to post a written fee schedule. It is also in the public interest that members clearly communicate fees to patients before providing care, and that any discount to fees be applied consistently for all patients.

Recommended Motion:

The motion before Council is to approve the Fee, Billing and Accounts Guideline, attached as Appendix A.

COLLEGE OF CHIROPODISTS OF ONTARIO
FEES, BILLING AND ACCOUNTS GUIDELINE

FEES, BILLING, AND ACCOUNTS GUIDELINE

The College of Chiropractors of Ontario (COCO) has created this guideline to assist Members in understanding their legal and professional responsibilities in relation to fees, billings, and accounts. The standards and regulations, in particular Ontario Reg. 203/94 (General) and Ontario Reg. O. Reg. 750/93 (Professional Misconduct), specifically set the obligations that Members are required to comply with in respect to fees, billings, and accounts and there is no substitute or excuse for Members to not inform themselves of the requirements and comply with those requirements. Members are required to comply with their professional and statutory obligations with respect to fees, billings and accounts regardless of particular employment circumstances or contractual arrangements with a clinic. It is incumbent upon every Member to understand their obligations and to also explain those obligations to their employers and to clinic owners. This document is intended to assist and guide Members in that regard.

In the event of any inconsistency between this guideline and any legislation that governs the profession, the legislative requirements prevail.

A. Accountability

Members are accountable for any fees, billings or accounts that use their name or registration number and/or are issued or charged for services or treatments rendered by the Member. All Members must be aware of how their name and registration number are being used and to involve themselves and be knowledgeable of the billing practices of the clinic. Members are also required to ensure that appropriate records are created and maintained, as required by COCO standards, regulations, and this guideline.

B. Accuracy and Honesty

Members must ensure that any fees, billings or accounts that use their name and registration number and/or are issued or charged for services rendered by the Member are an accurate reflection of the services and/or products provided. Members must never charge fees or create billings or accounts that are inaccurate, false, misleading, or excessive.

Members are required to have a written process for routinely reviewing their fees, billings or accounts. Members must be able to demonstrate to the College's satisfaction that they did the review. The review process must ensure that:

- Any fees charged are accurate and reasonable

- Billings or accounts are accurate

In the event that a Member discovers as part of the review any inaccuracies or errors with respect to fees, billings or accounts and/or inappropriate billings or billing practices by the clinic where they practice, the Member must:

- take reasonable steps to correct and appropriately report the inaccuracies or errors, and
- document the finding, what action was taken, and the outcome.

C. Fee Schedule

Members are required to have a written fee schedule for routine treatments, products, and procedures. The fee schedule shall include:

- Fees for assessment, reassessment, and treatment
- Fees for other services or products
- Fees for administrative tasks (such as photocopying a patient record, completing a form, etc.)
- Late payment penalties or interest charges
- Charges for cancellations or missed appointments.

Members must ensure that fees charged by them and/or on their behalf are not excessive, false or misleading. Any departure from the Member's established fee schedule can only be to reduce fees. Members are permitted to offer discounts from their standard fees (for example, a senior or student discount). However, such discounts must apply to all patients who meet the criteria for the discount.

Furthermore, under no circumstances are Members permitted to charge higher or different fees for products, services, or treatments based on the patient's available insurance coverage. A Member's standard fee and/or eligible discounts must apply to all patients, regardless of available insurance coverage.

D. Communicating Fees to Patients

Before providing care, Members must ensure that patients are given clear information about fees and that patients understand the information. This includes:

- All fees that might apply to the patient
- All discounts that apply to the patient
- How bills or accounts for services are calculated
- Any financial policies that might affect the patient, such as payment expectations and late payment charges
- Methods of payment that are accepted.

Members are required to provide an itemized account for services and/or products if the patient or a third party payer requests one and/or if the account includes a commercial laboratory fee or orthotics fee. An itemized account must be provided free of charge.

E. Block Fees

Members shall not charge block fees or set fees for packaged or bundled services unless:

- the patient is given the option of paying for each service as it is rendered, and
- if requested by the patient, the unit cost for each type of service covered by the block fee is specified.

As with other aspects of the COCOO standards and regulations addressed in this guideline, Members are required to ensure that their fees, billing and/or accounts in relation to block fees appear accurately, are not false, misleading, or excessive, and are documented appropriately.

F. Conclusion

Members are responsible to ensure that their fees, billings, and accounts, and the billing practices of the clinic where they practise, reflect the highest ethical standards of the profession and enhance the public image of the profession. The professional obligations related to fees, billing, and accounts set out in the College's standards, regulations, and this guideline apply to all Members of the profession, including Members who are full-time or part-

time employees of a clinic and/or contract workers at a practice location. For greater clarity, all Members, regardless of their relationship to the clinic or practice location at which they treat patients, shall comply with these professional obligations without exception. If Members have questions or are unsure of their obligations in relation to fees, billings, and/or accounts, Members are encouraged to contact the College and obtain advice in that regard.



College of Chiropodists of Ontario

ITEM 3.10

COUNCIL BRIEFING NOTE: Drug Regulation Amendment

Background:

The College Council approved the updating of the drug regulation in November 2019, following consultation with the College's registrants. In addition to including new drugs not included in the current drug regulation, the proposed drug regulation was to include a number of other drugs that registrants indicated they required to best serve the public. Although the MOH originally agreed to a drug regulation amendment in early spring 2022 that captured drugs in categories thereby distinguishing the need for drug lists, with the exception of the opioid analgesics and the benzodiazepine anxiolytics, the College was recently advised that doing so was not currently possible because the MOH would no longer be relying on the American Hospital Formulary Service (AHFS). Although the MOH remains committed to moving to a category approach in a new drug regulation for the College's registrants, the Standing Drug Committee was invited to submit a list of updated and expanded drugs to enact in January 2023 that will replace the current list in the drug regulation until such time as a new formulary service is found or developed.

Public Interest Rationale for Decision:

It is in the public interest that the College registrants have access to the most updated and expansive list of drugs they are trained to prescribe in order to effectively treat patients. Recognizing that the current drug regulation has an outdated list, updating and expanding the list will, at a minimum, improve the public's access to treatment and care until such time as the categories can be imbedded in a new drug regulation.

Recommended Motion:

The motion before Council is to approve the Drug Regulation Amendment, attached as Appendix A.

APPENDIX A**COLLEGE OF CHIROPODISTS**
PHARMACOLOGIC-THERAPEUTIC CATEGORIES WITH DRUG LISTS**SCHEDULE 1****SUBSTANCES ADMINISTERED BY INJECTION INTO THE FOOT**

- Betamethasone sodium phosphate beta-acetate
- Dexamethasone sodium phosphate
- Hydrocortisone sodium succinate
- Methylprednisolone acetate
- Triamcinolone acetonide
- Denatured alcohol 4% (ethyl alcohol)
- Bupivacaine
- Lidocaine hydrochloride (with or without epinephrine)
- Mepivacaine hydrochloride
- Sterile saline solution
- B12- Cyanocobalamin

SCHEDULE 2**DRUGS THAT MAY BE PRESCRIBED BY A MEMBER****DRUGS FOR TOPICAL USE**

Topical Antibacterial Agents - for the purpose of managing superficial bacterial infections of the foot:

- Bacitracin
- Framycetin sulfate
- Fusidic acid
- Gentamicin sulfate
- Mupirocin
- Erythromycin
- Bacitracin/neomycin sulphate
- Neomycin sulphate/polymyxin B sulphate/bacitracin
- Neomycin sulphate/polymyxin B sulphate/gramicidin
- Clindamycin
- Silver sulfadiazine
- Doxycycline hyclate

Topical Antifungal Agents - for the purpose of managing fungal and/or yeast infections of the skin and nails of the foot:

- Ciclopirox olamine
- Clotrimazole
- Ketoconazole
- Miconazole nitrate
- Nystatin
- Terbinafine HCl
- Tolnaftate cream
- Undecylenic acid
- Efinaconazole
- Clioquinol

Topical Antipruritic and Local Anesthetic Agents - for the purpose of decreasing or eliminating sensation in an area of skin of the foot to relieve inflammatory skin symptoms or prior to injection or superficial procedures:

- Benzocaine

- Lidocaine
- Prilocaine

Topical Nonsteroidal Anti-Inflammatory Agents - for the purpose of relieving inflammation and pain in structures of the foot:

- Diclofenac
- Ketoprofen
- Piroxicam
- Sulindac
- Zucapsaicin

Topical Corticosteroids Agents - for the purpose of treating inflammatory manifestations of corticosteroid responsive dermatoses in structures of the foot:

- Amcinonide
- Betamethasone dipropionate
- Betamethasone valerate
- Hydrocortisone
- Desoximetasone
- Flumethasone
- Fluocinolone
- Halcinonide
- Hydrocortisone
- Hydrocortisone 17 valerate
- Mometasone furoate
- Triamcinolone acetonide

Topical Emollients, Keratolytic, and Miscellaneous Skin Agents - for the management of hyperkeratotic, inflammatory, and/or infectious skin conditions of the foot, adjunct treatment of fungal nails, and/or chemical destruction of miscellaneous skin and nail lesions:

- Salicylic acid

- Urea
- Ammonium lactate
- Cantharidin
- Lactic acid
- Podofilox
- Podophyllum resin
- 5-Fluorouracil
- Imiquimod
- Pimecrolimus
- Calcipotriene
- Collagenase
- Silver nitrate

DRUGS FOR ORAL USE

Oral Penicillin Antibacterial Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Amoxicillin
- Amoxicillin/Clavulanate
- Cloxacillin

Oral First-Generation Cephalosporin Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Cefadroxil
- Cephalexin

Oral Erythromycin and Macrolide Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Erythromycin

- Azithromycin
- Clarithromycin

Oral Quinolone Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Ciprofloxacin
- Levofloxacin
- Moxifloxacin

Oral Sulfonamide Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Sulfamethoxazole/trimethoprim

Oral Tetracycline Agents - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Tetracycline
- Doxycycline

Oral Lincomycins - for the purpose of managing susceptible bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, abscesses, and/or surgical prophylaxis:

- Clindamycin

Oral Metronidazole - for the purpose of managing susceptible anerobic bacterial infections of foot wounds (traumatic, post-op complications), cellulitis, lacerations/punctures, and abscesses:

- Metronidazole

Oral Nonsteroidal Anti-inflammatory Agents - for the purpose of relieving inflammatory conditions or pain of the foot:

- Diclofenac potassium
- Diclofenac sodium
- Diclofenac sodium/misoprostol
- Diflunisal
- Ibuprofen
- Indomethacin
- Meloxicam
- Naproxen
- Naproxen sodium
- Tiaprofenic acid
- Ketorolac tromethamine (*maximum daily dosage of 10 mg. every 4-6 hours, as needed for pain, with the total dosage not to exceed 4 doses per day, or 40 mg., in total per day, for a maximum duration of 5 days*)

Oral Misoprostol - to be prescribed only in conjunction with nonsteroidal anti-inflammatory agents for the purpose of preventing gastric bleeding, in the course of engaging in the practice of chiropractic:

- Misoprostol

SCHEDULE 3 DRUGS THAT MAY BE PRESCRIBED BY A MEMBER

ANXIOLYTICS FOR ORAL USE:

- **Diazepam** - individual dosing range of 2.5-10 mg., with 10 mg. being the maximum individual dose, 2-4 times a day, with the total dosage not to exceed 40 mg. per day, for a maximum duration of 3 days
- **Lorazepam** - individual dosing range of 0.5-1 mg., with 1 mg. being the maximum individual dose, 2 times a day, with the total dosage not to exceed 2 mg. per day, for a maximum duration of 3 days

- **Triazolam** - individual dosing range of 0.125 to 0.25 mg., with 0.25 mg. being the maximum individual dose, limited to a single dose, with the total dosage not to exceed 0.25 mg. per day, for a maximum duration of 1 day
- **Alprazolam** - individual dosing range of 0.25 to 0.5 mg., with 0.5 mg. being the maximum individual dose, limited to a single dose, with the total dosage not to exceed 0.5 mg. per day, for a maximum duration of 1 day

SCHEDULE 4 DRUGS THAT MAY BE PRESCRIBED BY A MEMBER

NARCOTICS FOR ORAL USE:

- **Tramadol** - individual dosing range of 50-100 mg., with 100 mg. being the maximum individual dose, 3-4 times a day, with the total dosage not to exceed 400 mg. per day, for a maximum duration of 3 days
- **Oxycodone (5 mg.) with Acetaminophen (325 mg.)** - individual dosing range of 1-2 tablets, with 2 tablets being the maximum individual dose, every 4-6 hours as needed, with the total dosage not to exceed 6 tablets per day, for a maximum duration of 3 days
- **Codeine (15 mg.) with Acetaminophen (300 mg.) and Caffeine (15 mg.)** - individual dosing range of 1-2 tablets, with 2 tablets being the maximum individual dose, every 4-6 hours as needed, with the total dosage not to exceed 12 tablets per day, for a maximum duration of 3 days
- **Codeine (30 mg.) with Acetaminophen (300 mg.) and Caffeine (15 mg.)** - individual dosing range of 1-2 tablets, with 2 tablets being the maximum individual dose, every 4-6 hours as needed, with the total dosage not to exceed 12 tablets per day, for a maximum duration of 3 days

SCHEDULE 5 DRUGS THAT MAY BE PRESCRIBED BY A MEMBER

ANTI-FUNGALS FOR ORAL USE

Oral Azole Agents - for the purpose of managing fungal and/or yeast infections of the skin and nails of the foot:

- Itraconazole
- Fluconazole

Oral Allylamine Agents - for the purpose of managing fungal and/or yeast infections of the skin and nails of the foot:

- Terbinafine

ANTI-HISTAMINES FOR ORAL USE

Oral First-Generation Antihistamines - for use as a sedative agent and/or in the management of nausea/vomiting, pruritis, urticaria, and/or allergic symptomatology, in the course of engaging in the practice of chiropody:

- Diphenhydramine
- Promethazine
- Hydroxyzine

Oral Second-Generation Antihistamines - for use in the management of pruritis, urticaria, and/or allergic symptomatology, in the course of engaging in the practice of chiropody:

- Cetirizine

Oral Histamine H₂-Antagonists - to be prescribed only in conjunction with Nonsteroidal Anti-inflammatory Agents for the purpose of preventing gastric bleeding, in the course of engaging in the practice of chiropody:

- Cimetidine



College of Chiropodists of Ontario

ITEM 5.2

REGISTRAR'S REPORT

October 28, 2022 Council Meeting

Registrar/CEO – Nicole Zwiers

Overview:

The College has continued to see notable improvements in its operations throughout 2022 with a full staffing complement and alignment with best operational practices among the RHPA Colleges. With the help of College staff we have recommended that the new Executive Committee (to be elected at the October 28, 2022 Council meeting) optimize all College committee functioning and maximize cost savings to realize the greatest efficiencies and effectiveness. Our recommendation is that most College committees should be composed of 5-6 members with the exception being larger statutory committees that engage in decision-making by smaller panels including the Inquiries, Complaints and Reports Committee (ICRC), Discipline Committee (DC) and Quality Assurance Committee (QAC).

We also implemented considerable improvements in Council and Committee orientation and training with the introduction of business meetings to improve the functioning of these committees. In 2023 we will conduct 2 business meetings for each of ICRC/DC, QAC and the Registration Examination Committee.

1) College Performance Measurement Framework (CPMF):

The College is on track to have met or partially met the requirements of the 2022 CPMF which will be completed in March 2023, posted on the College's website and shared with the Ministry of Health.

I have worked with a smaller group of small to midsize regulators within the Health Professions Regulators of Ontario (HPRO) to consider the most cost effective and efficient means of meeting the obligations on the Colleges within the CPMF. In particular, I have been involved in exploring avenues for greater cooperation and collaboration among regulators including the obligation for third-party review of each RHPA College Council. Colleges have received quotes in the range of \$25,000-\$90,000 for an independent third party to review Council's governance practices, a cost that would be incurred every three years. I have suggested a no cost alternative to this and am working with our small

working group within HPRO and reaching out to the MOH to operationalize this innovative and effective approach.

2) Strategic Plan:

I have worked closely with the College President, meeting with stakeholders to further Council's adoption of the 2022-2025 Strategic Plan. In particular, we worked with the Ontario Medical Podiatric Association and the Ontario Society of Chiropractors to communicate the need for the province to adopt the full scope podiatry model. As part of the FSPM we have reached out to various government stakeholders and post-secondary institutions about implementing a podiatry program in the province.

The newly composed Strategic Planning Committee selected by the Executive Committee in October 2022 will focus on the development of Key Performance Indicators (KPIs).

3) 2022 Operating Budget:

The College is currently in a deficit position in that the monies generated by the College in revenue in 2022, mostly from the 2002 annual fees, exceeded the expenditures to date in 2022. As I noted in past Council meetings, the College continues to be in a state of transition in respect of its expenditures and will continue in that vein for the next 1 to 2 years as we meet our obligations under the CPMF, manage the influx of referrals to DC stemming from the Zero Tolerance Policy, optimize College staffing with training and professional development, increase the College's profile in accordance with the Strategic Plan and align with best practices among the RHPA Colleges. Importantly, the College has reserve funds that it can draw upon to offset the operating deficit without the immediate need to increase the annual fees for 2023. The Executive Committee supports the allotment of funds from its savings to satisfy the College's 2022 expenditures.

Our current deficit is largely due to the unpredictable nature of the volume of complaints that are being referred to DC in a given year by the College and the nature of the outcomes at ICRC and DC. In budgeting for ICRC, DC, and associated legal costs we are guided by trends over recent years, and the trend has been for increased referrals to DC due to the Zero Tolerance Policy. Referrals to DC are the costliest endeavour the College engages in. The expectation is that we will continue to see referrals stemming from the Zero Tolerance Policy for another year. Additionally, it is difficult to predict with accuracy the number of serious complaints and/or the number of contested hearings that the College may receive and manage in a year. More serious complaints give rise to increased legal costs as the most serious complaints are referred to DC and must involve both legal counsel for prosecution as well as Independent Legal Counsel.

The College's continued alignment with RHPA best practices and in implementing the requirements of the CPMF have cost consequences that are difficult to predict with accuracy. I expect that by the end of 2023 we will see a levelling out of costs associated with both alignment with best practices and fulfilling the terms of the CPMF, subject to any additional requirements of the CPMF.

The College Council approved a bylaw amendment at its June 2022 meeting to increase the Registration Examination fees which had not been increased in recent years and were heavily subsidized by the College's annual fees collected. In effect, the Registrants were largely funding the Registration Examination. We recognized that the increase to exam fees in 2022 was likely insufficient to ensure the costs of the exam were covered by those applying to write the Registration Exam and cautioned that it was likely a further increase would be needed in 2023. It is apparent that we must increase the exam fee again and the Executive Committee has recommended that Council increase the exam fees. This increase should help to protect against the College operating at a deficit in 2023.

Finally, the College has also experienced an increase to its operating costs as a direct result of inflation. My recommendation to Council will be to not increase the annual fees any more than the application of the COLA increase for 2023. The College will use its savings to cover expenditures that exceed revenues in the 2022 Operating budget.

4) Regulatory Conferences 2022:

With a return to in-person conferences, I attended the 2 seminal conferences in Professional Regulation this Fall. The Council on Licensure, Enforcement and Registration (CLEAR) conference is a North American regulatory conference hosted annually and it was held in Louisville, Kentucky in September 2022. The Canadian Network of Agencies for Regulation (CNAR) is holding its first return to the annual in-person conference on October 24 – 26, 2022 and is a large event attended by most RHPA Colleges' staff. The Deputy Registrar and I will present at the October 28, 2022 Council meeting on Trends in Regulation based on my attendance at both conferences.

5) Equity, Diversity and Inclusion (EDI):

The Council and College Committee members completed the Truth and Reconciliation Course from the First Nations University of Canada (FNUC) as part of the College's commitment to EDI. The CPMF requires the RHPA Colleges to take meaningful steps to ensure regulatory practices and the professions governed are knowledgeable of EDI and how a commitment to EDI in healthcare can improve outcomes for patients.

6) Staff Return to Office Once Weekly:

In September College staff returned to the office for one day a week, on Wednesdays, and will continue to work in this hybrid model for the foreseeable future. Staff will also

be in the office in person for Council meetings, Orientation, and Business meetings. Other meetings will continue virtually at this time. The other professional regulators in the province are working on a hybrid model returning to the office 1 to 2 days per week or are working entirely remotely.

7) Stakeholder Consultations and Outreach:

I continue to meet regularly with various College stakeholders including MOH representatives, government representatives, post-secondary representatives as well as networking with other RHPA regulators and through our membership in the OHA towards achieving the College's mandate. This outreach further facilitates the College's Strategic Plan objectives of sustainability and moving towards the adoption of the podiatry model in the province.