



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting Wednesday, April 26, 2023, 2:30 p.m. Online via Zoom

**Peter Stavropoulos, Chair**

### **Committee Members in Attendance:**

1. Jim Daley, Public Appointee
2. Matthew Doyle, Professional Member
3. Melanie Atkinson, Professional Member
4. Winnie Linker, Public Appointee

### **Regrets:**

N/A

### **Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings

### **1. Call to Order, Appointment of Secretary, Approval of the Agenda**

The Chair opened the meeting noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. The meeting began at 2:33 p.m.

M. Clarke was appointed as Secretary.

*It was moved by M. Atkinson and seconded by M. Doyle to approve the agenda – Motion CARRIED.*

P. Stavropoulos requested that item 5.2 be added to the agenda, which is a referral by the Executive Committee to the Standards and Guidelines Committee.

*It was moved by P. Stavropoulos and seconded by J. Daley to add item 5.2 to the agenda – Motion CARRIED.*

*P. Stavropoulos put forward one hour of preparation time for this meeting and the Committee agreed.*

### **2. Declaration of Conflict of Interest**

No conflict of interest was declared.

### **3. Approval of Minutes from March 22, 2023**

*It was moved by M. Doyle and seconded by W. Linker to approve the minutes of the March 22, 2023 Executive Committee meeting – Motion CARRIED.*

## **4. Discussion Items**

### **4.1 Financial Statements**

N. Zwiers advised that the accountant provided the College's financial statements for her review. The financials are in good shape. They were provided to J. Daley, Chair of the Audit Committee in advance of the meeting. The Committee did not have any questions.

### **4.2 Registrar's Report**

N. Zwiers advised that there is a meet and greet on Friday for Michener students who will be sitting the exam in June 2023. N. Zwiers is also speaking at the OSC conference on Friday with P. Stavropoulos.

The College is also holding a Town Hall on May 6, 2023 – it will be a hybrid event. Going forward, the College will hold two Town Hall meetings per year.

The auditors are working on preparing the audited financial statements. The plan is to have the audit complete for the May 12, 2023 Council meeting.

The College has not received any further communication from the Ministry of Health about the drug regulation and the emergency class in the registration regulation. S. Yun is going to prepare the submission to the Ministry, which must be completed in May.

Nanci Harris has a background in quality assurance. She is going to be retained to review the current status of QAC, to provide recommendations and to help the College implement those recommendations.

M. Hoult is back from leave. She is on a gradual return to work and will be full-time by the end of June.

## **5. Decision Items**

### **5.1 Surgical Competency Standard**

N. Zwiers explained that the College does not currently have a surgical competency standard for registrants. In addition, the College does not test the surgical competencies of applicants. Based on legal advice received by the College, it is prudent to ensure both that there are surgical standards in place for registrants and to ensure the College clearly sets out the expectations it has for qualified applicants wishing to write the Registration Examination, including the testing of surgical competencies reflecting the scope of practice for chiropodists. The College has had a series of meetings with the Michener to determine how its chiropody students are trained in and tested on surgical competencies, with the College recommending a number of changes. The standard reflects the minimum the College expects members to meet in order to be able to practice competently.

M. Doyle suggested that the section with the asterisk go under section C, or in an introduction.

*It was moved by J. Daley and seconded by M. Doyle to recommend the approval of the Surgical Competency Standard to Council, subject to the change suggested by M. Doyle – Motion CARRIED*

### **5.2 Referral to S&G Committee**

P. Stavropoulos explained that this came to him in his capacity as the Practice Advisor. The question was about whether members can bill for services rendered by other regulated health professionals, like nurses. The suggestion is that the S&G Committee should consider revising the Records standard and the Fee guideline to address this scenario. M. Doyle also suggested that the Records standard should address what to document when something is deleted by a member to another health professional.

*It was moved by P. Stavropoulos and seconded by W. Linker to refer this matter to the Standards and Guidelines Committee – Motion CARRIED*

## **6. Next Meeting**

### **6.1 Proposed agenda items for next meeting – May 24, 2023**

## **7. In Camera**

The Committee moved in-camera at 3:17 p.m.

*It was moved by P. Stavropoulos and seconded by J. Daley to move in-camera – Motion CARRIED.*

## **8. Adjournment**

The Committee adjourned the meeting at 4:15 p.m.

*It was moved by M. Atkinson and seconded by W. Linker to adjourn the Executive Committee meeting – Motion CARRIED.*