

**Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP)**  
**Minutes of the meeting: 4th Annual General Meeting (AGM)**  
**June 8<sup>th</sup>, 2024, 11:00 am - 12:00 pm**  
**Virtual Webinar**

**1.0**

K. Zhan opened the 4<sup>th</sup> annual meeting of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals by recognizing that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. Registrants were informed of how to take part in the meeting through the Teams platform and the time allocated for the AGM and Q and A session. Finally, the registrants were informed the AGM would be recorded for those unable to attend.

The NSCMRTP board of directors were introduced:

Kenny Zhan - Chair

Carly Burry - Vice Chair

Lisa Bonin - Secretary

Jason Sheppard - Director at Large

Edmond Kodua - Director at Large

Rebecca Jessome - Director at Large

Paulette Anderson - Public Member

Hammad Mohiy Ud Din - Public Member

**2.0**

The following introductions were made:

NSCMRTP Staff:

Karren Fader - Interim NSCMIRTP Executive Director and Registrar

Colleen McGarrity - NSCMIRTP Admin Staff

Legal Representative:

Ryan Baxter from McGinnis Cooper

Financial Auditor:

Monita Taylor from MNP

NSCMIRTP volunteers, committees, and workgroups were recognised.

K. Zhan explained how and who can vote on motions, as well as group polling protocols, then provided a test question. He then polled Registrants for quorum, which was met.

**BRIEFING ON AGM PROCEDURES:**

K. Zhan informed registrants where to find the contents of the annual report which is reference material corresponding to the AGM. K. Zhan asked for a motion to accept the agenda for the 3rd AGM. L Bonin put forth the motion. R. Jessome seconded the motion. It was moved and seconded to accept the agenda for the 4th AGM. No corrections to the agenda were submitted. K. Zhan then launched the voting poll for registrants to vote to approve the agenda for the 3rd AGM. Motion carried at 11:20 am.

### **3.0 MINUTES OF THE 3RD ANNUAL GENERAL MEETING**

K. Zhan asked for a motion to approve the minutes of the 3rd AGM. L. Bonin put forth the motion with R. Jessome seconding the motion. It was moved and seconded to accept the minutes of the 3rd AGM. No corrections to the minutes were submitted. K. Zhan launched the voting poll for registrants to approve the minutes to the 3rd AGM. Motion carried at 11:22 am.

### **4.0 BUSINESS ARISING FROM THE MINUTES:**

C. McGarrity informed K. Zhan there were no questions regarding the discussion of business arising from the minutes of last year's meeting.

### **5.0 ANNUAL REPORTS:**

K. Zhan stated that he would like to take the opportunity to share the work of the College over the past year. Work was centred around the strategic plan, and as a newly formed regulatory college, a key goal of communicating with the public and registrants about the role of a regulatory College.

**Public Awareness:** Through 2023, strategic initiatives were to work on our public awareness and communication plan.

- The college hired a PR firm and carried out a campaign which included College messaging posted on physician screens across the province. This led to increased traffic at the College website and social media channels. Examples of the campaign images were shared with the AGM attendees. to improve our reach and visibility.
- The College received grants and was able to hire two summer students. One student focused on PR/Socials/communications and a graduate student researched the Internationally education MRT (IEMRT) process and identified countries where the credentialing process can be streamlined.
- A website usability survey was conducted, and improvements to the College website were made based on the results.
- In 2024, College initiatives are to continue outreach and education, improve accessibility of board meetings minutes, and continue to have a PR and social media presence in the public.

**Staffing:** There were significant changes to our staff over the past year, especially after the start of 2024. K. Zhan thanked Simeon and Joanne for their work in 2023. He also acknowledged Julie for her years of dedication in leading the College.

- In 2023, initiatives to ensure continuity and succession planning were executed. The hours of the Deputy registrar position were increased, leading to an increase in staffing costs.
- The College staff includes an Executive Director/Registrar, a Deputy Registrar, an administrative assistant, and two summer students. All staff have since resigned and the administrative assistant role has been filled. The ED / Registrar and Deputy Registrar roles are vacant at this time, with an Interim ED / Registrar (K. Fader) temporarily performing in the role.
- A recruitment firm, KBRS, was selected by an ad hoc Search Committee. A search has been initiated in order to recruit a new ED / Registrar.
- In fall of 2024, the Board will review the Staffing Model and propose changes.

**Effective Governance:** Effective governance and succession planning were key goals for 2023.

- The Executive selection process was updated.
- In 2023 we reviewed Committee Terms of Reference for relevance and to ensure we were abiding by them.
- As part of succession planning detailed Staff Guidebooks were developed for each staff position, to assist anyone transitioning into a role with the college.
- In 2024, we will rely on the foundation we laid down in 2023 and review our successes and shortcomings and learn from them.
- There will be a review staff job descriptions, hiring of a new ED and an update / creation of new succession / business continuity plans.

K. Zhan invited K. Fader, Interim Registrar and Executive Director, to provide a report on the Registrants and the newly implemented expedited process for internationally educated MRTs.

- Our refresher programs have been adopted by other Regulators in the country, when they have Registrants who need to have some currency both academically and clinically in order to return to active practice.
- We have approval of provisional licensing for international applicants. This allows these applicants to work in the clinical area under direct supervision once they have met all of the requirements and are awaiting the opportunity to write the certification exam and receive their results.
- We had approval of the expedited process; internationally educated individuals from particular countries where it's been established and accepted that the curriculum and

the credential is comparable to our College's processes don't need to go through a full assessment and can immediately apply to write the certification exam.

- There has been successful adoption of the new LMS platform, which is being used for our Jurisprudence module. The goal for 2024/2025 is to use it for the refresher programs as well.
- In 2024, there are provincial and national initiatives for IEMRTs. Provincially, the government is working on a program, Niche, to better understand the needs of these individuals and to address the barriers and bottlenecks in the processes.
- Nationally IEMRTs are an area of great attention and focus. There is thought of an accreditation process MRTs could access prior to trying to come to Canada, to expedite the process.
- K. Fader shared a list of countries that qualify for the expedited process, based on our research.

#### **Fees:**

- The Board has reviewed fees for 2025, at the beginning of 2024. They have voted that fees remain at \$450; this will be the ninth year with no fee change for registrants.
- The Board looked at other fee changes which are under development.
  - Registrants must demonstrate that they have the required PLI within 14 calendar days or will face a fine of \$100-\$500.
  - CPD extension requests fee have been set at \$100, except in extenuating circumstances.
  - Late renewal fees have increased from \$50 to \$100.
- As new fees are approved, they will be communicated to Registrants through the website or newsletters or if more imminent through, an e-Blast.

#### **New Renewal Date:**

- The NSCMIRTP renewal window will now open on November 1<sup>st</sup> and Registrants will be expected to renew by November 30<sup>th</sup> each year. There will be a late fee of \$100 if renewing after November 30<sup>th</sup>.
- This change in the renewal window aligns with receipt of payroll deduction monies from IWK and NSH, and the CPD audit cycle.

#### **Professional Conduct 2023:**

- We received two complaints which were filed and followed up.
  - One is resolved one is still ongoing.
- One complaint regarded professional misconduct and it was dismissed, there was an appeal, and that decision was upheld. The other ongoing complaint relates to competency and is hoped to be resolved soon.
- In 2023, there was one complaint related to pending charges against an individual, yet to be resolved.

- There were two cases where someone was working without a license and there was a case of no PLI.
- Three people identified as working without a license, they had to cease working until this was rectified and pay any back dues and fines which range from \$100-\$500.
- CPD: 97 audits were conducted, and 16 extensions granted. 15 of the extensions complied and one person opted not to renew their license.
- Six people were given warnings for about a six-week period and did still not renew their PLI. Licenses were suspended until they provided proof of PLI. All six provided proof within a day and licenses were approved.

K. Fader handed back to K. Zhan.

### **Motions on Report:**

K. Zhan thanked all for developing their reports, then asked for a motion. L. Bonin moved to accept the reports en masse excluding the financial reports and R. Jessome seconded the motion. It was moved and seconded to accept the reports en masse excluding the financial reports.

K. Zhan opened the floor to questions from the participants.

### **Questions**

Question 1. How can we, as Registrants, provide our PLI information to the College when CAMRT are slow in providing that information to us?

Response 1. The regulatory body will have a conversation with CAMRT on that in order to resolve because, you're correct, if you don't have it, you can't provide it. That will be something that we will take forward to CAMRT and see what we can do about it. One additional thing is that your PLI expires at the end of the calendar year so you are able to renew without your PLI for the next year, but it just needs to be updated before the calendar year is over. If you'd like to reach out to the CAMRT or myself after the meeting, we'd be happy to have a little more in depth discussion on that.

Question 2. Could the NSCMRT renewal be aligned with the CAMRT renewal date?

Response 2. The challenge is that CAMRT is an association and so if their membership is for the first of the calendar year and you don't necessarily renew right away, it's a non-issue. As a regulator, we have to make sure that we have sufficient time to ensure that you are meeting requirements and also that we have time to look at your CPD and that we are able to have that in place for your employers. So that is to ensure that you're on the roster so that you're eligible to practice as of January 1st. If we were to set it for January 1st, then there would be a delay

and we wouldn't be able to confirm that you were active and active registrant and able to practice by January 1<sup>st</sup> of each year.

After confirmation of no further questions, the voting poll was launched, and the motion was carried at 11:44 am.

Monita Taylor from MNP was introduced by K. Zhan and asked to present the board approved College's 2023 audited results. Documents are available in the annual report.

### **Audit Report:**

Monita thanked the college for allowing MNP to present the 2023 financial audit.

The independent audit report attached to the financial statements is MNPs report on the college's financial statements. It was reported as a clean unqualified report, meaning the statements are presented in accordance with accounting standards for not-for-profit organizations and they are dated as of May 16th, 2024. They have previously been presented and approved by the Board.

### **Statement of Financial Position**

**Assets:** Total assets for the college at the end of 2023 was \$945,742. A large component of the assets is the cash and GIC's of just over \$600,000. The GIC's are new this year and they are described in Note 5 to the financial statements. These Gic's have interest rates ranging from 5.4 to 5.5% and are all maturing in the next fiscal year and are presented as current. The marketable securities, which is sitting on the investments line saw an increase in fair value this year and an additional investment of 45,000.

**Liabilities:** Liabilities increased slightly year over year. This is normal operating activity with some of the activity around the awareness campaign, an increase in the deferred registration fees. The registration fees that are collected in the fall of 2023 for the 2024 year are sitting on the balance sheet as deferred at \$329,000 for 2023. The bottom part of this statement summarizes the balance in the funds of the organization and we'll look at that a little bit closer when we move to the next page.

### **Statement of Operations**

Shown in a columnar format, displaying the activity for the operating fund, the special projects fund and the contingency fund. Overall total revenues for the college stayed fairly consistent year over year.

**Expenses:** Increased by \$76,000 and this shouldn't be surprising after some of the comments just seen in the committee reports.

The public relations line has increased. It sits at \$52,000 at the end of the year, which is a \$49,000 increase. This is tied to the strategic plan to engage with a PR firm to, raise and enhance public awareness of the college.

And then legal fees have increased year over year as well because of some of the regulatory items that the college is working through.

The operating fund had a loss of \$13,359 and then a loss in the contingency fund of \$9000, so an overall operating loss of the organization of \$22,000.

The bottom part of this statement is the activity for the investments showing a significant increase here year over year, really tied to the fact that last year at the end of 2022, the fair value of the investments had taken a dip as did most investments, but rebounded this year to see a \$12,000 increase in the fair value.

The College generated \$5800 of interest income on the investments in the GICs.

Overall, for all of the funds, we have a 2.3% profit for the year and then that profit moves into our net asset statement which summarizes the balance in each of the accounts.

### **Changes in Net Assets**

The College has four funds, operating fund, operational reserve fund, special projects fund, and the contingency fund. The details for these funds can be seen in Note 2 with the financial statements. That note describes the purpose of the funds and what the minimums and maximums for the balance that the College has set to work towards for these funds.

Any activity in the operating fund, any profit is then allocated to the other funds.

The operating fund is always sitting at zero at the end of the year and then those profits are used to move the other funds towards the maximum balance at the that the College has set.

At the end of the year, the operational reserve fund has a balance of \$132,000, the special projects fund of \$50,000, which is the maximum for that fund and the contingency fund sits at \$361,000, equalling \$543,840 of total net assets for the College at the end of the year.

The rest of the financial statements involves the significant accounting policies and estimates and those policies and estimates were applied consistently with previous years. There were no changes in accounting standards that impacted the college.

And then the rest of the notes provides more detail of some of these changes previously mentioned when reviewing the financial statements.

M. Taylor asked for questions. None were received.

K. Zhan presented the Financial Highlights.

**Financial Highlights:** Items of interest which showed significant changes from 2022.

**Significant increase in legal fees:** Mainly due to addressing, and assessing the new legislation that came out, namely the Patients Access to Care Act, and the Regulated Health Professionals Act. Where possible NSCMIRTP, works in collaboration Nova Scotia Regulated Health Professions Network and other regulatory colleges to share legal costs as these are issues that affect all of us.

**Public relations budget line:** An ongoing project which was budgeted across years, however due to delays most of the work was done in this year.

**Increase in dues, fees and subscriptions:** In operating the college, many contracts were up for renewal in 2023 therefore there was a significant increase in these costs.

The College ran a deficit this year versus what the college brought in for this year. However, our investments were significant enough this year to help us essentially break even. As we can see when compared to last year our budget is very tight and we should not depend on our investments to keep us from going into a deficit.

There will be no dues increase this year, which haven't increased in 10 years. A review will be performed to determine our regulatory requirements as outlined by the government in the upcoming acts, the fees for services offered by the college, and what is needed to operationalize these requirements. We will then make recommendations for 2026.

K. Zhan asked if there were any questions. None were posed.

## **6.0 NEW BUSINESS:**

### **6.1 ELECTION RESULTS**



A call for nominations was sent out in November 2023 for two vacant positions on the board for 2024. Carly Burry and Edmond Kodua offered, and these were the only names put forth for the two vacant positions, so they were acclaimed.

K. Zhan welcomed C. Burry and E. Kodua, serving terms commencing February 2023 to Jan 31st, 2026. K. Zhan also thanked Chrissy Gamache, Nancy Duggan, and Nick Burke, public member, for their work on the Board for 2023 and the ending of their terms.

## **6. 2 APPOINTMENT OF ACCOUNTING FIRM FOR FINANCIAL REVIEW**

The NSCMIRTP Finance committee recommended the board retain MNP services to for the 2024 fiscal audit, which was voted on and approved by the Board.

## **7.0 CLOSE:**

K. Zhan thanked all attending and participating particularly Ryan Baxter from McInnes Copper and everyone else for their assistance today. K. Zhan declared the 4th Annual General Meeting of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals closed at 12:15 pm

## **CPD Refresher Presentation**

Adam MacDonald, Credentials Committee member, provided a brief slideshow reminding Registrants of CPD timelines, requirements, and expectations.

### **Questions from CPD Presentation:**

Q. Can you use same items for CPD every two years, i.e. LMS courses that are done on a yearly basis like respectful workplace?

A. As part of onboarding process if you're a a new employee and this is considered to be new information or new knowledge than it is relevant. Unfortunately, refreshers are not considered to be new learning unless you can demonstrate that there is some sort of content change or you're looking at it from a different perspective. So maybe you have a a new role and you're applying that learning in a in a new way. So the annual refresher courses that are required by the employer for the most part, unfortunately do not qualify as new learning.

Q. Why are lead preceptors in nuclear medicine only granted 2 credits while other techs get 15?

A. It comes down to how we have to separate the submission of those items in the portfolio. Anyone can be a preceptor and you log the amount of time that you spend with students in the clinical environment providing precepting services. The lead preceptor is an additional level of

responsibility where often they're sitting down with the students, spending additional time coaching or reviewing learning plans and some of the performance assessments, things like that. Our expectation would be that a lead preceptor who is also spending time with the students in the clinical environment would submit one for the precepting up to and including their fifteen credit hours and then an additional submission as being the lead preceptor for their additional 2 credits to account for that additional workload.

Q. Precepting students in ultrasound is extensive, labor intensive and mentally exhausting. Sonography Canada has just increased credit for this. Will NSCMIRTP increase as well?

A. I can't specifically speak to the future of what credits we will require. I can say that all of the MIRTP disciplines do spend considerable amounts of time committing to enhancing students' experiences in the clinical environment and training and coaching the next generation of practitioners. And it is very labor-intensive, and we understand that one of our commitments to the CPD program with the regulatory college is that we put constraints on the learning that ensure members are participating in continuing professional development from a broad variety of experiences. So that ensures that it's not just clinical precepting or just university courses or just research so on and so forth, and that's why there are caps instituted on some of those areas. That being said, the CPD program does review those caps and those criteria on an ongoing basis. If there were significant changes that were demonstrated across all of the MIRTP disciplines in the extent of involvement or workload and learning that's involved with being a a preceptor, preceptor for for MIRTP students, then we can review that information and make adjustments on an ongoing basis. But as of right now, the program sits with the cap as it is.

Q. Any chance of decreasing CPD requirements for retirees? It is sometimes hard to attain because we're somewhat retired and not in the loop, but also valuable relief a lot of times.

A. If this person is still practicing and part of a regulatory college, our principle duty is to ensure safe and competent practice of MIRTPS for residents of Nova Scotia who are accessing healthcare. This is a very common question in that people who work less sometimes do ask; why they require the same number of CPD credits to be submitted as full time practitioners and the philosophy behind it. And a lot of the regulatory colleges in Canada are of similar mindset that when it comes to continuing professional development and continued learning for maintenance of currency and practice, it is important to establish a minimum safe amount of learning. One thing, and I'm not going to advocate this, but one item that is food for thought is that people who are practicing less and are not engaging in the clinical provision of care or the the full scope of their job as often as their full-time colleagues should require more CPD in order to ensure that they are actually maintaining currency of practice. And we're not advocating for that, but we do say that retirees and part time employees who come back on a temporary or locum basis still have a full practice license and the regulatory college doesn't have the ability to step in and monitor how much you're working. So we establish a minimum appropriate amount that we determine to be acceptable for safe and competent practice.

## **Post AGM Open Question and Answer Period:**

### **1. Does NSCMRTP plan on providing any courses etcetera on a regular basis which members can gain credit for?**

K. Fader. As a regulator, providing education for registrants isn't part of our mandate. There may be some activities that you can attend like the town hall or the AGMs. Other events like the CPD session we had today for credit. However, in terms of actual educational courses, webinars or things of that sort, that's not going to be provided through the regulatory body. However, there are a lot of places where you can get that type of education through CAMRT, through your workplace and through other organizations that offer those types of educational opportunities, or reading a journal article. There are a lot of options to obtain those credits, but providing that education isn't within the mandate of the College. Sometimes it is difficult to grasp or understand the difference between an association and the regulatory college. So, as a regulatory college, we have to stay on the side of being for the public and ensuring protection of the public and not veering into the association with regards to advocating.

### **2. What will the CPD requirements will be CXLTs when they begin practice in the province?**

J. Avery. CLXTs will be licensed under the MLT college and so they'll be required to meet their CPD requirements. We are working closely with the MLT College with this as well. That's how we will be assisting that.

### **3. So, nothing from this College, although they'll be operating radiation emitting devices? How can the MLT College monitor this area?**

K. Fader. Again, we are collaborating with them on policies and they've been sending us documents to review and give feedback on. There was extensive work done by Julie from our College and Janice from the MLT college. They worked together to draft what all of that would look like. And so it's, it wasn't simply done arbitrarily by the MLT college without consultation. It was very a very consultative and collaborative process to make sure that the area of radiation safety and protection were covered. Julie mentioned (in the meeting chat) that if there are any complaints with respect to that, that in fact we would be involved in that process. It will remain a collaborative and consultative process.