

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP)
Minutes of the meeting: 3rd Annual General Meeting (AGM)
June 10th, 2023
11:00-12:00
Virtual Webinar

1.0

C. Gamache opened the 3rd 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 Go-to-Webinar platform, 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.

Past Presidents/Chairs. NSAMRT/NSSDMS/NSCMIRTP:

The NSCMRTP board of directors were introduced:

Chrissy Gamache- Chair
Kenny Zhan – Vice Chair
Nancy Duggan – Secretary
Jason Sheppard – Member at Large
Lisa Bonin- Member at Large
Rebecca Jessome- Member at Large
Ann Mann – Public Member
Hammad Mohiy Ud Din – Public Member
Nick Burke – Public Member

2.0

The following introductions were made:

NSCMRTP staff:

Julie Avery- the NSCMIRTP Executive Director and Registrar
Jacqueline Metzler-Deputy Registrar
Joanne Jones -NSCMIRTP Admin Staff

Legal:

Ryan Baxter from McGinnis Cooper

MNP financial auditors:

Monita Taylor

Past presidents:

Burt Langille MRT-(R)

Karren Fader MRT-(NM)

Megan Brydon – MRT – (NM)

NSCMIRTP volunteers, committees, and workgroups were recognised.

C. Gamache explained how and who can vote on motions, as well as group polling protocols, then provided a test question. She then polled registrants for quorum to which was met.

BRIEFING ON AGM PROCEDURES:

C. Gamache informed registrants where to find the contents of the annual report which is reference material corresponding to the AGM. K. Zhan motioned to accept the agenda for the 3rd AGM. L Bonin seconded the motion. It was moved and seconded to accept the agenda for the 3rd AGM. No corrections to the agenda were submitted. C. Gamache then launched the voting poll for registrants to vote to approve the agenda for the 3rd AGM. Motion carried at 11:13 am.

3.0 MINUTES OF THE 2ND ANNUAL GENERAL MEETING

K. Zhan motioned to approve the minutes of the 2nd AGM with L. Bonin seconding the motion. It was moved and seconded to accept the minutes of the 2nd AGM. No corrections to the minutes were submitted. C. Gamache launched the voting poll for registrants to approve the minutes to the 2nd AGM. Motion carried at 11:15 am.

4.0 BUSINESS ARISING FROM THE MINUTES:

J. Jones informed C. Gamache there were no questions regarding the discussion of business arising from the minutes of last year's meeting.

5.0 ANNUAL REPORTS:

C. Gamache invited J. Avery, Executive Director, and Registrar, to provide a report on the past year and next year's expectations.

J. Avery stated that we like to take the opportunity to share the work of the college over the past year. Work was centred around two strategic pillars, Stakeholder Awareness and Effective Governance. Stakeholder Awareness: Focusing on communication with the public, registrants and other stakeholders. Effective Governance: Concerned with how Committees and Board are functioning.

1st Pillar

Public Awareness: Through 2022, strategic initiatives were to work on our public awareness and communication plan.

- The college hired a PR firm and carried out an assessment on how communication was conducted, and how to improve it with the help of the PR firm.

- The college has developed a communication plan and a social media planner along with communication materials.
- In 2023 these are in the process of being operationalized. The college has hired a PR summer student to operationalize some of the initiatives of 2022 which includes the social media planner and some of the communication material. Roll out of communication material will happen in the coming months.
- Website usability survey has been developed which will be sent out shortly to registrants and public. This will enable us to identify any improvements, hope to have improvements in place by the end of the year.
- Examples of PR images were shown, these will be displayed on TV screens in physicians' offices later in the year to help improve public awareness.

Communication with Registrants:

- The college completed the Jurisprudence package which was rolled out March 2023. Applicants who apply to the college must complete a Jurisprudence Module, this is intended to ensure those that are coming to practice in Nova Scotia know the rules and laws that govern their practice.
- Site visits are something the college likes to do but with restriction on unnecessary clinical site visits the college have not yet got back to this.
- Renewal and registration guidebooks are now available on the college website, they provide a step-by-step guide to these processes.
- Refresher programs were completed in 2022 and rolled out this year for four of our five disciplines. Therapy does not currently have a refresher program and for sonographers it is geared towards generalist not for cardiac or echo sonographers. We have also created some Internationally Educated Programs for those seeking help in preparing for the national exam. These programs have all gone live in 2023.
- In 2023 we are working on national initiatives with the Alliance which is a body of all the MRT and Sonography regulators in the country, to do a full review of the process of assessment for international educated applicants. Sonography Canada have been invited to the review process.
- The CAMRT in collaboration with the regulators has applied for a grant to look at a national bridging program.
- The college has hired a summer master student to do research around international applicants. They are currently looking at 7 identified countries and reviewing the pathway to working in those countries in each of the 5 disciplines. We are looking for countries who have a similar competency profile and standards of practice and similar licensing criteria. Therefore, allowing international applications from specified countries the ability to access the national exam without first having to go through a full credentials assessment process.
- The college has just signed on to an LMS platform, we will be moving our refresher programs and jurisprudence to interactive learning online over the next couple of years.

- Example of the International Application Guidebooks were shown on screen, they are linked on the website.

2nd Pillar

Effective Governance:

- In 2022 we looked at the Committee Terms of Reference to ensure we were abiding by them. Some TOR's needed amending and some we had to adjust how we were functioning to meet TOR's.
- We are now aligning and tracking committee members to ensure those who have met term conditions are not reoffering and ensuring we get new members.
- Working on a committee feedback survey, it was delayed but we are working on getting feedback on what has and hasn't worked with the committees.
- In 2022 an Executive Committee Selection process was developed by the Nominations committee. The Executive of the Board being the Chair, Vice Chair and Secretary. The process was approved by the Board in January 2023
- As part of succession planning detailed Staff Guidebooks were developed for each staff position. This will help anyone transitioning into a role with the college.
- We had Teams and SharePoint training for staff to better utilize the platforms we have. The summer student is working on creating Team sites for each of the committees to streamline communication.
- In 2023 we updated some Bylaws, each year we do a review. We cleared up some typos and honorary membership categories that were not used were removed.
- We have been working on getting Committee Standard Operating Procedures developed in 2023.
- In 2023 we are looking to formalize an onboarding process for the Chair
- We currently have a skills matrix that our Board and Chairs fill out, this is not being utilized well. Going forward we need to look at what skills are lacking on the Board and how we can utilize the matrix.
- 2023 we are looking at Role Clarification, so everyone knows exactly what the roles are.
- We will be looking at Board Succession planning, when people are moving on and off the Board, to ensure it is still stable.

Staffing:

- Staffing in 2022 stayed constant, we hired again a summer student for 4 months through a grant, the other three positions remained constant.
- For 2023 we do not expect any difference in the Executive Director or Administrative Assistant positions, but the Deputy Registrar is in the process of moving on to another opportunity. We are therefore in the process of posting that position for 20 hours per week. We hired two summer students, both under grants.

Fees:

- The Board has reviewed fees for 2024, this is done at the beginning of 2023. They have voted that fees remain at \$450; this will be the eighth year with no fee change for registrants.
- The Board looked at other fee changes which are under development.
 - working without PLI policy effective January 2024, fines will mirror working without a licence.
 - CPD extension requests fee
- NSF Fees have increased to \$70 to meet cost recovery.
- Once fees are approved, they will be communicated with registrants.

Professional Conduct 2022:

- We received two complaints which were filed and followed up.
 - One is resolved one is still ongoing.
- 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 Extensions, 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.

J. Avery hands back to Chrissy.

C. Gamache thanks J. Avery and asks if there are any questions.

Question:

1. How do you decide who is audited for CPD's?

J. Avery. The system looks for anyone who is noncompliant, so someone who hasn't submitted. If that number is less than 10% the system will randomly select from the registrant pool to bring it up to 10%. In this case we didn't do any random selection as we were over 10% with noncompliant registrants.

2. Why wasn't there more advocacy to get our retention bonus increased to the nurses? I heard us mentioned once on CTV Atlantic. It was a bit insulting.

J. Avery. We are not an advocacy group; we are a regulator so we would not be involved with advocating for pay adjustments. If you have questions about advocacy reach out to CAMRT and CAMRT Atlantic.

3. Do you investigate if the CPDs submitted are legitimate?

J. Avery. 50% of your credits are verifiable so you will need evidence, the other 50% we do on the honors system, there is some trust and professionalism that you have as a registrant. If there is a reason for suspicion, we have the latitude to do a deeper dive into someone's profile. If we find someone has been untruthful then that will be a much bigger issue for that person as it would become a professional practice complaint.

J. Avery If anyone has questions outside of this please email.

Motions on Report:

C. Gamache thanked all for developing their reports, then asked for a motion. K. Zhan moved to accept the reports en masse excluding the financial reports and L. Bonin seconded the motion. It was moved and seconded to accept the reports en masse excluding the financial reports. There were no questions on the Chair & Executive Director's report, as well as on the remaining reports excluding the financial reports. C. Gamache asked to accept the reports en masse excluding the financial reports. The voting poll was launched, and the motion was carried at 11:33 am.

Monita Taylor from MNP was introduced by C. Gamache and asked to present the board approved College's 2022 audited results. Documents are available in the annual report.

Audit Report:

Monita thanked the college for allowing MNP to present the 2022 financial audit.

The independent audit report is MNPs report on the college's financial statements. It was reported as a clean unqualified report, meaning the statements are presented fairly in all material aspects in accordance with accountants for not-for-profit organizations.

Statement of financial position:

Assets: Increased approximately \$ 53,000 from 2021 to 2022, mainly due to an increase in cash, decrease in investments and an increase in capital asset. Cash has increased because of cash generated from operating activities and some of that cash was used to purchase capital assets. Long term assets capital assets have increased due to additions to Guild for the exam platform and other enhancements of approximately \$43,000 which have been amortized based on accounting policies set for the organization. Investments outlined in note 5 are recorded at fair market value which was down at the end of 2022, for the first quarter of 2023 investments were starting to improve so the value was increasing again for the 2023 year.

Liabilities: Increased by about \$14,000, largely due to some enhancement in capital assets there was government assistance, which is amortized into revenue over the life of the assets.

Net Assets: Shows the different funds which are outlined in note 2 to the Financial Statements

Statement of operations: Changes between 2021 vs 2022

Revenue: Stayed consistent year over year, make up of revenue has changed, registration fees have increased, but there were no government grants for special projects in 2022.

Expenses: Have increased by approximately \$26,000, due to consulting fees which is expensed in the contingency fund and increase in salaries and conferences, these are expenses we would expect to see increase in all organizations due to moving back to not entirely virtual. Overall, the organization had an excess of revenue over expenses from operating activities approximately \$58,000.

Other items: Loss of the fair value of investments approximately \$25,000.

Excess of revenue over expenses: The organization has approximately \$39,000 excess revenue over expenses, which is allocated to the different funds of the organization.

Changes in Net Assets: There is an extra fund Operational Reserve Fund, which was not of the statement of operations as there was no activity in the year. Revenues and expenses are allocated between the funds based on activity, then funds are transferred so there are no funds left in the Operating Fund as this fund is to generate income and help build the different funds. *Operational Reserve Fund:* capped at \$150,000 based on estimate of 6 months operating activities - currently at \$128,000.

Special Projects Fund: capped/currently at \$50,000

Contingency Fund: capped \$500,000 – currently \$363,000

Minimums for funds and purpose of funds are outlined in note 2 to the financial statements.

Statement of Cash Flows: Operating activities generated over \$87,000, used to purchase capital assets, net increase in cash resources of approximately \$47,000. Broken down to cash in operating account and marketable securities.

In the notes to the Financial Statements the accounting policies used in 2022 are consistent with previous years.

M. Taylor: Asked for questions.

Questions

1. Once we reach the 150K for the reserve fund how will the funds then be allocated?

M. Taylor. This is the Operational Reserve Fund – up to the Executive and Board, but the organization is conservative to the balance it is building in the reserve fund and as costs increase some organizations have moved to 12-18 months anticipated operating expenses in the reserve fund, which is something for the organization to consider.

J. Jones: Confirmed no more questions.

C. Gamache: Thanked Monica Taylor and introduced Julie Avery to present the Financial Variance Analysis.

Financial Variance Analysis.

J. Avery: Displayed on screen budget vs actuals document for 2022 to show registrants and stakeholder what the college budget for against what happens, and to go over those areas with substantial differences.

Amortization: Was almost twice the expectation, increase was due to capitalizing improvements on the registration platform

AGM: Under budget as originally budgeted for the speaker fees prior to the AGM, these fees have now been reclassified under Registrant Education

National Representation: Under budget, expected to go back to full in person events, but this only happened for one meeting of which the Chair could not attend, so expenses less than anticipated.

Investment Management Fees: Not been budgeted as difficult to establish the cost, this will be budgeted in future now as we can see trending in costs.

Office Expenses: Under budget as the college was looking at moving so budgeted for office equipment, the move did not happen.

Audit Fee: Over Budget due to 5 years of tax returns having to be submitted after receiving improper advice, in addition there are issues on reporting payables and receivables from our third-party accounting services which has created issues and costs cleaning up documents. If this cannot be resolved, then will be looking at changing provider.

Special Projects: Under budget, we allocated money to Guild for platform improvements which was amortized.

Public Relations: Under budget, planned to roll out a campaign but this has been delayed and costs will be transferred to 2023.

Overall, we are in a healthy position, but budgets are getting tighter due to increase costs.

In addition, a new act was passed in the province "Patient Access to Care Act" which has a direct impact on regulators. Anyone who is licensed in another jurisdiction who wishes to licence in Nova Scotia, we are unable to charge application or licensing fees in their first year and we must approve their license within 5 days of submitting the application. We expect that to cost approximately \$10,000 each year, the government are in the process of writing an MOU which will reimburse any fees we were unable to collect. Regulations are not yet written for the act, so we expect more to come into effect. Under this act we are working with the College of Medical Laboratory Technologists to licence CLXTs. In the fall we expect a new act to be brought to the house so there is one health care act for all health regulators.

C. Gamache thanked J. Avery and asks if there are any questions.

Questions:

1. What were the consultant fees for?

J. Avery. That was for contingency, we had two complaints we investigated. We hire a third party to do the investigation and it will include legal fees. This included any fees relating to investigations.

2. Why is there a discrepancy in salary?

J. Avery. The Deputy Registrar position started in Spring 2022 which would increase costs.

3. Combined tech license. Is it for existing workers or future employees?

J. Avery. The regulations haven't been passed yet, but there would be specific criteria to recognize education and exams, it would be for a specific class of people called CLXTs. There are currently no CLXT's working in the province.

6.0 NEW BUSINESS:

6.1 ELECTION RESULTS

Call for nominations was sent out in November of 2022 for two vacant positions on the board for 2023. Rebecca Jessome and Kenny Zhan reoffered; these were the only names put forward, so they were acclaimed.

C. Gamache welcomed R. Jessome and K. Zhan back to the board now serving on their second term commenced February 2023.

6. 2 APPOINTMENT OF ACCOUNTING FIRM FOR FINANCIAL REVIEW

The NSCMIRTP Finance committee recommended the board retain MNP services to for the 2023 fiscal audit, which was voted on and approved.

7.0 CLOSE:

C. Gamache thanked all attending and participating particularly Ryan Baxter from McInnes Copper and everyone else for their assistance today. C. Gamache declared the 3rd Annual General Meeting of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals closed at 12:05 pm

Post AGM Open Question and Answer Period:

1. What are the implications to MRT practice of regulation of CLXT's?

J. Avery. Until we see the act, it's hard to be specific, it shouldn't impact MRT's, and you would be working alongside CLXT's. If a CLXT is licenced they will have their own standards of practice, competency profile, accountability to the MLT college. Our college is working closely with the MLT college so be assured when they are making decisions around radiography portion of practice, they will be consulting with us. We will have an MOU in the long term, any documents they are making they are sharing with the college. As their entry standard they will be looking at plain film x-ray. Exact procedure will be outlined in the future and the MLT college are working with stakeholders and employers so that people can comment and get involved.

2. Any talk of sonography Canada accepting NSCMIRTP registration and credits?

J. Avery. Sonography Canada hasn't reached out to us. They do have a professional development program of their own. From my understanding if you are a sonographer licensed in Nova Scotia, you can go to the Sonography Canada portal and check a document or page saying you are doing CPD through us, then you don't need to upload it to their portal. but be prepared if they audit you, you need to present evidence. We would not be changing our standards to their standards. They will take credits you have earned for our CPD program, but they may not take them all.

3. What are the 2 professional misconduct complaints regarding and how serious are they?

J. Avery. Due to privacy, I can't give specifics; they are both do to with professional conduct. One was informally resolved, the other is ongoing.

4. Has the association considered any enticement for retirees to return to work where there is such a shortage in the work force. Such as lower fees and less CPD credits.

J. Avery. I would just like to correct, we are a college not an Association, which changes what we would look at. We look at standards for practice, if you look at fees the cost of having you as a registrant is the same regardless of days licensed. There is a short-term license fee for 3 months but any more it's the same. We will be doing a full CPD review in July, if there is any feedback you want to share, please email and we will incorporate that into our review. We will take any changes to the Credentials Committee who will take it to the Board. As of now the number of credits required is about remaining engaged in the profession regardless of the number of shifts you work. The public using your services expects the same level of

competences regardless of casual or full-time employment. You could argue casuals need more professional development as they are working less. At this point there are no plans in reducing CPD credit requirements.

5. Can the slides from the first presentation be made available to share to friends and family?

J. Avery. Unfortunately, no, we asked but they declined.

6. Can the time increments on the CDP portfolio be adjusted to 30 min intervals? Not all sessions are as posted example, half day training or in-service sessions.

J. Avery Depends on the category, webinars lunch and learns are already put in for 30 mins, certain things are half day learning. When you look at your CPD, look at the different categories, if you hover over the name of the category, it gives information on what would belong there. Pick what aligns best with the activity, we cannot capture every activity, but if it doesn't fit in any category please reach out.

C. Gamache. Stated you can manually type in credits for some categories.

7. How early can we submit our CPD if we have filled the 30 credits?

J. Avery. You can submit right away, but we would rather you didn't. We have had occasions where registrants have submitted and then wish to edit. We are charged 30 min tech time to reset. There is no need to submit in advance, its due October 2024 so we suggest submitting a month before which enable you time to edit.

8. Would anyone happen to know if the cyclotron will become regulated by the college in the future?

J. Avery. There is already a position statement about that on Nuc Med techs working down there. The colleges stance is that Nuc Med Techs working in the cyclotron should be licenced.

9. There is no free text option to adjust the time.

J. Avery. You can change the length of time in certain categories.

10. Just to clarify - are there regulations around non-nuc med techs in the cyclotron.

J. Avery. No not as this time.