

In Attendance:- Simeon Antubi, Julie Avery, Lisa Bonin, Carly Burry, Rebecca Jessome, Hammad Mohiy Ud Din, Kenny Zhan

Late: Edmond Kouda

Regrets: Jason Sheppard, Nick Burke

Absent:

Session Purpose: *To commit to defining and maintaining the standards of excellence required for high quality, evidence-informed care by competent MIRTPs.*

Session Outcomes: By the end of this meeting, we will have ...

1. Approval 2024 budget
2. Review new policies for approval
3. Decide on next steps for HR recruitment
4. Review plans for AGM and Strategic planning for 2024
5. Discuss plan on RHPA preparation for migration
6. Review updates related to NSCMIRTP Regulations and CLXT Regulations.
7. Approve updates to expediated process and countries.

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1900	WELCOME			
1.1 Quorum	1902				
1.2 Conflict of Interest	1903				
1.3 CONSENT AGENDA	1904	CONSENT AGENDA			
1.3.1 Agenda		Approval of Agenda	*	Motion to approve the Agenda and Consent Agenda for this meeting: First: R. Jessome Second: L. Bonin	Motion carried
1.3.2 Minutes		Minutes from Jan 2024	*		
1.3.3 ED Report		Executive Director Report	*		
1.3.4 Student Licensing		NSCMIRTP Response Letter	*		

1.3.5 Emergency Board Meeting		Minutes		Not currently complete will be on May agenda.	
1.3.6 Policy		Policy Review	*		
1.3.7 FRPA		NSCMIRTP Annual Report	*		
1.3.8 FPRA		FRPA Annual Report	*		
1.3.9 OHPR		MIRTP Recruitment	*		
1.3.10 Finances		4 th quarter financials	*		
1.3.11 CTANS		Update	*		
1.3.12 Financial Measures Act		NSRHPN Response	*		
2.0 Business Arising	1905				
2.1 Legislative Working Group	1905	Update	*	<p>Option 1: Working group is solely responsible for work on legislative documents. It would be a large undertaking for the working group.</p> <p>Option 2: Working group collaborates with our legal counsel. It would increase costs but ease the workload.</p> <p>Option 3: College staff collaborate with our legal counsel. Not ideal given the upcoming change in staff.</p> <p>The committee will take the lead on the project and communicate progress back to the Board. Ultimately, the Government will have the final decision.</p> <p>Of the three options presented, the Board is in favor of Option 2, which would allow side committee members to work with legal counsel to write bylaws and work to identify items required in college specific regulations.</p> <p>Motion to direct legislative committee to act in accordance with option #2 outlined in the briefing note:</p> <p>First: R. Jessome Second: E. Kouda</p>	<p>Motion carried</p> <p>Staff to formally assemble legislative working group and create TOR for the group.</p>
2.2 NSCMIRTP Regulations	1915	DHW Feedback	*	<p>Clarifications for advanced practice guidelines. The government has sent revised regulations for further review and input by the Board. Government receives feedback, but ultimately makes the final decision. Discussion of verbiage for ‘may’ vs ‘should.’ ‘May’ is intentional as it allows the Board latitude for operational processes related to the regulation. See 25H.</p> <p>Discussion for rationale behind 21F, granting advance practice license for a one-year duration, which would align. Discussion regarding the short term of one year. Clarification that the timeline is linked to license renewal. No motion required.</p>	
2.3 CLXT Regulations	1925	Update	*	<p>Concern raised that MLT Act mentions they have the ability to define ‘ionizing radiation.’ It is concerning, as ionizing radiation is a clearly</p>	

				defined concept. NSCMIRTP can alert them to our concern, but we are to trust that they will make sound decisions regarding definitions. No motion required.	
3.0 New Business		GOVERNANCE			
3.1 Education	1930	Opportunities	*	<p>Motion to approve offering education to identified volunteers. ‘Bias’ training would be offered as an open invitation to the Credentials Committee (6 members) and Board members, Investigations training to S. Atunbi. The maximum cost to the College would be \$1200 if all invited were to attend.</p> <p>First: L. Bonin Second: C. Burry</p>	Motion carried. Staff to send invite out to educational opportunities.
3.2 General Regulations	1935	NSRHPN response	*	Update on feedback for general regulations that went to DHW. The NSRHPN provided feedback on sexual assault, which the DHW is taking into consideration, and will likely remove, particularly because the brief nature of the definition isn’t sufficient to cover all considerations required regarding sexual assault. No motion required.	
3.3 ED Computer	1940	Purchase	*	<p>Motion to allow J. Avery to purchase ED laptop at remaining amortized cost:</p> <p>First: R. Jessome Second: C. Burry</p> <p>Board discussion to waive the laptop's remaining amortization cost, of 3 months and have the computer restored to factory settings before release to J. Avery. Motion to allow J. Avery to have the wiped computer at no cost:</p> <p>First: H. Mohiy Ud Din Second: L. Bonin Carried.</p>	Motion carried
3.4 ED/DR Hours	1944	Email Vote		<p>Board discussion to allow (within budget) salaries for a full-time ED/Registrar and Deputy Registrar, and a part-time administrative support role. There is justification for the additional staff hours, given that there are consistently projects that our current ED cannot collaborate on because of other workload demands.</p> <p>There would likely be a resulting licensing fee increase, which will need to be calculated and rationalized. The finance committee could provide further insight regarding how the additional salaries would affect the current budget. The hiring of a recruitment firm will also be an additional substantial budget item.</p> <p>Recording email motion to approve the temporary increase of hours for J. Avery and S. Atunbi to 40hr/week until the emergency board meeting is held.</p>	Motion Carried

				<p>First: R. Jessom Second: L. Bonin</p>	
3.5 2024 Budget	1945	Final Approval	*	<p>Mutiple updates have been made to the draft budget: Projected registration numbers have been increased by 20. Assessments have also been increased to reflect a higher volume of requests. The AGM is allocated \$500 to account for legal presence at the meeting. Meeting costs have increased because new Board members will be submitting for mileage. Office rental has increased due to the relocation of office space. Office Expenses considers the cost of a new computer. Accounting increased to reflect the increase in rates. HR Management and Salaries have increased due to a projected increase in staff hours. New subscription cost with Loomly. CAMRT LDI has increased. Public Relations and Site Visits removed for 2024. Registration Portal Upgrades increased to reflect ongoing updates to the platform. Currently \$7000 over budget, however, budget was conservatively drafted regarding incoming registration fees. Recruitment firm cost (\$20000) will have to be increased to reflect actual cost (at least \$10000 higher). If recruitment was not occurring, the budget would be balanced. Office furniture for the new space is not included in the budget and should be added (~\$1500).</p> <p>Motion to approve the 2024 budget as presented: First: L. Bonin Second: C. Burry</p>	J. Avery and K. Zhan to discuss further and consult with the Finance Committee. Budget to be amended per discussion points. Motion carried.
3.6 Policy Review	1955	New Policies	*	<p>Policy Documents for review: -Reinstatement and CPD Compliance -CPD Request for Extension -Professional Liability Insurance -Acknowledgment and Undertaking</p> <p>Motion to approve new and updated policies with edits as suggested: First: R. Jessome Second: L. Bonin</p>	Motion carried Staff to update process documents and website
3.7 Expediated Pathway	2010	Process Papers	*	<p>The graduate student hired by the College has completed their research and provided a recommendation regarding an expedited pathway for IEMRTs from Nigeria. A Process/Policy document has been created and is in draft form.</p> <p>Motion to approve addition of Nigeria to the list of countries eligible for the expedited registration pathway: First: R. Jessome Second: C. Burry</p> <p>Motion to accept the expedited registration process pathway as presented with Appendices to be added at a later date:</p>	Both motions carried. Staff to update process and policy papers.

				First: E. Kouda Second: L. Bonin	
3.8 Sonography Canada	2020	Exam	*	An administrative failure caused 28 people who wrote the certification exam to receive erroneous results (14 were told they failed, when in fact they had passed, and vice versa). SC took action to rectify the error without consulting any regulators. The students who failed the initial write had the exam expunged and were offered a re-write one month later. The ED reached out to the Registrar of SC to clarify the expectations regarding consultation and communication. The board discussed briefing note and if any further actions were required. The board believed no further action should be taken.	
3.9 PACA Agreement	2030	With NSRHPN	*	The PACA states that regulators cannot charge registration fees to applicants who are already licensed in another jurisdiction in Canada for their first year of practice in Nova Scotia. The government is to reimburse Colleges however they are providing lump sum payments to the NSRHPN, which are then distributed to the individual Regulators. The NSRHPN has drafted an Agreement to ensure fair distribution of funds. The Agreement is a safeguard that the NSRHPN will not be held financially responsible, should the Government default on reimbursement payments. No motion needed.	
3.10 Announcement to Registrants	2040	Announcement to Registrants	*	K. Zhan drafted a letter to registrants with notification of staffing changes and the Board's goals for filling the roles. No motion needed.	Board to provide feedback, with aim to have letter disseminated by March 15, 2024.
4.0		STRATEGIC DISCUSSION			
4.1 Strategic Planning	2045	RHPA/Reg Platform/AGM/Registration Platform	*	As the RHPA is implemented, the College will need to assess costs and tasks associated with compliance under the new Act and rebranding. It is unknown if there will be any funding to assist in covering costs, but DHW has stated that the College can apply. There will be a full-day strategic planning session to begin work on these initiatives. It was scheduled for June, but the Board may wish to change the date to Sept when staffing is stable. The NSCMIRTP contract with the current registration platform provider is in place for another year, decisions regarding whether NSCMIRTP wants to stay with the same provider and pay for upgrades or move to an entirely new provider need to be made by the end of 2024. ED suggested inviting potential providers to the strategic planning meeting to present their services/offers. Work has been done on preparations for the AGM; notes, scheduling our financial and legal representatives for attendance has been done. Webinar still needs to be developed and invites posted to website and sent out to registrants and presenters. The board reviewed notes and	Staff to ensure AGM webinar is set up, posted to website and invite link sent out

				agreed that the initiatives align with our most imminent interests. No motion needed.	
4.2 ED Recruitment	2050	Staffing	*	Proposals have been received from three firms. Committee discussion regarding the merits and considerations for each proposal. There were other recruiting firms suggested by Board members. J. Avery will continue pursuing other firms for proposals.	J. Avery to continue to gather proposals from potential firms.
4.3 Bylaws		Annual Review		Defer from annual work. Leave until new Bylaws are drafted.	
5.0 Other Business					
5.1 In Camera				Motion to increase S. Antubi rate of pay while serving as interim Registrar/ED: First: C. Burry Second: L. Bonin	J. Avery to communicate payroll changes to Bage.
6.0 Next Meeting	May 14th, 2024 @ 7pm Virtually				
7.0 Adjournment					