

Minutes of the Meeting.

Date: March 14th 2023 7-9

In Attendance: Nancy Duggan, Julie Avery, Chrissy Gamache, Ann Mann, Hammad Mohiy Ud Din, Lisa Bonin, Jason Sheppard, Kenny Zahn, Rebecca Jessome,

Regrets: 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. Approved our consent agenda
2. Reviewed status of registration platform and make decisions re next steps
3. Reviewed pricing on LMS systems and make decision re next steps
4. Completed final approval of 2023 budget
5. Discussed operational impact of NICHE
6. Formally supported licensing of CLXTs
7. Formally supported vascular sonography curriculum changes
10. Appointed roles for new Board Executive for 2023
11. Completed annual review of bylaws

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1900	WELCOME			
1.1 Quorum	1901	19:03		Quorum was met at 19:03	
1.2 Conflict of Interest	1902				
1.2a Meeting Norms	1903	Annual review of meeting norms	*	C. Gamache reviewed the board's responsibilities prior to meetings. Understanding the voting process. Who to contact for agenda clarification and the importance of putting forth any thoughts and suggestions.	
1.3 CONSENT AGENDA	1905	CONSENT AGENDA			
1.3.1 Approval of Agenda		Agenda	*		

1.3.2 Approval of Minutes		Minutes from Jan 2023	*		
1.3.3 ED Report		Executive Director Report	*		
1.3.4 MIRTP Profiles		Annual Report - DHW	*		
1.3.5 Policy		Reviewed Policies	*		
1.3.6 Summary Report		Complaints, Incidents, Decision Letters	*		
1.3.7 IEMRT Symposium		National Initiatives	*		
1.3.8 CAMRT		Micro Certificate	*		
1.3.9 PR		PR Update	*		
1.3.10 Co-op Student		Summer PR Student	*		
1.3.11 Physios		Physiotherapists Ordering X-rays	*		
1.3.12 Financials		4 th Quarter Financials	*	4 th quarter financial statements were reviewed including AP/AR aging, Balance, Operations, Change in Equity, Cash flow and trial balance for year end.	
1.3.13 FRPA		FRPA Full Review	*		
1.3.14 Sonography Canada		Annual Exam Report	*		
1.3.15 FRPA		Annual Report	*		
1.3.16 Risk Report		2022	*	No amendments were made to the consent agenda. R. Jessome motioned to approve the Consent Agenda. K. Zhan seconded the motion. Motion carried at 19:03	
2.0 Business Arising	1910				
2.1 LMS Systems	1910	LMS Options	*	J. Avery informed the board they did not have to choose an LMS platform; however, she asked for approval to move forward with the intent to purchase based on workgroup recommendations. Prior to a vote, the board discussed the price of SkillBuilders and open source LMS platforms. J. Avery stated the 2023 budget allotted \$7500 for the LMS platform; however, funds can be taken from special projects. The board saw no concerns in going ahead with an LMS platform. A. Mann motioned to move forward with selection of an LMS system with max budget of \$7500. K. Zhan seconded the motion. Motion carried at 19:31.	J. Avery will reach out to the department of health and wellness regarding funding for the start-up fees. J. Avery will strike up a working group to provide the board with their LMS platform recommendations.
2.2 Confidentiality	1925	Forms Pending		C. Gamache asked Nick and Nancy to send J. Jones their signed confidentiality form.	
2.3 Registration Platform	1925	Contract Expiry	*	J. Avery informed the board that all contracts with Guild are closed. The current contract ends Sept. 30 th , 2023. She strongly suggested staying with them for another 2 years, as it will take approximately two years before a new platform will be functional	J. Avery will have its contract reviewed by legal to move forward with a 3-year contract.

				<p>if the board decides to move to a new provider. If a new contract occurs with guild, there will be better wording regarding payments and legal will review the document. Also, J. Avery will use the board's decision to decide on moving forward with platform modifications, as regulatory platforms need constant updates to keep data timely and accurate.</p> <p>The board voted on the following three options: The Guild contract: A) make it 3 yrs. and see how things go in 2023 (still plan for ~60-90K in 2024 budget) B) make it 5 yrs. and hope for the best with Guild (no plan to switch platforms) C)make it 2 yrs. and start the transition now (pulling ~60-90K from SP Fund in 2023/2024)</p> <p>L. Bonin motioned to adopt option a, sign a 3yr contract with Guild and develop a financial plan to move forward with adopting a new platform. J. Sheppard seconded the motion. Motion carried at 20:08.</p>	J. Avery will minimize any modification to the current platform until a final decision re staying with Guild or moving is made.
2.4 Budget 2023	1945	Final approval	*	<p>J. Avery discussed the highlighted items on the budget document as they are changes made since presenting the draft budget to the board.</p> <p>K. Zhan motioned to approve the 2023 budget as edited. L. Bonin seconded the motion. Motion carried at 20:19.</p>	J. Avery will post as the final budget.
3.0 New Business		GOVERNANCE			
3.1 NSH NICHE	2000	IEMIRTPs	*	<p>The board discussed another category of temporary licence with restrictions. J. Avery shared the information so the board could approve the initiative in principle as it aligns with the college mandate. The category will be granted to international applicants that have been granted access to the national exams but have not yet written it. There will be 100% supervision and there will be no sign off privileges. This restriction is in place due to the highly variable background and skills of international applicants as well to the consistently low pass rates on international applicants.</p> <p>The board had no concerns to the addition of the new category. A. Mann motioned to approve the edited Temporary License Policy to include International Applicants Awaiting Entry to Practice Exam. J. Sheppard seconded the motion. Motion carried at 20:41</p>	J. Avery will update policy and post to website.
3.2 CLXTs	2015	Licensing	*	<p>The board discussed the supporting of regulation of CLXT's. Specifically, discussion focused on understanding what the standards of practice and cope of practice would be. Currently the application to DHW to regulate CLXTs was in draft form. It is the intent that CLXTs would be regulated under the NC College of Medical Laboratory Technologists.</p> <p>N. Duggan motioned to support the regulated licensing of CLXTs in principle in Nova Scotia. L. Bonin seconded the motion. Motion carries at 20:45.</p>	J. Avery will continue to work with MLT college re CLXT regulation and keep the board updated.
3.3 Cardiac Sonography	2030	Curriculum Change	*	<p>The board had no concerns with the new cardiac curriculum which will add three new courses and remove two electives.</p> <p>N. Duggan motioned to support the proposed changes to the SHS sonography program. K. Zhan seconded the motion. Motion carried at 20:47</p>	J. Avery will send a letter of support to the DAL SHS re pending curriculum changes
3.4 Signing Authority	2035	Update Required		L. Bonin motioned to add Rebecca Jessome as the fourth signing authority for 2023. J. Sheppard seconded the motion. Motion carried at 20:50.	
4.0		STRATEGIC DISCUSSION			

4.1 Elections	2040	Executive Role Appointments		R. Jessome motioned to appoint Nancy Duggan as Secretary, Kenny Zhan as Vice Chair and Chrissy Gamache as Chair for 2023. L. Bonin seconded the motion. Motion carried at 20:51.	J. Avery will make updates to website
4.2 Bylaw Review	2041	Annual Review	*	The board reviewed the bylaws for updates and edits.	J. Avery will bring the suggested edits back to board for final approval.
5.0 Other Business					
5.1					
5.2 In Camera	2050-2100			In camera session ended at 21:20.	
6.0 Date of Next Meeting	May 9 th , 2023 @ 7pm Virtually				
7.0 Meeting Adjourned					