

Nova Scotia College of MIRTTP

UNIFYING FOR A HEALTHY FUTURE

NSCMIRTTP Minutes of Board Meeting

Date: Sept 9th, 2023; 2-4pm

Location: In person at the office

In Attendance: Julie Avery, Chrissy Gamache, Rebecca Jessome, Kenny Zahn, Nick Burke, Jason Sheppard, Lisa Bonin

Late arrivals: Hammad Mohiy Ud Din at 14.10

Regrets: Nancy Duggan, Ann Mann

Guests: Simeon Atunbi,

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

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

1. Approved the consent agenda
2. Reviewed and Adopted suggested edits to three new HR policies as well as 12 other policies that are up for review
3. Improved our understanding of board role as it relates to risk management
4. Discussed draft new regulation related to the scope of practice
5. Discussed the results of NICHE research and made policy recommendations related to findings
6. Understood current risk identified related to CRA business number
7. Discussed new Guild contract
8. Review 2023 Goals/Timelines and mission/vision/values

Item	Time	Summary	Supp Docs	Discussion	Action
1. Pre-meeting	08.45	WELCOME		J. Avery welcomed everyone and introduced Simeon Atunbi as the new deputy registrar for the NSCMIRTP	
1.1 Risk Management	09.00	Presentation by Julie Maciura	*		
Break	10.45				
1.2 Niche	11.00	Research result	*	Presentation of findings by Melissa Corbet, research student and robust discussion and answer period by Board members	
Lunch	12.30				
1.3 Call to Order	14.01	Welcome		C. Gamache started the meeting by welcoming everyone.	
1.4 Quorum	14:02	Quorum met at 14.03		C. Gamache confirmed there are 50%+1 members present to do business, forming a quorum.	
1.5 Conflict of Interest	14:03	No conflicts.		C. Gamache asked if anyone has a conflict of interest to declare regarding any of the topics to be discussed or potential decisions on the agenda and urged that any such conflict of interest be declared. Members assured that there are no conflicts of interest	
1.6 CONSENT AGENDA	14.04	CONSENT AGENDA			
1.6.1 Approval of Agenda		Agenda		No amendment was made to the agenda.	Motion to approve made by K. Zhan Motion seconded by J. Sheppard. No vote against the motion. Motion passed at 14.05
1.6.2 Approval of Minutes	14.05	Minutes from June 2023	*	No amendment.	
1.6.3 ED Report	14.06	ED Report	*	Review	
1.6.4 Financials	14.08	2 nd Quarter	*	2 nd quarter financials reviewed by board as part of consent agenda	
1.6.5 Equal/HSO		Annual report	*	Review and analyze the annual report	
1.6.6 FRPA	14.09	Approved report	*	FYI.	
1.6.7 NS. Govt	14.10	Health Equity Framework	*	FYI.	
1.6.8 Federal Gov't	14.11	Immigration	*	FYI	
1.6.9 Investment		Scotia Wealth Presentation	*	FYI	

2.0 Business Arising	14.12				
2.1	14.12	HR policies	*	<p>Review 3 new policies and vote to edit/adopt</p> <p>J. Avery stated she discussed the ideology behind the H.R. policies at the last board meeting. Policies are.</p> <ol style="list-style-type: none"> 1. Sick leave absenteeism policy 2. Overtime/time in lieu policy 3. Vacation and paid holidays. <p>C. Gamache opened a discussion on the policies. Part of the 1st policy that speaks to the reasonable inability of the staff to immediately make a phone call to inform a supervisor of their absence was deleted. Heading of the 2nd policy amended from “overtime lieu days policy” to “Overtime/time in lieu policy” as written above. 3rd policy to include the National Truth and Reconciliation Day i.e., September 30 K. Zhan suggested a chronological arrangement of the holidays and that there are no concerns about listing all statutory holidays as contained in the NSH contract. Changes to the language in the 3rd policy to reflect all statutory holidays referenced in the NSH contract.</p> <p>Members agreed that a header/branding style should be chosen and formatted the same across policies. No other concerns.</p> <p>J. Sheppard motioned to accept all three policies with their edits. R. Jessome seconded. Motion not opposed. Motion carried at 14:25.</p>	J. Avery will assign to admin staff to choose a header/branding style, format the same across policies and put it in PDF. All typos are to be corrected and specific amendments made as agreed.
3.0 New Business	14.26	GOVERNANCE			
3.1	14.26	Niche Results	*	<p>Review/Vote on the Recommendations from the research student’s presentation</p> <p>C. Gamache notified H. Mohiy Ud Din that they would not be able to vote on this topic because they were absent during the analysis.</p> <p>C. Gamache referred to the International Medical Imaging and Radiation Therapy competencies review prepared and presented by M. Corbett earlier, which summarized recommendations from their research. Reminded everyone that the document suggested that some of the researched countries and disciplines have proven to have equivalent competency profiles to Canada and therefore NSCMIRTP is</p>	J. Avery to complete a high-level review of the process and facilitate a draft policy which should be taken to legal to ensure that it is legally compliant. Go live with the 4th pathway by providing information on the website, newsletter, and media (CBC) within the next two weeks.

			<p>considering waiving the credential review process (which can be very lengthy) and applicants be offered direct access to the national certification exam only. Applicants must still pass the exam and successfully register with the College before being allowed to gain an unrestricted license as an MIRTTP in NS. They asked that each of the seven motions below be gone through and discussed.</p> <ol style="list-style-type: none"> 1. Applicants currently registered and in good standing in Australia under the Medical Radiation Practice Board be eligible for direct access to the National Exam in their respective modality and have the credentialing process waived. 2. Applicants currently registered and in good standing in New Zealand under the Medical Radiation Technologists Board be eligible for direct access to the National Exam in their respective modality and have the credentialing process waived. 3. Applicants currently registered and in good standing in the United Kingdom under the Health and Care Professions Council be eligible for direct access to the National Exam in magnetic resonance, radiological technology, and/or radiation therapy and have the credentialing process waived. 4. Applicants currently registered and in good standing in the United Kingdom under the Register of Clinical Technologists be eligible for direct access to the National Exam in nuclear medicine or sonography and have the credentialing process waived. 5. Applicants who have completed a BScRT at a Philippine Regulatory Board for Radiologic Technology-approved institution be eligible for direct access to the National Exam in magnetic resonance, nuclear medicine, radiological technology and radiation therapy and have the credential assessment process waived. 6. Applicants currently registered and in good standing in the United States under the American Register of Radiologic Technologists be eligible for direct access to the National Exam in their respective modality and have the credentialing process waived. 7. Applicants from Ireland in good standing under the Radiographers Registration Board be eligible for direct access to the National Exam in radiation technology and radiation therapy and have the credentialing process waived. <p>No motion is required for India due to substantive gaps being identified. Nigeria and Iran are still under review.</p> <p>K. Zhan expressed concerns about how ongoing licensing issues would be identified when dealing with applications of the registrant of specifically recognized international regulatory bodies. Also, they stated policies arising from these motions should be subject to regular reviews at agreed intervals.</p>	
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3.2	14.40	CRA Risk Issue	*	<p>Review issue Re deactivated CRA number</p> <p>J. Avery reported that while we do not currently have an active CRA # we have convinced CRA to continue to accept our payroll remittances until the issue is resolved. The options are either to reactivate the existing number or have a new number issued.</p>	<p>J. Avery will continue to work with the tax attorney to resolve the issue.</p>

				<p>The issue is now with the tax attorney at McInnis Cooper. It is hoped to be resolved in the next couple of months and our CRA # reactivated.</p> <p>If not reactivated could have implications related to audit and tax returns for</p> <p>No motion was required.</p>	
3.3	14.50	Policies	*	<p>The review suggested edits to current policies and voted to adopt</p> <p>J. Avery introduced 12 more policies to be reviewed for statutory compliance. The requirement is to review these policies every 3 years.</p> <p>C Gamache noted there are varieties of branding/format. Also, licence/license/practice/practice isn't uniform. -Simeon added "time" to #2 dismissal – C. Gamache added "n" to #9 of practicing without a license. Section 7 of the professional history conduct was clarified by N. Burke. No substantive changes were made to the policies.</p> <p>J. Sheppard motioned for the policies to be accepted. R. Jessome seconded the motion. The motion was carried at 14.59.</p>	J. Avery is to send these to her admin staff for updating.
3.4	15.00	Guild	*	<p>Review two remaining suggestions for the new Guild contract</p> <p>J. Avery gave a background of the challenges with the Guild contract and the two outstanding items related to cost.</p> <p>Discussion was had on the ceiling related to these two items. It was agreed that there should be a counter to Guild's quotes which should be based on annual inflation. 2-year contract at \$26/person + \$180/hr. with notice of any increase before the work starts or provide a quote on any given work. The contract should be made renewable annually after the first two years.</p> <p>K. Zhan motioned to accept the terms as agreed.</p> <p>J. Sheppard seconded.</p> <p>Motion carried at 15.19.</p>	J. Avery to take suggested changes to Guild for an update of the contract.
4.0	15.20	STRATEGIC DISCUSSION			
4.1	15.20	Regulation	*	<p>Review Draft Regulations and vote to send to DHW</p> <p>C. Gamache stated the draft regulations were reviewed/edited by everyone over the summer via email, but no motion to agree to submit to DHW was recorded.</p>	J. Avery will share the draft regulation on advanced practice with the board via email. Once approved it will be submitted to

				<p>J. Avery discussed that there is a potential for substantive changes to the language as the DHW considered the current language too prescriptive.</p> <p>Discussion was also had on adding a new regulation related to advanced practice. This is currently being drafted by our legal.</p> <p>R. Jessome motioned to submit the draft regulations to the DHW.</p> <p>J. Sheppard seconded.</p> <p>Motion carried at 15.29.</p>	DHW. J. Avery will share updated regulations on registrants from one discipline working in another discipline once edits are received from DHW.
4.2	15.30	Strategic Plan	*	<p>Annual assessment of strategic goals and plan</p> <p>J. Avery walked members through the items very briefly. Several of the items are complete with most in process. Some will be delayed due to HR time restraints,</p> <p>No motion is required.</p>	
4.3	15.45	Vision/Mission /Values	*	<p>Annual review</p> <p>No comments or suggestions for amendment.</p> <p>Motion not required.</p>	
4.4	15.50	Succession planning	*	<p>Annual Review of actions taken</p> <p>C. Gamache opened deliberation on an in-depth document/guidebook outlining each of the Executive Roles.</p> <p>J. Avery confirmed that guidebooks exist for each staff position and that this is constantly reviewed. The board executive roles should have guidebooks while there should be SOPs for chairs and committees.</p> <p>C. Gamache confirmed that they are processing the SOP for the Board Chair.</p> <p>Motion not required.</p>	The Chair, VP and Secretary should make draft documents for guidebooks for their roles. Staff would then formalize these documents.
5.0	Other Business				
5.1	Finance committee meeting follow-up			<p>K. Zhan presented the proposal from the finance committee on the understanding that members had a chance to review the email sent in that regard. Explained there is a need for an exemption to the investment policy to enable the college to key into an investment plan with the Bank of Nova Scotia for the reserve funds in the bank account to be invested for generating returns.</p>	

		<p>K. Zhan motioned to accept the exemption to the investment policy.</p> <p>H. Mohiy Ud Din seconded.</p> <p>Motion carried at 15.58</p>
5.2 In Camera		
6.0 Date of Next Meeting	November 14, 2023 @ 7-9 pm virtual	
7.0 Meeting Adjourned		The meeting adjourned at 15.59.