



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

AGENDA

FOR the **Council Meeting**, to be held on June 18, 2018
from 8:30 a.m. to 4:00 p.m. at
705-55 Commerce Valley Drive West, Thornhill, Ontario.

Item	Open/ In-Camera	Time	Speaker
1. Welcome and Call to Order	Open Session	8:30 a.m.	J. Dunsdon <i>Chair</i>
2. Declarations of Conflicts of Interest	Open Session	8:30 a.m.	J. Dunsdon <i>Chair</i>
3. Briefing on Meeting Procedure	Open Session	8:35 a.m.	J. Dunsdon <i>Chair</i>
4. Adoption of the Agenda	Open Session	8:40 a.m.	J. Dunsdon <i>Chair</i>
5. Consent Agenda a) March 6, 2018 Meeting Minutes b) Executive Committee Report c) Registration Committee Report d) Inquiries, Complaints and Reports Committee Report e) Quality Assurance Committee Report f) Patient Relations Committee Report g) Discipline Committee Report h) Fitness to Practice Committee Report i) Examinations Appeals Committee Report A consent agenda is a single item on an agenda that encompasses all the things the Council would normally approve with little comment. All those items combine to become one item for approval on the agenda to be called the Consent Agenda. As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. This means that there is no discussion on the items, that are listed in the consent agenda.	Open Session	8:45 a.m.	J. Dunsdon <i>Chair</i>
6. President Remarks	Open Session	9:00 a.m.	F. Woolcott <i>President</i>
7. Registrar and CEO Remarks	Open Session	9:10 a.m.	A. Mak <i>Registrar and CEO</i>
8. Elections to Council – District 3 a) Briefing Note	Open Session	9:30 a.m.	D. Cook <i>Executive Assistant</i>

Item	Open/ In-Camera	Time	Speaker
9. Committee Composition a) Briefing Note	Open Session	9:45 a.m.	J. Dunsdon <i>Chair</i>
10. Protecting Patient Act, 2017 – Proclamation of Certain Sections a) MOHLTC Memo to Colleges – Proclamation of certain sections of PPA b) Implementing the May 1, 2018 Changes to the RHPA c) 2018.03.21 CTCMPAO Response to RHPA Regulations d) FHRCO Compilations of Themes re: Bill 87 Proposed Regulations	Open Session	10:00 a.m.	A. Mak <i>Registrar and CEO</i>
IN-CAMERA SESSION The remaining agenda items will be held In-Camera in accordance with Section 7.(2)b and 7.(2)d of the <i>Health Professions Procedural Code</i> , [7. (2) Despite subsection (1), the Council may exclude the public from any meeting or part of a meeting if it is satisfied that, (b) financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public; (d) personnel matters or property acquisitions will be discussed;]			
25. Next Meeting Monday, September 17, 2018	Open Session	4:10 p.m.	J. Dunsdon <i>Chair</i>
26. Adjournment	Open Session	4:10 p.m.	J. Dunsdon <i>Chair</i>



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

MEETING OF COUNCIL MINUTES

March 6, 2018 from 8:30 a.m. to 4:00 p.m.
705-55 Commerce Valley Drive West, Thornhill, ON L3T 7V9

IN ATTENDANCE

Chair

Jim Dunsdon

Council

Ferne Woolcott	Public member
Yvonne Blackwood	Public Member
Ming C. Cha	Professional Member (via teleconference)
Christine Fung	Professional Member
Barrie Haywood	Public Member
Maureen Hopman	Public Member
Feng Li Huang	Professional Member
Terry Hui	Professional Member
Christine Lang	Professional Member
Henry Maeots	Public Member
Cal McDonald	Public Member (via teleconference)
Martial Moreau	Public Member
Xianmin Yu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member

Regrets

Yuqi Yang	Professional Member
Martin Perras	Professional Member

Staff

Allan Mak	Registrar and CEO
Stamatis Kefalianos	Deputy Registrar and Director Statutory Programs
Francesco Ortale	Director, IT, Finance and Corporate Services
Michele Pieragostini	Manager, Quality Assurance & Professional Practice
Ann Zeng	Manager, Registration and Exams
Dianne Cook	Executive Assistant

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

Temí Adewumi

Recorder

Legal Counsel

Rebecca Durcan

Steinecke Maciura LeBlanc LLP

Observers

Stephen Kwan

Ben Jiang Wu

Natalie Xian Yi Yan

Jacky Zhang

Li Rin Zhao

1. Welcome and Call to Order

After calling the meeting to order at 8:31 a.m., the Chair welcomed Council, staff and observers to the March 6, 2018 meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

2. Declarations of Conflict of Interest and Reminder of Confidentiality

The Chair asked if any Council members had any conflicts of interest with regard to the matters being considered by Council at today's meeting and reminded Council that in-camera discussions are not to be shared outside of the meeting.

There were no conflicts of interest declared.

3. Briefing on Meeting Procedure

The Chair provided an overview of the meeting procedure.

4. Adoption of the Agenda

The agenda was accepted as presented.

MOTION: T. Hui – Y. Blackwood

THAT the Agenda of the March 6, 2018 Meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario be adopted as amended.

CARRIED

5. Consent Agenda

- a) December 13, 2017 Council Meeting Minutes
- b) Executive Committee Report
- c) Registration Committee Report
- d) Inquiries, Complaints and Reports Committee Report
- e) Quality Assurance Committee Report

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

- f) Patient Relations Committee Report
- g) Discipline Committee Report
- h) Fitness to Practice Committee Report
- i) Examinations Appeals Committee Report

The Chair provided an overview of the consent agenda.

Amendments to Council minutes:

Page 9

"The election of the President, Vice-President and Committee composition will be held during the first Council meeting after the election."

It was agreed that the process for election of officers is still under discussion, and had not been approved during the meeting.

Page 9, Schedule 4

This sentence should be amended to: "Fees ~~remain the same, but~~ have been adjusted to reflect CPI plus 2%."

The query about resignation of Council members was held during the By-laws discussion.

Page 11: The Council effectiveness forms are to be sent to Ms. Woolcott, not Ms. Cook

Page 32: Reference to constitution of the Examination Appeals Committee: this Committee was constituted at the September 2017 Council meeting.

MOTION: C. Fung – B. Haywood

THAT the Consent Agenda of the March 6, 2018 Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, be approved as amended.

CARRIED

6. President's Remarks

Ms. Woolcott thanked all Council for their support, and commended member efforts to ensure their skills remain current in order to maintain competencies to safely care for the public. Note was taken of accomplished projects such as the OFC audit, By-Laws revisions, risk management, and work on the Doctor title. The College has also embarked on a community awareness project, participated in conferences, conducted ongoing communication with schools, completed competencies in collaboration with CARB, as well as maintained communication with members via its newsletter. The next project is transfer of Grandparented members to the General class.

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

The strategic plan will guide the College's activities in the next three years. Staff and Council were thanked for their roles in ensuring regulation works in the interest of the public.

7. Registrar and CEO Remarks

The Registrar welcomed all participants to the meeting, and thanked all for their attendance at the previous day's strategic planning session. The finalized plan will be shared with Council, and will outline the College's direction, growth and improvements for the coming three years.

The Ministry of Health has proposed the following regulations: (1) the definition of "patient"; (2) information that colleges will be required to post on the public register (3) an expanded list of acts of sexual abuse that would result in mandatory revocation. The College as well as FHRCO will be submitting their feedback to the proposed regulations.

Grandparented class: Approximately 1,800 members have transferred to the General class and 200 are still being reviewed. It is expected that the College will have 2,200 General Class members by the closing of the Grandparented Class deadline. A series of Registration Committee meetings have been scheduled to work through transfer applications before the deadline of March 31, 2018.

Renewal: The renewal period opened earlier this year, as it has now been aligned with the fiscal year April 1 – March 31. As of this date, March 6, 2018, about 800 members have renewed their membership.

OFC: The College's registration practices have been submitted to the OFC and are now posted on the College website.

Doctor title: A consultant is now working on Phase 1 of the project which is an environmental scan. They have consulted with schools, members, and other health regulators. Focus groups with members of the profession and members of the public will be conducted over the next few months. The report is expected by fall 2018 which will dictate the work for Phase 2 which include the requirements for entry into the class and the assessment process

QA: 200 self-assessment forms have been received. A record keeping webinar is being finalized, in line with the record keeping policy and will soon be made available to members.

Best wishes were extended to all members seeking office, and all were thanked for their work with the College.

8. Election Process

The Chair provided an outline of the election process. Three returning officers were appointed as scrutineers in accordance with the By-Law Section 66.

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

MOTION: H. Maeots – Y. Blackwood

Be it resolved that Rebecca Durcan, Stamatis Kefalianos and Francesco Ortale be appointed as returning officers.

CARRIED

9. Election: President

The Chair highlighted the duties and responsibilities of the President, as found in Section 75-76 of the By-Laws.

Ms. Woolcott was the only nominee received by the Registrar for the position of President. Ms. Woolcott accepted the nomination.

Ms. Woolcott thanked Council for their support in the past year, and high expectations were expressed for the coming year.

In accordance with the CTCMPAO By-Laws, **Ferne Woolcott** is hereby re-elected by acclamation as President of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at the first meeting of Council in 2019.

10. Election: Vice-President

The Chair highlighted the duties and responsibilities of the Vice-President, found in Section 77-78 of the By-Laws.

Mr. Hui was the only nominee received by the Registrar for the position of Vice-President. Mr. Hui accepted the nomination.

In accordance with the CTCMPAO By-Laws **Terry Wai Tin Hui** is hereby re-elected by acclamation as the Vice-President of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at the first meeting of Council in 2019.

Mr. Hui thanked all members for their trust and support, noting that the role provides an opportunity to protect the public interest and provide for the next generation.

11. Election: Executive Committee Members

Public Members

The nominations received by the Registrar for Public Members to the Executive Committee were:

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

1. Henry Maeots
2. Martial Moreau

Both candidates accepted the nomination, and made speeches outlining their education, professional career experience, and experience on Council and committees.

The Chair outlined the composition of the Executive Committee as outlined in By-Law 146, which requires composition of two public members and three elected members. As the President is a Public member, one seat is available for election.

The election proceeded by secret ballot.

In accordance with the By-Laws, **Mr. Henry Maeots** received more than 50% of the votes and was hereby elected to the Executive Committee of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at the first meeting of Council in 2019.

Mr. Maeots thanked all members for their confidence.

Professional Members

The nominations received by the Registrar for Professional Members to the Executive Committee were:

1. Christine Fung
2. Feng Li Huang
3. Christine Lang
4. Jin Qi (Jackie) Zeng

All candidates accepted the nomination and made speeches outlining their personal and professional experience, as well as their work on Council and in committees.

The Chair outlined the composition of the Executive Committee as outlined in By-Law 146, which requires composition of two public members and three elected members. As the Vice-President is a Professional member two (2) seats are available.

The election proceeded by secret ballot for the vote of the first professional member.

In accordance with the By-Laws, **Ms. Lang** received more than 50% of the votes and was hereby elected to the Executive Committee of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at the first meeting of Council in 2019.

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

The election proceeded by secret ballot for the vote of the second professional member.

In accordance with the By-Laws, **Ms. Fung** received more than 50% of the votes and was hereby elected to the Executive Committee of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at the first meeting of Council in 2019.

Both members thanked Council for their trust and support.

MOTION: M. Hopman – B. Haywood

THAT the ballots with respect to the election of the Officers be destroyed.

CARRIED

12. Executive Committee Meeting

The 2018-2019 Executive Committee of the College of Traditional Chinese Medicine retired to the meeting room to have its first Committee meeting to make the committee appointments.

13. Committees Appointment Announcement

The Executive Committee members returned to the Council meeting to make the following Committee appointment announcements:

2018-2019 Registration Committee Members:

Mr. Cha, Mr. Haywood, Ms. Hopman, Ms. Huang, Mr. Hui, Mr. Moreau, Ms. Woolcott, Mr. Yu

2018-2019 Inquiries, Complaints, Reports Committee Members:

Ms. Blackwood, M. Hopman, Ms. Lang, Mr. Maeots, Mr. McDonald, Mr. Perras, Mr. Yang, Ms. Zeng

Non-Council: Ms. Wright

2018-2019 Quality Assurance Committee Members:

Mr. Cha, Ms. Fung, Mr. Haywood, Mr. Hui, Mr. Maeots, Mr. McDonald, Mr. Moreau, Mr. Perras, Mr. Yu, Ms. Zeng

Ex-officio: Ms. Woolcott

2018-2019 Patient Relations Committee Members:

Ms. Blackwood, Ms. Fung, Mr. Haywood, Ms. Huang, Ms. Lang, Mr. Moreau, Ms. Woolcott, Mr. Yang

Discipline and Fitness to Practise Committees:

All Council members are members of both Committees.

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

Council has accepted the appointments.

MOTION: B. Haywood – C. Lang

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approves the composition of committees for the 2018-2019 year.

CARRIED

14. Committees' Chair Elections

Chairs of various committees were elected.

Elections for Chair of both Discipline and Fitness to Practice Committees were held when all Council reconvened. As the votes were held by secret ballot, the meeting remained in open session with observers present.

15. Committee Chair Confirmations

The following members were confirmed as Chairs for the 2018 to 2019 Council year.

- Registration Committee: Mr. Hui
- Inquiries, Complaints, Reports Committee: Ms. Lang
- Quality Assurance Committee: Mr. Haywood
- Patient Relations Committee: Ms. Fung
- Discipline Committee: Mr. Maeots
- Fitness to Practice Committee: Mr. Moreau

MOTION: B. Haywood – Y. Blackwood

THAT the Chairs of the statutory committees as noted be confirmed by Council.

CARRIED

16. By-Laws

- a) Briefing Note - By-Law Review
- b) Consultation Feedback – By-Laws
- c) CTCMPAO By-Law Changes

Mr. Kefalianos provided an overview of the consultation feedback. The response rate was 6% or 121 responses, composed of College members, members of the public, members of other health professions and members of a professional association. Respondents were also asked to identify their connection to the College.

The feedback was placed in six categories: Banking, Authorization of Expenses, Eligibility for Election to Council, Terms of Office (President & Vice-President), Additional Register Information and Fee Schedule. For five out of six categories, the level of agreement with proposed changes

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

was in the 90% range.

At its February 27, 2018 meeting, the Executive Committee conducted a detailed review of the By-Laws and provided opinion on further changes to the following sections:

Section 4.09, 4.15: Nominations process for elections

New timelines were proposed for nominations, notification and submission of votes.

Section 7.07: It was proposed that the election of officers be aligned with the timing of the elections. Two options for the realignment were proposed, with the implications explained. These include:

- Elections for Council moving from summer to fall
- Elections of officers in the first meeting of the newly-elected Council
- Council training held once a year
- Committees constituted once a year.

The Executive Committee has recommended that the 2018-2019 term remain as is. It was proposed that the transition start in 2019, and that positions for the term be held for only eight to nine months. It was also proposed that:

- The election for Professional Members of Council be held in the Fall
- That the first Council meeting be held in December of each year. The two-day meeting will consist of an orientation and training day, on the first day, and the election of officers, along with Committee compositions on the second day.

An overview was also provided of the Executive Committee's recommended changes to the By-Laws.

Further points:

- It was confirmed that the wording regarding Schedule 1 and Schedule 2 banks is standard use by other colleges. The wording has also been reviewed by legal counsel and sent to the auditors for review.
- Section 5.02: It was recommended that a timeline be placed in this section to ensure that a member who has been removed immediately ceases to be a member of Council or a committee. It was agreed that changes could still be made to the By-Laws, and a motion would be needed to amend the document that has already been approved in principle.
- Section 7.07: It was re-confirmed to Council that the election of officers be aligned with the election of new Council members, in order to develop an effective process in training, orientation and selection of Council and committee officers.
- The Executive Committee has proposed a transition period, in consideration of those Council members who were not aware of the potential change. The status quo will be maintained this

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

year, as newly-elected officers will hold their positions until March 2019. New terms will commence as of March 2019, and will end by December 2019. The transition provision has been reflected in the By-Laws.

- An overview was provided changes from Section 9 to Section 17. It was confirmed that members will be informed that next year's renewal ends March 31, as part of the realignment of the fiscal year with the renewal year.

The By-Laws are planned to take effect as of April 1, which provides enough time to complete operational changes.

MOTION: T. Hui – B. Haywood

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the By-Laws as amended to come into effect April 1, 2018.

CARRIED (unanimous)

Mr. Kefalianos was commended for his work on the By-laws.

The observers were thanked for their attendance, and left the meeting at 1:40 p.m.

IN-CAMERA SESSION

The minutes of the in-camera session are recorded separately.

20. Business arising from In-Camera session

The following motions were raised during the in-camera session:

MOTION: B. Haywood – C. Fung

THAT the In-Camera Minutes of the Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, held on December 13, 2017 be approved as amended.

CARRIED

MOTION: Y. Blackwood – M. Moreau

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario accept the 2018 – 2019 budget as presented.

CARRIED (unanimous)

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

March 6, 2018

21. Other Business

Council members were reminded to complete the meeting effectiveness form.

22. Next Meeting

The next meeting date of Council is scheduled for June 18, 2018.

23. Adjournment

The meeting was adjourned at 3:24 p.m.

MOTION: H. Maeots – C. Lang

THAT the meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario of March 6, 2018 be adjourned until the next meeting or at the call of the President.

CARRIED



FOR: Information

SUBJECT: Executive Committee Report

Executive Committee Members:

Ferne Woolcott, President	Public Member
Terry Hui, Vice-President	Professional Member
Christine Lang	Professional Member
Christine Fung	Professional Member
Henry Maeots	Public Member

The Executive Committee met once in person on May 24, 2018 since the previous Council meeting held March 6, 2018 at which the last Executive Committee report was given.

FOR INFORMATION

1. Strategic Planning Session

The Executive reviewed the final report submitted by the Consultants from the Strategic Planning Session held with Council and staff on March 5, 2018.

The Strategic Plan is for three years from 2018-2021. It includes the College mandate, a newly developed vision statement as well as four major strategic directions: Public Confidence; Good Governance; Practitioner Competence and Stakeholder Communications. This report will go forward for review and approval by Council at its June 18, 2018 meeting.

2. Workplan

A draft 2018 – 2021 Workplan was developed to align with the draft Strategic Planning and provide a plan to operationalize the strategic directions. The workplan was reviewed by the Executive Committee and a motion was passed to recommend the 2018 – 2021 Workplan be accepted by Council at the meeting on June 18, 2018.

3. 5-year Budget Projection

Following the closing of the Grandparented class and the PLAR process, staff presented a 5-year budget projection to the Executive Committee. The projections provided various scenarios which included various membership fee options to ensure fiscal responsibility for the College in light of the decrease in the number of members from the closing of the grandparented class, the College's statutory obligations, and the strategic plan initiatives. A motion was passed recommending that Council amend By-Law 17.04 as appropriate upon reviewing the budget projections.



4. CARB-TCMPA

The Executive was updated on the two meetings held by CARB-TCMPA in March and May 2018. At the March meeting the appointments of Ben Cao, President; Jonathan Ho, Vice-President and Allan Mak, Secretary-Treasurer were acclaimed.

The Annual Meeting in May held in Alberta was attended by the President and Registrar of the College. Discussions included finance, audit, strategic planning, a national education accreditation program and the Pan Canadian Exam.

5. Non-Council Committee Member Appointment

The Executive re-affirmed the appointment of Ms. Fanny Ip to the Inquiries, Complaints and Reports Committee as a Non-Council Committee Member. A motion was passed to bring this appointment forward to the Council Meeting, June 18, 2018.

6. District 3 Election of Professional Members

The Executive reviewed the information provided on the District 3 Election process. The elections will be through online voting and conducted by an external party. A motion was passed to recommend a date to Council for the District 3 Election comprised of the City of Toronto and the Regional Municipality of York to be set for October 29, 2018.

7. Three new Regulations under the Protecting Patients Act

The Executive was updated on three new regulations proclaimed on May 1, 2018 by the Ministry of Health and Long-Term Care. The regulations include:

- an expanded the definition of a patient for the purposes of sexual abuse
- additional member information to be placed on the public register related to criminal offences, release restrictions on criminal charges discipline findings from other regulators, and status with other regulators and;
- expansion of mandatory revocation provisions.

8. Council Meeting Effectiveness Form

The Executive Committee reviewed the results of the Meeting Effectiveness Survey from the March 6, 2018 meeting. Overall, positive comments were provided on meeting format and information provided. It has been recommended an Acronym “cheat sheet” would be helpful.



FOR: Information

SUBJECT: Registration Committee Report

Registration Committee Members

Terry Wai Tin Hui (Chair)
 Ferne Woolcott
 Martial Moreau
 Ming C. Cha
 Feng Li Huang
 Maureen Hopman
 Barrie Haywood
 Xianmin Yu – From March 6, 2018

Since the last Council meeting, the Registration Committee held an emergency meeting on May 10, 2018 regarding current information about the Pan-Canadian examination. The Registration Committee held seven additional panel meetings on March 8, 2018, March 21, 2018, March 26, 2018, March 29, 2018, April 18, 2018, May 10, 2018 and May 16, 2018.

COMMITTEE APPOINTMENTS

The Executive Committee has appointed Xianmin Yu to the Registration Committee.

FOR INFORMATION

1. 2018-2019 REGISTRATION RENEWAL

Due to the new renewal deadline of April 1, 2018, the College opened the renewal process to members on February 1, 2018. Only members registered in the General, Student, or Inactive Classes are able to renew.

So far, 2298 members out of the 2326 eligible members have successfully submitted their renewal.

2. 2018 PAN-CANADIAN EXAMINATION

Application for the 2018 Pan-Canadian Examination is available online on May 1, 2018. This is the first year where the application will be completed by applicants online. The deadline to submit the application is June 29, 2018 at 5 pm EST.

Currently, the College has received 28 applications.



3. APPEAL TO HEALTH PROFESSIONS APPEAL AND REVIEW BOARD (HPARB) AND HUMAN RIGHTS TRIBUNAL OF ONTARIO COMPLAINTS (HRTTO)

The College currently does not have any outstanding HPARB or HRTTO appeals on Registration Committee decisions.

4. REGISTRATION COMMITTEE PANEL UPDATES

In accordance with Section 15 (2) of the *Health Professions Procedural Code*, the Registrar refers an application for registration to the Registration Committee if the Registrar has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements.

The Registration Committee Panel has met seven times since the last Council meeting on March 6, 2018 to discuss applications referred by the Registrar. Registration Committee Panel Members deliberated on:

- 95 Transfer Applications. 4 were approved, 71 were approved with TCLs, 16 were refused, and 4 remain outstanding.
- 7 General Class Applications. 3 were approved and 4 were approved with TCLs.
- 6 Transfer from Inactive Class Applications. 3 were approved and 3 were approved with TCLs.
- 3 requests for title variation and all were approved.

5. REGISTRATION UPDATES AS OF May 25, 2018

Total Registered Members: **2345**

General Members		Student Members	
R. TCMP	R. Ac	R. TCMP	R. Ac
1160	1129	5	2

Inactive Members	Resigned	Suspended	Revoked	Expired
49	279	35	91	671

General Members practising with Written Language Plan: **238**

Members practicing with terms, conditions and limitations: **556**

2018 JURISPRUDENCE COURSE TESTS

Passed	Failed	Total
75	0	75


2018 SAFETY PROGRAM TESTS

Passed	Failed	Total
78	0	78

This report is current to May 30, 2018 in anticipation of the Council meeting scheduled for June 18, 2018.



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q1 (April 1, 2018 – June 30, 2018) as at May 31, 2018

Committee Members:

Panel 1

Yvonne Blackwood, Public Member (Chair of Panel 1)
C. Lang, R. TCMP, Professional Member (Chair of ICRC)
Y. Yang, R. TCMP, Professional Member
J. Zeng, R. TCMP, Professional Member
M. Hopman, Public Member

Panel 2

C. McDonald, Public Member (Chair of Panel 2)
M. Perras, R. TCMP, Professional Member
N. Wright, R. Ac, non-Council Member
H. Maeots, Public Member

The Committee is divided into two main Panels to accommodate the number of ongoing matters, and to accommodate the selection of Panel members, should the need arise for a discipline hearing.

The two Panels are scheduled to meet five times in Q1. Teleconferences were held on April 4, 2018, May 8, 2018, May 14, 2018 and May 18, 2018. Another teleconference is scheduled for June 26, 2018.

A new member training teleconference occurred on April 4, 2018.

New Cases and Nature of Concerns

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
2	1	Safety concerns	2	2	Falsification of Records
	1	Failing to reply to a request for information regarding a service and product			

Completed Cases and Outcomes

Complaints	Outcomes		Registrar Reports Investigations	Outcomes	
2	1	Oral caution & SCERP	3	3	Oral Caution
	1	Take No Action due to Undertaking			

Complaints cases before Health Professions Appeal and Review Board

New Cases	Pending Cases
	2

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # cases
12	18	0	30

Note: this information is current to May 31, 2018.



FOR: Information

SUBJECT: Quality Assurance Committee Report

Quality Assurance Committee Members

Barrie Haywood	Public Member (Chair)
Christine Kit Yee Fung	Professional Member
Jin Qi (Jackie) Zeng	Professional Member
Martin Perras	Professional Member
Ming Cha	Professional Member
Terry Wai Tin Hui	Professional Member
Xianmin Yu	Professional Member
Heino (Henry) Maeots	Public Member
Cal McDonald	Public Member
Martial Moreau	Public Member

Since the last Council meeting, the Quality Assurance Committee held one meeting on May 31, 2018.

Orientation

On March 6, 2018, when the Committee compositions were revised, new Council members were appointed to the QA Committee. To support the new and existing members, an orientation was provided by Ms. Erica Richler of Steinecke Maciura LeBlanc on May 31st, 2018. Ms. Richler presented on the responsibilities and powers of the QA Committee, the strict confidentiality provisions, and the QA Program.

2017 Self-Assessment Selection

On November 15, 2017, 260 members, equivalent to 10% of the membership, were selected at random to submit their 2017 self-assessment forms and demonstrate compliance with the annual requirements of the QA Program. The final deadline to submit these documents was March 23, 2018. Two hundred and fifty-nine submissions were received. One member who did not make a submission was referred by the QA Committee for a Peer and Practice Assessment.

2018 Non-Compliance Declaration

Each year at registration renewal, members are required to declare whether they are in compliance with the annual requirements of the QA Program. In 2018, 10 members declared non-compliance. Seven of these members were requested to submit their 2017 self-assessment forms no later than June 11, 2018 for review. The remaining three members registered in the second-half of 2017 and were excused.

Competency 101

At the May 31, 2018 meeting, a guest speaker, Dr. Zubin Austin of the University of Toronto, shared his research regarding competencies for regulated health professions. Dr. Austin discussed what competency

means to the patient, practitioner, regulator and employer, how engagement affects professional practice and the lessons regulators can learn from the competence assessment literature. The presentation was informative and will guide the Committee during its review of the QA Program.

Peer and Practice Assessment Program

On June 7, 2018, training was held by staff for the College's Peer Assessors. The training provided an update on the College's activities including the duties of the QA Committee and assessors, and the processes and accountabilities of the peer and practice assessment program. Assessors were also provided with their remuneration and reimbursement framework.

This report is current to June 8, 2018 in anticipation of the Council meeting scheduled for June 18, 2018.



FOR: Information

SUBJECT: Patient Relations Committee Report

Patient Relations Committee Members

Christine Kit Yee Fung	Professional Member (Chair)
Christine Lang	Professional Member
Feng Li Huang	Professional Member
Yuqi Yang	Professional Member
Martial Moreau	Public Member
Ferne Woolcott	Public Member
Yvonne Blackwood	Public Member
Barrie Haywood	Public Member

Since the last Council meeting, the Patient Relations Committee held one meeting on March 29, 2018.

Orientation

An orientation was held for the Committee by Rebecca Durcan of Steinecke Maciura LeBlanc. Ms. Durcan outlined the Committee's mandate, components of the Code relating to the Committee's statutory powers, and, funding for patients sexual abused by members. Staff also provided an overview of the College's plans for the Patient Relations Program in the next year which includes an increase in communications, sexual abuse training and information to the public. It was reported that sexual abuse was the primary cause for Registrar's Reports being initiated last year.

Funding for Therapy

There was no application for funding for therapy and counselling related to sexual abuse in this reporting period.

This report is current to June 8, 2018 in anticipation of the Council meeting scheduled for June 18, 2018.



FOR: Information

SUBJECT: Discipline Committee Report by Quarter (Q1- April 1, 2018 – June 30, 2018)

Every member of council is a member of the Discipline Committee.

The Committee scheduled 4 discipline hearings in Q1. One is closing submissions, one is a penalty hearing, one is an uncontested hearing and the other is yet to be determined.

The Committee completed and released their decision in three cases: [CTCMPAO v. CHUNXING ZHUANG](#), [CTCMPAO v. DAN MICU](#) and [CTCMPAO v. PHILLIP TRAN](#). The decisions are available on the College's website.

Three pre-hearing conferences occurred this quarter.

The table below summarizes the members before the Discipline Committee in the quarter:

Member Name	Hearing Dates	Format/Type of Hearing	Nature of Allegations
Yan, Nathalie Xian Yi	May 1, 2018	Closing Submissions	<ul style="list-style-type: none"> • Failing to keep records in accordance with the Standards • Submitting an account or charge that the members knows is false and misleading • Failing to provide information to a patient and charging fee based on racial descent • Use of Doctor title • Breach of Confidentiality with a patient



Turevski, Diana	June 6, 2018	Hearing	<ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and misleading • Falsifying a record relating to your practice • Failing to reply appropriately within a reasonable time to a written request from the College • Failing to cooperate with an investigation • Engaging in conduct that is disgraceful, dishonorable or unprofessional
Ma, Yu-zhen	June 7, 2018	Uncontested Hearing	<ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and misleading • Contravened a standard of practice of the profession • Falsifying a record relating to the member's practice • Engaging in conduct that is regarded as disgraceful, dishonorable or unprofessional



Li, George	June 19, 2018	Penalty Hearing	<ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and misleading • Failing to itemize an account for professional products or services • Contravened a standard of practice of the profession • Failing to keep records in accordance with the Standards • Breaching without reasonable cause an agreement with patient • Issuing false or misleading statement • Falsifying a record relating to his practice
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As of this date, there are 13 open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.

This report is current as at June 4, 2018



FOR: Information

SUBJECT: Fitness to Practice Committee Report for 2018/2019 –
Q1 to date (April 1, 2018 – June 30, 2018) as at June 7, 2018

Pursuant to the College Bylaw, every member of Council is a member of the Fitness to Practice Committee.

The committee has not had a meeting since the last Council report. There have not been any referrals to date in Q1.

Cases referred to Committee

New Cases	Pending Cases
0	0

This report is current to June 7, 2018 in anticipation of the Council meeting scheduled for June 18, 2018.



FOR: Information

SUBJECT: Examination Appeals Committee Report

Examination Appeals Committee Members

Christine Kit Yee Fung (Chair)

Yvonne Blackwood

Cal McDonald

Since the last Council meeting, the Examination Appeals Committee held a meeting on May 17, 2018.

FOR INFORMATION

The Examination Appeals Committee was established to review appeals of the College's registration examination. A candidate may appeal an attempt of the exam if they believe they failed due to illness on examination day, personal emergency, or procedural irregularities. The Committee will then determine if the appeal is warranted. Should the Committee decide to grant an appeal, the Committee has the authority to:

- Allow the candidate to attempt the examination without the appealed attempt being counted as one of the four permitted attempts
- Allow the candidate to pay the examination fee at an adjusted rate determined by the Registrar

The Committee does not have the authority to grant a passing score of the exam.

1. Examination Appeals Committee Updates:

- At its meeting on May 17, 2018, the Committee reviewed 12 requests for an appeal, which were refused by the committee after thorough review.

This report is current to May 25, 2018 in anticipation of the Council meeting scheduled for June 18, 2018.



Meeting Date:	June 18, 2018
Issue:	Council Member Elections
Reported By:	Allan Mak
Action:	For Discussion and Decision

Background

As per section 4.06 of the College By-Laws, the professional Council Member positions for District 3 are up for election in 2018 for a three-year term ending in 2021. Section 4.07 of the College By-Law state that the Registrar, as directed by Council, shall set the date for the election to Council of candidates in each electoral district.

District 3

There are 3 available positions on Council from Elector District 3. There are 1490 Members eligible to vote in District 3 – Central, which is comprised of the city of Toronto and the regional municipality of York.

Proposed Dates and Time Lines

The chart shows the proposed election date along with schedule of dates to have materials in the hands of our members in line with our revised By-Laws 4.01 – 4.26.

The Election will be held by electronic voting using a third-party vendor, BigPulse. Members eligible to vote will receive educative information leading up to the opening of the electronic polls. Members eligible to vote will have 30 days to cast their ballot beginning September 28, 2018 – October 29, 2018 at 5:00 p.m. The electronic ballot will contain a link to the member's profile on the public registry, their biographical statement and if desired a head shot photograph.

ELECTION DATE	October 29
Nomination Package Out (minimum 90-days prior to election date)	July 20
Nominations due (minimum 60-days prior to election date)	August 20
Voting Ballots sent to members (minimum 30 days prior)	September 28
End of Voting timeline Election Day 5:00 p.m. EST	October 29
Ballot Report	October 30
Notification of candidates	October 30
Notification & posting of results (if no recount is requested)	November 15

The first Council meeting following the elections:

Council Training Day Tuesday, December 12, 2018
Council Meeting Wednesday, December 13, 2018

Decision

To accept the recommendation of the Executive committee and ask Council to direct the Registrar to set the date of October 29, 2018 as the date of elections for District 3 comprised of the City of Toronto and the Regional Municipality of York in accordance with the College By-Laws.



Electronic Voting Information

About BigPulse

The BigPulse online voting technology has evolved over 17 years of continuous R&D focused on security, flexibility and efficiency.

Security and track record

BigPulse places security above all other priorities. Their technology has been exhaustively tested and refined in thousands of elections continuously over seventeen years. More than 100,000 separate voting polls in the 35,000 voting projects have been run on BigPulse. BigPulse has an unblemished security track record.

How to Use

Easy to use, eligible members are sent an email with a link to vote. They click the link, select the member(s) they wish to vote for, select 'proceed to vote', next page gives you the option to go back and change your vote, ask for a password to retrieve your confirmation, to received it as a separate PDF or in the email or all three. You then receive confirmation of your vote via email. You cannot re-use the link as it is email address specific.

The screenshot shows a web interface for an online election. It lists three candidates: Julie, Frank, and Mary. Each candidate has a profile picture, a name, and a statement. Julie's statement is "I have lots to say really I do." Frank's statement is "I promise to count all votes, hear all voices and tell it as it is." Mary's statement is "I promise to count all votes, hear all voices and tell it as it is." Below the statements, there is a "Proceed to vote confirm page" button and a "Skip" button. At the bottom, there is a "Your Logo Here" section and a "Signed in as User_17422208" section. A warning message states: "WARNING: Vote not yet submitted. Check your selections then click Confirm or Back." Below the warning, there is a section for "Election Poll Example 1: Election for President 2016" with a list of candidates: Julie and Mary. At the bottom, there is a section for "After confirming, your vote receipt notification will be sent to your email address: dianne.cook@ctcmprao.on.ca" with three checkboxes: "Include my vote selection in the email.", "Include my vote receipt code in the email.", and "Send my vote receipt as a password protected PDF attached to an email." At the very bottom, there are two buttons: "Confirm" and "Back to make a correction".

Email Confirmation:

You voted as sign-in name: User_17422208
This vote was recorded: Tuesday 15 May 2018 01:34 AEST
You voted from IP address: 206.214.254.178
Election Poll Example 2: Election for President (Poll ID: 3155)

Vote receipt code **lyXctITaWB** ** see privacy note below
**

Your vote was recorded as:

- [1] Ralph (ID#15026095)
- [2] Georgina (ID#15026097)
- [3] Darrick (ID#15026098)

ID# is the permanent identification number of the selected choices in the database.



Meeting Date:	June 18, 2018
Issue:	Non-Member of Council Committee Member
Reported By:	Allan Mak
Action:	For Decision

Background

As per section 9.02 (i) of the College By-Laws, the Council may appoint persons who are not Council Members to Committees unless these By-Laws indicate that only Council members are part of the composition of the Committee.

Ms. Fanny Ip has expressed interest in participating on the ICRC. Ms. Ip has been assisting the College with the Pan Canadian Examination and sitting on the item writing committee.

Her CV is attached for your information.

Recommendation/Action:

To accept the recommendation of the Executive Committee to appoint Ms. Fanny Ip to the Inquiries, Complaints and Reports Committee as a Non-Council Committee member.

**Ministry of Health
and Long-Term Care**

Health Workforce Planning and
Regulatory Affairs Division

Health Workforce Regulatory
Oversight Branch

12th Floor
56 Wellesley Street West
Toronto ON M5S 2S3
Tel.: 416 327-8464
Fax: 416 327-0167

**Ministère de la Santé
et des Soins de longue durée**

Division de la planification et de la réglementation
relatives aux ressources humaines dans le
domaine de la santé

Direction de la surveillance réglementaire relative
aux ressources humaines dans le domaine de la
santé

12^e étage
56, rue Wellesley Ouest
Toronto ON M5S 2S3
Tél.: 416 327-8464
Télec.: 416 327-0167



APR 20 2018

HLTC2968IT-2018-61

MEMORANDUM TO: Presidents and Registrars
Health Regulatory Colleges

FROM: Allison Henry
Director
Health Workforce Regulatory Oversight Branch

RE: Proclamation of certain sections of the *Protecting Patients Act, 2017* and new regulations under the *Regulated Health Professions Act, 1991*

I am pleased to advise you that the Lieutenant Governor in Council has proclaimed May 1, 2018 as the date on which certain sections of Schedules 1 and 5 of the *Protecting Patients Act, 2017* will come into force. Three new regulations made under the *Regulated Health Professions Act, 1991* (RHPA) will also come into force on that date.

Specifically, the sections are Schedule 1, s. 3, 4 (3), 5 and Schedule 5, s. 5 (1), (7), 6, 7, 18, 26, 27, 28, 31 of the *Protecting Patients Act, 2017*. E-laws has been updated to reflect the proclamation.

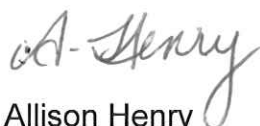
The regulations are those made under subsection 1 (6), 23 (2) and for the purposes of clause 51 (5.2) (a) of the Health Professions Procedural Code (HPPC). An electronic copy of the regulations is attached and they may also be viewed on e-laws.

Together, the proclamation and the regulations will further strengthen Ontario's zero tolerance for sexual abuse of patients by regulated health professions and will bring greater consistency between the *Drug and Pharmacies Regulation Act*, and the RHPA with respect to interim suspensions.

In advance of May 1, 2018, Colleges should ensure their respective readiness for the coming into force of these legislative amendments and new regulations. This includes Colleges' processes and practices that reflect the new statutory and regulatory obligations, as well as, updated guidance documents for members of your respective colleges, including those associated with the regulation made under subsection 1 (6) of the HPPC.

If you have any questions about the proclamation or the regulations, please do not hesitate to contact Stephen Cheng, Manager, Strategic Regulatory Policy Unit at 416-327-8540.

Sincerely,

A handwritten signature in cursive script that reads "A. Henry".

Allison Henry
Director

Attachments

[Bilingual]

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REG2017.0585.e
6-SB

ONTARIO REGULATION

made under the

REGULATED HEALTH PROFESSIONS ACT, 1991

PATIENT CRITERIA UNDER SUBSECTION 1 (6) OF THE HEALTH PROFESSIONS PROCEDURAL CODE

1. The following criteria are prescribed criteria for the purposes of determining whether an individual is a patient of a member for the purposes of subsection 1 (6) of the Health Professions Procedural Code in Schedule 2 to the Act:

1. An individual is a patient of a member if there is direct interaction between the member and the individual and any of the following conditions are satisfied:
 - i. The member has, in respect of a health care service provided by the member to the individual, charged or received payment from the individual or a third party on behalf of the individual.
 - ii. The member has contributed to a health record or file for the individual.
 - iii. The individual has consented to the health care service recommended by the member.
 - iv. The member prescribed a drug for which a prescription is needed to the individual.
2. Despite paragraph 1, an individual is not a patient of a member if all of the following conditions are satisfied:
 - i. There is, at the time the member provides the health care services, a sexual relationship between the individual and the member.

- ii. The member provided the health care service to the individual in emergency circumstances or in circumstances where the service is minor in nature.
- iii. The member has taken reasonable steps to transfer the care of the individual to another member or there is no reasonable opportunity to transfer care to another member.

Commencement

2. This Regulation comes into force on the latest of,

- (a) the day section 6 of Schedule 5 to the *Protecting Patients Act, 2017* comes into force;**
- (b) May 1, 2018; and**
- (c) the day this Regulation is filed.**

[Bilingual]

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REG2017.0552.e
4-SB

ONTARIO REGULATION

made under the

REGULATED HEALTH PROFESSIONS ACT, 1991

PRESCRIBED OFFENCES – HEALTH PROFESSIONS PROCEDURAL CODE

Prescribed offences

1. The offences mentioned in sections 151, 152, 153, 153.1, subsection 160 (3) and sections 162, 162.1, 163.1, 170, 171.1, 172.1, 172.2, 271, 272 and 273 of the *Criminal Code* (Canada) are prescribed offences for the purposes of clause 51 (5.2) (a) of the Health Professions Procedural Code in Schedule 2 to the Act.

Commencement

2. This Regulation comes into force on the later of May 1, 2018 and the day it is filed.

[Bilingual]

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ONTARIO REGULATION

made under the

REGULATED HEALTH PROFESSIONS ACT, 1991

INFORMATION PRESCRIBED UNDER SUBSECTION 23 (2) OF THE HEALTH PROFESSIONS PROCEDURAL CODE

Prescribed information

1. (1) The following information, if known to the College, is prescribed information to be contained in a College's register for the purposes of paragraph 19 of subsection 23 (2) of the Code and is designated as information subject to subsection 23 (13.1) of the Health Professions Procedural Code in Schedule 2 to the Act:

1. If there has been a finding of guilt against a member under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) and if none of the conditions in subsection (2) have been satisfied,
 - i. a brief summary of the finding,
 - ii. a brief summary of the sentence, and
 - iii. if the finding is under appeal, a notation that it is under appeal until the appeal is finally disposed of.
2. With respect to a member, any currently existing conditions of release following a charge for an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) or subsequent to a finding of guilt and pending appeal or any variations to those conditions.
3. If a member has been charged with an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) and the charge is outstanding,

- i. the fact and content of the charge, and
 - ii. the date and place of the charge.
- 4. If a member has been the subject of a disciplinary finding or a finding of professional misconduct or incompetence by another regulatory or licensing authority in any jurisdiction,
 - i. the fact of the finding,
 - ii. the date of the finding,
 - iii. the jurisdiction in which the finding was made, and
 - iv. the existence and status of any appeal.
- 5. If a member is currently licenced or registered to practice another profession in Ontario or a profession in another jurisdiction, the fact of that licensure or registration.

(2) The conditions referred to in paragraph 1 of subsection (1) are the following:

- 1. The Parole Board of Canada has ordered a record suspension in respect of the conviction.
- 2. A pardon in respect of the conviction has been obtained.
- 3. The conviction has been overturned on appeal.

(3) Nothing in this Regulation shall be interpreted as authorizing the disclosure of identifying information about an individual other than a member.

(4) In this section,

“identifying information” means information that identifies an individual or for which it is reasonably foreseeable in the circumstances that it could be utilized, either alone or with other information, to identify an individual.

Commencement

- 2. This Regulation comes into force on the later of May 1, 2018 and the day it is filed.**

March 21, 2018

Health Workforce Planning and Regulatory Affairs Division
56 Wellesley St W, 12th floor
Toronto, ON M5S 3R9

To Whom It May Concern:

Re: Proposal number: 18-HLTC020 New Regulations made under the Regulated Health Professions Act, 1991

We write to provide you with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario's (CTCMPAO) response, to the proposed new regulations to the *Regulated Health Professions Act, 1991* (RHPA).

We note and express support for the objectives that underlie these proposed regulations in strengthening the sexual abuse and transparency provisions in the RHPA. In response to the regulations that establish the criteria to the definition of a "patient" and the additional information required on the public register, the College is in full support of the proposed criteria.

Our response to these regulations is provided within the context of providing advice to the Minister and government to help inform how legislators might wish to amend and improve the Prescribed Offences Regulation to further strengthen and protect the public.

The proposed regulation does not address practitioners who are dual registrants with another regulatory body. If a practitioner is found guilty of professional misconduct for one of the prescribed offenses that require mandatory revocation, the practitioner is only revoked from the regulator that received the complaint. The College recommends that mandatory revocation be applied to all of a practitioner's certificates of registration for a finding of committing one of these offenses.

An offending practitioner should not have the privilege to continue practicing under their other certificates of registration and be granted opportunities to bring further risk to the public. A blanket provision to revoke all certificates of registration would provide appropriate protection and eliminate further risk of harm.

This would provide opportunities for regulatory bodies to collaborate and share resources through joint investigations, hearings and shared decisions that would be enforced by all regulatory bodies that regulate the practitioner. While the current process of separate investigations, separate hearings and decisions by each of the regulators is inefficient and causes a strain on resources, our recommendation would help to enhance and improve our regulatory processes. Furthermore, it is our understanding that a finding of professional misconduct for these prescribed offences would only lead to revocation of only one year,

which would permit registrants the opportunity to reapply for reinstatement. We appreciate that this permits each regulator to make decisions to assess whether the registrant has fully been remediated and able to return to the profession and provide safe, and ethical care to patients. However, the College position is that it should match the 5-year timeframe that is currently in the RHPA for the egregious acts of sexual abuse.

Although some of acts may not be as severe, these cases involve a situation where a practitioner is taking advantage of vulnerable patients in a predatory nature. It is often seen in sexual abuse cases, that practitioners will test their boundaries with a patient with gradual advances to test their limitations. These acts may not be as severe as others, but they are conducted in a predatory fashion which can lead to more egregious acts if the patients do not stop them from proceeding further.

We thank you again for the opportunity to provide our comments. We hope you consider our suggestions as we believe that they would further protect of the public. Should you require further details or clarification, we would happy to provide our input.

Regards,



Ferne Woolcott
President and Public Member, CTCMPAO



Allan Mak
Registrar and CEO, CTCMPAO

Cc: Denise Cole, Assistant Deputy Minister, Health Workforce Planning & Regulatory Affairs Division Ministry of Health and Long-Term Care

Allison Henry, Director of the Health Workforce Regulatory Oversight Branch,

Stephen Cheung, Manager of the Strategic Regulatory Policy Unit

Shenda Tanchak, President of FHRCO