
Meeting of the Transitional Council of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario — March 19, 2014

Call to Order, Approval of Agenda, and Approval of Minutes of Last Meeting.

This was a ½ day meeting.

REPORTS

President's Report:

- Thoughts on the Characteristics of a Leader and conclusion that the members of the TC are all leaders in this task
- Mention of an article in the *Globe and Mail* that mentioned as a side note that proclamation of this College and another new College will be postponed.

Quality Assurance Committee Report:

- One meeting on Feb. 6th
- Setting up of the newly populated committee
 - Introductions
 - Orientation to the new tasks
- Started to work on an outline for the Q&A program

Registration Committee Report:

- Two meetings, Jan. 31st and Feb. 28th
- Next meeting will be in April and will be the set-up for the newly populated committee
- Worked on policies
- Further preparation for proclamation
- Decisions on some remaining questions re: hours etc. for grandparenting
 - Reflecting teams: will not count as direct client contact (DCC) hours in general, but possible to make case-by-case exemptions
 - Client conferences with the client present will only count towards DCC hours for the primary therapist, not the rest of the group
 - “in Canada” hours for work with people in other countries has been limited to clients who are Canadian citizens or Permanent Residents in Canada and are working in the Canadian Armed Forces, in Canadian Embassies, or with Canadian NGOs
- Decisions about information to be included (or not) in the Public Register (PR) beyond the governmental requirements.
 - Languages in which therapy is offered, if member gives permission
 - No specialities or areas of therapeutic focus (it's not for advertising); academic credentials may be permitted
- Clarification of “substantial completion” of education or a training program for application to the Qualifying Category:
 - At least 90% of classroom hours *or*
 - Enrolment in the final part of the program with completion expected within one semester *or*
 - Finished with all classroom hours but waiting for completion of thesis or final exam *and*
 - At least 125 hours of DCC *and*
 - At least 30 hours of supervision related to the 125 hours of DCC

Registration Committee Report, cont'd:

- Reviewed training sessions for program reviewers.
- Currently 2700 people are registered for the jurisprudence module with more than half having completed the module; more than 3700 accounts have been opened so far

A discussion ensued about the question of titles and specialties on the public register. The issue was returned to the Executive Committee for further consideration.

ICRC (Inquiries, Complaints and Reports Committee) Report:

- Referring to a written report, no verbal report given

Discipline Committee Report:

- Had one meeting, setting up the newly created committee
- Discussed purpose and details of the work of the committee
- Has another meeting scheduled after the TC meeting

PLAR Task Group Report:

- 2nd pilot for the grandparenting application process has been completed
 - 60 participants
 - 46 completed
 - Most technical problems have now been resolved
 - More detailed information will be possible to enter for currency hours that meet 500 and more hours but not the full 750 hours
 - Sick and maternity leave will be added as choices
- Barring any severe technical problems, the application process is going to start April 1, 2014
 - Fee will be due only upon submission of the completed application
- The task group is now moving on to dealing with applications from international / foreign trained applicants

Executive Committee Report:

- Met twice since last meeting
- Still working with the Ministry on steps towards proclamation
- Dealing with Ministry and other correspondence
- Decided on advertising to raise public awareness of the new College: TTC, Toronto Star, Metro News
- Working with trademark and trademark protection
- Ministry requested a Memorandum of Understanding from all 26 College re: disclosure in specific situations; Executive Committee is considering this carefully in light of confidentiality questions
- Working with program recognition
 - Programs can apply and 23 have already applied
 - Only 3 programs are close to completing the application
 - It is expected it will take about 1 months for each program to be vetted

Executive Committee Report, cont'd:

- Working on by-laws
- The Executive Committee reminds all other committees to keep the College's Vision and Mission statements close to heart and as a lens through which all work is being done.

Registrar's Report:

- Still no proclamation date
 - College is hoping for June 1st
 - College is 'pushing' for a date to be set to make proclamation almost certain even if there is a change in government
 - College is supporting idea of proclaiming the Controlled Act separately from and later than the College, maybe in the fall
 - Registration regulation is still being discussed; latest draft to be brought to the TC in the in camera meeting at the second half of today's meeting — hopefully this would be the last draft
- Question of the RMHT candidates still open with the Ministry still working on it
- Setting up to notify potential members about application process being open
 - Emails and website notification are planned
- "Information for Applicants" on the website has been updated
- Now working on translation of all public documents

APPROVAL OF TERMS OF REFERENCE
(definition for committees)

- Definitions were read and motion was passed

EXECUTIVE TRANSITION

At the last election of the Executive Committee, the term was officially set until proclamation and the following first election of the regular Council by the membership. This was done with the expectation that proclamation would happen within a year's time, thus following the by-laws that call for an annual election. With proclamation being delayed, the question arose if an election of the Executive Committee has to be called.

Legal council was consulted. Legal council felt that it was not in the best interest of the College to elect a new Executive Committee in this crucial time, just leading up to proclamation. According to the law the Executive Committee has a three to nine month window during which it can continue to work.

Staff expressed their concern that having a new Executive Committee at this point in the process would make things more difficult than they are.

Executive Committee suggested it remain in place as is until proclamation. No questions were raised and one member expressed verbal appreciation of this suggestion. Executive Committee will remain as is for now.

REGISTRATION UPDATE

- *Auditing Process (Portfolio Review)*
 - Clarification: this is only valid for the grandparenting application process
 - General information will be posted on the website
 - The audit is a component of the application process but will only apply to a few randomly chosen applications
 - The audit will ask the applicant to “substantiate through evidence” the claims made in the application
 - Documentation will have to be uploaded to the applicant’s account; guidelines will be provided
 - If documentation is not available, the applicant will be asked to explain why it isn’t available
 - It is likely that the auditing process would include several communications between auditor and applicant, via email or by phone. In-person meetings are not planned.
- *General Review of Applications*
 - This is a new process and nobody know yet how long it will take to review an application
 - It’s a process with several stages:
 - Administrative review by staff: is everything filled in, all forms attached properly, etc.
 - Scoring of the SEUS text field through staff
 - Broad review of every part of the application: hours, information, etc.
 - Applications that have irregularities (and those randomly picked for an audit) are forwarded to the Registration Committee for audit and final decision
 - Applicant gets notification of the decision and is informed about what information will be added to the Public Register
 - Upon proclamation registration confirmation and certificate are mailed out (or emailed) and the Public Register is made public.

Q&A PROGRAM OUTLINE

- *Purpose of the Q&A Program*
 - Ensure quality of knowledge and skills of members
 - Ensure ongoing updates and professional development
 - Promote collaboration with members of other medical Colleges
 - Promote the relationship between member and the College
 - Keep abreast of changes in the field, technological changes, etc.
- *Required Components*
 - Self-evaluation
 - Peer and practice evaluation

Q&A PROGRAM OUTLINE, CONT'D

- *Rights and Obligations*
 - *Q&A Committee*
 - Can require members to do specific work if member is found to be lacking essential skills
 - Can require members to do remedial work if previous levels aren't done satisfactory
 - Can report the name of a member whom the Q&A Committee believes to be in professional misconduct to the ICRC Committee or the Registrar
 - Can not give details to the ICRC or the Registrar (no investigative power of the Q&A Committee)
 - Can not decide on expulsion of a member
 - *Members*
 - Have to participate in the Q&A program
 - Keep their clients' confidentiality (no names and identifying information are to be given)
 - Have to give peer-evaluators access to specific information if requested (see below for details)
- *Levels of Evaluation*
 - **Level 1: self-evaluation — 2-year cycle**
 - Self-assessment
 - Review of competencies and reflection in practice
 - Possible feedback from clients or colleagues
 - Log of professional development done in the 2 years prior
 - Identification of learning goals for the coming 2 years
 - Learning plan to reach the learning goals
 - some topics that seem to come up frequently include
 - Record keeping
 - Boundaries
 - Ethics
 - consent
 - Maybe an e-learning module (if and when available)
 - **Level 2: peer and practice evaluation**
 - Each year a random selection of practices will be scheduled for this review
 - Members who had a lot of problems may also be submitted for the process
 - May be done
 - Through phone conversations
 - Secure review of some notes and records (no identifying information, only files accumulated since membership in the College, secure online upload available)
 - On-site visits
 - Evaluation will be done by members / peers trained for the task
 - **Level 3: continued education specifically required**
 - Specified Continued Education and Remedial Programs (SCERP) will be developed by the College over time

During a discussion it was reiterated that the purpose of the Q&A committee and program is to support the member, not to punish him / her. The program is set up to help members to be the best possible practitioner he / she can be.

Committee was asked to make a special note stating that the College will not look into the member's records, in order to distinguish the CRPO from other medical Colleges / the RHPA.

Public part of the meeting was adjourned. The next meeting is scheduled for Wednesday, June 11th, 2014

Disclaimer:

The notes in this document are **not** official minutes. The author does not claim the content to be 100% correct or to express the intent of the discussions perfectly. These is purely the notes of the meeting as understood by the author from her position as silent observer.

For official minutes of the meetings, visit the College's website at http://www.cprmhto.on.ca/pages/Home/Council/Council_Minutes