

EXECUTIVE COMMITTEE REPORT
February 2020 Executive Committee Report to Council

2020 Committee Members:

Bryan Todd, Chair, RO, Elected Member
Stephen Kinsella, Vice Chair, Public Member
Dorina Reiz, RO, Elected Member
Ingrid Koenig, RO, Elected Member
Jacalyn Cop-Rasmussen, Public Member

Number of meetings:

The Committee has had one in-person meeting since the last Council meeting.

Report:

Financial Statements

The Executive reviewed the financial variance reports to December 31, 2020.

Annual Auditor Tool and Meeting with the Auditor

The Executive Committee received a report of the administration's first meeting with the College's Financial Auditor, Grewal Guyatt, LLP, following its merger with Sevitt and Associates in October 2019. Grewal Guyatt commits to balancing familiarity and independence in the auditing function.

The Executive Committee approved an annual auditor assessment tool, as recommended by CPA, as a means of assessing the auditor's independence, objectivity and professional skepticism; the quality of the engagement team; and the quality of the communications and interactions with the external auditor. The tool will be pilot tested and fine tuned following completion of the 2019 audit in April – May 2020.

Registrar's Report

The Committee received the Registrar's report for its information, which included a monitoring report on the Emergency Registrar, CEO Succession Policy.

Executive Elections Process

The Executive Committee considered the current executive elections process and whether the process should be amended to include a mandatory submission of an expression of interest and experiential eligibility requirements to run for a position on the Executive Committee as an officer, vice-president or president. Council will be asked to further consider whether to proceed with amendments to the Executive Elections Process at the February 26 meeting.

Amendments to Honoraria Policy

The Executive Committee is recommending an update to the Council's Honoraria Policy regarding appointed member eligibility for reimbursement of preparation time for Council meetings.

Training for Public Members

The Executive considered how to best provide training to public council members to further their understanding of the opticianry scope of practice, including attendance at a CE seminar and/or a visit to an optical dispensary. Council will further consider this matter at the February 26 meeting.

Proposed By-Law: QA requirements for Elected and Appointed Members

The Executive Committee discussed possible amendments to the College's by-laws which would make Council and Committee Members subject to disqualification for failing to comply with the College's Quality Assurance Program. The Executive Committee's recommendations will be before council at its February 26 meeting.

Submitted by:

Bryan Todd, RO, Chair, Elected Member

PATIENT RELATIONS COMMITTEE REPORT

February 26, 2020 Committee Report to Council

Patient Relations Committee Members:

Behzad Safati, Chair, Appointed Member
Stephen Kinsella, Vice-Chair, Public Member
Amber Fournier, Elected Member
Samir Modera, Elected Member
Neda Mohammadzadeh, RO, Elected Member
Jack Zwicker, Public Member

Number of Meetings:

The Patient Relations Committee has not met yet this year since its last report to Council.

Report:

The following topics will be carried over to the Committee's next meeting in the spring:

1. Jurisprudence Handbook Updates
 - a. RHPA chapter
2. Sexual harassment of Non-Patients/Employees
3. Land Acknowledgment Agreements

Submitted by:

Behzad Safati, Chair, Appointed Member
Deidre Brooks, Manager Governance & Patient Relations

DISCIPLINE COMMITTEE REPORT

Report to Council – February 10, 2020

Discipline Committee Members:

Elected Members

Ingrid Koenig RO
Neda Mohammadzadeh RO
Dorina Reiz RO
Samir Modhera RO
Bryan Todd RO
Mike Smart RO
Amber Fournier RO
Edward Viveiros RO

Public Members

Jacalyn Cop-Rasmussen
Omar Farouk
Stephen Kinsella
Diana Bristow
Jack Zwicker

Appointed Non-Council Members

Derick Summers RO, **Chair**
Robin Dickinson RO, **Vice Chair**
Daniela Celi RO
Kevin Cloutier RO
Margaret Osborne RO
Tonya Nahmabin RO
Behzad Safati RO
Dennis O'Hagan RO

Training:

Basic and advanced training workshops put on by the Federation of Health Regulatory Colleges of Ontario (FHRCO) will be held in June and November 2020. Discipline Committee members who have not completed these training courses will be signed up for the upcoming sessions.

Hearings:

This year to date, the Discipline Committee has held no disciplinary hearings.

The following matter has been referred to the Discipline Committee and is currently awaiting a hearing:

Matter	Hearing Date
<i>College of Opticians v. Sanger</i>	TBD

Submitted by:

Derick Summers, Chair
Daniël Jansen, Manager, Professional Conduct



Inquiries, Complaints and Reports Committee

Report to Council – as of February 10, 2020

The Inquiries, Complaints and Reports Committee (ICRC) acts as a screening committee to conduct investigations, consider reports, and make decisions on cases pertaining to the professional conduct of opticians. Concerns about opticians' conduct come to the attention of the College by way of formal complaints, Registrar's Reports, or referrals from the Quality Assurance Committee.

The ICRC also reviews information received by the College about unregistered individuals who may be practising opticianry or referring to themselves as opticians.

2020 Committee and Panel Composition:

When reviewing cases, the ICRC sits as two independent panels. When necessary, the Chair of the ICRC strikes additional special panels for the purpose of reviewing appropriate cases.

Panel 1	Panel 2
Omar Farouk (Chair)	Margaret Osborne (Vice Chair)
Neda Mohammadzadeh	Ingrid Koenig
Ed Viveiros	Jacalyn Cop-Rasmussen
Amber Fournier	Kevin Cloutier
Daniela Celi	Jack Zwicker

Committee Meetings

The ICRC holds full committee meetings for the purpose of orientation and training, as well as to discuss committee policies and other issues of common concern. The balance of ICRC meetings are held as panel meetings for the purpose of reviewing and disposing of cases.

Number of Meetings in 2020	
Full Committee Meetings (in-person)	1
Full Committee Meetings (teleconference/webinar)	0
Total Full Committee Meetings	1
Panel Meetings (in-person)	0
Panel Meetings (teleconference/webinar)	1
Total Panel Meetings	2

Number of Meetings Since Last Council Meeting	
Full Committee Meetings	1
Panel Meetings (in-person)	
Panel Meetings (teleconference/webinar)	2
Total Panel Meetings	3

Committee Updates

On February 4, 2020, the committee had a general orientation and training session, which included presentations from Amy Stein (General Counsel), and Rebecca Durcan from Steinecke Maciura LeBlanc. There is an in-person meeting scheduled for February 19, 2020, where 5 completed investigations will be reviewed.

Submitted by:

Omar Farouk, Public Member, Committee Chair
Daniël Jansen, Manager, Professional Conduct

ICRC Statistical Report 2020
(Statistics accurate as of February 10, 2020)

Complaints Disposition	# of Files
Inquiries:	
Total number of complaint inquiries received in 2020	8
Inquiries that became a formal complaint in 2020	2
Formal Complaints:	
Complaint files opened in 2020	2
Cases brought forward from 2019 (1 from each of 2017 and 2018)	23
Frivolous and vexatious	-
Complaints disposed of in 2020	0
No further action	-
Written advice	-
Oral caution	-
Specified Continuing Education or Remediation Program	-
Undertaking	-
Referred to discipline	-
Withdrawn by Registrar	-
Open complaints pending further investigation	25
Open complaints awaiting decisions	1

QAC and Registrar's Reports Disposition	# of Files
Registrar's Reports:	
Registrar's Reports referred to ICRC in 2020	0
Registrar's Reports brought forward from 2019 (4 from 2018)	9
QAC Reports brought forward from 2019 (1 from 2018)	4
Closed with a referral to discipline	-
Closed with no further action	-
Closed with written advice	-
Closed with oral caution issued	-
Closed with oral caution issued and a specified continuing education and remediation program	-
Closed with an undertaking	-
Reports disposed of in 2020	-
Open Registrar's Reports pending further consideration	13
Open Registrar's Reports awaiting decisions	-

HPARB Reviews	# of Files
HPARB reviews requested in 2020	1
HPARB matters carried over from 2019	1
HPARB reviews pending	2
HPARB matters disposed of in 2020	0
Committee decisions confirmed	0
Committee decisions returned for further investigation and reconsideration	0

Unauthorized Practice	# of Files
Total number of UPC inquiries in 2020	4
UPC files carried over from 2019	10
Inquiry abandoned – not enough information / outside jurisdiction / not unauthorized practice	-
Inquiry pending – further information needed	0
Inquiry – formal file	-
Open files pending further investigation	14

QUALITY ASSURANCE COMMITTEE REPORT

February 2020 Report to Council

Committee Members:

Derick Summers, Chair, RO, Appointed Member
Bryan Todd, Vice-Chair, RO, Elected Member
Dorina Reiz, RO, Elected Member
Tonya Nahmabin, RO, Appointed Member
Stephen Kinsella, Public Member
Diana Bayst, Public Member

Number of meetings to date: 2

- January 20, 2020
- February 10, 2020

Orientation and Training

All members of the QAC underwent orientation training at the first meeting of 2020. In addition, all professional members of the QAC underwent accreditation training.

Accreditation Policy

The committee reviewed its policy on the expiry of accredited continuing education activities and reaccrediting courses. The Committee will continue its review of the policy at the next QAC meeting.

Outstanding Portfolio Requirements

The committee reviewed 14 portfolios where the member had not remedied one or more deficiencies identified in their 2018 professional portfolio. Decision letters were sent to the members by email and registered mail.

Deferral Requests

The committee reviewed proposed changes to the Internal QAC Policy manual with respect to the process of granting deferrals for registrants selected to participate in the Competency Review and Evaluation Process. The amended updates are before Council at its February 26 meeting for approval.

Peer and Practice Assessments

In 2020 to-date, the committee has reviewed 7 completed peer and practice assessment reports.

Two files were closed with no further action, and 5 members were ordered to complete specified continuing education and remediation programs.

Competency Review and Evaluation (CRE) Process

20% of members will be randomly selected to participate in this year's CRE process. There are an additional 98 members who will be reselected to participate in stream one 7 in stream two and 14 in MSF only two due to deficiencies or incomplete submissions in the 2019 CRE process.

Accreditation Requests

The committee reviewed 10 accreditation requests in January.

Respectfully submitted,

Derick Summers, RO, Chair

Peggy Dreyer, RO, Manager, Quality Assurance

REGISTRATION COMMITTEE REPORT

February 2020 Report to Council

Committee Members:

Derick Summers, Chair, RO
Jacalyn Cop-Rasmussen, Vice Chair, Public Member
Tonya Nahmabin, RO
Samir Modhera, RO
Dorina Reiz, RO
Mike Smart, RO
Omar Farouk, Public Member

Number of meetings:

The Registration Committee held one meeting since the December Council meeting.

Report:

Registration Committee Orientation and Training

The Committee was provided a general orientation on the role of the College and the Registration Committee, as well as an overview of the types of commonly reviewed applications. The appeal process and the role of the Office of the Fairness Commissioner were also discussed. Additionally, the Committee was provided with bias training.

The new Committee members were advised of the adoption of NACOR bridging modules for the PLAR process and were referred to the Virtual Boardroom to review the materials related to the new bridging modules.

By-Law Amendment: Displaying Gender on the Public Register

The Committee recommended that Council approve a proposed by-law amendment for circulation to stakeholders. The proposed amendment is to section 15.6 (i) and would remove member gender from the public register.

Contact Lens Mentor Policy Amendment

The Committee considered an amendment to the current Contact Lens Mentor policy to include a provision for those individuals who were registered as an optician in another Canadian jurisdiction, where opticianry is a regulated profession.

Timeframe for Transition Between Certificates of Registration

The Committee discussed a timeframe for registered Intern Opticians to transition to full licensure. Repercussions of time lapse during the period of transition were further discussed. The Committee was provided with an environmental scan of practices of other regulators concerning transition timeframes between different classes of registration.

The Committee identified three years as the timeframe to apply for registration as an Optician from the date the results of successful completion of NACOR examinations were released.

Accreditation Canada as the Accrediting Agency for NACOR

Jodi Dodds, Executive Director, NACOR, presented on transferring the responsibility of program accreditation to Accreditation Canada. The Committee approved Accreditation Canada as the accrediting agency for NACOR.

In-Person Interviews

In December 2019, six in-person interviews were conducted for PLAR, reinstatement (over three years) and upgrading proposal applicants.

File Review

The Committee reviewed one initial PLAR application, one application for registration as an Optician, one upgrading proposal, four PLAR assessment results, one reinstatement (over three years) assessment result and one upgrading proposal assessment result.

Establishment of 2020 Calendar of Registration Committee Meetings

The Committee established a meeting calendar for 2020, which will allow Committee members to reserve time in advance and minimize booking conflicts.

Post-Meeting Survey

The Committee was encouraged to complete a survey to share their meeting experience and provide suggestions for future improvements.

Submitted by:

Derick Summers, Chair, RO
Anna Jeremian, Manager, Registration

GOVERNANCE COMMITTEE REPORT

February 26, 2020 Committee Report to Council

Committee Members:

Margaret Osborne, RO, Chair, Appointed Member
Stephen Kinsella, Vice-Chair, Public Member
Diana Bristow, Public Member
Kevin Cloutier, RO, Appointed Member
Ingrid Koenig, RO, Elected Member
Mike Smart, RO, Elected Member

Number of Meetings:

The Governance Committee held one in-person meeting and one teleconference meeting this year to date.

Report:

On January 29, 2020, the Committee had a general orientation which included a presentation by Deidre Brooks (Manager of Patient Relations and Governance), followed by a brief discussion on the *RHPA* and other important legislation by Amy Stein (Counsel for the College). The Committee was also directed on where to find their new onboarding guide on the virtual boardroom.

2019 Council Effectiveness Self-Evaluations

The Committee reviewed the 2019 results of the Council Effectiveness Self-evaluation Report and formulated recommendations for Council's consideration. The report will be presented to Council at the February 26 Council meeting.

Governance By-laws and Policies

The Committee reviewed the following by-law amendments and new governance manual policies and recommended that they go for Council approval at the February 26 meeting:

1. Role of Committee Chairperson Policy 4-30
2. Role of Council Officers Policy 4-15
3. Amendments to By-law Articles 6, 7, and 12
4. Amendments to By-law Schedule D, Code of Conduct
5. Stakeholder feedback to Proposed By-law amendments to Council and Member Terminology and Council and Committee Member eligibility criteria

Submitted by:

Margaret Osborne, Chair, Public Member
Deidre Brooks, Patient Relations & Governance