



**COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND  
ACUPUNCTURISTS OF ONTARIO**

**OPEN MEETING OF THE EXECUTIVE COMMITTEE  
HIGHLIGHTS**

March 25, 2021 from 9:00 a.m. to 2:15 p.m.  
via Webex Meetings

On March 25, 2021, an open meeting of the Executive Committee was held due to Council remaining to fall below the minimum number of five public members. With an unconstituted Council, the Executive Committee was placed to discharge the functions of Council until a fifth public member could be appointed. Members of Council were invited to the meeting to provide input and ask questions so that the Executive Committee's decisions were informed and in alignment with Council as a whole. All decisions made by the Executive Committee must be ratified by Council once it becomes constituted.

**Consent Agenda**

The following reports were approved by the Executive Committee and reviewed by the rest of Council via the consent agenda.

***December 10, 2020 Open Meeting of the Executive Committee Meeting Minutes***

***Executive Committee Report***

- Since the previous open meeting of the Executive Committee, the Executive Committee met three times on December 10, 2020, January 27, 2021 and February 18, 2021 for an Executive Committee meeting. Motions passed were reported to Council at the open meeting of the Executive Committee.

***Registration Committee Report***

- The October 2020 Pan-Canadian Examinations were held on October 22 and 23, 2020. The results of the examinations were released on December 17, 2020.
- The 2020 Clinical Case Study Retake Examinations was held on December 12, 2020. The results of the examinations were released on February 17, 2021.
- The April 2021 Pan-Canadian Examinations will be held on April 21 and 22, 2021. The College received a total of 134 applications.
- The College opened the renewal application on February 1, 2021 with an application deadline of April 1, 2021.

***Inquiries, Complaints and Reports Committee Report***

- Since the last report at the December 10, 2020 open meeting of the Executive Committee, there have been three (3) new complaints filed with the College and 0 Registrar Report Investigations.
- The College has thirteen (13) pending complaints under review and investigation and twelve (12) Registrar Report Investigations.



### ***Quality Assurance Committee Report***

- College staff have met with the Consultant for the Quality Assurance Program Enhancement Project several times to receive updates on the stakeholder interviews, information gathering, and general project updates.
- The Standard for Fees and Billing was approved on December 10, 2020. The standard has been posted on the College website and will come into effect on April 1, 2021.
- The QA Committee approved a number of changes to the current Peer Assessor Appointment Policy to streamline the appointment process.
- Amy Lee (R. TCMP, R. Ac) commenced her term as a Practice Advisor on January 25, 2021.
- Pursuant to section 7(2)(c) of the Quality Assurance Program Regulation, the Committee passed a motion to specify criteria for selecting members to undergo a peer and practice assessment.

### ***Patient Relations Committee Report***

- The Patient Relations Committee has not held a meeting since the last quarterly report.

### ***Discipline Committee Report***

- The Discipline Committee did not preside over any matters since the last quarterly report.
- The Committee released one decision in this quarter:
  1. [Liudmila Brusentseva](#)
- As of March 8, 2021, there are no open cases referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee (ICRC).
- There is one discipline decision currently under appeal by the Member. This matter relates to the [Nathalie Xian Yi Yan](#) decision.

### ***Fitness to Practice Committee Report***

- No referrals have been received by the Committee since the last report.

### ***Examination Appeals Committee Report***

- The Registration Committee had approved to archive the Examination Appeals Policy after the December 2020 Retake Pan-Canadian Examinations Clinical Case-Study Component as the appeals will be managed at a national level by the CARB-TCMPA Appeals and Accommodations Committee. This move to a national appeal process will help to ensure that there is a consistent, fair and rigorous process across the country.

### ***Doctor Title Working Group Report***

- The appointment of new Working Group members is currently on hold. The Working Group will not be holding meetings until new members are confirmed.

### ***Risk Management Report***

No changes were made to the Risk Management Report since the last report.



## **Deliberations**

### **Council Update**

The Executive Committee was provided with an update regarding public appointments to Council. EC was also advised of a new eLearning program that was launched by the government for all public appointees.

### **COVID-19 Communications Log**

The College summarized the steps it has taken in response to the COVID-19 pandemic while still continuing to fulfill its mandate to regulate the profession in the public's interest.

### **Governance Review**

The Executive Committee was given a progress update on the governance review.

### **College Performance Measurement Framework (CPMF)**

The College presented the completed CPMF report to the Executive Committee for review. College staff will post the CPMF report on its website and submit it to the Ministry by March 31, 2021.

### **February 18, 2021 Executive Committee Meeting Decisions**

A summary of decisions approved by the Executive Committee and/or important updates from the Executive Committee Meeting held on February 18, 2021 was provided. Members of Council provided their input and supported the Executive Committee's decisions.

1. The EC approved the initial draft College Performance Measurement Framework report in principle.
2. The EC agreed that the College's yearly By-Law amendments cannot occur given that Council remains unconstituted.
3. The EC received the most recent financial statements for the 3<sup>rd</sup> quarter
4. The EC approved the financial budget for the fiscal year April 1, 2021 to March 31, 2022 as presented.

### **Communications Update**

An update was provided on the production of the College's communication videos, webinar and Educational Tips.

### **Registration Committee – Appointment of a New Public Member**

The Executive Committee appointed public member Deborah Sinnatamby to the Registration Committee effective immediately.

### **QA Program Enhancement Project**

The Executive Committee was provided with a progress update on the QA Program Enhancement Project.



## **Matters relating to CARB-TCMPA**

### **a) Pan-Canadian Examinations**

The Executive Committee was provided an update on the Pan-Canadian Examinations, the language availability of the examination, and examination fee increase.

### **b) CARB-TCMPA TCM Program Accreditation Project Update**

The Executive Committee was provided an update on the CARB TCM Program Accreditation Project.

## **Work Plan**

The Executive Committee was updated on the progress of the work plan for 2018 – 2021. The Committee was advised that certain timelines and projects have been shifted due to COVID-19 and Council being unconstituted.