

## Exploring Volunteerism

Why do occupational therapists volunteer for college committees? Who are these volunteers and what were their individual experiences? These are a few of the questions the COTBC Nominations Panel asked themselves when the board requested a plan to sustain our strong registrant participation and engagement in college activities.

In May 2007 the COTBC Nominations Panel conducted a mail survey of all registrants who had participated on college committees over the past 7 years. There were 41 surveys mailed and 24 returned; 42% of the returns were from former committee members, and 58% are currently volunteering. Both new and seasoned volunteers participated with 25% having served one year or less, 17% over 1 year but less than 2, and 58% for more than 2 years.

Using a quality improvement approach, the panel set a target that 95% of respondents would 'agree' or 'strongly agree' to statements which indicated that involvement in a committee was a positive, professional experience, there was adequate support to fulfill committee obligations, and the experience was valuable.

The target was exceeded for all but the last statement which just felt short with a score of 92%. See Figure 1, page 7.

The panel also asked the participants what they would say to someone interested in volunteering. Several said simply: Go for it! Others offered the following for consideration:

- Be prepared to invest a lot of focused energy and diligence into [your] assigned tasks. However, seeing the results [is] worthwhile.
- Well worth the time investment, contributing to the growth of the profession and professional body of knowledge.
- Find out more about the different committees and evaluate what would be a good fit for [your] skills and interests. Talk to a current member.



*continued on page 7*

### The mission of the COTBC

*...is to protect the public by regulating, advocating and advancing safe, ethical and quality occupational therapy practice in British Columbia.*

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# Volunteering: Self-Regulation in Action

Kathy Corbett

I am consistently impressed by the commitment of the volunteers who contribute to the operations and ultimate success of our college in meeting its mandate. This came to the forefront in February when we realized that the majority of outgoing committee members had served the maximum of three terms (six years). We have also benefited from elections for board member positions every year since the college was formed, offering registrants choices in selecting who they want to do the important work of governing the college.

This strong and sustained level of registrant participation on the college board and committees is a healthy reflection of our profession's commitment to self-regulation. I want to recognize the critical role our registrant volunteers play, and to inspire others to see participation in the self-regulation light.

### The 'Self' in Self-Regulation

As an occupational therapist in British Columbia, you have the privilege of working in a self-regulating profession. This privilege is granted by government, and means that our profession is trusted to govern itself. We are trusted to put the interests of the public ahead of the profession's interests. It recognizes that occupational therapists have the professional knowledge and expertise to regulate the profession themselves, both through a college and through responsible individual practice.

At the individual level, each registrant can impact how we are viewed as self-regulating professionals. Only you can call yourself an occupational therapist. Use your title proudly. Maintaining current valid registration is one tangible way each occupational therapist demonstrates their recognition of the privilege of title. Consider also your role in self-regulation through everyday practice. You meet standards and practise safely, ethically and

competently. You have respectful and enabling interactions with your clients. You continuously enhance your competence through participation in continuing competency programs, and you stay current with regulatory obligations.

### Go a Step Further

Active participation of registrants is a fundamental part of self-regulation. Take advantage when input is sought. Over the past few years, well over 450 registrants have donated their time to complete practice guideline surveys, participate in the pilot study of the continuing competency program and attend the 2004 AGM session to inform the Client Relations Committee on everyday practice scenarios for inclusion in the guidelines for preventing sexual misconduct. Taking advantage of opportunities such as these is another way registrants can potentially impact on how their profession is regulated.

Vote in college elections. It is simple to do, and takes little time. Participating in the election of board members is your individual privilege as a member of a self-regulating profession in B.C. Take the time to review the nominee bios when they arrive in October, and ensure your voice is heard on who you want making decisions for the college.

## Get Involved

Serve on the board or participate on a committee. Volunteers who serve on the board also participate in one of the college's seven committees. These committees are integral to the college's core roles and influence the setting, monitoring and enforcing of the profession's standards for practice, ethics and competence.

Election 2007 is underway, but next year take the time to nominate a colleague or even consider a nomination yourself to serve on the board. Six elected registrants and three public board members appointed by the government make up the leadership body for the college. The board is responsible for decisions that set and guide organizational direction; it ensures necessary resources and monitors performance of the college.

If you prefer to begin with committee work, complete an Expression of Interest form available on the college website. The board's Nomination Panel monitors the committee appointments, and is establishing a roster of registrants interested in committee participation. This will ensure timely appointments when vacancies arise.

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## Keep It Up

The college is committed to sustaining a healthy and supportive environment for registrant participation. To learn from our success to date, the board's Nomination Panel sought feedback from current and former committee members about their experiences and what the college was doing right and what could be improved.

An excellent response was received and some of the results are highlighted in this newsletter, along with individual stories of past and present volunteers.

It is a very rewarding part of my job to work with the many talented registrants who volunteer on our committees and the board. I have learned from each one, and am grateful that I often hear that they have learned a skill or new way of looking at an issue that will help them in their everyday practice life.

Self-regulation depends on our profession's engagement and commitment for meeting our responsibilities to protect the public. I look forward to building upon our strong foundation.■

## Volunteer Now!

The committee volunteer survey results indicated that 18 of the 24 respondents learned about opportunities for committee participation by seeing the Expression of Interest form in a college mailing. Take up the challenge and mail your form today.

Present and former committee members indicated that your involvement on a college committee can:

- Improve your practice and value to colleagues and fee payers;
- Expand your knowledge of professional and regulatory issues;
- Learn about new communication and quality improvement tools;
- Build your group facilitation and leadership skills; and
- Expand your network of occupational therapists in many different practice areas.

# competence check

This column is designed to encourage occupational therapists to reflect critically on their current practices and make decisions that promote the delivery of safe, ethical and competent care.

## Professional Boundary: Is Dating A Client Ever Right?

According to the college publication, *Drawing the Line: Guidelines for Establishing Professional Boundaries to Prevent Sexual Misconduct* (2006),

the occupational therapist understands how a personal relationship differs from a professional one, and how developing a personal relationship could affect the provision of safe, competent and ethical care. (p. 5)

This is considered part of Assuming Professional Responsibility, one of the essential competencies, and a standard of the college. But what if you were to meet without realizing the person was a client? Impossible you think? Not so..., consider the following scenario.

*Jennifer works in a private practice clinic that offers several services. She is typically responsible for the work hardening and conditioning program but occasionally covers for the hand therapist when he is on vacation.*

*Of late, Jennifer has enjoyed chatting on a singles websites where she recently met an interesting man. Not convinced about Internet dating, she only posted a fuzzy picture of herself.*

*His picture is not that clear. She agrees to a date listening to a popular band that is coming to town on the weekend. Jennifer is to recognize him by his red hat.*

*As Jennifer gets closer, she spots him. He looks very handsome and also seems vaguely familiar. They greet each other with a hug and introduce themselves. It is then that they both realize they've met before. Two weeks ago at the clinic, Jennifer had treated him while filling in for the hand therapist. Although feeling awkward she decides to listen to the band anyway, and finds his company enjoyable. At the end of the date Jennifer kisses him good night. The next day her excitement is dampened by a niggling seed of guilt that this may not be professional. Although Jennifer only treated him once, she may have to again in the future.*

*She decides to draw the line by:*

- never treating him again; and
- creating a cooling off period to lengthen the time between his last treatment and the next date.

## Discussion Guidelines

The Client Relations Committee encourages you to discuss this scenario with your colleagues and use the guideline for assistance. Here are a few questions to consider:

**If Jennifer refuses to treat the client again, what risks does the client face, and can these be attributed to Jennifer's actions?**

**Has a boundary violation already occurred? If so, what must Jennifer do?**

**How long does the cooling off period need to be? Is dating someone who once was a client ever appropriate?**

In addition to this guideline, refer to the college's new Code of Ethics for direction and further discussion.

# Survey Results – Client Information Guideline: Helpful and Raises New Questions

COTBC's guideline, *Collecting, Recording and Protecting Client Information* was sent to registrants in the Spring of 2006. Due to the release of other college documents such as the continuing competency package soon thereafter, the Standards Committee chose to delay evaluation for a year.

In keeping with a commitment to the principles of continuous quality improvement, the guideline was evaluated using a systematic improvement approach. A survey was mailed to every registrant with the Spring, 2007 *Instep* newsletter. It was also available for completion on the college website. In August 2007, the committee completed its analysis of the survey results.

The survey was returned by 143 registrants which indicates a 9% response rate. The committee is pleased to see that input was received from therapists in each area of the province, differing practice areas, private and public sectors, rural and urban practices, and from therapists with less than 2 years of experience to over 15.

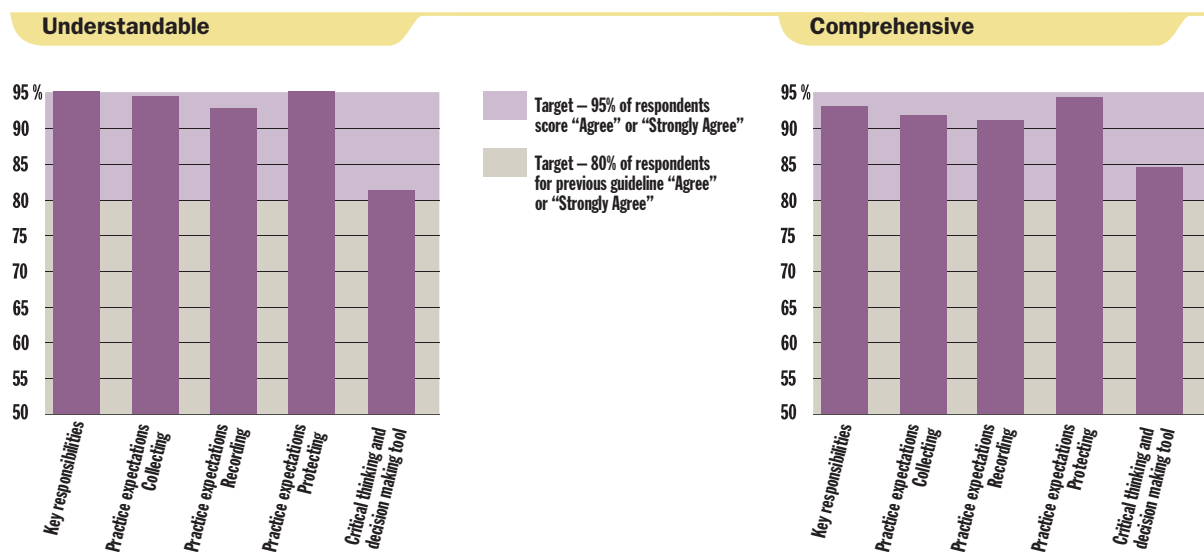
The Standards Committee raised the target for this guideline. Rather than the 80% target set for the *Assigning of Service Components to Unregulated Support Personnel*, the target for this guideline was 95%. Registrants were asked to evaluate each part of the

guideline in terms of its comprehensiveness and ease of understanding using a 5-point scale in which 1 was 'strongly disagree' and 5 was 'strongly agree'. Figure 1 illustrates that only the section on protecting client information practice expectations met the target of 95% in both areas, yet the rest exceeded 80%. Although not appearing in the figure, respondents' confidence that the guideline will help them to make sound professional decisions regarding client information also reach 80%.

The understandable and comprehensive ratings for the decision making tool improved from the last guideline but only 67% of respondents felt confident in using the tool. The Standards Committee will explore practice supports on the decision-making tool and other areas based on respondents' questions raised in the survey. For example, there were several regarding obtaining informed consent which is the subject of our next guideline which is scheduled for release in early 2008.

Many thanks to the registrants who participated in the development and review of the guideline. For those interested in more details, please contact the college for the full report. ■

**Figure 1. Results of the Evaluation of the Collecting, Recording and Protecting Client Information Guideline**





# Volunteer Profiles



## Debra Morgan

Debra Morgan is an occupational therapist at Vancouver's Holy Family Hospital where she works in residential care. She served on the Registration Committee for three, two-year terms, the maximum allowed by the college bylaws on any one committee. For most of the six years she chaired the committee, leading the members through some challenging decisions.

"My original interest was in continuing competence—naturally, I've practised 30+ years," began Debra. "I ended up on the Registration Committee, and very early on realized the committee was not a figurehead. We were to recommend policy that would influence practice in B.C." Debra describes the committee balancing two roles: one of which was to protect the public, and the second was to decide "what was good enough" when B.C. was facing a shortage of occupational therapists.

The committee wrestled with developing a fair policy regarding fluency in English, and looked at the validity of standard English-language proficiency tests such as the Test of English as a Foreign Language (TOEFL). They also reviewed the Occupational Therapy Language Benchmarking Study Report (College of Occupational Therapists of Manitoba (formerly AOTM), 2002) that indicated that occupational therapists need advanced communication and English-language skills. Armed with this knowledge, the committee was able to recommend policies to the COTBC board regarding acceptable scores on the TOEFL and the Test of Spoken English – Professional (TSE – P). Applicants also have the option of the International English Language Testing System (IETLS) Academic Version.

Granting registration is a key role of the registration committee, and the committee often had to consider interesting situations. "We tried to build flexibility into all policies," explained Debra. "Each case was quite different. Some applicants

felt they shouldn't have to write the certification examination. Some were dual trained but had worked many years as physical therapists so had to demonstrate they could meet today's occupational therapy competencies."

During Debra's term the committee reviewed the re-entry program and policy. The result was a re-entry information package to help both the applicant and the supervising therapist. Provisional re-entry registrants, once they complete the required hours, must return a form completed by their supervisor. The form is based on the Essential Competencies and is similar to the self-assessment practicing therapists are required to complete bi-annually.

The time commitment was never onerous, according to Debra, and she estimates that there was one teleconference a month of about 1.5 hours, and one or two face-to-face meetings per year. At times the commitment was more but it was usually optional, such as when some committee members agreed to participate jointly with the College of Occupational Therapy Therapists of Ontario in their Academic Review Tool Research Project.

There were also education sessions for committee development such as Self-Governing Professions presented by the Continuing Legal Education Society of B.C. It focused on topics relevant to the registration committee such as assessing credentials and suitability for registration in professions.

"It is a commitment but I always felt very supported by the college. There was never a time I couldn't get an answer. Kathy is a fountain of knowledge. Jill and Darlene made sure we had everything we needed."

Debra's final words: "If you want to make a meaningful contribution to the profession you should really consider volunteering for the college. I miss it."



## Hilary MacInnis

Hilary rides a scooter to work, remembers when writing a cheque was an important skill for clients to learn, and only spent 15 minutes doing her self-assessment – on purpose.

She describes putting it away for a while, and revisiting it a few times before completing her professional development plan.

“It’s all about paying attention to yourself. Planning where you are going next, changes that are needed,” explained Hilary. “It’s good thing!”

Hilary’s ‘grass root’ approach, which she says has grown from working in Comox and away from the city, brings a much-needed perspective to the college committees. Having finished her three, two-year terms on the Standards Committee last January, she decided to join the Continuing Competence Committee. “It’s an area I am interested in, and I think the program is good but we need to help therapists understand it more... in simple language and not be afraid of it. There are two members from the old committee and the rest of us are new, so we’re just getting started.”

Hilary recalled a situation when she first started on the Standards Committee. After day one of a two-day meeting, she was ready to leave. “I thought I had been away from the city too long and didn’t understand the language.” She credits Kathy Corbett for listening to her and the next day the committee stepped back a bit, and further defined the role of the Standards Committee. From that time on, it was very satisfying. “The first guideline was on assigning tasks to support personnel. We figured we were doing it right, and it turns out we were but we had to get it down on paper. Seeing the finished product – that was very rewarding.”

For Hilary the time commitment was manageable, but she described a time when she wasn’t able to participate. “This wasn’t a problem. My time and contributions were always appreciated and the message was always — How can we make it easier for you? Kathy is an anchor and Helen Turner, who was our chair, is awesome – another Kathy – just taller! She knew how to keep the ducks in a row.”

Hilary as a member of the Standards Committee was part of the first group to use the Peer-to-Peer technology. She found being able to pull up the evidence when she needed it an advantage, although she recalls that for some who spent their days on the computer, spending more once they got home was a problem. Hilary felt the committee members enjoyed their face-to-face meetings the most and filled in with teleconferences.

“It’s what you make it. It didn’t seem like 6 years. Good friendships develop and I now have more people I can call up when I need some input in my work. It’s worth every minute!”

*Continued on page 8*





# Lindsey Townsend

When Lindsey considered volunteering on a COTBC committee, she wasn't sure about Kathy's suggestion to join the Inquiry Committee.

To help her with the decision, she was given the opportunity to speak with some of the committee members, and Lindsey is now beginning her 3rd term.

"I've developed a greater depth of understanding of the Essential Competencies and how they can be applied and interpreted differently depending on the practice area. It prompts me to reflect regularly on my own practice and the group practice here," Lindsey explained. As the Clinic Director at Progressive Rehab, part of OrionHealth, Lindsey spends about 50% of her time working with clients and the other 50% on clinical mentorship and administration. "Sitting on the Inquiry Committee, I have seen how pitfalls happen. They aren't bad or poorly intentioned, but they could be prevented."

Other challenges and rewards Lindsey has experienced include sharing different perspectives and coming to a consensus on the direction for a complaint. She has appreciated the perspective of committee member Nancy Sheehan, who is a public board member and not an occupational therapist. "We are limited by our own lenses. Nancy asks for clarification and questions our assumptions. It makes us stop and reflect."

Finding out about other areas of occupational therapy practice is another reward of sitting on the Inquiry Committee for Lindsey. "It's not always easy to decide what should be considered competent in a specific area of practice you are not involved in." Lindsey described the challenge of deciding if a line was crossed or if what happened in that context is reasonable. She found it easier when the committee began using occupational therapy inspectors who understand the practice area.

Lindsey considers sitting on the Inquiry Committee a reasonable time commitment, and estimates that it takes, on average, approximately 3-4 hours a month in either face-to-face meetings or teleconferences. She sees that the college appreciates people's time and acts according to this value.

"COTBC is a very supportive organization and respectful of the time people are giving. The administrative pieces are taken care of... staff is very responsive to any questions. This optimizes the time we give."

Lindsey concluded by referring to the opportunities that are available because the college is young and still developing. She encourages occupational therapists to make the college 'their own'. "Become involved, help shape policies and pass the learning on to your work place. I learn something to help my practice and my colleagues everytime I attend a meeting." ■

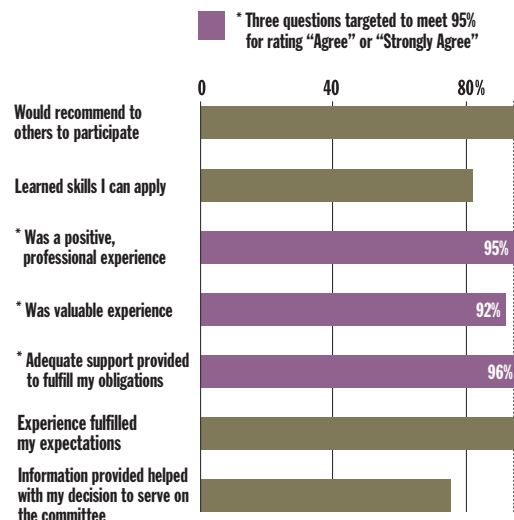
*Continued from page 1*

The Nominations Panel would like to thank everyone who participated in the survey as well as all the registrants who volunteer their time for the college. The panel understands volunteering is a choice and will be looking at the following ways to improve the experience:

- Publish profiles of volunteers (see our first three starting on page 6);
- Specify time commitments for each committee and the requirement in terms of meeting locations, teleconferences, computer conferencing; and
- Increase employers' knowledge of benefits.

### Nomination Panel Members

Caroline Ehmman, Jennifer Glasgow, Jillian Rihela







## Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)

At its recent two-day business meeting in July, ACOTRO received the report of its commissioned project *Occupational Therapy Substantial Equivalency Competency Evaluation: Report of Stage I*. Funded by the Manitoba Immigrant Integration Program, Dr. Vivien Hollis and other researchers from the University of Alberta conducted a literature search to provide in-depth information about the substantial equivalency requirements and processes of various health professions. The project included a review of scholarly literature and information from twelve professions across eight countries. ACOTRO is reviewing the report, and will be considering the next project needed to advance the ACOTRO goal of adding competency-based assessment to the processes by which registration and/or licensure in any jurisdiction is confirmed. ACOTRO remains focused and involved in several initiatives to enhance our ability to recognize internationally educated occupational therapists and sustain a healthy, competent occupational therapy workforce.

## Health Regulators Organization of BC (HROBC) Symposium

The complexities of defining, measuring and enforcing health professionals' competency was the focus of *Building on the Past — Creating a Better Future: A Quality Assurance Symposium for Professional Regulators* held June 27, 2007 and organized by HROBC. Presentations and discussions were designed to reach consensus on defining quality and to compare and contrast methods used and lessons learned. Guest speakers at the symposium included Dr. Jennifer Mullet who assisted the College of Denturists with their quality assurance program; Jim MacMaster, a

lawyer specializing in health regulation; and Dr. Tom Doran who was recently appointed by government to head up the B.C. Ministry of Health Patient Safety and Quality Council and develop a provincial patient safety framework. The HROBC meets regularly to discuss common issues, such as those surrounding the *Health Professions Act* and its implementation and working together to advance quality regulation in B.C.

### Ethics in Everyday Practice

The Quality Assurance Committee will open this year's COTBC AGM day with a two-hour interactive session, *Ethics in Everyday Practice*. This session is designed to identify factors influencing the use of the college's new Code of Ethics in everyday practice.

Please return the registration form by October 18, 2007. It was included with the annual report mail-out or you can download it from the college website.



## Connecting at Conferences

### CAOT 2007 Conference

The annual CAOT conference provides an opportunity for regulatory organizations to network and exchange information with other occupational therapy organizations as well as occupational therapists outside their own provincial or territorial jurisdictions. This year's conference held in mid-July was no exception, and the welcoming therapists from St. John's, Newfoundland set the perfect tone.

### Leadership Forum

Each year, representatives from the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), the Association of Canadian Occupational Therapy University Programs (ACOTUP), CAOT, the Canadian Occupational Therapy Foundation and the Professional Alliance of Canada (PAC) meet for a day to discuss an issue of national importance that impacts on, and can be influenced by, these organizations. This year's topic, *Occupational Therapy: Advancing our Identity* is not new to the profession, but has come to the forefront again due to the emerging roles occupational therapists are assuming and the impact these have on the profession's identity.

To trigger the discussion and encourage critical analysis, Dr. Liz Townsend was invited to present some of the concepts related to professionalism and identity that can be found in the recently released *Enabling Occupation II: Advancing an Occupational Therapy Vision for Health, Well-being, & Justice through Occupation*. This was followed by individual reflection, and small and large group discussions. Four themes emerged during the day: (1) Once an occupational therapist, not always an occupational therapist; (2) Concepts and language of occupational therapy within and outside the profession; (3) Conflicting roles of enabling and promoting; and (4) Ongoing professional socialization.

As with previous forums, the organizing committee, headed up by ACOTRO this year, will circulate, with the help of CAOT, an official report to each participating organization.

### Continuing Competency Programs: Trends, Relevance and Challenges

The topic of ACOTRO's sponsored session caught many delegates' interest. Presenting in a room filled to capacity, panel members included:

- Dr. Susan Glover Takahashi, Director, Education and Research at the University of Toronto's Post Graduate Medical Education program, where she is responsible for accreditation, curriculum and program development workshops, and web-based resources on teaching and evaluation;
- Barb Worth, Registrar of the College of Occupational Therapists of Ontario; and
- COTBC Registrar Kathy Corbett who facilitated the session as Chair of ACOTRO.

Barb Worth began the session by outlining the role of regulatory organizations in continuing competency and reviewing the current status of competency programs across all jurisdictions. Dr. Susan Glover Takahashi continued with a presentation covering definitions, models, factors affecting therapists' competence and methods of evaluating competence. Her presentation was energetic and she presented the complexities of competence simply, clearly yet comprehensively.

COTBC is fortunate to be able to continue working with Dr. Glover Takahashi. Starting mid-September, 2007, she will assist the Continuing Competence Committee to further develop the college's Continuing Competency Program.

### Extended Discussion on Risk Management

The college's decision-making tool based on risk management had its national debut in a conference session presented by Registrar Kathy Corbett, Helen Turner, former chair of the Standards Committee and Mary Clark, COTBC Director of Program Development and Communications. Valuable feedback, gleaned from the session, will assist the Standards Committee to further refine the tool and develop practice supports to encourage its integration into registrants' day-to-day decision making. ■

# Cancellation of Registration

Annual registration was completed by the end of July and the college would like to thank all registrants for facilitating a smooth registration process.

The college is legally required to maintain a current public register which makes available to the public specific information about a registrant. This includes registration status, registration number, name and business contact information. Each year, the college responds to an increasing number of requests from employers, clients and other organizations to verify a person is registered and is in good standing with the college. The public has the right to know that an occupational therapist is registered and legally able to provide occupational therapy services and use title. Public notification of cancellations of registration is provided as a public service.

Please contact the college to confirm that a person has been reinstated and is a registrant in good standing with the college. Status may have changed following the date of this publication. These lists and the list of non-practising occupational therapists will be posted on the college website.

## **Failure to renew**

In accordance with the HPA [s.21 (3)-b] the following individuals were cancelled from the register as of September 1, 2007 for non-payment of dues or not meeting registration renewal requirements.

Chang, Wei-Wen  
Hirst, Stephanie  
Lam, Miriam  
Zidulka, Martin

## **Cancelled in good standing (by request)**

In accordance with the HPA [s. 21 (3)-a] the following individuals were cancelled from the register as of September 1, 2007 by request of the registrant:

Aikema, Charmain  
Barabas, Stephanie  
Bassett, Carly  
Berezowski, Monica  
Boisvert, Isabelle  
Bramston, Donna  
Cameron, Patrice

Chang, Jane  
Chernecki, Lisa  
Chhabra, Babeeta  
Cormier, Isabelle  
Culos, Rosalyn  
Duamel, Christine  
Fazal, Shazma  
Fox, Jackie  
Frith, Julie  
Gerlach, Alison  
Green, Vanessa  
Gunn, Lisa  
Guo, Esther  
Hall, Jill  
Hartwick-Thompson, Lisa  
Honce, Leanne  
Jungclaus, Ina  
Karagianis, Maureen  
King, Maria  
Lalani, Farah  
Landry, Gregg  
Lee, Katie  
Li, Jennifer  
Lok, Nancy  
MacDonald, Rona

MacLeod, Patricia  
Magnusson, Joy  
Manji, Salima  
Manning, Sheralyn  
McFadden, Stacy  
McNamara, Eileen  
Mervyn, Jocelyne  
Onos-Gilbert, Kate  
Pedersen, Susan  
Petryk, Andrea  
Porter, Allison  
Recinos, Doris  
Reinders, Anne  
Rodger, Susan  
Schmidt, Julia  
Serapian, Lara  
Sherwood, Elizabeth  
Taberner, Katherine  
Thiel, Maureen  
Thompson, Nils  
Tse, Andrew  
Van Der Star, Katherine  
Vaneijnsbergen, Uta  
Varughese, Susan  
Yatsu, Chiyomi

**All individuals named must apply to and have their registration reinstated by the college before resuming use of title occupational therapist and resuming practice.**

Official Publication of the  
College of Occupational  
Therapists of British Columbia

Suite 219-645 Fort Street  
Victoria, B.C.  
V8W 1G2

Telephone **250-386-6822**

Toll Free in B.C. **866-386-6822**

Fax **250-383-4144**

General Email **info@cotbc.org**

Registration **registration@cotbc.org**

Web **www.cotbc.org**

### 2007 Board Members Occupational therapists

Caroline Ehmann, *Chair*

Jennifer Glasgow, *Vice-chair*

Jeff Boniface

Angenita Gerbracht

Heather Gillespie

Jillian Rihela

### Public members

Lynda Casey

Nancy Sheehan

Carol Williams

### Staff

Kathy Corbett  
*Registrar*

Mary Clark  
*Director of Program Development  
and Communications*

Jill Langridge  
*Executive Assistant*

Darlene Hay  
*Receptionist and  
Administrative Assistant*



## college calendar

### COTBC Board Meetings

October 26, 2007, 1:00 – 6:00 p.m.  
New Westminster, B.C.

January 26, 2008  
Richmond, B.C.

Registrants are welcome at all board meetings. Please email Jill Langridge (jlangridge@cotbc.org) if you would like to attend.

### Board Election Ballots due at COTBC office

November 27, 2007, 4:00 p.m.

### Continuing Competency Declaration Forms due at COTBC office

February 15, 2008

### Notice of COTBC Annual General Meeting

COTBC is pleased to provide notice, to both registrants and the general public of the college's 7th Annual General Meeting (AGM).

Saturday, October 27, 2007

Registration: 8:00 a.m.

Education Session: 8:45 a.m.

AGM: 11:00 a.m.

Inn at Westminster Quay  
900 Quayside Drive  
New Westminster, B.C.

Come and network with colleagues and visit the vendor displays organized by the British Columbia Society of Occupational Therapists (BCSOT). The COTBC events begin with the session sponsored by the Quality Assurance Committee titled *Ethics in Everyday Practice*. The COTBC Annual General Meeting follows at 11:00. The agenda includes a report from the chair, statutory committee reports and the auditor's report.

In mid-September, registrants were sent the annual report, registration form and other information about the details of the day. There is no charge to attend the annual meeting activities. However, to assist us with organizing the meeting space requirements and coordinating the events, please complete the registration form and return it by October 18, 2007. It was provided with your annual report and can also be downloaded from the college website.

We look forward to seeing you there!

