

COTBC  
Quality Practice Webinars

How Recent Bylaw Changes Affect Your Practice  
Kathy Corbett

---

---

---

---


---

---

---

---

COTBC QUALITY PRACTICE WEBINARS  
New COTBC Bylaws



Kathy Corbett  
Registrar and CEO

---

---

---

---

---

---

---

---

COTBC

Webinar Outline

- ① Background
- ② Bylaw Revisions – Highlights
- ③ What it Means for Registrants
- ④ Questions

---

---

---


---

---

---


---

---

 What is the role of the College?

- To serve and **protect the public**
- Exercise powers and discharge responsibilities in the **public interest**

(Section 16, Health Professions Act )



---

---

---


---

---



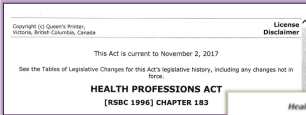
---

---

---

 Where does COTBC get its authority?

Through legislation each College is established



Bylaws created under authority of the HPA

---

---

---

---

---

---

---

---

 Background Served Us Well Overtime

**2016-2017**



---

---

---


---

---

---

---

---

 Purpose of the Revisions

- ✓ Bring in line with the amendments to *Health Professions Act*
- ✓ Ensure alignment of COTBC governance and operations
- ✓ Bring in line where relevant with other BC Health Regulators & our labour mobility obligations
- ✓ Create readiness for future regulatory direction

7

---

---

---


---

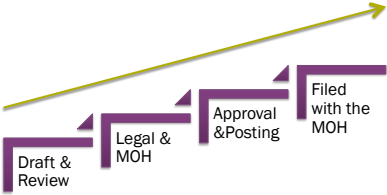
---

---

---

---





**Process Anticipated**

8

---

---

---

---

---

---

---

---





.... **more like this!** ... but we made progress and bylaws were filed with the Ministry of Health August 3, 2017

9

---

---

---


---

---

---

---

---



**Highlights of Changes**

10

---

---

---


---

---

---

---

---



**Table of Contents**

- Definitions
- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

11

---

---

---


---

---

---

---

---



**Definitions**

- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

12

---

---

---


---

---

---

---

---

 **Definitions – Re-wording**

OLD	➔	NEW
"deliver" with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person's mailbox or receptacle at the person's residence or place of business,		"deliver" with reference to a notice... or transmit to the most recent electronic mail address provided to the college by a registrant for the purposes of delivery;

23

---

---

---


---

---

---

---

---

 **Definitions – Adding**

**New** "direct supervision" means the supervised person is subject to the direction and review of a full registrant, who is present at the same location at the same time that the supervised registrant performs a clinical aspect of practice

"general supervision" means supervised person is acting subject to review of the full registrant, but not necessary for the full registrant to be present at the same location.....

24

---

---

---


---

---

---

---

---

 **Definitions - Adding**

**New** "in good standing" means the registrant's registration as a member of the College is not suspended or cancelled or otherwise restricted or limited under the Act

25

---

---

---


---

---

---

---

---

 Definitions

**Part 1 Board of the College**

- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

16

---

---

---


---

---

---

---

---

 **Part 1 Board of the College**

Key Changes:

- ✓ Eligibility for election changes to mitigate potential conflicts of interest
- ✓ Terms of office elected board members changed from 2 year terms to 3 year terms for continuity of office
- ✓ Election voting by secure e-voting authorized
- ✓ Committee re-framing

17

---

---

---


---


---

---

---

---

 **Part 1 Board of the College**  
**Committee Amalgamation**

 **New...**

13(1) following committees are established:

- (a) registration committee
- (b) inquiry committee
- (c) discipline committee
- (d) quality assurance committee
- (e) client relations committee

**- standards**  
**- continuing competence**

COTBC Bylaw 15(1) The following committees are established:

- a) registration committee
- b) inquiry committee
- c) discipline committee
- d) quality assurance committee
- e) patient relations, standards and ethics committee**

18

---

---

---

---

---

---

---

---



### Part 1 Board of the College Committee Mandates Updated

COTBC Bylaw 15(1) The following committees are established:

- a) registration committee
- b) inquiry committee
- c) discipline committee
- d) quality assurance committee
- e) patient relations, standards and ethics committee

19

---

---

---

---

---

---

---

---



### Part 1 Board of the College Committee Membership

- ✓ Terms of office to **three** years (with **three** term max)
- ✓ All committees increase **public representatives** to not less than **1/3**

20

---

---

---

---

---

---

---

---



- Definitions
- Part 1 Board of the College
- Part 2 College Administration**
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

21

---

---

---

---

---

---

---

---



## Part 2 College Administration

Key Changes:

- ✓ Fortified accountabilities of registrar
- ✓ Fortified financial authority and accountabilities
- ✓ Improved clarity in language
- ✓ Reduced redundancy
- ✓ Quorum for annual meeting changed consistent with other regulators

22

---

---

---

---

---

---

---

---



- Definitions
- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records**
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

23

---

---

---

---

---

---

---

---



- Definitions
- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration**
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

24

---

---

---

---


---

---

---

---



 **Part 4 Registration**

Key Changes:

- ✓ Deadline for renewal is June 30<sup>th</sup> (hard deadline)

25

---

---

---


---

---

---

---

---

 **Part 4 Registration**

Key Changes:

- ✓ Deadline for renewal is June 30<sup>th</sup> (hard deadline)
- ✓ Updated education and substantial equivalency language

26

---

---

---

---

---


---

---

---

 **Part 4 Registration**

42(1) graduated with a baccalaureate degree in occupational therapy obtained in BC or obtained an academic qualification from a program or institution outside BC considered equivalent by the College board.

 **New...** ..has graduated from one of the recognized programs in occupational therapy obtained in Canada approved by the Board (Schedule A) or obtained an academic qualification from a program or institution outside Canada considered substantially equivalent

27

---

---

---


---

---

---

---

---

 **Part 4 Registration**

Key Changes:

- ✓ Deadline for renewal is June 30<sup>th</sup> (hard deadline)
- ✓ Updated education and substantial equivalency language
- ✓ Change to currency hours requirement, removing the 1000 hours/five years, retaining the 600 hours/three years, consistent with national standard

28

---

---

---


---

---

---

---

---

 **Part 4 Registration**

Key Changes:

- ✓ Deadline for renewal is June 30<sup>th</sup> (hard deadline)
- ✓ Updated education and substantial equivalency language
- ✓ Change to currency hours requirement
- ✓ Increased in required liability insurance to 5,000,000 (in alignment of most colleges and is already common limit in typically accessed insurance programs)

29

---

---

---


---

---

---

---

---

 **Part 4 Registration**

Key Changes:

- ✓ Deadline for renewal is June 30<sup>th</sup> (hard deadline)
- ✓ Updated education and substantial equivalency language
- ✓ Change to currency hours requirement
- ✓ Increased liability insurance requirement
- ✓ Clarifies use of title designation

30

---

---

---

---

---

---

---

---



### Part 4 Registration

... Registrants must use the title occupational therapist and **may** also use  
Registered Occupational Therapist,  
Reg. O.T. or,  
Registered Occupational Therapist (BC), or  
Reg. O.T. (BC)

25

---

---

---

---

---

---

---

---



Definitions

- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration

### Part 5 Quality Assurance Program

- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records
- Part 8 General

26

---

---

---

---

---

---

---

---



### Part 5 Quality Assurance Program

- ✓ A New section in our bylaws
- ✓ Spells out requirements and responsibilities to participate in QAP including competence maintenance, assessment and improvement

27

---

---

---

---

---

---

---

---



### Part 5 Quality Assurance Program

- ✓ Provides for new authority for assessment of professional performance consistent with provisions of the HPA
- ✓ Provides for Quality Assurance Committee to appoint assessors to assess professional performance of a registrant

24

---

---

---

---

---

---

---

---



### Part 5 Quality Assurance Program

Professional performance assessment may include:

- a) A review of specific or randomly selected patient records including billing records,
- b) An on-site assessment of the registrant's practice
- c) An assessment of the premises where the registrant engages in the practice of occupational therapy, and
- d) Collection of information from a registrant's peers, co-workers or patients for the purposes of obtaining feedback

25

---

---

---

---

---

---

---

---



Definitions

Part 1 Board of the College

Part 2 College Administration

Part 3 College Records

Part 4 Registration

Part 5 Quality Assurance Program

### Part 6 Inspections, Inquiry and Discipline

Part 7 Registrant Management of Patient Records

Part 8 General

26

---

---

---


---

---

---

---

---

 **Part 6 Inspections, Inquiries and Discipline**

- ✓ Removed sections that were redundant as otherwise contained in the Health Professions Act
- ✓ Or removed as not consistent with the provisions of the Health Professions Act (for example public notification)
- ✓ Added details of limitations in place for a registrant under suspension
- ✓ Increased fine ordered by discipline committee to \$ 50,000

27

---

---

---


---

---

---

---

---

 **Part 6 Inspections, Inquiries and Discipline**

- ✓ Added items under s.71 professional misconduct including
  - ✓ engaging in the unauthorized practice of occupational therapy
  - ✓ being found guilty of a criminal or regulatory offense that is relevant to the member's suitability to practice

28

---

---

---


---

---

---

---

---

 **Definitions**

- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records**
- Part 8 General

29

---

---

---


---

---

---

---

---

 **Part 7 Registrant Management of Patient Records**

- ✓ Removed definitions as redundant
- ✓ Added explicit language on clinical record requirements

40

---

---

---


---

---

---

---

---



Definitions

- Part 1 Board of the College
- Part 2 College Administration
- Part 3 College Records
- Part 4 Registration
- Part 5 Quality Assurance Program
- Part 6 Inspections, Inquiry and Discipline
- Part 7 Registrant Management of Patient Records

**Part 8 General**

41

---

---

---


---

---

---

---

---

 **Part 8 General**

- ✓ Added Supervision re: Support Personnel:

*"A registrant may only assign aspects of practice to support personnel if there is an adequate supervision plan in place."*

*"A registrant who assigns aspects of practice to support personnel remains responsible for the patient's occupational therapy assessment and treatment"*

42

---

---

---

---

---

---

---

---



### Part 8 General

- ✓ Added section: "Registrants must comply with all standards of practice and the code of ethics published on the College website".
- ✓ Duty to report removed, not because it is not an obligation, but because it is redundant as already an obligation in the *Health Professions Act*

43

---

---

---

---

---

---

---

---



### Part 8 General

- ✓ Minimal changes to the section on Marketing and Advertising, important to those with websites and other related service advertising materials

44

---

---

---

---

---

---

---

---



### Key messages:

- ✓ Keep your preferred email address up to date with the College
- ✓ Renew your registration before June 30<sup>th</sup> and avoid immediate cancellation and penalty fee in 2018
- ✓ Check you will meet the new currency hours requirement by June 30, 2018 or contact the college
- ✓ Proudly use "registered occupational therapist" or Reg. O.T.(BC) title

---

---

---

---

---

---

---

---

 What's happening now?

## 2017-2018

Transition planning for all bylaws underway to guide changes

- ✓ Appointing public members to committees
- ✓ Updating Committee Terms of Reference
- ✓ Orienting committees to new roles
- ✓ Implementing new processes and monitoring impact on College operations

46

---

---

---



---

---

---

---

---

  Questions?

*Thank you for making time for the presentation today*

47

---

---

---


---

---




---

---

---

 QUALITY PRACTICE WEBINARS

### THANK YOU FOR LISTENING

- Please fill out the evaluation.
- Recording will be available in 24 hours
- Additional questions? Email [practice@cotbc.org](mailto:practice@cotbc.org)
- Join us on     
@OTCollegeBC

48

---

---

---

---

---

---

---

---