

## SALPN Council Meeting

Date: June 8, 2020	Meeting Time: 7:30 – 9:45 p.m.	Meeting Location: Teleconference
<b>Chair</b>	Denise Kominetsky	
<b>Attendees</b>	Denise Kominetsky, Linda Ewen, Theo Bryson, Kathy Bradford, Mary Ellen Wellsch, Tina Sentes, Lynsay Nair, Marlo Umahag	
<b>Regrets</b>		
<b>Staff</b>	Cara Brewster, Jolie Mukendi	

### 1. Meeting Opening & Call To Order (Denise Kominetsky) 7:32 pm

<b>Treaty Declaration</b>	Denise Kominetsky
<b>Additions/Approval of Agenda</b>	<p>An in-camera session to review the risk registry was added to the agenda. The in-camera session began at 7:35 pm and was concluded at 7:48 pm.</p> <p>A risk registry is a reporting tool intended to inform the Council of risk.</p> <ul style="list-style-type: none"> <li>• actual or potential risks to the organization</li> <li>• risk types (regulatory, strategic, financial, legal, reputational)</li> <li>• levels of risk (moderate, low, high, etc)</li> <li>• impact and mitigation strategies</li> </ul> <p>Motion to add an in-camera session to the agenda.</p> <p><b>Motion: Tina Sentes</b>  <b>Seconded: Marlo Umahag</b>  <b>Carried</b></p> <p>Motion to approve the agenda as amended.</p> <p><b>Motion: Mary Ellen Wellsch</b>  <b>Seconded: Tina Sentes</b>  <b>Carried</b></p>
<b>Conflict of Interest Disclosure</b>	No conflict of interest disclosed
<b>Approval of March 24<sup>th</sup> and April 25, 2020 Council minutes</b>	<p>A motion was carried via email between the April 25<sup>th</sup> and the current meeting. The motion will be recorded into the minutes to ensure a formal record of the motion exists.</p> <p>The Council reviewed a proposal from a SALPN member to resign from the SALPN membership as prescribed in Regulatory Bylaw 8.1(1). The Council agreed to</p>

	<p>support the resignation of Ashley Storrey (Haas), SALPN member # 11696. The motion was made by Mary Ellen Wellsch and second by Kirsten Hack.</p> <p>Motion to adopt an e-vote dated May 1<sup>st</sup>, 2020 into the minutes of Council.</p> <p>“The motion to approve the resignation of a SALPN member presented by the Registrar on April 25<sup>th</sup>, 2020, to the Council, as per Regulatory Bylaw 8.1(1)”</p> <p><b>Motion: Mary Ellen Wellsch</b>  <b>Seconded: Theo Bryson</b>  <b>Carried</b></p> <p>The Council minutes from March 24, 2020, and April 25, 2020, were presented.</p> <p>Motion to approve the March 24<sup>th</sup> and April 15<sup>th</sup>, 2020 Council Minutes with amendments from the SALPN Chair.</p> <p><b>Motion: Linda Ewen</b>  <b>Seconded: Marlo Umahag</b>  <b>Carried</b></p>
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**I. 2020 / 1<sup>st</sup> Quarter Reporting (Lynsay Nair)**

<p><b>Attachment</b></p> <ul style="list-style-type: none"> <li><b>Executive Director Report: January 1- March 31/2020</b></li> </ul>	<p>The Executive Director provided a written report to the Council in advance of the meeting. The report contained the broad achievements, challenges, and provided reporting statistics of the following areas:</p> <ul style="list-style-type: none"> <li>• Governance and Regulatory Context</li> <li>• Registration and Licensure</li> <li>• Professional Practice Standards and Ethics (PPSE)</li> <li>• Complaints, Investigation, and Discipline (CID)</li> <li>• Education Program Approval</li> <li>• Administration and Human Resources</li> <li>• Finance</li> </ul> <p>Motion to accept the 2020 first-quarter reporting as presented.</p> <p><b>Motion: Theo Bryson</b>  <b>Seconded: Linda Ewen</b>  <b>Carried</b></p>
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**II. Outstanding Agenda Item Report**

<p><b>Outstanding Action Item Status</b></p> <p><b>1. Regulatory Self-Assessment (2018)</b></p>	<p>The Executive Director provided a written report in advance of the meeting titled, “Outstanding Action Item Status” reporting the status of outstanding agenda items from previous meetings</p> <p>The Regulatory Self-Assessment (2018) will be addressed through alternate methods I and other learning opportunities. A proposal to address the objective is included in the Council package and will be addressed later in the meeting.</p> <p>Motion to rescind the directions to the Executive Director to complete a regulatory self-assessment dated from the council meeting of August 2018.</p> <p><b>Motion: Linda Ewen</b>  <b>Seconded: Tina Sentes</b>  <b>Carried</b></p>
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<p><b>5. Key Performance Indicator (KPI) Committee</b> (March 2019)</p>	<p>This item will be removed from the outstanding agenda items and will be addressed through the development of the next strategic plan.</p>
<p><b>10. Explore/Present reporting options that are concise and condensed</b> (August 2019)</p>	<p>This item has been addressed with an updated reporting template used for the previous three reporting periods. The Council will provide feedback and suggestions as needed.</p>
<p><b>11. Ensure reporting of overtime hours is collected with renewal in 2021</b> (December 2019)</p>	<p>This item was addressed and will be incorporated into 2021 renewal.</p>
<p><b>14. Return to the next Council meeting with draft bylaw amendments related to the Council electing their own Chair.</b> (December 2019)</p>	<p>Carry through on this item was explored by the Executive Director. The options to successfully incorporate the direction without altering the current term lengths of Council Members was logistically difficult. The Council opted to not proceed at this time.</p> <p>Motion to rescind the direction to Executive Director from the December 2019 Council meeting related to the election of a Council Chair/Vice-Chair by the Council.</p> <p><b>Motion: Kathy Bradford</b>  <b>Seconded: Mary Ellen Wellsch</b>  <b>Carried</b></p>
<p><b>17. Provide a copy of the final draft of the Independent Practice Document and a summary of changes following the legal review.</b> (December 2019)</p>	<p>This item was addressed as of February 26<sup>th</sup>, 2020</p>
<p><b>18. Order Marlo Umahag an updated Council issued Device.</b> (December 2019)</p>	<p>This item was addressed in December 2019.</p>
<p><b>23. Report initiation/uptake of Licensure Status Change /Emergency Licensure to the Council</b> (March 2020)</p>	<p>This item has been addressed with the inclusion of both requests incorporated into the routine reporting of Registration &amp; Licensure.</p>

<p><b>24. Report approval of the Emergency Licensure Bylaws to Council</b> (March 2020)</p>	<p>This item is addressed as of April 4<sup>th</sup>, 2020.</p>
<p><b>25. Send the final recommendation from the 2018 Auditor’s Constructive Services Letter to Council</b> (April 2020)</p>	<p>This item was addressed through an inclusion in the materials for this meeting.</p>
<p><b>Chair/Vice-Chair Report</b></p>	<p>The SALPN Chair, Denise Kominetsky, shared highlights of Board Chair Training she attended</p> <ul style="list-style-type: none"> <li>• Role of Council and staff to work together</li> <li>• Time motions to make sure everyone is involved and being interactive</li> <li>• Terms of References (TOR) for each committee and member and annual update on TOR</li> <li>• Regulatory knowledge for committee members</li> <li>• Conflict of interest and bias</li> </ul> <p>The SALPN Vice-Chair, Linda Ewen, shared highlights from a lunch and learn session which focused on the difference between regulatory and board policies.</p> <ul style="list-style-type: none"> <li>• Policies should be simple and plain language to be concise</li> <li>• Accountability, council member behavior, reviewing materials they are sent and ensuring it is the right thing/information</li> <li>• Ensure you do things you need to do that aligns with the mandate – protect the public</li> <li>• Terms of References for SALPN committees, reviewing every year as new policies are developed</li> <li>• ED – to do operation day to day matter– council needs to oversee that it is done</li> <li>• Education approval, ensuring that it is done.</li> </ul> <p>Motion to accept the reports of the Chair and Vice-Chair.</p> <p><b>Motion: Theo Bryson</b>  <b>Seconded: Mary Ellen Wellsch</b>  <b>Carried</b></p>

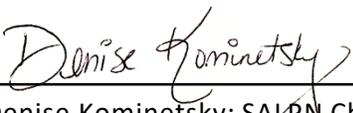
<b>III. Public Agenda Items (Lynsay Nair)</b>	
<b>Removal of Council Endorsement from Practice Guidance/Reference References</b>	<p>The Council was provided with a briefing note for review in advance of the meeting. The briefing note recommended the removal of the Council's endorsement from outdated practice reference documents. The outdated documents could create a risk to the public if the information contained within them is no longer current or supported by evidence. Some references will be replaced with links to expert resources and others will be completely removed.</p> <p><b>Motion to rescind the SALPN Council's endorsement of the practice guidance documents titled;</b></p> <ul style="list-style-type: none"> <li>a) Am I Practicing Nursing? (2013)</li> <li>b) Point of Entry to Care (2013)</li> <li>c) Medication Administration (2013)</li> <li>d) Patient Safety Related to Hours of Work and Fatigue (2013)</li> <li>e) Documentation (2013)</li> </ul> <p><b>Motion: Linda Ewen</b>  <b>Seconded: Kathy Bradford</b>  <b>Carried</b></p>
<b>Regulatory Bylaw Amendment: Removal of Reference to Peri-Operative Standards</b>	<p>The Council was provided a briefing note for review in advance of the meeting. The briefing note recommended the removal of the reference in the SALPN Regulatory Bylaws to the document, "Standards of Practice and Competencies for Perioperative Licensed Practical Nurses," due to the author's (CCPNR) removal of their endorsement. The endorsement was removed because of the document's age and relevance. It's removal will not impact SALPN's ability to protect the public and regulate LPNs practicing within the perioperative specialized area of practice. A replacement reference document is not required as LPNs practicing in the perioperative setting are accountable to the standards of practice of the profession.</p> <p>Motion to direct the Executive Director to proceed with amendments to regulatory bylaw 21.3 (2) resulting in the removal of the reference to "Standards of Practice and Competencies for Perioperative Licensed Practical Nurses".</p> <p><b>Motion: Tina Sentes</b>  <b>Seconded: Linda Ewen</b>  <b>Carried</b></p>
<b>College Performance Measurement</b>	<p>The Council was provided with a briefing note for review in advance of the meeting. The briefing note shared and explained an initiative underway in Ontario by the province's health profession regulators and included reference materials. The Ontario regulators have developed a practice-based measurement framework intended to guide regulators in the development and implementation of regulator practices. A practice-based approach is utilized with the thought that doing the right things, in the right way, will lead to the desired outcomes of regulation- which is to effectively protect the public</p>

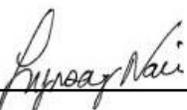
	<p>The Executive Director explained how a similar model could be adopted by SALPN to help improve how SALPN fulfils the public protection mandate. It was also explained how this initiative addresses an outstanding agenda item to complete a regulatory self-assessment.</p> <p>The Council discussed the time required and suggested that the Executive Director present this at a later time – with no need to return with a presentation at the next Council meeting.</p> <p>Motion to direct the Executive Director to return to the Council with an adapted version of the “College Performance Measurement Framework,” appropriate to Saskatchewan’s legislation, for the Council to consider adopting as organizational standards.</p> <p><b>Motion: Tina Sentes</b>  <b>Seconded: Mary Ellen Wellsch</b>  <b>Carried</b></p>
<p><b>Clearance of 2018 Constructive Services Letters (CSL) Recommendation</b></p>	<p>The Council was provided with a briefing note summarizing how a recommendation of the auditor from the 2018 Constructive Services Letter was addressed. The recommendation was to ensure the accounting system is maintained in the SALPN office for data security reasons as well as minimized risk of data loss if an unexpected event were to occur is addressed.</p> <p>The briefing note and the Executive Director explained that a new accountant utilizing a cloud-based system was selected and secured. SALPN “owns” the cloud-based account. The accountant and authorized SALPN staff have access to the account as suggested.</p> <p>Motion to accept the recommendation of the 2018 Auditor’s Constructive Services letter to ensure the accounting system is maintained in the SALPN office for data security reasons as well as minimized risk of data loss if an unexpected event was to occur is addressed.</p> <p><b>Motion: Kathy Bradford</b>  <b>Seconded: Marlo Umahag</b>  <b>Carried</b></p>
<p><b>IV. Confidential Agenda Items (Lynsay Nair)</b></p>	
<p><b>4.1 SALPN’s Program Approval Model</b></p>	<p>The Council was provided with a briefing note in advance of the meeting. The briefing note explained the current model utilized to fulfil the practical nursing program approval responsibilities of the SALPN along with observations about the benefits and risks of the current model.</p> <p>The SALPN currently utilizes a committee-based (Education Program Approval Committee) approach to program approval work. The Chair of the Committee has been contracted to provide services based on the unique expertise required and the limited availability of those with the required competencies.</p> <p>The Executive Director further explained two significant risks to the organization with the current model.</p>

	<ol style="list-style-type: none"> <li>1. Succession Risk: The current model does not support the development of knowledge and skill to complete this work within the organization as the work is currently carried out by a semi-independent committee. If the contracted Chair were to withdraw services or become unavailable, continuity would be difficult.</li>   <li>2. Financial Risk: Without the development of the ability to complete the work within the organization, SALPN will have little control of the costs associated with the external based work.</li> </ol> <p>The briefing note recommended the Council consider restructuring the work of program approval to be done in the absence of a committee in order to improve SALPN's ability to fulfil this part of the mandate on a long-term basis. It was noted it would take some time to prepare a proposal to return to the Council.</p> <p>Council members asked questions about the potential content of the proposal and commented on the likely public and SALPN benefit of the suggestion.</p> <p>Motion to direct the Executive Director to return to Council with a plan to support the revision of the committee led nature of program approval processes.</p> <p><b>Motion: Kathy Bradford</b>  <b>Seconded: Theo Byson</b>  <b>Carried</b></p>
<p><b>4.2 Council Response to the 2019 AGM Resolution</b></p>	<p>The Council was provided with a briefing note in advance of the meeting. The briefing note highlighted the progress and actions taken since the resolution was received. Since the time the resolution was received, the following has occurred:</p> <ul style="list-style-type: none"> <li>• Council review of a jurisdictional scan of currency requirements</li> <li>• Revision to policy 2:12:01 updating the process of applying for Registrar's extensions</li> <li>• A review of information about supervised practicum programs</li> <li>• A review of information about competency-based assessment options</li> </ul> <p>Motion to direct the Executive Director to prepare a response on behalf of the Council to the 2019 AGM Member submitted resolution. The response is to be approved by the Council Chair before distribution and shall include the following areas:</p> <ul style="list-style-type: none"> <li>• the SALPN's position on the public protection role of practice currency requirements</li> <li>• currency requirements across Canada</li> <li>• a commitment to preserving the current 1250/5-year hour requirement</li> <li>• changes made to the hours extension process and related policy</li> <li>• highlights of potential options the Council is exploring including the Supervised Practice Experience (SPE) and Competency Based Assessments (CBA).</li> </ul> <p><b>Motion: Linda Ewen</b>  <b>Seconded: Mary Ellen Wellsch</b>  <b>Carried</b></p>

<p><b>4.3 Short Term Licensure Between Jurisdictions</b></p>	<p>The Council was provided with a briefing note in advance of the meeting. The briefing note was accompanied with information about regulatory processes similar to that of short-term licensure agreements. The information was noted by the Council with no accompanying decisions.</p>
<p><b>V. Meeting Finalization (Lynsay Nair)</b></p>	
<p><b>5.1. Review Action Items Resulting from Meeting</b></p>	<ul style="list-style-type: none"> <li>• Return to Council with a version of the College Performance Standards that are appropriate for Saskatchewan’s legislation</li> <li>• Return to Council with a plan related to the program approval committee</li> <li>• Draft a response to the 2019 AGM resolution to share with LPNs</li> <li>• Report back to the Council on the progress made by NIRO on the collective legislative amendments</li> <li>• Continue to provide the Council with updates and information about supervised practice experience programs and competency-based assessments as it becomes available.</li> </ul>
<p><b>5.2. Next Meeting</b></p>	<p>The SALPN chair will be in contact with the Council members with the next meeting date.</p>
<p><b>5.3. Meeting Adjournment</b></p>	
<p>Adjournment</p> <p>Motion to adjourn at 10:14 pm</p> <p><b>Motion:</b></p> <p><b>Carried</b></p>	

Signed,

  
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 Denise Kominetsky; SALPN Chair

  
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 Lynsay Nair; SALPN Executive Director