

EXECUTIVE COMMITTEE REPORT

February 2021 Executive Committee
Report to the Board of Directors

2021 Committee Members:

Bryan Todd, Chair, RO, Elected Member
Stephen Kinsella, Vice Chair, Public Member
Omar Farouk, Public Member
Neda Mohammadzadeh, RO, Elected Member
Dorina Reiz, RO, Elected Member

Number of meetings since the October Board Meeting:

- One on February 8, 2021.

Report:

1. General Business

Registrar's Evaluation Process Overview

The Executive Committee met with Karen Fryday-Field to review the process for the Registrar's annual performance review. The Registrar's review will be conducted in accordance with Registrar, CEO Performance Evaluation Process Policy approved by the board in October 2019. Following the February Board meeting the Board will receive surveys for the purposes of gathering feedback on the Performance of the Registrar, CEO. The Executive Subcommittee will review the feedback with Karen Fryday-Field and complete the evaluation and review.

2. Exercise of Board Powers in Between Meetings

Under section 12 of the Health Professions Procedural Code, the Executive Committee has all of the powers of the Board with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law. Where the Executive Committee exercises this power, it must report on its actions to the Board at its next meeting.

The Executive Committee did not exercise its powers to act as the Board since the last meeting.

3. Finance Committee

In 2020, the Executive Committee carried out the following activities in its capacity as the Finance Committee of the College:

Financial Statements and Annual Auditor Assessment

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

The Executive Committee reviewed the process for the Annual Auditor Assessment. The Assessment will commence following the completion of the Audited Financial Statements for 2020 which is anticipated in May.

Honoraria Policy Update

At the December Board meeting the Executive Committee was tasked with further examination of possible changes to the Honoraria policy. The Committee discussed a number of options which are now with administration for further investigation.

Submitted by:

Bryan Todd, RO, Chair, Elected Member

CLINICAL PRACTICE COMMITTEE REPORT

February 2021 Committee Report to the Board of Directors

Committee Members:

Neda Mohammadzedah, RO, Chair, Elected Member

Samir Modhera, RO, Vice Chair, Elected Member

Dorina Reiz, RO, Elected Member

Stephen Kinsella, Public Member

Jay Bhatt, RO, Appointed Member

Dennis O'Hagan, RO, Appointed Member

Daniella Schowalter, RO, Appointed Member

Number of meetings to date:

The Clinical Practice Committee has not met since its last report to the Board of Directors.

Report:

The following topic will be reviewed by the Committee at its next meeting:

- Refraction Standard of Practice

Submitted by:

Neda Mohammadzedah, RO, Chair, Elected Member

Peggy Dreyer, Manager, Professional Practice

QUALITY ASSURANCE COMMITTEE REPORT

February 2021 Committee Report to the Board of Directors

Committee Members:

Bryan Todd, RO, Chair, Elected Member
Diana Bristow, Vice Chair, Public Member
Mike Smart, RO, Elected Member
Henry Wiersema, Public Member
Tonya Nahmabin, RO, Appointed Member
Margaret Osborne, RO, Appointed Member
Dennis O'Hagan, RO, Appointed Member
Derick Summers, RO, Appointed Member

Number of meetings to date:

- February 2, 2021

Report:

Orientation and Training

Members of the Quality Assurance Committee (QAC) were provided with orientation and training at their first meeting. In addition, members were provided with training on accrediting continuing education activities.

Multi-Source Feedback (MSF) Process

The QAC considered recent concerns expressed by registrants regarding their ability to complete the MSF process during the ongoing pandemic due to practice restrictions in place and, in some instances, not yet having returned to practice.

As there is uncertainty as to what the practice environment may look like for the remainder of the pandemic, a considerable cost to the program whether completed in full or postponed while in process and, given the College can fulfill their legislative requirements with the mechanisms in place, the QAC determined that the MSF process would be suspended until 2022.

Professional Portfolio Outstanding Requirements

The Committee reviewed 9 files where the registrant had been randomly selected to participate in the Competency Review and Evaluation process and provided additional information to the College after receiving a decision letter.

Peer and Practice Assessments

The committee reviewed 1 Peer and Practice Assessment report.

Accreditation Policy

The Accreditation Policy was amended in 2020 to introduce a more rigorous review of course content to ensure that it was evidence based, that the creator of the material relied on objective, neutral and reliable sources, and that the primary purpose of the activity would be the advancement of professional competencies and scientific knowledge than being for the purpose of endorsing a specific product or brand. The QAC is currently monitoring stakeholder feedback and will be carrying out further review of the Accreditation Policy in the coming months.

Submitted by:

Bryan Todd, RO, Chair, Elected Member
Peggy Dreyer, Manager, Professional Practice

DISCIPLINE COMMITTEE REPORT

February 2021 Discipline Committee Report to the Board of Directors

Committee Members:

Elected Members

Ingrid Koenig, RO
Neda Mohammadzadeh, RO
Dorina Reiz, RO
Samir Modhera, RO
Bryan Todd, RO
Mike Smart, Vice-Chair, RO
Amber Fournier, RO
Elsa Lee, RO

Public Members

Omar Farouk
Stephen Kinsella
Diana Bristow
Henry Wiersema
Peggy Judge
Murray Angus

Appointed Members

Derick Summers, Chair, RO
Daniela Schowalter, RO
Kevin Cloutier, RO
Jay Bhatt, RO
Robert Quinn, RO
Gord White, (appointed PM)
Rob Vezina, RO
Margaret Osborne, RO
Tonya Nahmabin, RO
Behzad Safati, RO
Dennis O'Hagan, RO

Number of meetings since December Board Meeting: 0

Report:

The next Discipline Committee training workshop offered by the Health Profession Regulators of Ontario (HPRO) will be held in June 2021 for any Committee members who have not yet completed the training.

A panel of the Discipline Committee held hearings in the following matters:

Matter	Hearing Date
<i>College of Opticians v. Sanger (Penalty Hearing)</i>	January 11, 2021
<i>College of Opticians v. Truong</i>	January 12, 2021

Decisions were issued in the following matters and are available on the College's website:

College of Opticians v. Tsan
College of Opticians v. Sanger
College of Opticians v. Truong

The following matters have been referred to the Discipline Committee and are awaiting a hearing:

Matter	Hearing Date
<i>College of Opticians v. Sanger</i>	March 19, 2021

Committee Update:

There are no committee updates.

Submitted by:

Derick Summers, Chair, RO

Daniël Jansen, Manager, Professional Conduct

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

February 2021 Committee Report to the Board of Directors

Committee Members:

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, Public Member	Kevin Cloutier, Vice Chair, RO
Gord White, Public Member (until February 10, 2021)	Ingrid Koenig, RO
Elsa Lee, RO	Margaret Osborne, RO
Amber Fournier, RO	Peggy Judge, PM
Samir Modhera, RO	Stephen Kinsella, PM
Behzad Safati, RO	

Number of meetings since December Board Meeting:

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 2021	
Full Committee Meetings (in-person)	0
Full Committee Meetings (teleconference/webinar)	1
Total Full Committee Meetings	1
Panel Meetings (in-person)	0
Panel Meetings (teleconference/webinar)	1
Total Panel Meetings	1

Number of Meetings Since Last Board Meeting	
Total Full Committee Meetings	1
Panel Meetings (in-person)	0
Panel Meetings (teleconference/webinar)	6
Total Panel Meetings	6

Committee Updates:

On February 1, 2021, the committee had a general orientation and training session, which included presentations from Amy Stein (General Counsel), and Rebecca Durcan from Steinecke Maciura LeBlanc. In addition, the committee directed that all oral cautions be delivered virtually until the end of the year due to the COVID-19 pandemic. The committee will revisit the issue in early 2022.

Submitted by:

Omar Farouk, Chair, Public Member

Daniël Jansen, Manager, Professional Conduct

ICRC Statistical Report 2021
(Statistics accurate as of February 10, 2021)

Complaints Dispositions	# of Files
Inquiries:	
Total number of complaint inquiries received in 2021	13
Covid-19 related inquiries	2
Inquiries that became a formal complaint in 2021	3
Formal Complaints:	
Complaint files opened in 2021	3
Cases brought forward from 2020 (not including 3 from 2019)	15
Frivolous and vexatious	-
Complaints disposed of in 2021:	0
No further action	-
Written advice/Recommendations	-
Oral caution	-
Specified Continuing Education or Remediation Program (SCERP)	-
Undertaking	-
Referral to Discipline Committee	-
Withdrawn by Registrar	-
Open complaints pending further investigation	21
Open complaints awaiting decisions	12

Quality Assurance Committee (QAC) and Registrar's Reports Dispositions	# of Files
Registrar's Reports:	
Registrar's Reports referred to ICRC in 2021	1
Registrar's Reports brought forward from 2020 (not including 2 from 2018, and 5 from 2019)	6
QAC Reports:	
QAC Reports referred to ICRC in 2021	0
QAC Reports brought forward from 2020 (not including 1 from 2018, 3 from 2019)	5
Reports disposed of in 2021:	0
No further action	-
Written advice	-
Oral caution	-
Specified Continuing Education and Remediation Program (SCERP)	-
Undertaking	-
Referral to Discipline Committee	-
Open Registrar's Reports pending further consideration	14
Open Registrar's Reports awaiting decisions	2

HPARB Reviews	# of Files
HPARB reviews requested in 2021	0
HPARB matters carried over from 2020 (not including 1 from 2019)	2
HPARB reviews pending	3
HPARB matters disposed of in 2021	0
Committee decisions confirmed	0
Committee decisions returned for further investigation and reconsideration	0

Unauthorized Practice	# of Files
Total number of UPC inquiries in 2021	0
UPC files carried over from 2020 (not including 10 from 2019)	11
Inquiry abandoned – not enough information / outside jurisdiction / not unauthorized practice	-
Inquiry pending – further information needed	0
Inquiry – formal file	-
Open files pending further investigation	21

GOVERNANCE COMMITTEE REPORT

February 2021 Committee Report to the Board of Directors

Committee Members:

Diana Bristow, Chair, Public Member
Gord White, Vice-chair, Appointed Public Member
Kevin Cloutier, RO, Appointed Member
Amber Fournier RO, Elected Member
Ingrid Koenig RO, Elected Member
Robert Quinn RO, Appointed Member

Number of Meetings since December Meeting:

- February 4, 2021

Report:

On February 4, 2021, the Committee received an orientation on the role of the Governance Committee, the Board's Policy Governance Framework and an update on the College's evolving governance reform of its operational and governance structure.

2020 Board Self-Evaluations

The Committee reviewed the 2020 results of the Board Effectiveness Self-evaluation Report and formulated an action plan for the Board's consideration. The report will be presented to the Board on February 22, 2021.

Governance By-laws and Policies

The Committee reviewed the following by-law amendments and governance manual policies and recommended that they go to the Board for approval at the next meeting February 22, 2021.

1. Registration Terms of Reference Policy 4-13
2. Fitness to Practice Terms of Reference Policy 4-14
3. Quality Assurance Terms of Reference Policy 4-15
4. Clinical Practice Terms of Reference Policy 4-16

Submitted by:

Diana Bristow Chair, Public Member
Deidre Brooks, Manager, Patient Relations & Governance

PATIENT RELATIONS COMMITTEE REPORT

February 22, 2021 Committee Report to the Board

Committee Members:

Jay Bhatt RO, Chair, Appointed Member
Neda Mohammadzadeh RO, Vice-chair, Elected Member
Murray Angus, Public Member
Elsa Lee RO, Elected Member
Tonya Nahmabin, Appointed Member
Daniela Schowalter, Appointed Member
Henry Wiersema, Public Member

Number of Meetings:

None

Report:

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

1. Jurisprudence Handbook Updates
2. Development of new Code of Ethics
3. Continuing Culture Safety and Humility discussions
4. Any other programs, and activities as assigned by the Board

Submitted by:

Jay Bhatt, Chair, Appointed Member
Deidre Brooks, Manager, Patient Relations & Governance