

COLLEGE OF
Optometrists
OF ONTARIO

REGISTRAR'S REPORT – JAN 2020

Today

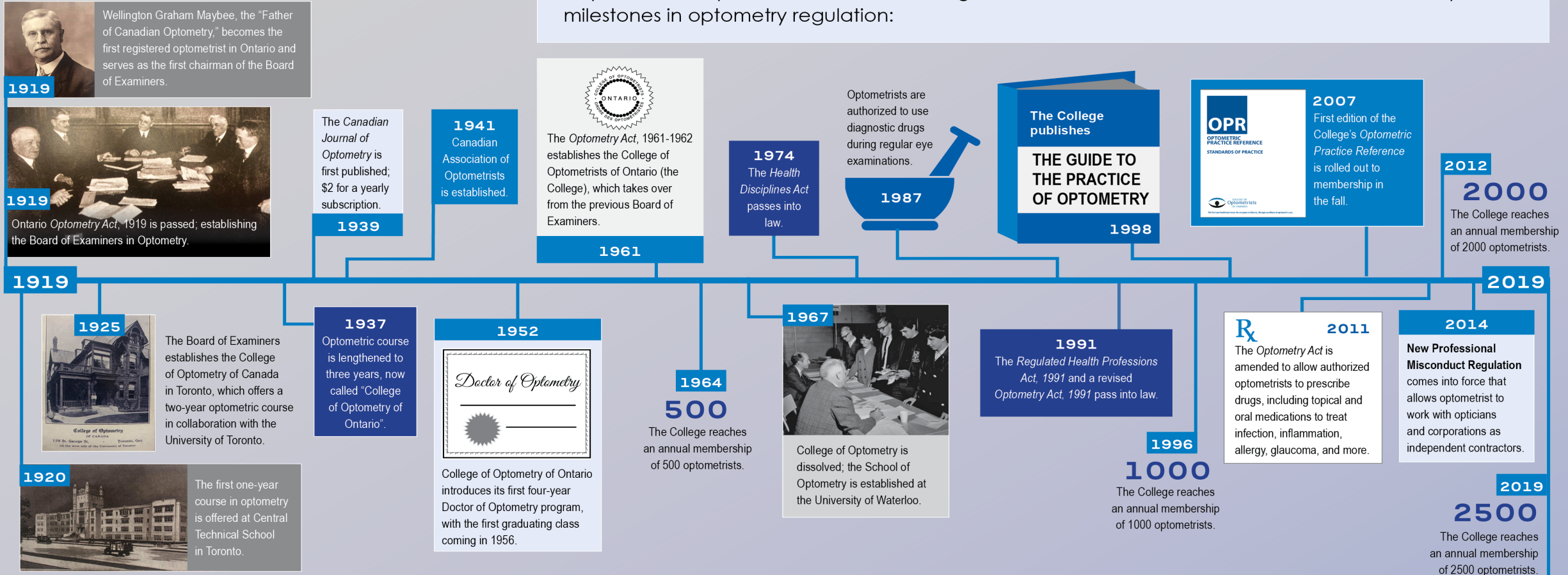
Governance Refresh

Key activities/Updates

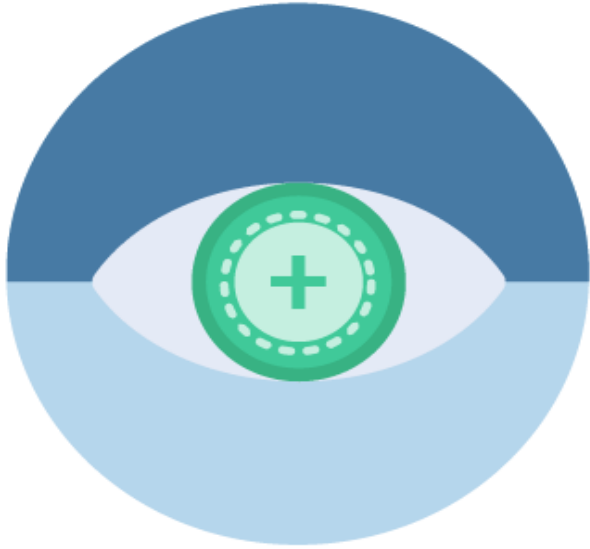
OPTOMETRY

A Century of Regulation in Ontario

This year, the College of Optometrists of Ontario is celebrating 100 years of optometric regulation. The profession was taking small steps as far back as the early 1900s: the Optometrical Association of Ontario was incorporated in 1909 and an early school was established in 1910. But things really came into focus in 1919 when the *Optometry Act* was passed, and the Board of Examiners in Optometry was established. Much has changed since then, when practitioners were required to complete 1000 hours of training via four available instructors. Learn more about key milestones in optometry regulation:



DIFFERENT OCCUPATIONS



(i) Optician

Dispenses corrective lenses to adjust a person's vision



(ii) Optometrist

Recognise and diagnose eye diseases and other chronic health problems



(iii) Ophthalmologist

Medical doctors who specialise in the field of eye care, including performing surgery

Professional Regulation & Public Protection

- Public protection is the College's core responsibility through:
 - **Vision:** The best eye health and vision for everyone in Ontario, through excellence in optometric care.
 - **Mission:** To serve and protect the public by regulating Ontario's optometrists.

Key Regulatory Functions

Registration

Total Membership: 2623

Investigation

New Cases: 55

Decisions Issued: 76

Referrals to Discipline: 4
(2 members)

Quality Assurance

Total Practice Assessments: 143

*



Regulated Health Professions Act (RHPPA)

- Umbrella legislation for all 26 regulated health professions in Ontario
- Defines duties of the Minister, Controlled Acts, Confidentiality
- **Schedule 2:** Health Professions Procedural Code and College processes

Optometry Act

Rules specific to
optometry

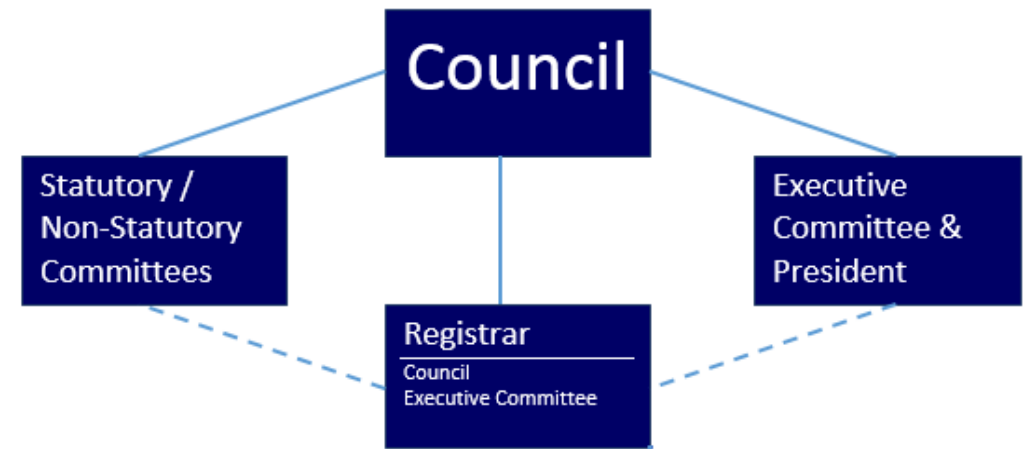
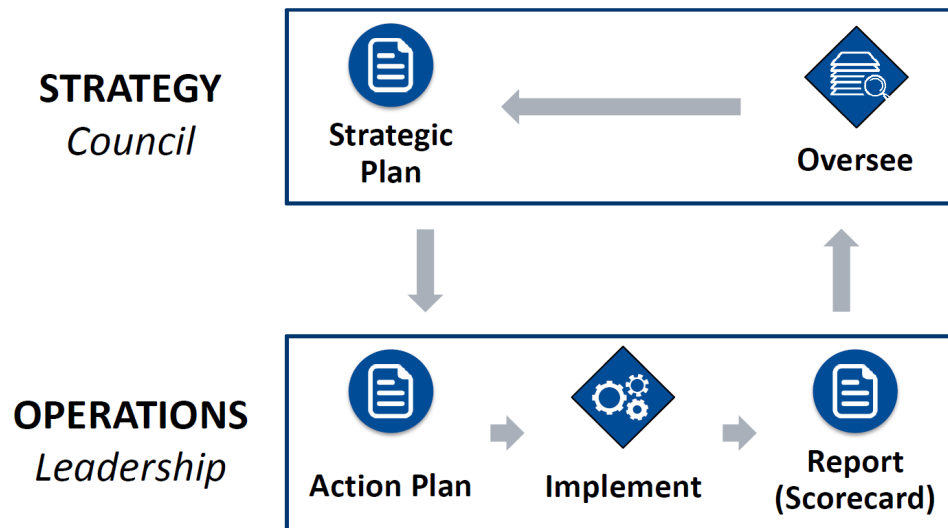
Professional
misconduct, record
keeping, COI, QA

By-laws

Rules for how the
College does its work

Elections procedures,
Code of Conduct,
Public Register

Effective Governance Regulatory & Corporate Structure



College Council

- Serves as ‘board of directors’ of the College
- Composition set out in *Optometry Act*
 - 8-9 elected optometrists
 - 1 elected optometrist from the University of Waterloo School of Optometry faculty
 - 7-8 appointed by Lieutenant-Governor-in-Council (Public Members)

Duties and Responsibilities of Council

- Administer the *RHPA* and *Optometry Act*
- Set College policy, strategic direction, and goals
- Engage and evaluate the Registrar | CEO
- Appoint committees
- Provide financial oversight

Duties of President

- Chair Council and Executive Committee meetings
- Work with Registrar|CEO to manage Council and Executive
- Oversee Registrar|CEO evaluation
- Sign College contracts or documents
- Liaise with Registrar|CEO re: Council member and staff interactions
- Accountable to Council (and indirectly to government)

Duties of Registrar | CEO

- Manages College operations
- Implements and monitors College policies
- Ensures compliance with statutory obligations
- Engages College staff
- Accountable to Council and Executive Committee

College Spokesperson

- The Registrar | CEO and the President are designated under the by-laws to speak on behalf of the College
- Official communications coordinated by the Registrar
- Refer member questions to the Registrar or committee staff support

College Committees

Statutory Committees

- Executive
- Registration
- Inquiries, Complaints and Reports
- Discipline
- Fitness to Practise
- Quality Assurance
- Patient Relations

Standing Committees

- Governance/HR
- Audit/Finance/Risk

Ad-Hoc Committees

- Strategic Planning
- Quality Assurance Review





Council and Committees

- Council sets policy direction in the public interest for the College and the profession
- Committees ensure those policies are implemented and enforced
- Some committees work at Council's direction



Council Member Responsibility

- Comply with public protection mandate
- Attend, be prepared, ready to participate
- Declare conflicts of interest
- Be respectful and courteous
- Abide by Council decisions



Conflict of Interest



- May be real or perceived
- Avoid, and where not possible, declare conflicts of interest
- Self-declare or bring to the Chair's attention



Confidentiality and Indemnity

- Everyone must preserve confidentiality
 - Breaches can result in disqualification
- Council and College committee members protected against prosecution **for acts done in good faith**
- The by-laws require the College to maintain directors' liability insurance



Time Commitments

- Term of office: 3 years*
 - At least 4 meetings a year – open to the public
- Additional duties:
 - Appointment to committees
 - Chair committees



Council Meetings

- President is the Chair of Council meetings
 - May limit speakers
- Quorum – a majority of Council members
- Voting – motions decided by Resolution (simple majority) or Special Resolution (2/3 majority)
- Etiquette
 - Phones off or on silent
 - Laptops for notetaking and material review

Meeting Materials



- Briefing materials circulated to Council and posted on College website **one week** before the meeting
- Approved minutes posted on College website
- Virtual boardroom performance has been unreliable – we are looking for fixes



Council Agenda - Consent

- Agenda items that do not require further discussion/debate
- Reports from every committee
- Consent agenda items are approved as a group unless they are removed for further discussion prior to or at the meeting

Council Agenda - Motions

- Motions (decision items) are brought forward by committees with supporting analysis and materials
- Motions are moved and seconded, discussed and then voted on

Council Agenda – In Camera

- Council may go in camera for reasons specified in the Code: personnel, legal advice, public security, harm outweighs benefit of openness.
- Public is excluded
- Materials (if any) returned to staff at end of meeting
- In camera sessions should be focussed and limited in duration

Honoraria and Expenses

- Per diem for time spent doing College work
- Prep time for meetings according to policy
- College reimburses according to the Expense Policy (travel, accommodation, meals)
- Public members submit expenses to the Public Appointments Secretariat

Key Activities

October

- Coach/expert training
- FHRCO
- CPMF Consultation
- CNAR

November

- Citizen's Advisory Committee
- Vision Institute Conference
- White Coat Ceremony
- Sexual Abuse Training

December

- FHRCO/HPRO
- Discipline Hearings
- AGRE

Issues

Entry to Practice Exam

Communicating to the profession

- References to 'illegal dispensing'

Key Regulatory Areas

Registration

- Entry to Practice Exam

Investigations

- Case Manager

Quality Assurance

- Revised QA selection criteria

Operations

IT Review

Bookkeeping and budget changes

Staffing

Website Updates

Annual renewal

Annual Renewal

Total
Optometrists
2623 ↑

Female | Male
57 ↑ | 43%

Age (avg): 44
Age (med): 42

Owner/Operator
43%

Associate
49% ↑

Notices of
suspension: 13

Next 3 Months



Strategic Planning



Audit



Outreach



Process reviews

