Letter from the Incoming Chair

I am pleased to step into the role of Chair during a time of particular challenge and change for the College and our other health professions colleagues under the Health Professions Act. This issue of the Chronicle reviews two areas of major change and challenge. At the Federal level, all health professions are attempting to prepare for changes to the Agreement on Internal Trade (AIT) and anticipating the consequential impact these expected changes will have on the processing of applications from practitioners registered in other Canadian jurisdictions. Provincially, changes to the Health Professions Act are continuing to be implemented and the coming months will see the last few health professions (Physicians, Dentists, Chiropractors and Pharmacists) come under the Act. Among the changes to the legislation are new obligations regarding public notification of decisions of the complaint investigation and adjudication process, obligations which are highlighted in this issue.

continued on page 3

Letter from the Outgoing Chair

After completing two terms on the Board, and serving as Chair of the Board for the last two years, I wanted to take this opportunity to share with you some thoughts about our College from a bit of a historical perspective. Like so many other registrants, I have been involved in a volunteer capacity in a variety of college activities for many years — like others I have served as a member of committees, an oral examiner, a supervisor, a Board member, and as a contributor of written ideas to various College administrations. In my case, these activities span for over twenty years and for most of my career in British Columbia.

It has been my great pleasure to observe the outcome of so much dedication and hard work from so many of you over the years — at least count more than 10% of us are actively and regularly involved in making our College work, and so many more of us contribute through feedback and attending College meetings. I think this level of support and volunteer commitment is outstanding. And what we have accomplished is impressive.

continued on page 3

Board of Directors

Professional Member, Chair, Finance Committee
Lee Cohene, Ph.D., R. Psych.
Professional Member, Chair, Quality Assurance Committee
Rebecca England, Ph.D., R. Psych.
Professional Member, Chair, Board of Directors, Patient Relations Committee
Daniel Fontaine
Public Member, Chair, Quality Assurance Committee
Marguerite Ford
Professional Member, Vice-Chair, Board of Directors, Inquiry Committee
Russell King, Psy.D., R. Psych.
Professional Member, Chair, Inquiry Committee
Leora Kuttner, Ph.D., R. Psych.
Professional Member, Vice-Chair, Board of Directors, Inquiry Committee
Wayne Morson
Public Member, Chair, Registration Committee, Finance Committee
Valerie Whiffen, Ph.D., R. Psych.
Professional Member, Registration Committee

College Staff

Andrea Kowaz, Ph.D., R.Psych.
Registrar
Amy Janeck, Ph.D., R.Psych.
Deputy Registrar
Susan Turnbull, Ph.D., R.Psych.
Deputy Registrar
Alyson Budd
Administrative Assistant
Avigail Cohen
Office Assistant
Wendy Harris
Registration Coordinator
Gina Rowan
Inquiry Coordinator, Special Projects Manager
The College is well situated to meet these new challenges, building on the foundation of policies and procedures put in place by my predecessors and their Board members. Robert Colby, Henry Harder, Michael Elterman and Michael Joschko each completed a two year term as Board Chair and six years on the Board. Our new Board members, John Carter, Russell King and Leora Kuttner, each bring a unique set of skills and experience which enhance the College’s ability to meet the challenges ahead. These new members join me and the continuing Board members, Lee Cohene and Valerie Whiffen, and our very special continuing public members, Daniel Fontaine, Marguerite Ford, and Wayne Morson.

As always, the Board invites constructive input and comment from registrants on these and any other important issues. Please continue to use the feedback feature on the College website at www.collegeofpsychologists.bc.ca/feedback.php. I am excited about the opportunity to serve as Board chair, and look forward to hearing your comments and ideas.

Rebecca England, Ph.D., R.Psych.

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Did you know?

### College Demographics

<table>
<thead>
<tr>
<th>Age</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-34</td>
<td>31</td>
<td>3</td>
</tr>
<tr>
<td>35-39</td>
<td>79</td>
<td>7</td>
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<tr>
<td>40-44</td>
<td>112</td>
<td>10</td>
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<tr>
<td>45-49</td>
<td>141</td>
<td>13</td>
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<tr>
<td>50-54</td>
<td>164</td>
<td>15</td>
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<tr>
<td>55-59</td>
<td>227</td>
<td>21</td>
</tr>
<tr>
<td>60-64</td>
<td>215</td>
<td>19</td>
</tr>
<tr>
<td>65-69</td>
<td>94</td>
<td>9</td>
</tr>
<tr>
<td>70-74</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td>75 or above</td>
<td>11</td>
<td>1</td>
</tr>
</tbody>
</table>

More than 50% of the registrants of the College are age 55 and above, at age at which retirement planning is likely a matter of active consideration. (If it is not receiving attention, perhaps it should!) From the College’s perspective, registrants need to be aware of their specific obligations under the Code of Conduct. In particular, Standards 14.6 and 14.7 are of relevance in considering retirement planning.

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**Continuing Competency Credit Opportunity**

The College is currently expanding its item bank for the Written Jurisprudence Examination. For registrants interested in assisting the College with this task, the College is offering 1 hour of continuing education credit (in the area of ‘self study’) for submissions of at least 5 questions.

Test items must be in a multiple choice format and questions should be designed to tap an applicant’s understanding and knowledge of:

- a) professional conduct and ethical principles; and
- b) legislative provisions relevant to the practice of psychology in British Columbia. Relevant documents and legislation include: the College’s Code of Conduct, the Health Professions Act, the Psychologists Regulation, the College’s Bylaws, the Child, Family and Community Services Act, the Family Relations Act, the Freedom of Information and Protection of Privacy Act (FIPPA), the Infants Act, the Health Care (Consent) and Care Facility (Admission) Act, the Human Rights Code, the Mental Health Act, the Personal Information Protection Act (PIPA), the Motor Vehicle Act, the Youth Justice Act (Provincial), and the Youth Criminal Justice Act (Federal).

Please refer to the College’s website for the current versions of these documents and links to legislation.

**Sample question:**

What are the obligations of registrants with regard to making a complaint about another registrant?

- a) The registrant needs to inform the College if the violation is very serious.
- b) The registrant needs to inform the College if he or she has already spoken to the other registrant and the registrant didn’t change the behavior of concern.
- c) A registrant who believes that there has been a violation of the Code of Conduct by another registrant must advise the College in writing.
- d) The registrant is only obliged to report to the College if the client of the other registrant has provided consent for disclosure to the College.

*Answer: c*
Practice Checklist for Retirement, Relocation, or Extended Absence from Practice, and Planning for Unexpected Incapacitation or Death.

Retirement, relocation, and extended absences all involve closing or suspending a practice and therefore, all involve termination and/or transition for clients. In addition to such planned transitions, registrants are also required to plan for their unanticipated incapacitation or death. In all of these circumstances, registrants have an ethical obligation to plan ahead in order to ensure continuity of care, anticipate record-keeping issues, and provide as smooth a transition as possible for those affected. The following checklist is intended to assist registrants in considering how best to prepare for termination of, or extended absence from, practice.

- NOTIFY clients of the expected date of your retirement, relocation, or extended absence well in advance.
- SET a specific date for termination, and be consistent in your discussions with clients.
- PLAN a clinically appropriate termination or referral plan for each current client.
- OFFER clients who are to be transferred several referrals, and obtain a release to forward a copy of the record (you retain the original) or a summary of the record to the new clinician.
- PREPARE a letter to clients and selected former clients about your plans.
- PROVIDE written information to current and selected former clients regarding how to access their records, and specify that records will be destroyed once the required record-keeping interval has elapsed.
- APPOINT a professional executor and ensure all arrangements are clear and in writing.
- MAKE a list of all passwords and voicemail access codes and make these available to your executor.
- CONSULT with respected colleagues as appropriate during the transition period, regarding client welfare, transition process issues, or other matters.
- INFORM relevant referral sources about your plans and provide alternate referral information as appropriate.
- ENSURE secure storage of your practice records, appointment books, financial records, and any test materials, including computerized testing materials, you plan to retain. Registrants working in institutions where records are kept and managed by a central records office may need to ensure that client test protocols and test materials are clearly marked for review only by a qualified professional.
- MAKE, retain, and regularly update a list of records that have been stored, and the date on which these should be destroyed.
- DESTROY outdated files, or have them destroyed by a confidential shredding company. Review computer-based records, and destroy outdated files, and outdated files on computers which will be out of your dominion and control.
- PREPARE or update a professional will that designates a professional executor in the event of your death or incapacity. File copies as determined in the will, and ensure your executor has a copy of the will and any updates you make to it.
- ENSURE adequate professional insurance to cover time you are not practising, including ‘tail’ insurance to cover liability after retirement. This coverage is important, as lawsuits or ethics complaints may be filed after you stop practising, regarding services you provided while in active practice.
- NOTIFY the College of Psychologists of B.C. in writing if you wish to request a change in your registration status to Limited Register Non-Practising, Limited Register Out-of-Provence, Retired, or Off Register. Be sure to consult current policies regarding any status changes, as your ability return to the Full Register of the College in the future, should your circumstances change, may be impacted by your decision.
Planning for Retirement: What are my obligations?

Standard 14.6 of the 2009 Code of Conduct addresses registrant’s responsibilities regarding the unfortunate circumstance of unanticipated death or incapacity or unplanned stoppage of practice:

14.6 Contingency planning
A registrant must make plans in advance so that confidentiality of records and data is protected in the event of the registrant’s death, incapacity, or withdrawal from the position or practice.

Standard 14.7 refers to the planned circumstance of retirement from practice:

14.7 Transfer on retirement
Before resigning or withdrawing from the practice of psychology, a registrant must ensure that

(a) each client record for which he or she has primary responsibility is transferred to another registrant whose identity is made known to the client, the institution or the project under whose auspices the psychological services were provided, or to the College, as appropriate, or

(b) each client for whom he or she has primary responsibility is notified in a timely fashion that the registrant intends to resign and that the client can obtain copies of the client’s own record or have copies provided to such person(s) as the client may direct, subject to standard 6.12.

In addition to these two specific standards, the Board has resolved that starting with Renewal 2010, all registrants are required to designate another registrant who has agreed to be responsible for his/her practice records in the event of his/her incapacity or death. The professional will has been suggested as a useful means of documenting the nature of the relationship between a registrant and the registrant who has agreed to serve as professional executor although, as discussed in a previous Chronicle, the College does not require registrants to have a professional will.

The Quality Assurance Committee is currently reviewing aspects of the requirement for a professional will that are particular to out of province registrants and other unique circumstances, and the College will provide updates to registrants in advance of Renewal 2010 on these topics.

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### RETIREMENT AND THE COLLEGE: REGISTRATION OPTIONS

<table>
<thead>
<tr>
<th>Limited Register – Non-Practicing</th>
<th>Limited Register – Retired</th>
<th>Off Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listed On College Register</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain Professional Title of R.Psych. or R.Psych. Assoc.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Professional liability insurance required</td>
<td>Yes</td>
<td>Yes. Consult with carrier about “tail” coverage.</td>
</tr>
<tr>
<td>Licenced for any Active Practice</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Quality Assurance Committee Continuing Competency Program</td>
<td>Participation as required as per QAC policy</td>
<td>Eligible for exemption if in that status for entire year.</td>
</tr>
<tr>
<td>Maximum time in this category</td>
<td>2 consecutive years</td>
<td>No limit</td>
</tr>
<tr>
<td>Steps to resume active practice</td>
<td>Application through written request. Forms and policy available on website. Documentation regarding fitness to practice may be required. Remainder of fees for active practice required.</td>
<td>Within six months of going into this category, may apply to resume active practice through written request. Decisions made on a case by case basis for applications received beyond the six month time frame.</td>
</tr>
<tr>
<td>Yearly registration fee</td>
<td>$600</td>
<td>$150</td>
</tr>
</tbody>
</table>
Frequently asked questions about retirement and Professional Executors

- **Why is the College requiring that we name a professional executor?**
  Registrants are responsible for client welfare and continuity of care, which includes thoughtful planning for unplanned events as well as for planned retirement. Providing the name of your professional executor to the College is a minimal requirement which will enable appropriate access to patient records and continuing care in the event of unplanned incapacitation or death.

- **What exactly am I obliged to do in naming a professional executor?**
  As of Renewal 2010, registrants are required to provide the College with the name of another BC registrant who has agreed to have, or to have access to, information that may be required in the unfortunate event of unexpected death or incapacitation. This will enable the College to facilitate communication of that information to anyone making an appropriate inquiry. The information communicated to a fellow registrant could include names of other contacts who may actually be in a position to take on responsibility for the actual clients or files, rather than he or she actually carrying that responsibility.

- **What are the obligations of my Professional Executor?**
  The College requirement is that you provide the name of a fellow registrant who the College can contact in the event of unexpected death or incapacity. Beyond the College requirement, many registrants have established a more comprehensive agreement with a colleague through the mechanism of a professional will. The list of these other possible agreed upon obligations will derive out of whatever specific agreement you may have arranged with your professional executor and will be contractual in nature. For registrants who do not conduct private practice or do not have control over any of their professional records, the obligation could be as minimal as holding onto a list of your passwords and access codes for phone messages or computers. For registrants with a private practice, the list of obligations could extend to control of practice records and referral of current clients to other practitioners. Again, the only requirement the College has is that you provide it with the name of your professional executor; the specific arrangements you make with your professional executor should reflect your own professional circumstances and requirements.

- **What is the best way for me to make arrangements with my Professional Executor?**
  The College has suggested the use of a professional will as a means of setting out the particular arrangements between you and your professional executor, appropriate to your practice of psychology. It is good practice to meet with your Professional Executor and discuss all instructions and responsibilities that are contained in your Professional Will while you are in the process of drafting it. Remember that your Professional Executor, being a registrant, will be bound by the professional duties set out in the College Bylaws, Code of Conduct and the common law applicable to all psychologists when he or she is dealing with the obligations outlined in your professional will. For examples of the duties and obligations that a Professional Executor may be asked to fulfill, please review the Professional Wills Materials available on the College's website in the registrants' section under “Downloadable Forms,” or by direct link at: http://www.collegeofpsychologists.bc.ca/documents/professional%20will%20materials-updated.pdf

- **Are registrants obligated to have a professional will?**
  No. Registrants are obligated to appoint a professional executor for the College to record, so that a responsible registrant may be contacted in the event of your death or incapacity. This obligation commences with renewal 2010. Professional wills are one way to facilitate discussion and review the issues that may arise in appointing a professional executor and for this reason the College has been sponsoring workshops on writing a professional will.

- **Where can I find information about a professional will?**
  Professional will materials are available for downloading from the College's website: http://www.collegeofpsychologists.bc.ca/documents/professional%20will%20materials-updated.pdf.
  Another useful resource is Ken Pope’s website, www.kspopes.com and in particular, his materials on a professional will found at: http://kspopes.com/therapists/will.php.

- **What is the relationship between a professional will and a personal will?**
  Registrants concerned about the legal relationship between a professional will and a personal will should seek legal advice on this issue. It may be advisable for the personal will to include an entry specifying the name of the registrant who has agreed to be your professional executor.

- **Does my professional executor need to take on all my clients?**
  The primary responsibility of the professional executor is to facilitate appropriate access to the practice records and the appropriate referral of current clients to other mental health professionals. One of the most common misconceptions about the responsibilities of being a professional executor for a colleague is the notion that by agreeing to serve in this role, you are agreeing to “take on” your colleague’s entire caseload. This is not the obligation of a professional executor. One advantage of completing a professional will is the opportunity it provides to spell out expectations in careful detail.
1. PUBLICATION

On November 1, 2008, section 39.3 of the Health Professions Act came into force. This section requires the College to notify the public of certain actions taken by the Inquiry Committee or the Discipline Committee. Subject to certain specific exceptions, notice to the public is mandatory. The College’s website now includes Notices to the Public which are updated on a monthly basis. These notices may be found in the “For the Public” section of the website, under “Public Notification.”

Section 39.3 requires the Inquiry Committee and the Discipline Committee to direct the Registrar to notify the public when interim action is taken under sections 33(2) or 35(1), and where consensual resolutions are reached under sections 32.2(4)(b), 32.3(b), 36(1), or 37.1. Although a duty to publish under section 39.3 is clear in many cases, section 39.3(1) includes paragraph (b) which requires notice respecting “a consent or undertaking given under section 36(1) in relation to a serious matter” (emphasis added). The meaning of “serious matter” is defined in section 26 of the Health Professions Act as meaning “a matter which, if admitted or proven following an investigation under this Part, would ordinarily result in an order being made under section 39 (2) (b) to (e)”. A serious matter includes any matter ordinarily resulting in limitations or conditions, suspension or cancellation of registration, or a fine.

The Health Professions Act allows or requires the Inquiry Committee to withhold any information which may serve to identify persons related to a matter, and section 39.3 of the Act allows innocent persons to request that the College withhold any information which could reasonably be expected to identify them.

The College recognizes that other information may serve to identify persons related to a matter, and section 39.3 of the Act allows innocent persons to request that the College withhold any information which could reasonably be expected to identify them.

2. THE HEALTH PROFESSIONS REVIEW BOARD

The introduction of a Health Professions Review Board (HPRB) is a major component of the revised Health Professions Act and reflects a significant change with implications for all health regulatory bodies. The HPRB will have authority to review the processes and decisions of both the Inquiry Committee and the Registration Committee. On receipt of a request for a review, the HPRB, which is expected to come into action in April, will have the power to conduct a review and consider “a) the adequacy of the investigation conducted respecting the complaint” and/or “the reasonableness of the disposition.” In a meeting with representatives from the HPRB, it was made clear that the intention of the Board is, where possible, to resolve such review requests from complainants and registration applicants through alternate dispute resolution. There will be a steep learning curve both for the health regulatory bodies, including our College, and for the HPRB.

3. TIME FRAME FOR RESOLUTION OF COMPLAINTS

Amendments to the Health Professions Act and the Health Professions Regulation include specific requirements for timeliness in the resolution of complaints and for reporting those resolutions within the designated time frame to complainants and the Health Professions Review Board.
Consistent with the Code of Conduct and the Psychologists Regulation under the Health Professions Act, applicants for registration are required to be supervised by a registrant in their provision of psychological services. Psychological services are defined in the Psychologists Regulation (and includes activities of teaching, consultation, research and clinical work). Since January 1, 2008, applicants, who are providing psychological services in BC are required to include a supervision plan as part of their application.

Since this requirement came into effect, the College has received many queries about it and responses to them. These FAQs can now be found on the College’s website.

How many hours of supervision are required?
This is a reporting requirement only and does not involve a prescribed number of supervised hours. Applicants are not required to complete a certain number of hours nor is the College tracking the number of hours applicants complete. The requirement is that the applicant is under supervision for the duration of the application period until the point of registration.

How frequently are we required to meet for supervision? Do we have to meet face to face? Is the supervisor required to co-sign reports, notes or correspondence?
The College only requires a supervisor on record with a description of the plan appropriate to the activities supervised. The supervision should be provided in a fashion and at a frequency sufficient to ensure that services are provided according to the standards outlined in the Code of Conduct.

Do supervisors have to complete any paperwork as part of this role?
When the applicant is scheduled to take their final examination, supervisors will be sent a short form to indicate whether the supervision took place according to the plan submitted.

What are supervisors responsible for?
As per 8.7 of the Code a registrant is responsible and accountable for the actions of any non-registrant who is providing psychological services under the registrant’s supervision. Hence, the registrant must make a determination regarding what an adequate course of supervision would be for each supervisee. Supervision should be provided in a fashion and at a frequency sufficient to ensure that psychological services are provided according to the standards outlined in the Code of Conduct. For more information on the topic of supervision, please visit the College website to download a special issue of the Chronicle (2007- Vol. 9, No. 2, September) from the “Publications” section (www.collegeofpsychologists.bc.ca).

This is a new policy and the Registration Committee will continue to review the parameters of this supervision reporting requirement. If registrants have questions not answered in the above FAQ, please feel free to contact the College in writing or by fax.

New Registrants – from September 19, 2008 to February 17, 2009
Deborah Margaret AMARAL
Jeremy Charles ANDERSON
Kathleen Mary BEAUCHEMIN
Kenneth Dwight COLE
Richard Joseph GREENE
Gina Louise HARRISON
Beth Elaine HAVERKAMP
D’Arcy John HELMER
Maria IAQUINTA
JoAnn LEAVEY
Tracey L. LINDBERG
Toupey Marie LUFT
Brandy Jennifer McGEE
Stephen Francis MAUNULA
Richard Lawrence MINERS
Theresa Anne NEWLOVE
David Allen ROSE
Noah David SILVERBERG
Claire Surinder SIRA
Judith Gail G. SCHACTER
Sandra J. SPARKES
Elizabeth Ann STANFORD
Leonard Dean STANLEY
Chand TANEJA
Joanne Roberta TESSIER
Paul Richard WHITEHEAD

Registrants who moved to the Limited Register – Retired on January 1, 2009
Alcon G. DEVRIES
Robert John MISURACA
Gordon Arthur NEUFELD
Jean STEWART
Candace Bette TATE
Joyce Lynne TERNES
Robert James TOLSMA

Registrants who resigned from the College on January 1, 2009
Joan Leslie BIEVER
Bartomele Amengual CERDA (Dec 8, 2008)
Lawrence Kenneth CRYDERMAN
Diane Patricia FOX
Emily GOETZ
Arthur Ralph HAKSTIAN
Elizabeth Joanne HUNTSMAN
Dennis Brian JOHNSON
Joanne Edythe JOHNSON
Christie Marie KING
Patricia Carol MANNING
Maria MARSHALL
Karl Ludwig MUeller
Janice Edith NELSON
Mary Frances Clare McMANUS
J. Ronald PEARSON
Elizabeth Anne SCHMIDT
Lynne Catherine WALKER
Sally J. WHITMORE
Cynthia Barbara WOODS

Registrants whose registration was cancelled on January 1, 2009
As per Section 21(3) of Health Professions Act.
Elizabeth BRISTOWE
Kenneth Denton CRAIG
Kenneth Robert DERCOLE
Kenneth R.G. GRANT
Rodney David JOHNSTON
M. Danielle SAVASTA

In Memoriam
Last Year the College became aware of the passing of the following registrants.
If you are aware of other registrants or former registrants who have passed, please advise the College so they too can be remembered in the Chronicle.
Steven M. HORVATH (August 5, 2008)
Peter Donald McLEAN (November 4, 2008)
Ruth SIGAL (December 17, 2008)
Annual General Meeting and Continuing Competency Presentation

The College’s Annual General Meeting
will be held at 5:00 p.m., Thursday, May 28, 2009
at the Chan Centre for
Family Health Education, Children and Women’s Health Centre
4480 Oak Street, Vancouver, B.C.

Further details will be provided to registrants prior
to the meeting and will also be available on the College’s website.

A presentation will accompany the AGM which will be eligible
for continuing competency credits.

There will be a second site in Victoria. It is planned that registrants in other areas will be able to view
the AGM via webcast and submit questions via email. Details to follow.

Call for Oral Examiners
The College is currently seeking registrants interested in serving as Oral Examiners. We are especially interested in receiving responses from registrants practicing in the areas of: Neuropsychology, Child or School Psychology. Please note that oral examiners must be registered for at least two years and be in good standing, with the College, without limitations or conditions on their practice.

To express your interest in serving as an Oral Examiner, please submit a cover letter and curriculum vitae to the College.

Driver Fitness Meeting
The College is pleased to sponsor a meeting with the office of the Superintendent of Motor Vehicles to provide an update on the new Driver Fitness Program around changes to s. 230 of the Motor Vehicle Act. This meeting is intended to provide an opportunity for registrants with an interest in driver fitness, advocacy, and legislative changes as they impact the profession. The meeting will be held on Monday, March 30th at 10:00 am at the College. If you are planning to attend, please RSVP by fax to (604) 736-6133 or by telephone to (604) 736-6164 and enter “307” as soon as the Auto Attendant answers.