

– MRCNS Quarterly Council Meeting –
APPROVED MEETING MINUTES
Wednesday, September 20, 2023; 1:00pm-4:00pm AST
IN PERSON at NSCN Synergy Boardroom

MRCNS Council Members in Attendance:

T. Pickart RM, Chair	A. Houstoun MD
T. Crawford RN, Vice-Chair	P. Anderson
K. Wallace, Treasurer	L. White

Staff in Attendance:

J. Wright, Registrar/ED
J. Neil, Executive Assistant

0. Welcome, Call to Order and Introductions (no attachment) (T.Pickart)

It shall be noted that today's meeting was a full day event. The Council completed a 3 hour in-person training session on Basic Board Governance during the morning from 8:30am - 11:30am, facilitated by our accountant, Debi Peverill.

The meeting was called to order by the Chair, T.Pickart at 1:01pm AST.

L.White informed the Council that she is available to remain on the Council until January, or until a public representative is nominated prior to January. Her resignation has already been submitted to the Council, and a request has been made for a replacement member of the public.

The nominee request for replacing Midwife member K.Jackson on Council is currently with the Minister.

1. Approval of Agenda (attachment 1) (T.Pickart)

T.Pickart moved to approve the agenda as presented and all Council members voted Yes.

No objections. **Approved.**

2. Approval of May 25, 2023, MRCNS Council Meeting Minutes (attachment 2) (T.Pickart)

Members reviewed the minutes from the May 2023 Council meeting.

- Motion 8 from the previous meeting minutes (May 25, 2023) needs an amendment to clarify that Tranexamic Acid (TXA) is an antihemorrhagic and can be ordered and prescribed by Midwives. The topic was added to OTHER in today's agenda. Please see the 'Other' section for documented results of the discussion and motion.
- There were no other issues with the last meeting minutes.

T.Pickart moved to approve the minutes and all Council members voted Yes.

No objections. **Approved.**

3. Update from MRCNS Executive Committee (attachment 3) (J.Wright)

J.Wright presented the updates from the Exec Ctee meeting notes (which were included in the Board Materials package) and expanded on the discussion relating to the need for a Corporate Credit Card. Scotiabank requires a GIC in the same amount as the credit requested for security purposes. There is also a need to acquire a delegate card for the Exec Assistant to make deposits at Scotiabank. This topic and a motion will be added to OTHER in today's agenda.

4. Update from MRCNS HR Committee (attachment 4) (T.Crawford)

T.Crawford provided a short update on the completion of the final review and edits made by the HR Ctee to the new ***MRCNS Operational Policies Manual***. The HR Ctee has completed its work and passed the document to J.Wright for final review in July.

J.Wright contributed final edits to policies relating to Violence in the Workplace and Domestic Violence Leave. Some sections were removed that did not apply or could not be met by the Council.

The Council agreed the document is ready to be implemented, and a review shall be scheduled to ensure the policies are effective and relevant.

Today Council made and approved the following motion:

Motion 1

Approve the ***Operational Policies Manual*** with spelling corrections in British English.

Moved by: P.Anderson **Seconded by:** A.Houstoun

No objections. **Approved.**

5. New Policy: Confidentiality Agreement (attachment 5) (J.Wright)

J.Wright presented the Council with a Confidentiality Policy written by Lawyer, Sarah Dykema with Mcinnis Cooper *for approval. This policy is intended for Council members, consultants and periodic contractors who may be employed by MRCNS.* T

Today Council made and approved the following motion:

Motion 2

Approve the implementation of the ***Confidentiality Agreement***.

Moved by: A.Houstoun **Seconded by:** K.Wallace

No objections. **Approved.**

6. New Policy: Privacy Statement and Third Party Data Sharing Policy (attachment 6) (J.Wright)

J.Wright presented the Council with a **Privacy Statement and Third Party Data Sharing Policy** for approval. This policy clarifies to registrants, researchers, and the public how and when we share data related to registrants.

Today Council made and approved the following motion:

Motion 3

Approve the implementation of the **Privacy Statement and Third Party Data Sharing Policy** as presented.

Moved by: P.Anderson **Seconded by:** T.Crawford

No objections. **Approved.**

7. Clinical Policy Amendment / Discussion: (T.Pickart) Policy On Prescribing, Ordering And Administering Drugs (Drug Policy) (attachment 7)

After the last Council meeting in May, there were reservations about the wording used regarding the policy **Prescribing, Ordering And Administering Drugs**. Chair T.Pickart led further discussions in July with K.Jackson and A.Houstoun to review the policies again.

The Council reviewed the language in the policy **Prescribing, Ordering and Administering Drugs (Drug Policy)** and agreed to clarify the language used. It was determined by the Council that further edits were indeed required to the footnotes on page 2 to ensure clarity and understanding regarding the uses of Oxytocin and Prostaglandin by Midwives. The following edits were made in the meeting and a new motion was brought forward.

Oxytocics - Induction/augmentation of labour²

Prostaglandins - Induction of labour³

²Midwives can prescribe, order and administer Oxytocin for the purpose of induction or augmentation of labour in a hospital setting, following hospital policies and procedures.

³Midwives can prescribe, order and administer Prostaglandin for the purpose of induction of labour in a hospital setting, following hospital policies and procedures.

Today Council made and approved the following motion:

Motion 4

Amend the policy **Prescribing, Ordering and Administering Drugs** footnotes related Oxytocin and Prostaglandin as well as edits to paragraph 1.2 (Contraceptives) and 1.4 (Prescribing of devices and complementary treatments). Both subsections 1.2 and 1.4 were edited for clarity.

Moved by: T.Crawford **Seconded by:** L.White

No objections. **Approved.**

Action: J.Wright to update the Registered Midwives and the Public of the updated Policy.

**8. Update on Regulatory changes and Common Foundation Legislation /
New Patient Access to Care Act (PACA) (attachments 8, 9, 10) (J.Wright)**

ATCH 10 is the most recent document provided about the ***Patient Access to Care Act (PACA)*** that is confidential, for Boards only, and not to be shared by Council.

There was a discussion on the potential effects of ***PACA*** on Midwifery practice and registration. The concern centered on the loosening of the requirements for registrations, - insurance, education verification, etc.

J. Wright will continue to attend the Network Meetings and keep the Council informed of key changes.

9. Strategic Planning Discussion (J.Wright)

J.Wright requested that the Council develop a Strategic Plan, and that we begin with a visioning session. She requested that the next Council meeting in November, focus on beginning this process. Some key issues J. Wright brought forward:

creation of, - Mission, Vision, Values

- Approach to regulation
- Indigenous Midwifery in NS
- Abortion Pill
- PACA / Common Foundation
- Council Structures
- ready to respond to changes in the Common Foundations Legislation.

Action: J.Wright will book a facilitator to lead the strat plan visioning session to take place in November 2023.

10. Schedule / Confirm MRCNS Council Meeting dates for 2024 (T.Pickart)

The Council confirmed its final meeting schedule for 2023.

2023: Wednesday, October 30 (Exec Ctee Only) - 9:00-10:00am AST

Thursday, November 30, 2023 - 12:00-2:30pm AST

The Council determined that 4 meetings per year is appropriate and it would be preferable that at least 1 of those scheduled meetings be in-person. However, the majority of Council meetings should be online video meetings to respect and provide the most flexibility of Council Member's individual schedules. Meeting will be moved to the 3rd Tuesday of the months chosen (Feb, May, Sept, Nov).

2024:

Tuesday, February 20, 2024 - 1:00-3:00pm AST

Tuesday, May 21, 2024 - 1:00-3:00pm AST

Tuesday, September 17, 2024 - 1:00-3:00pm AST

Tuesday, November 19, 2024 - 1:00-3:00pm AST

The dates listed above were agreed upon unanimously.

Action: Meeting invites will be sent out for the annual schedule following this meeting by the MRCNS Exec Asst, J.Neil.

No objections. **Approved.**

11. Other:

(a) **Tranexamic Acid (TXA)** (T.Pickart)

Continuing the discussion that began during approval of the last meeting's minutes, the Council discussed a motion that they believed needed to be amended for clarity. The minutes originally stated:

Motion 8 (May 25, 2023)

Motion to approve the addition of Tranexamic Acid (TXA) under the category Antihemorrhagic in the policy ***Prescribing, Ordering and Administering Drugs (Drug Policy)***.

This motion was incorrect to state that TXA was being 'added' to the category of Antihemorrhagic. In fact, the Council's intention was to recognize that TXA is already classified as an Antihemorrhagic and therefore Midwives are able to prescribe, order and administer TXA. The Council felt that Motion 8 needed clarification and edits were made to the Minutes. The policy ***Prescribing, Ordering and Administering Drugs (Drug Policy)*** does not require any edits for the motion to be true.

Today Council made and approved the following new motion:

Motion 5

Motion to amend Motion 8 and have reflected on the Meeting Minutes from May 25, 2023:

Motion 8 (Amended Sept 20, 2023)

Motion to recognize that Tranexamic Acid (TXA) is included under the category Antihemorrhagic in the policy ***Prescribing, Ordering and Administering Drugs (Drug Policy)***. Therefore, Midwives are able to order, prescribe and administer TXA.

Moved by: A. Houstoun **Seconded by:** T. Crawford

No objections. **Approved**

(b) MRCNS Corporate Credit Card (J.Wright)

There have been several costs including recurring costs that have required the use of a credit card. J.Wright requested the Council approve an application for a corporate MRCNS Credit Card at our approved bank (Scotiabank). After discussing our needs with the agent at Scotiabank, we will require a \$5000 GIC as security. Today Council made and approved the following motion:

Motion 6

Apply for a corporate MRCNS Credit Card with our approved bank.

Moved by: T. Crawford **Seconded by:** A.Houstoun

No objections. **Approved.**

12. Closing (T. Pickart)

The meeting finished on time, and all agenda items were addressed.

ACTION ITEMS

Item	Task Description	Owner	Due Date	Status
1	Schedule and send Google Meeting invites for remaining 2023 and approved 2024 Council meeting dates	J.Neil	9/25	Completed - 9/25
2	Distribute Honorarium Timesheets to Council Members for Sept 20 meeting	J.Neil	9/25	Completed - 9/25
3	Inform Midwife Members, the Public and Managers of Programs of policy updates	J.Wright	9/26	Completed - 9/30
4	Create and send Quarterly Newsletter to Midwives	J.Neil	9/30	Completed - 9/30
5	Book a Facilitator for Strategic Planning session with the Council	J.Wright	10/15	Completed -
6	Prepare for Strategic Planning	ALL	11/30	In Progress -