

– MRCNS Quarterly Council Meeting –
APPROVED MEETING MINUTES
May 25, 2023; 1:00pm-3:00pm AST

MRCNS Council Members in Attendance:

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

Staff in attendance:

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

Regrets:

1. Welcome, Call to Order and Introductions (no attachment) 1:06pm (T. Pickart)

Introduction to Jennifer Neil, Executive Assistant for MRCNS, who was attending her first council meeting.

Today is Kerry Jackson's last meeting as a Council Member. Her replacement is in progress. Laura White's term is up in August 2023.

2. Approval of Agenda (attachment 2) (K. Wallace)

One addition pertained to *Committee Update - HR Committee - Policy Review*. Clarification that the topic for discussion is operational policies that are being developed (not clinical).

J. Wright requested two additions to the agenda "Other:"

1. to select a date with Council Members for Sept Training/Meeting
2. request the Council review and approve the edits to financial policies suggested by accountant Debi Peverill that was emailed to the board on May 16.

No objections. **Approved**.

3. Approval of Feb 23, 2023, MRCNS Board meeting minutes (attachment 3)

Members reviewed the minutes from the February 2023 Council meeting. The minutes were rebuilt after downloading files from Government storage.

T. Pickart moved that the minutes be approved with corrections agreed by the Council.

No objections. **Approved**.

4. Update from MRCNS HR Committee (attachment 12)

T. Crawford presented the following report on behalf of the HR Committee:

After the Council Meeting of February 23, 2023, the HR Committee met once more to finalize the Position Description for the Registrar/Executive Director (R/ED) and to provide feedback to the Employment Contract that was developed by Mallory Adams, McInnis Cooper.

March 20, 2023, an In-Camera Council meeting was held to finalize and approve the MRCNS R/ED's Position Description and to review and approve the Offer of Employment.

Council made and approved the following motions:

Motion 1

The position description with the addition of the suggested paragraph regarding additional duties received from the employment lawyer, Mallory Adams, be approved.

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

No objections. **Approved.**

Motion 2

The Offer of Employment be approved and sent to J. Wright for review once the information about Vulnerable Sector Check is clarified, knowing that the RRSP matching will be added later and correcting the typos.

Moved by: A. Houston **Seconded by:** L. White

No objections. **Approved.**

Both the position description and offer of employment were sent to J. Wright for review on March 21, 2023.

On March 28, 2023, after minimal negotiation, the Letter of Offer was signed by both J. Wright and T. Pickart, Chair MRCNS.

End of Report - TC

OPERATIONAL POLICIES

Council Members previously reviewed the MRCNS Operational Policies (edited copy) sent via email by J. Wright on May 16, 2023.

The HR Committee requested that Mallory Adams review Operational policies (March 10) to ensure they were in keeping with NS Law and best practice standards. Teri still has reservations/questions. Needs to be further reviewed by the HR Committee before being brought to vote with the Council. HR Committee to meet via ZOOM to complete Operational Policy review before the September meeting.

J. Wright is okay to continue without formalized policies until our next meeting.
No objections. **Carried.**

ACTION: T. Crawford will set up a series of meetings for the HR Committee to finalize Operational Policies and ready the package for a vote with the MRCNS. J. Neil to assist.
(HR Committee Members: T. Crawford, T. Pickart, A. Houstoun, K. Wallace)

FINANCIAL POLICIES

J. Wright, T. Crawford and L. White met with accountant Debi Peverill, who reviewed the policy by video meeting and has made recommendations for financial policies (**attachment 12**)

Council reviewed Draft Operational Policies > Section 12 > Financial Management

Practical edits were suggested regarding Sage accounting system, bookkeeping, payments processes for supporting documentation, and the monthly reconciliation of all accounts and payroll. The bookkeeper and registrar will prepare trial balances for all accounts. Sage file will be provided to the auditor at year end.

Corrections to be made:

12.3.4 Bank Deposits > Procedure ... Money and cheques received by staff and/or management shall be delivered to the registrar, bookkeeper, "accompanied by a cash receipts sheet." (to be removed)

Council made and approved the following motion:

Motion 3

Request approval of **DRAFT Operational Policies > Section 12 > Financial Management** with the edits provided by accountant, Debi Peverill.

Moved by: T. Crawford **Seconded by:** L. White
No objections. **Approved.**

5. Update from MRCNS Committees (attachments 4-6)

CLINICAL POLICIES

a) Indication of Planned Place of Birth (attachment 4)

Discussion: K. Jackson and T. Pickart reviewed the policy, suggesting it may be redundant, and that its general content was covered within the **Standards** and the **Policy on Out-of-Hospital Births**. The Council discussed whether to approve the policy with current edits or remove the policy entirely. The council agreed that this policy was no longer needed because its content was too general, not a 'policy' in content, and is covered in other documents.

Council made and approved the following motion:

Motion 4

Remove policy **Indication of Planned Place of Birth** because it is redundant.

Moved by: K. Wallace **Seconded by:** P. Anderson

No objections. **Approved**.

ACTION: J. Wright to notify Registrants of removal of policy.

b) Provisional Licensure and Supervised Practice (attachment 5)

K. Jackson and T. Pickart reviewed and suggested the removal of: **Appendix "A" - Supervision Guidelines for Provisional Licenses**. This document was really tailored as a guideline back in 2009 and may not be required as that level of supervision would not be the current practice. **Appendix "B"** was also deemed redundant as a unique plan would be created by the Registrar.

Correction to make: Look for typo to correct near strikeout, correct "fulfill",

Clarification / Define MRP - Most Responsible Care Provider

Council made and approved the following motion:

Motion 5

Approve policy **Provisional Licensure and Supervised Practice** with edits discussed by the Council.

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

No objections. **Approved**.

ACTION: J. Wright to update policy *Provisional Licensure and Supervised Practice* and notify Registrants and the Public of policy changes.

c) Indications for Discussion, Consultation and Transfer of Care (attachment 6) and Guidelines for Prescribing, Ordering and Administering Drugs (Drug Policy) (attachment 8)

Practicing Midwives report a contradiction in these policies.

The policy *Indications for Discussion, Consultation and Transfer of Care* was reviewed and changed in 2022. Consultation in labour is required for “Labour dystocia unresponsive to therapy”. Therapy can include augmentation with oxytocin.

Contradictory to this, the policy *Guidelines For Prescribing, Ordering And Administering Drugs (Drug Policy)* states in footnote 2, that prescribing Oxytocin requires a consult.

Board members discussed and agreed that midwives should be able to prescribe Oxytocin for augmentation of labour.

The policy *Guidelines For Prescribing, Ordering And Administering Drugs* should be changed as following:

Page 2

Oxytocics – under indication – **remove footnote 2** from induction/augmentation of labour

Prostaglandins – **change footnote 3 to footnote 2**

Footnote 2 should read: Induction requires a consult, see MRCNS policy for **Indication for Discussion, Consultation and Transfer of Care**

Council made and approved the following motion:

Motion 6

Approve policies *Guidelines for Prescribing, Ordering and Administering Drugs (Drug Policy)* and *Indications for Discussion, Consultation and Transfer of Care* with edits discussed by the Council.

Moved by: T. Pickart **Seconded by:** T. Crawford

No objections. **Approved.**

ACTION: T. Pickart will complete edits required to update the Drug policy and email to J. Neil. J. Neil to edit policies and post to the MRCNS website. J. Wright to notify the membership of policy changes.

**** After the meeting, there were reservations about the decision made regarding Motion 6. Chair T. Pickart led further discussions in July with K. Jackson and A. Houstoun to review the policies again. See the summary notes below:**

Unfortunately, at the May board meeting, the discussion about proposed changes for two policies (listed above under Motion 6) were rushed. A decision was made to change footnotes. However Kerry, Anne and Theresa reviewed both policies again; with regard to ordering and prescribing oxytocin and prostaglandins, specifically for the purpose of augmentation and induction of labour.

Without taking the decision from the May 25 board meeting into consideration, the current policies require the following edits:

- The “drug policy” requires a midwife to consult according to the “indication policy” when ordering and prescribing oxytocin or prostaglandin for augmentation or induction of labour.
- However, the “indication policy” doesn’t reference induction or augmentation of labour. Induction or augmentation maybe the recommendation/outcome of a consultation (e.g. labour dystocia or postdate pregnancy)
- This needs to be clarified.

Midwives would propose that they are able to order and prescribe and administer oxytocin and prostaglandin for the purpose of augmentation and induction of labour. Indications for this would be usually post-date pregnancies before 42 weeks or labour dystocia without additional concerns. If an induction of labour is recommended for other indications (e.g. Gestational Diabetes, high blood pressure etc.), a consultation is indicated anyway. For induction and augmentation of labour, usually hospitals have protocols and policies in place. It should be a given that midwives are confident and competent when ordering and prescribing oxytocin and prostaglandin. An online course from UBC is available for midwives if they require extra training.

The only addition would be that midwives are only allowed to order, prescribe and administer oxytocin and prostaglandins for induction or augmentation in labour in a hospital setting (NOT out of hospital).

Our goal is to dedicate enough meeting time to discuss these proposed changes, answer questions and come to a consolidated decision at our next full council meeting September 20th in order to vote on a new motion to approve the revised policies.

****This section was added July 27, 2023**

Old Business (Time Check 2:45pm)

6. Update on Organization Transition

J. Wright presented an update on Financials (**attachment 7**), HR and Operational Policies, and new office space.

First half of the government funding agreement was deposited On March 28, 2023.

Financial projections were presented to the Council. The financial projections include a 3-year financial projection with 5% increase YOY.

Cambridge Bookkeeping is currently doing payroll and providing monthly reconciliations.

Office Lease, Insurance signed

CRA for a business number is still outstanding.

Future planning for files being held in the central registry to be moved to the new office and digitized.

New Business

7. Governance Going Forward

J. Wright discussed forming an Executive Committee within the Council composed of the Chair, Vice-Chair, Treasurer.

The Council is now returning to its regular mandated schedule of 4 meetings per year.

The Executive Committee would oversee and approve reconciled bank statements monthly. The Executive Committee would also function as a full Council in an emergency to advise the R/ ED on issues that need to be addressed before a full Council meeting could be convened.

Discussion: the board members in general agree that an executive committee would be appropriate moving forward. There is concern about the additional time commitment of the committee members. There is a discussion that the committee may only need to convene for one year while the transition is still new.

Council made and approved the following motion:

Motion 7

Approve the formation of an Executive Committee within the Council.

Moved by: L. White **Seconded by:** A. Houstoun

No objections. **Approved.**

ACTION: J. Wright to send Draft Terms of Reference to the Council for discussion and approval via email. Deadline to complete: FRI JUNE 2.

8. Tranexamic Acid (TXA) Policy (attachment 8-9)

Request to allow administration of Tranexamic Acid by midwives.

Discussion:

TXA will be used to prevent or treat postpartum hemorrhages

The board, after reviewing documentation, research and WHO guidelines, argued that it is in the interest of public safety to allow the addition of the TXA to the MRCNS Drug Policy. The ease of use, the ability for TXA to be carried easily without refrigeration was seen as another positive benefit.

There was some question regarding what category of drugs TXA would fall under the MRCNS Drug Policy.

MRCNS Board members agreed that TXA falls under the drug category "Antihemorrhagic". Midwives are allowed to prescribe and administer this category of drugs as per regulations.

Council made and approved the following motion:

Motion 8

Recognize that TXA is an antihemorrhagic. Since we already have this drug category in the Drug Policy, midwives are able to order, prescribe and administer TXA. Motion to approve the addition of Tranexamic Acid (TXA) under the category Antihemorrhagics in the policy *Prescribing, Ordering and Administering Drugs (Drug Policy)*.

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

No objections. Approved.

— TABLE REMAINING ITEMS UNTIL NEXT MEETING —

9. New Legislation Patient Access to Care Act (PACA) (attachment 10-11)

10. Strategic Planning

11. **Other:** Honorariums for Board Members - Policy Required.

12: **Next Council Meeting and Training:** Wednesday, Sept 20, 2023 - FULL DAY (Food/Beverage to be Provided)

ACTION: J. Neil to book NSCN boardroom, food, etc. Jenny to confirm the date with Debi Peverill (Email sent to Debi May 26).