

**Canadian Therapeutic Recreation Association
Certification Task Force - Teleconference Meeting
Wednesday July 8, 2004**

MINUTES

In Attendance: Tanea Goncalves (Chair), Erin Turnell (AB), Jerry Singleton (NS), Gary Georgeson (SK), and Maggie Blaise (PQ)

Regrets: Micheline Commitz (NB), Chris Richards (ON), Liz McCarter (BC), Cindy Greenley-Brown (MB), Wayne Bishop (NF/L), Francis Holt-Gallant (PEI)

	Item for Discussion	Discussion/Action to be taken	Person Responsible
1.0	Call to Order	The meeting was called to order at 6:06 p.m. (Mountain Time)	
2.0	Approval of Minutes from the last Meeting	<i>The minutes of the last meeting were accepted as distributed.</i> Moved by Jerry, seconded by Erin	
3.0	Old Business		
3.1	<i>Strategic Plan Document</i>		
3.1.1	<i>Define what the Therapeutic Recreation Professionals (TRP) responsibilities include?</i>		
3.1.1.1	<i>Definition of TR</i>	From the 2004 AGM – the CTRA TR Definition has changed to include the “Leisure Ability” model term “functional intervention”. Action: Tanea will contact Jennifer Croft for the new definition.	Tanea
3.1.1.2	<i>Scope of Practice</i>	Job Analysis & Job Competencies need to be developed for TR Tabled for later discussion	
3.1.2	<i>Research Educational Requirements of TRP’s across Canada</i>		
3.1.2.1	<i>Dalhousie University Students (Foundations of TR – Leisure 2130)</i>	We need confirmation as to whether the information in the document is accurate. Action: All provincial representatives are to go to the Provincial associations to confirm whether the information in the document is accurate and Forward this information to Jerry. Please submit by October 1, 2004	All Provincial Reps.
3.1.2.2	<i>Researched the status of TR in Canada – Issues in TR</i>	We need confirmation as to whether the information in the document is accurate. Action: All provincial representatives are to go to the Provincial associations to confirm whether the information in the document is accurate and Forward this information to Jerry. Please submit by October 1, 2004	All Provincial Reps.
3.1.2.3	<i>Comparison of twelve Professional TR Provincial Association</i>	Spreadsheet created and sent out to CTF members. Action: All provincial representatives are to go to the Provincial associations to confirm whether the information in the document is accurate and Forward this information to Jerry. Please submit by October 1, 2004 Document to include information from CTRA and NCTRC for comparison.	All Provincial Reps.

		Action: Jerry will add CTRA and NCTRC information to the document for comparison.	Jerry
3.1.3	<i>How do other disciplines certify?</i>	Information in table format has been circulated to CTF members as was presented at CTRA Workshop. Discussion held whether PT is required to write an examination. Possible provincial Licensure. Action: Jerry to look into whether examination is required for a PT and which group is responsible for development/administration?	Jerry
3.1.4	<i>Resources</i>	Resources need to be summarized. NOCA Handbook – Psychometric Principles. Can be summarized at a later date. Marketing Book should be summarized. Action: Tanea will forward Marketing Resource to Maggie for summary.	Tanea/ Maggie
3.2	<i>CTRA Workshop</i>	CTF Presentation went well and was well received. Query as to how NCTRC will work with Provinces/National Groups to develop Certification Program. Idea: To form a sub-committee to meet and examine how NCTRC can help us. NCTRC is willing to meet with the CTF group in future.	
4.0	<i>New Business</i>		
4.1	<i>2004-2005 Strategic Plan</i>		
4.1.1	<i>Cross Comparison of TR Standards of Practice and Scope of Practice statements to TRO, NLTRA, NSRPH</i>	We need to get the NSRPH standards for comparison. Action: Jerry to acquire NSRPH standards for comparison CTF is planning to compare the benefits/similarities and differences of each of the documents. Action: Jerry to develop the document with specific criteria for comparison. TRO standards document still not received to date.	Jerry Jerry
4.1.2	<i>Develop Job Competencies of TRP</i>	Saskatchewan has developed for Recreation. Therapeutic Recreation is one area NCTRC has developed. Query as to whether any other provinces have done the same? Action: All provincial Representatives are required to report as to whether they have developed Job Competencies or a Job Analysis of TR. Action: Gary to forward information that was developed in Saskatchewan regarding their Job Competencies. To develop a Job Competency – we need to first develop a job analysis. Jocelyn did part of this from his research. What are the steps to	All Provincial Reps Gary

		<p>develop Job Competencies in a systematic way? As well as the resources required to complete this project.</p> <p>Action: Maggie to contact Jocelyn to identify a process in determining a Job Analysis and Job Competency for TR</p>	Maggie
4.1.3	<i>Examine Important Educational Coursework for TR Certification</i>	Tabled for future discussion.	
4.1.4	<i>Annually update the Canadian Universities that offer TR Programs</i>	<p>We need confirmation as to whether the information in the document is accurate.</p> <p>Action: All provincial representatives are to go to the Provincial associations to confirm whether the information in the document is accurate and Forward this information to Tanea. Please submit by October 1, 2004</p>	All Provincial Reps
4.1.5	<i>Determine what Certification should entail</i>	Discussed in the past.	
4.1.6	<i>Marketing Certification</i>	Tabled for further discussion until Marketing resource is summarized.	
4.1.6.1	<i>Newsletter</i>		
4.1.6.2	<i>Poll (What should certification entail?)</i>		
4.1.7	<i>Research/Summarize certification resources & Canadian Models for TR Certification</i>	<p>Query the number of Canadian Models for TR Certification. Rod Deiser has developed a model.</p> <p>Action: Tanea to forward document to CTF members.</p>	Tanea
4.1.8	<i>Develop a budget for Certification Task Force (2004-2005)</i>	Action: Tanea to develop Budget for the CTF.	Tanea
4.2	<i>Meeting Dates</i>	<p>August 12, 2004 - Written Update/Report (Update to be submitted by Aug. 6)</p> <p>Sept. 9, 2004 - Teleconference Meeting</p> <p>October 14, 2004 - Written Update</p> <p>November 18, 2004 - Teleconference Meeting</p> <p>December 9, 2004 - Written Update</p> <p>January 13, 2004 - Teleconference Meeting</p> <p>February 10, 2004 - Written Update</p> <p>March 10, 2004 - Teleconference Meeting</p> <p>April 7, 2004 - Written Update</p> <p>May 12, 2004 - Teleconference Meeting</p>	
4.3	<i>E-mail from Paddy Godbehere</i>	<p>Legal ramifications for Certification?</p> <p>Action: Tanea will forward e-mail to CTRA BOD for discussion at the Board level and official response.</p>	Tanea
4.4	<i>NCTRC?</i>	<p>Future meeting</p> <p>Future Action: To schedule a future meeting in the New Year (February 2004?)</p> <p>A report to be compiled regarding the benefits vs. the costs with an independent Certification Program vs. using the NCTRC program for circulation.</p>	

		<p>Possibly looking into recruiting a sub-committee. Will discuss with the BOD.</p> <p>Ideas: ONT sub group, Mark (SK), Lisa and Fern (Students), Andrew (NS).</p> <p>Action: Tanea to develop Criteria for this sub-committee. We would like a report to determine/develop a balanced perspective regarding the benefits vs. costs with independent certification or NCTRC.</p>	Tanea
4.5	<i>Members of Subcommittees</i>	<p>If there are any individuals in your province that are a part of a "CTF Certification Sub-Group", could you please forward their name.</p> <p>Action: All provincial representatives are to go to report to Tanea any sub committee members that have assisted with Certification.</p>	All Provincial Reps
5.0	Next Meeting	<p>August 12, 2004 - Written Update (Due by August 6, 2004)</p> <p>September 9, 2004 – Tele-conference meeting</p>	
6.0	Adjournment	Meeting Adjourned 6:05 (Mountain Time)	