

**Canadian Therapeutic Recreation Association  
Certification Task Force - Teleconference Meeting  
Thursday, September 16, 2004**

**MINUTES**

**In Attendance:** Tanea Goncalves (Chair), Jo-Anne Harrison for Liz McCarter (BC), Erin Turnell (AB), and Maggie Blaise (PQ), Wayne Bishop (NF/L), Chris Richards (ON), Brooke Alsbury (YK)

**Regrets:** Micheline Commitz (NB), Gary Georgeson (SK), Jerry Singleton (NS), Cindy Greenley-Brown (MB), Francis Holt-Gallant (PEI)

... And Congratulations go out to Wayne and his wife Tara on their new addition to their family, Kate

|            | <b>Item for Discussion</b>  | <b>Discussion/Action to be taken</b>   | <b>Person Responsible</b>                                   |
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| <b>1.0</b> | <b>Call to Order</b>  | The meeting was called to order at 5:12 p.m. (Mountain Time)   |   |
| <b>2.0</b> | <b>Approval of Agenda and Minutes from the last Meeting</b>   | <i>The minutes July meeting and the August update are to be distributed for future approval of the minutes.</i>  |   |
| <b>3.0</b> | <b>Old Business</b>   |  |   |
| 3.1        | <i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research</i>        | <p><b>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</b></p> <p>Micheline indicate that the New Brunswick information is accurate.</p> <p>Erin will forward changes to Jerry for AB.<br/>Chris sent info to TRO Board for input.<br/>Maggie to send changes to Jerry for PQ.<br/>Wayne to forward updates to Jerry in the next few days.</p> <p><b>Action: Jerry will add CTRA and NCTRC information to the document for comparison.</b></p> | <p><b>All Provincial Reps</b></p> <p><b>Jerry</b></p>       |
| 3.2        | <i>Status of TR in Canada (Issues in TR) Document</i>   | <p><b>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</b></p>   | <b>All Provincial Reps</b>                                  |
| 3.3        | <i>How do other disciplines certify?</i>  | <p><b>Action: Jerry to look into whether examination is required for a PT and which group is responsible for development/administration?</b></p>   | <b>Jerry</b>  |
| 3.4        | <i>Resources</i>  | <p><b>Action: Tanea will forward Marketing Resource to Maggie for summary.</b></p>   | <b>Tanea/ Maggie</b>  |
| 3.5        | <i>Cross Comparison of TR Standards of Practice and Scope of Practice statements to TRO, NLTRA, NSRPH</i> | <p><b>Action: Jerry to acquire NSRPH standards for comparison</b></p> <p><b>Action: Jerry to develop the document with specific criteria for comparison.</b></p> <p>Brooke has indicated that she will assist with the venture of comparing the standard of practice documents.</p> <p><b>Action: Wayne will forward updated standards for NLTRA</b></p>   | <p><b>Jerry</b></p> <p><b>Jerry</b></p> <p><b>Wayne</b></p> |

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|            |   | <p>Discussion held: Group would like a national set of standards developed as well as this cross comparison research. TRO and NLTRA indicate that they would like a review of the standards and create a national set of standards with provision of recognition of work conducted by both groups.</p> <p><b>Action: In future: Will look into recruiting individuals to assist in developing this goal.</b></p>   | <p><b>Tanea</b></p>  |
| <p>3.6</p> | <p><i>Develop Job Competencies of TRP</i></p> | <p><b>Action: All provincial Representatives are required to report as to whether they have developed Job Competencies or a Job Analysis of TR.</b></p> <p>No other groups have indicated that they have developed job competencies.</p> <p><b>Action: Gary to forward information that was developed in Saskatchewan regarding their Job Competencies.</b></p> <p>Tanea to forward information send by Gary re: job competencies.</p> <p><b>Action: Maggie to translate and summarize for our September meeting re: Jocelyn’s research.</b></p> <p><b>Action: Maggie will continue to try to contact Jocelyn for his assistance regarding identifying a process to determine a Job Analysis and Job Competency for TR.</b></p> <p>Maggie contacted Jocelyn and he indicates that he would be willing to assist us Wednesdays. But we would require specific questions for him to answer to assist in the process.</p> <p><b>Action: CTF to come up with specific questions that we would like Jocelyn to answer.</b></p> <p><b>Jocelyn’s Research...</b><br/> There were 18 Elements/ Competencies identified in his research.</p> <p>The elements that Jocelyn identifies in his research...in order of importance for his study...(1995)</p> <ol style="list-style-type: none"> <li>1. Continuing Education</li> <li>2. Qualifications - Educational Background</li> <li>3. Policies and Procedures</li> <li>4. Dossiers</li> <li>5. Intervention Approaches</li> <li>6. Administration,</li> <li>7. Risk management and security</li> <li>8. Practical review</li> <li>9. Ethical issues</li> <li>10. Assessment</li> <li>11. Information provided to clients and families</li> <li>12. Implementation of the intervention plan</li> </ol> | <p><b>All Provincial Reps</b></p> <p><b>Gary</b></p> <p><b>Maggie</b></p> <p><b>Maggie</b></p> <p><b>All Provincial Reps</b></p> |

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|            |   | <p>13. D/C Summary<br/> 14. Follow-up<br/> 15. Evaluation of the intervention plan<br/> 16. Normalization<br/> 17. General activity schedule<br/> 18. Leisure education</p> <p>It would be interesting to implement this study across Canada.</p> <p>How did he conduct his sampling?</p> |   |
| 3.7        | <i>Annually update the Canadian Post Secondary institutions that offer TR Programs</i>        | <b>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</b>   | <b>All Provincial Reps</b>                              |
| 3.8        | <i>Research/ Summarize certification resources &amp; Canadian Models for TR Certification</i> | <p><b>Confirm whether e-mail received by CTF members? Any other resources/research?</b></p> <p><b>Action: Tanea to resend model developed by Rod Deiser.</b></p>  | <b>Tanea</b>  |
| 3.9        | <i>Develop a budget for Certification Task Force (2004-2005)</i>                              | <p><b>Action: Tanea to develop Budget for the CTF.</b></p> <p>Six teleconference meetings and six updates.</p> <p>CTF would like to have budgeted amount for a face-to-face meeting. (Preferably a warm location.)</p>  | <b>Tanea</b>  |
| 3.10       | <i>E-mail from Paddy Godbehere</i>  | <b><u>CTF Input for future action</u></b>   |   |
| 3.11       | <i>NCTRC?</i>   | <b>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.</b>   | <b>Tanea</b>  |
| 3.12       | <i>Members of Subcommittees</i>   | <p><b>Action: All provincial representatives are to go to report to Tanea any sub committee members that have assisted with Certification.</b></p> <p><b>Action: Chris to forward name for gentleman that assisted with Job Descriptions.</b></p>   | <b>All Provincial Reps</b>                              |
| <b>4.0</b> | <b>New Business</b>   |   |   |
| 4.1        | <i>Examine Important Educational Coursework for TR Certification</i>                          | Tabled for future discussion.   |   |
| 4.2        | <i>Determine what Certification should entail</i>   | Tabled for future discussion.   |   |
| 4.3        | <i>Poll (What should certification entail?)</i>   | Tabled for future discussion  |   |
| 4.4        | <i>NCTRC?</i>   | <p>Future Action: To schedule a future meeting in the New Year (February 2004?)</p> <p><i>Elizabeth Davidson letter for discussion</i></p>  | <p><b>Tanea</b></p> <p>All members to send comments</p> |

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| 4.5 | <i>TRO Board Meeting</i> | Board has voted, and approved the registration process and once the registration process is copy written, they will forward the information to the CTF for our review. Thanks to TRO for this contribution. | Chris |
| 5.0 | <b>Next Meetings</b>     | October 14, 2004 – E-mail update<br>November 25 - Tele-conference meeting   |       |
| 6.0 | <b>Adjournment</b>       | The meeting was adjourned at 6:05 Mountain Time   |       |