

Saskatchewan Society of Occupational Therapists
REGULATORY BYLAW SUBMISSION

BYLAW AMENDMENTS PURSUANT TO
THE OCCUPATIONAL THERAPISTS ACT

Pursuant to section 13 of *The Occupational Therapists Act, 1997*, the regulatory bylaws of the Saskatchewan Society of Occupational Therapists are repealed and replaced with the following:

Title

1 These bylaws may be referred to as *The SSOT Regulatory Bylaws, 2022*.

Definitions

2 In these bylaws:

- (a) “Act” means *The Occupational Therapists Act, 1997*;
- (b) “prescribed examination” means the National Occupational Therapy Certification Examination administered by the Canadian Association of Occupational Therapists;
- (c) “SSOT” means the society.

MEMBERSHIP

Categories of membership

3 Membership in the SSOT consists of the following categories:

- (a) practising membership;
- (b) restricted practising membership;
- (c) extended access membership; and
- (e) non-practising membership.

General requirements

4(1) All applications for registration in any category of membership must be made on a form provided by SSOT for the purpose.

(2) All applicants for admission to membership as a practising member must:

- (a) provide satisfactory evidence of good character by submitting:

- (i) a criminal record check; and
 - (ii) any other relevant information the registrar may require; and
- (b) meet the English language requirement set by council.

Practising membership

5(1) Practising membership in the SSOT is available to a person who is described in:

- (a) subsection 19(1) of the Act who has successfully completed an entry-level Professional Master's program in Occupational Therapy from a Canadian university or education assessed as equivalent by the Association of Canadian Occupational Therapy Regulatory Organizations, and has passed the prescribed examination; or
- (b) subsection 19(1.1) of the Act.

(2) Practising membership entitles a person to the following privileges:

- (a) to vote and hold office in the SSOT;
- (b) to have voice and vote at the annual and special meetings of the SSOT;
- (c) to be appointed to committees of the SSOT; and
- (d) to receive publications of the SSOT.

Restricted practising membership

6(1) Restricted practising membership in the SSOT is available to a person who has successfully completed the occupational therapy education program described in clause 5(1)(a) and who otherwise meets the requirements of subsection 19(2) of the Act.

(2) A restricted practising membership is intended as a transitional status to provide a person with the ability to be a member of the SSOT while obtaining all necessary qualifications for practising membership and expires at the earliest of the following times:

- (a) 18 months from the date on which it is approved; or
- (b) if and when the member fails for a second time to successfully complete the prescribed examination.

(3) Restricted practising membership entitles a person to the following privileges:

- (a) to have voice, but no vote, at the annual and special meetings of the SSOT;
- (b) to be appointed to committees of the SSOT; and
- (c) to receive publications of the SSOT.

Extended access membership

7 (1) Extended access membership in the SSOT is available to a person who meets the requirements of subsection 19 (1.1) of the Act.

(2) Subject to obtaining and maintaining a valid licence or permit to practice in another Canadian jurisdiction, extended access membership entitles a member to provide telepractice services to a person who is physically situated in Saskatchewan and to the following privileges:

- (a) to have a voice, but no vote, at the annual and special meetings of the SSOT;
- (b) to receive publications of the SSOT.

Non-practising membership

8(1) Non-practising membership in the SSOT is available to a person who:

- (a) is eligible for registration as a practising member or was in good standing when last registered with a regulatory body for occupational therapists in Canada; and
- (b) is not currently practising occupational therapy in Saskatchewan.

(2) Non-practising membership entitles a person to the following privileges:

- (a) to have voice, but no vote, at annual and special meetings of the SSOT;
- (b) to be appointed to committees of the SSOT; and
- (c) to receive publications of the SSOT.

(3) Non-practising members are required to renew their non-practising status annually.

Emergency registration and licensure

9 Notwithstanding any other provision of these bylaws, in an emergency, the registrar may, under any terms, conditions or restrictions that the registrar considers appropriate, register as a practising member or a restricted practising member and issue a licence to:

- (a) a person who is currently or has been licensed to practice as an occupational therapist in Canada; or

(b) a person who is a graduate of or a student in a Canadian entry-level Professional Master's program in Occupational Therapy.

LICENSURE

Full practising licence

10(1) A person who is registered as a practising member is entitled to a full practising licence for the initial licensing year in which the person is registered.

(2) In order to obtain renewal of a licence to practice, a practising member shall:

(a) provide evidence of:

(i) completion of at least 600 hours of occupational therapist activities recognized by council, in the three years immediately preceding the date of application for renewal; or

(ii) successful completion of the SSOT re-entry program or a re-entry program administered by another province that is recognized by council within the 18 months immediately preceding the date of the application for renewal;

(b) provide proof of liability/malpractice insurance coverage for a minimum of \$5 million; and

(c) meet the continuing competency program requirements as determined by council.

(3) A practising member who is currently in the process of completing the SSOT re-entry program or a re-entry program administered by another province and recognized by council may obtain renewal of their practising licence subject to the condition that it only permits the member to complete the program.

Restricted practising licence

11(1) A restricted licence may be issued to a restricted practising member who provides evidence of eligibility to write the prescribed examination.

(2) In order to obtain renewal of a licence to practice, a restricted practising member shall:

(a) provide proof of liability/malpractice insurance coverage for a minimum of \$5 million; and

(b) meet the continuing competency program requirements as determined by council.

Temporary practising licence

12 A person who meets the requirements of subsection 19(1.1) of the Act and is intending to participate in or teach or instruct a course, workshop, seminar or any other program involving client contact of two weeks or less duration may obtain a temporary licence.

CONTINUING COMPETENCY

Continuing competency program

13(1) Practising members who hold a current full practising licence or restricted practising licence are required to participate in SSOT's continuing competency program as part of the licence renewal process.

(2) Prior to the end of the licensing year, members must submit a copy of their completed SSOT professional development plan and outcomes from that current licensing year.

(3) Members must submit their SSOT professional development plan for the upcoming licensing year in order to renew their licence.

(4) Members must participate in the audit process of the continuing competency program if selected unless an exemption of participation has been approved by council.

ADVERTISING

Advertising

14(1) A member or clinic may make information about the member and services provided, or about the clinic and the services it provides, available to any client, potential client or the public generally, subject to the limitations contained herein:

(a) the word "advertising" in relation to the occupational therapy profession must be taken in its broadest sense. It includes all those methods by which a member is made known to the public either by himself/herself or by others without his/her objection, in a manner that can be fairly regarded as having for its purpose the obtainment of clients or the promotion in other ways of the member's professional advantage;

(b) an advertisement with respect to a member's practice shall contain only relevant factual and verifiable information; and

(c) a member or clinic may participate in or donate services to charitable endeavors.

(2) Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public either directly or indirectly through any medium or agent that:

(a) misrepresents facts;

- (b) compares either directly, indirectly or by innuendo, the member's services or ability with that of any other practitioner or clinic, or promises or offers more effective services or better results than those available elsewhere;
 - (c) deprecates another member or clinic as to service, ability or fees;
 - (d) creates an unjustified expectation about the results the member can achieve;
 - (e) is made under any false or misleading guise, or takes advantage, either physically, emotionally or financially of any patient, or uses coercion, duress or harassment;
 - (f) is incompatible with the best interests of the public or members, or tends to harm the standing of the occupational therapy profession generally;
 - (g) contains any testimonial or discloses the names of clients; or
 - (h) contains any reference to a specific brand of drug, device, or equipment.
- (3) Members may list on office letterhead and business cards:
- (a) only those qualifications they hold;
 - (b) their name and that of the office, its address, phone, fax, office hours and similar details; and
 - (c) services provided or area of specialty.
- (4) A breach by any member of any of the provisions contained in the above subsections of this bylaw shall be deemed professional misconduct.

PROFESSIONAL CONDUCT

Generally

15 All members shall ensure that they work within their educational preparation, level of competence and scope of practice and incorporate the *Competencies for Occupational Therapists in Canada*, as amended or revised from time to time, into their practice of occupational therapy.

Code of ethics

16 All members shall comply with the SSOT's most current Code of Ethics as approved by the council and the membership.

Use of titles

17(1) A practising member who holds a current practising licence is entitled to and shall use the title “Occupational Therapist”, the abbreviation “OT”, “O.T. Reg. (Sask.)”, or any word, title or designation, abbreviated or otherwise to show that the person is a registered occupational therapist, subject to section 21 of the Act.

(2) A restricted practising member who holds a current restricted licence is entitled to and shall use the title “Occupational Therapist Restricted” or “OT(Res.)”

(3) An extended access member is entitled to use the title “Occupational Therapist” or any other word, title or designation, whether or not abbreviated, to include that the individual is practising with an extended access membership as a member of the SSOT.

(4) A temporary practising member who holds a temporary practising licence is entitled to use the title “Occupational Therapist” or any other word, title or designation, whether or not abbreviated, to include that the individual is practising with a temporary practising licence as a member of the SSOT.

(5) A non-practising member shall not hold themselves out as entitled to practice.

COMPLAINT INVESTIGATION AND DISCIPLINE**Investigation procedures**

18(1) Where the Professional Conduct Committee receives a complaint pursuant to subsection 25(1) of the Act, the committee shall, in writing, notify:

(a) the member who is the subject of the complaint that a complaint has been received and ask for a written response to be provided within a specified time; and

(b) the person who made the complaint that the complaint will be reviewed.

(2) In determining the steps that it considers necessary in its investigation of a complaint, the Professional Conduct Committee may:

(a) facilitate a resolution of the complaint by consent of the complainant and the member;

(b) request any person to answer any questions and to produce any records, notes, photographs, x-rays, films, books, papers, or any other documents or things in the person’s possession or under their control that are or may be relevant to the complaint being investigated;

(c) with the consent of the person producing them, copy and keep copies of any of the documents or things that are produced in accordance with clause (b).

(3) If the Professional Conduct Committee determines that a complaint be dismissed, the committee shall, in addition to providing its report to the Discipline Committee as required by subsection 25(2) of the Act, notify any person of that determination that the committee considers appropriate.

Publication of Discipline Committee decisions

19(1) Where the Discipline Committee determines that a member is not guilty of professional incompetence and/or professional misconduct, the committee shall provide written notice that the complaint has been dismissed to:

- (a) the member who was the subject of the complaint;
- (b) the person who made the complaint; and
- (c) any other persons considered necessary by the committee.

(2) Where the Discipline Committee determines that a member is guilty of professional incompetence and/or professional misconduct, its decision shall be posted on the SSOT website, redacted so as to ensure no personal information of individuals other than the member is included.

Conflict of interest

20 If a member of the Professional Conduct Committee or the Discipline Committee has a conflict of interest with respect to a complaint, the member shall step down and the council may appoint a person to replace that member in relation to that complaint.

THE REGISTER

Contents

21 The Registrar may maintain the register required to be kept pursuant to subsection 18(1) of the Act in an electronic form and shall, in addition to the information required to be included in accordance with that subsection, include the following information with respect to each member:

- (a) date of initial registration;
- (b) current licensure status;
- (c) any limitations or restrictions on the member's practice for the period of time during which the limitation or restriction is effective;
- (d) if a formal complaint has been referred to the Discipline Committee, a notation that a discipline hearing is pending.

(e) if the member participated in a consent resolution process, a notation indicating the nature of the discipline offence resolved; and

(f) if the Discipline Committee has made a finding of guilt after a discipline hearing, a notation indicating the nature of the discipline offence found to have been committed by the member.

REVIEW OF REGISTRAR'S DECISION

Decision review procedures

22(1) For the purposes of subsection 20(4) of the Act, an applicant who wishes to request a review by council of a decision of the registrar respecting an application for registration or licensure must file a written notice of appeal addressed to the council:

(a) within 30 days after being notified of the decision;

(b) received by SSOT staff within that time; and

(c) setting out the grounds on which the applicant alleges that the registrar's decision is in error, together with any documentation necessary to support the allegation.

(2) Any new information that was not made available to the registrar prior to making the decision in respect of which review is requested must first be submitted to the registrar for review.

(3) Upon reviewing any new information submitted, the registrar may either:

(a) reverse the original decision and notify council that a review will not be necessary; or

(b) confirm the original decision and notify council that the review will proceed.

(4) Where a review proceeds, SSOT staff will contact the applicant, members of council and legal counsel for the SSOT to arrange a date for the applicant to appear before council as required by subsection 20(6) of the Act.

(5) The applicant may choose to be represented by legal counsel or to have a support person present during the appearance before council, and shall notify the SSOT's staff in advance of the names of any such person who will be attending.

(6) Prior to the appearance before council, SSOT staff and the registrar shall not provide council with any information except the applicant's name and the name of any support person accompanying the applicant so members of council can declare any conflicts of interest in advance.

(7) Council will review the facts of each case in the context of the Act, the bylaws, and the SSOT policies to determine if the decision was appropriately made, based on the information provided to the registrar.

(8) The registrar shall prepare a written report for council identifying the decision, summarizing the relevant facts, and briefly explaining the rationale of the decision.

(9) The registrar shall make the report available to the applicant a minimum of two days prior to their scheduled date of the appearance before council.

(10) The registrar shall provide the written report, along with a brief oral summary of it, to council members at the applicant's appearance before council.

(11) The applicant, or legal counsel or other representative on the applicant's behalf may provide a written and/or verbal submission to council as to why the registrar's decision should be reversed.

(12) At the conclusion of the applicant's appearance before council, the council will deliberate in camera without the registrar present and the council's written decision with reasons will be provided to the applicant as soon as possible thereafter.

(13) A quorum of council for the purposes of a decision review is at least half of the members of council, not including the registrar.

REPEAL AND COMING INTO FORCE

Repeal

23 All former regulatory bylaws of the SSOT are repealed.

Coming into force

24 In accordance with section 13 of the Act, these bylaws come into force when they are approved by the Minister and published in *The Saskatchewan Gazette*.

SIDE-BY-SIDE – REGULATORY BYLAWS

**Proposed Regulatory Bylaws Amendment, 2022
Saskatchewan Society of Occupational Therapists**

Existing Bylaw	Proposed Change	Explanation/Comments
<p>BYLAW I – COUNCIL Section 1 Composition Section 2 Eligibility Section 3 Term of Office Section 4 Removal of Officers Section 5 Council Meetings Section 6 President Section 7 President-Elect Section 8 Registrar Section 9 Secretary-Treasurer Section 10 Members-at-Large Section 11 Public Appointees Section 12 Signing Authority</p> <p>BYLAW II – ELECTION OF OFFICERS Section 1 Nominations Section 2 Election Section 3 Voting Section 4 Vacancies</p> <p>BYLAW III – MEETINGS OF THE SOCIETY Section 1 Annual Meeting Section 2 Special Meetings Section 3 Mail ballots Section 4 Quorum Section 5 Voting Section 6 Rules and Procedures</p>	<p><i>The administrative bylaws were removed from the regulatory bylaws.</i></p>	<p>Separated the SSOT administrative bylaws from the regulatory bylaws to decrease confusion about what items require Minister approval in addition to SSOT Council and SSOT membership approval.</p> <p>This also simplifies the process and timing of when the different bylaws will come into effect. As the SSOT Regulatory Bylaws come into effect once they are published in the Saskatchewan Gazette, the administrative bylaws are effective upon SSOT Council approval and later ratified by the SSOT membership at the next AGM or special meeting.</p> <p>This separation make it clearer for members and the public as to which bylaws can be changed without Minister of Health approval and the potential timeline and process for amending the different bylaws.</p>

Existing Bylaw	Proposed Change	Explanation/Comments
<p>BYLAW IV – FISCAL POLICY Section 1 Fiscal Policy Section 2 Remuneration and Reimbursement</p> <p>BYLAW V – CONTRIBUTIONS, DONATIONS, SCHOLARSHIPS AND BURSARIES</p> <p>BYLAW VI – COMMITTEE STRUCTURE Section 1 Structure Section 2 Removal</p> <p>BYLAW VII – STANDING COMMITTEES Section 1 Repealed Section 2 Repealed Section 3 Repealed Section 4 Repealed Section 5 Repealed Section 6 Repealed Section 7 Repealed Section 8 Repealed</p> <p>BYLAW VIII – SPECIAL COMMITTEES Section 1 Repealed Section 2 Repealed Section 3 Repealed</p> <p>BYLAW IX – AD HOC COMMITTEES – Repealed</p> <p>BYLAW XI – CONFLICT OF INTEREST</p> <p>BYLAW XIV - FEES</p>		

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>New</p>	<p>Title 1 These bylaws may be referred to as <i>The SSOT Regulatory Bylaws, 2022</i>.</p>	<p>Restructured the bylaws to limit repetitions, remove outdated bylaws, add more clarity, and increase readability for members and the public.</p> <p>The addition of a title for referencing the SSOT regulatory bylaws adds clarity and reduces any confusion about previously approved bylaws.</p>
<p>New</p>	<p>Definitions 2 In these bylaws:</p> <p>(a) “Act” means <i>The Occupational Therapists Act, 1997</i>;</p> <p>(b) “prescribed examination” means the National Occupational Therapy Certification Examination administered by the Canadian Association of Occupational Therapists;</p> <p>(c) “SSOT” means the society.</p>	<p>Added a definitions section to provide clarity and reduce lengthy repetitions and clarifications within the regulatory bylaws.</p> <p>Provided clarity to the prescribed examination as recognized by council.</p> <p>The proposed bylaws defines the prescribed examination to mean the National Occupational Therapy Certification Examination (NOTCE) administered by the Canadian Association of Occupational Therapists (CAOT). SSOT, as well as other ACOTRO members, have approved the NOTCE as the approved examination as indicated on page 19 of the LMSA.</p>
<p>BYLAW XII – MEMBERSHIP</p> <p>Section 1 – Categories of Membership</p> <p>1 Membership in the society shall consist of the following categories:</p> <p>(a) practising membership;</p>	<p style="text-align: center;">MEMBERSHIP</p> <p>Categories of membership 3 Membership in the SSOT consists of the following categories:</p> <p>(a) practising membership;</p> <p>(b) restricted practising membership;</p>	<p>Removed membership categories not consistent with a regulatory body.</p> <p>Removed the student and life membership categories to assist with distinguishing the role of SSOT as a regulatory body and to further separate the activities of a professional association. The current student and life membership categories have historically existed for primarily professional association</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(b) restricted licence membership;</p> <p>(c) non-practising membership;</p> <p>(d) student membership;</p> <p>(e) life membership; and</p> <p>f) <i>repealed</i></p> <p>2 The membership year shall be March 1 to the end of February.</p>	<p>(c) extended access membership; and</p> <p>(e) non-practising membership.</p>	<p>purposes and do not currently serve a significant purpose for the role of a regulatory body.</p> <p>Removed the fiscal year of the society. As per <i>The Occupational Therapists Act, 1997</i>, administrative bylaws may be made for fixing the fiscal year of the society, therefore it is not required within the regulatory bylaws.</p> <p>Differentiated between the process of registration as a member and licensure. The process of registration as a member occurs once, and licensure requires renewal. The membership section identifies the categories of membership and the privileges attached to them and limits the inclusion of requirements relating to registration and licensure, which are included in the licensure section of the bylaws. This separation increases the transparency and clarifies what is required of applicants and members at times of registration and renewal.</p>
<p>New</p>	<p>General requirements</p> <p>4(1) All applications for registration in any category of membership must be made on a form provided by SSOT for the purpose.</p> <p>(2) All applicants for admission to membership as a practising member must:</p> <p>(a) provide satisfactory evidence of good character by submitting:</p>	<p>Compiled the general requirements for registration in all membership categories to decrease repetition.</p> <p>Criminal record check included as standard evidence of good character instead of it being included as an option.</p> <p>No change in effect regarding the English language requirement.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>(i) a criminal record check; and</p> <p>(ii) any other relevant information the registrar may require; and</p> <p>(b) meet the English language requirement set by council.</p>	<p>No change to allowing the registrar to obtain additional relevant information related to good character.</p>
<p>Section 2 – Practising Membership</p> <p>1 Practising membership in the society shall be:</p> <p>(a) limited to an occupational therapist to whom a licence to practice occupational therapy is issued by the society in accordance with the Act;</p> <p>(b) granted upon approval of the relevant application form (s), payment of the fees set by the Society, submission of the signed declaration that the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition, has been incorporated into the member’s practice of Occupational Therapy, and proof of English language proficiency and liability/malpractice insurance coverage for a minimum of \$5 million.</p>	<p>Practising membership</p> <p>5(1) Practising membership in the SSOT is available to a person who is described in:</p> <p>(a) subsection 19(1) of the Act who has successfully completed an entry-level Professional Master’s program in Occupational Therapy from a Canadian university or education assessed as equivalent by the Association of Canadian Occupational Therapy Regulatory Organizations, and has passed the prescribed examination; or</p> <p>(b) subsection 19(1.1) of the Act.</p> <p>(2) Practising membership entitles a person to the following privileges:</p> <p>(a) to vote and hold office in the SSOT;</p> <p>(b) to have voice and vote at the annual and special meetings of the SSOT;</p>	<p>Differentiated between the process of registration as a member and licensure. The process of registration as a member occurs once, and licensure requires renewal. The membership section identifies the categories of membership and the privileges attached to them and limits the inclusion of requirements relating to registration and licensure, which are included in the licensure section of the bylaws. This separation increases the transparency and clarifies what is required of applicants and members at times of registration and renewal.</p> <p>Clarified how internationally educated occupational therapists’ education equivalency is assessed. The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) is responsible for assessing the educational equivalency for internationally educated occupational therapists on behalf of SSOT.</p> <p>According to the Act, the SSOT regulatory bylaws must prescribe the educational</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>2 Practising membership entitles a person to the following privileges:</p> <p>(a) a licence to practise occupational therapy in Saskatchewan;</p> <p>(b) to vote and hold office in the society;</p> <p>(c) to have voice and vote at the annual and special meetings of the society;</p> <p>(d) to be appointed to committees of the society;</p> <p>(e) to receive financial assistance for purposes specified in the policies of the society;</p> <p>(f) to receive a copy of society documents appropriate for distribution; and</p> <p>(g) to receive the publications of the society.</p> <p>3 Practicing membership carries obligations including, but not limited to, the following:</p> <p>(a) to adhere to the society's Code of Ethics;</p>	<p>(c) to be appointed to committees of the SSOT; and</p> <p>(d) to receive publications of the SSOT.</p>	<p>programs that members must complete in order to register as a practising member. The current bylaws indicate that a practising member must have an entry-level university degree in occupational therapy recognized by council or have equivalent education recognized by council.</p> <p>Since 2015, ACOTRO has been assessing the educational equivalency for international occupational therapists to ensure consistency amongst the occupational therapy regulators across Canada, as outlined on page 10 of the ACOTRO Labour Mobility Support Agreement (LMSA). Information about ACOTRO's Substantial Equivalence Assessment System (SEAS) can be found on the ACOTRO website.</p> <p>Updated the current educational requirement for Canadian educated occupational therapists. All references to a baccalaureate entry-level university degree as a requirement for current initial registration as a practising member have been removed, as there are only five baccalaureate programs of occupational therapy in Canada, and they currently do not grant entry to the profession. The five programs are located in Quebec and are listed on page 18 of the LMSA.</p> <p>All entry-level university degrees in occupational therapy in Canada as recognized by SSOT Council and the Association of</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(b) to incorporate the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition, into their practice of occupational therapy;</p> <p>(c) to notify the registrar of any change of name, address and/or employment status;</p> <p>(d) to carry a minimum of \$5 million liability/malpractice insurance coverage; and</p> <p>(e) to participate in the SSOT Continuing Competency Program.</p>		<p>Canadian Occupational Therapy Regulatory Organizations (ACOTRO) are a Professional Master’s. The list of approved entry-level university degree programs in occupational therapy recognized by council are listed on page 17 of the LMSA.</p>
<p>Section 3 – Restricted Licence Member</p> <p>1 Restricted licence membership in the society shall be:</p> <p>(a) limited to an occupational therapist to whom a restricted licence to practise occupational therapy is issued by the society in accordance with the Act; and</p> <p>(b) granted upon approval of the relevant application form(s), payment of the fees set by the Society[, submission of the signed declaration that the Essential Competencies of Practice for Occupational Therapists in</p>	<p>Restricted practising membership</p> <p>6(1) Restricted practising membership in the SSOT is available to a person who has successfully completed the occupational therapy education program described in clause 5(1)(a) and who otherwise meets the requirements of subsection 19(2) of the Act.</p> <p>(2) A restricted practising membership is intended as a transitional status to provide a person with the ability to be a member of the SSOT while obtaining all necessary qualifications for practising membership and expires at the earliest of the following times:</p>	<p>Differentiated between the process of registration as a member and licensure. The process of registration as a member occurs once, and licensure requires renewal. The membership section identifies the categories of membership and the privileges attached to them and limits the inclusion of requirements relating to registration and licensure, which are included in the licensure section of the bylaws. This separation increases the transparency and clarifies what is required of applicants and members at times of registration and renewal.</p> <p>Clarified that the restricted practising membership is for those waiting to sit the</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>Canada, 3rd edition, has been incorporated into the member's practice of Occupational Therapy, and proof of English language proficiency and liability/malpractice insurance coverage for a minimum of \$5 million.]</p> <p>2 Restricted licence membership entitles a person to the following privileges:</p> <p>(a) a licence to practise OT in Saskatchewan subject to the restrictions imposed and for the period specified in the license;</p> <p>(b) to have voice, but no vote, at the annual and special meetings of the society;</p> <p>(c) to be appointed to committees of the society;</p> <p>(d) to receive a copy of society documents appropriate for distribution; and</p> <p>(e) to receive the publications of the society.</p> <p>3 Restricted licence membership carries obligations including, but not limited to, the following:</p>	<p>(a) 18 months from the date on which it is approved; or</p> <p>(b) if and when the member fails for a second time to successfully complete the prescribed examination.</p> <p>(3) Restricted practising membership entitles a person to the following privileges:</p> <p>(a) to have voice, but no vote, at the annual and special meetings of the SSOT;</p> <p>(b) to be appointed to committees of the SSOT; and</p> <p>(c) to receive publications of the SSOT.</p>	<p>prescribed examination (The National Occupational Therapy Certification Examination) and the conditions of expiry.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(a) to adhere to the society’s Code of Ethics;</p> <p>(b) to incorporate the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition, into their practice of occupational therapy;</p> <p>(c) to use the title “Occupational Therapist Restricted” or “OT(Res)”;</p> <p>(d) to notify the registrar of any change of name, address and/or employment status;</p> <p>(e) to carry a minimum of \$5 million liability/malpractice insurance coverage; and</p> <p>(f) to participate in the SSOT Continuing Competency Program.</p> <p>4 Members who have fulfilled the conditions of their restricted licence may register as practising members upon payment of the prescribed fee</p>		
<p>New</p>	<p>Extended access membership</p> <p>7 (1) Extended access membership in the SSOT is available to a person who meets the requirements of subsection 19 (1.1) of the Act.</p>	<p>Created an extended access membership category for those who are entitled to a practising membership. This category allows qualified and registered occupational therapists from other Canadian provinces to</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>(2) Subject to obtaining and maintaining a valid licence or permit to practice in another Canadian jurisdiction, extended access membership entitles a member to provide telepractice services to a person who is physically situated in Saskatchewan and to the following privileges:</p> <p style="padding-left: 40px;">(a) to have a voice, but no vote, at the annual and special meetings of the SSOT;</p> <p style="padding-left: 40px;">(b) to receive publications of the SSOT.</p>	<p>provide telepractice services to persons physically situated in Saskatchewan.</p> <p>The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) has created a draft Memorandum of Understanding (MOU) for telepractice across Canada. This amendment supports the agreement that occupational therapists registered in one jurisdiction are permitted to provide telepractice services in another jurisdiction. <i>The Occupational Therapists Act, 1997</i>, states that only members of SSOT are permitted to use the title Occupational Therapist in Saskatchewan. This allows Extended Access Members to provide telepractice and use title in Saskatchewan without holding a licence with SSOT, but while maintaining a licence in another jurisdiction in Canada.</p> <p>This membership category allows Saskatchewan residents to increase their ability to access occupational therapy services and to receive efficient follow-up care from out-of-province therapists. This also allows non-Saskatchewan residents to continue accessing services by telepractice from another province while physically located temporarily in Saskatchewan.</p>
Section 4 – Non-practising Membership	<p>Non-practising membership</p> <p>8(1) Non-practising membership in the SSOT is available to a person who:</p>	<p>Reworded, but no significant changes in effect for a non-practising membership. This section further clarifies that non-practising members</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>1 Non-practising membership in the society shall be:</p> <p>(a) limited to an occupational therapist who:</p> <p>(i) is eligible for registration as a practising member in accordance with subsection 19 (1) of the Act, or was in good standing when last registered with a Canadian Occupational Therapy Regulatory Body;</p> <p>(ii) is not currently practicing occupational therapy in Saskatchewan;</p> <p>(b) granted upon approval of the relevant application form(s) and payment of the fees set by the Society.</p> <p>2 Non-practising membership entitles a person to the following privileges:</p> <p>(a) to have voice, but no vote, at annual and special meetings of the society;</p> <p>(b) to be appointed to committees of the society;</p> <p>(c) to receive a copy of society documents appropriate for distribution; and</p>	<p>(a) is eligible for registration as a practising member or was in good standing when last registered with a regulatory body for occupational therapists in Canada; and</p> <p>(b) is not currently practising occupational therapy in Saskatchewan.</p> <p>(2) Non-practising membership entitles a person to the following privileges:</p> <p>(a) to have voice, but no vote, at annual and special meetings of the SSOT;</p> <p>(b) to be appointed to committees of the SSOT; and</p> <p>(c) to receive publications of the SSOT.</p> <p>(3) Non-practising members are required to renew their non-practising status annually.</p>	<p>must renew their status annually and cannot use title or practice as an occupational therapist in Saskatchewan while holding this membership.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
(d) to receive the publications of the society.		
<p>Section 3.1 – Emergency registration and licensure</p> <p>3.1 Notwithstanding any other provision of these bylaws, in an emergency, the registrar may, under any terms, conditions or restrictions that the registrar considers appropriate, register as a practising member, a restricted practising member or as a student member, and issue a licence to:</p> <p>(a) a person who is currently or has been licensed to practice as an occupational therapist in Canada; or</p> <p>(b) a person who is a graduate of or a student in a Canadian undergraduate program in Occupational Therapy or Canadian entry-level Professional Master’s program in Occupational Therapy.</p>	<p>Emergency registration and licensure</p> <p>9 Notwithstanding any other provision of these bylaws, in an emergency, the registrar may, under any terms, conditions or restrictions that the registrar considers appropriate, register as a practising member or a restricted practising member and issue a licence to:</p> <p>(a) a person who is currently or has been licensed to practice as an occupational therapist in Canada; or</p> <p>(b) a person who is a graduate of or a student in a Canadian entry-level Professional Master’s program in Occupational Therapy.</p>	<p>Updated the current educational requirement for Canadian educated occupational therapists. All references to a baccalaureate entry-level university degree as a requirement for registration as a practising member have been removed, as there are only five baccalaureate programs of occupational therapy in Canada, and they currently do not grant entry to the profession. The five programs are located in Quebec and are listed on page 18 of the LMSA.</p> <p>Reference to undergraduate students in a Canadian undergraduate program in Occupational Therapy was specifically removed from the section regarding emergency registration and licensure. Reference to graduates of or students from the fourteen Canadian entry-level Professional Master’s programs in Occupational Therapy remain.</p> <p>All entry-level university degrees in occupational therapy in Canada as recognized by SSOT Council and the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) are a Professional Master’s. The list of approved entry-level university degree programs in occupational therapy recognized by council are listed on page 17 of the LMSA.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>Section 5 – Student Membership</p> <p>1 Student membership in the society shall be:</p> <p>(a) limited to the person who provides evidence of enrolment in a Canadian undergraduate program in Occupational Therapy or Canadian entry-level Professional Master’s program in Occupational Therapy; and</p> <p>(b) granted upon approval of the relevant application form(s).</p> <p>2 Student membership entitles a person to the following privileges:</p> <p>(a) to have voice, but no vote, at annual and special meetings of the society;</p> <p>(b) to be appointed to committees of the society as approved by council;</p> <p>(c) to receive a copy of society documents appropriate for distribution; and</p> <p>(d) to receive the publications of the society.</p>	<p><i>Section 5 is repealed.</i></p>	<p>Removed membership categories not consistent with a regulatory body. Removed the student membership category to assist with distinguishing the role of SSOT as a regulatory body and to further separate the activities of a professional association. The current student membership category has historically existed for primarily professional association purposes and do not currently serve a significant purpose for the role of a regulatory body.</p>
<p>Section 6 – Life Membership</p>	<p><i>Section 6 is repealed.</i></p>	<p>Removed membership categories not consistent with a regulatory body.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>1 Life membership in the society shall be:</p> <p>(a) limited to non-practising members or former practising members of the Society; and</p> <p>(b) granted by the council in recognition of outstanding service to occupational therapy in Saskatchewan.</p> <p>2 Life membership entitles a person to the following privileges:</p> <p>(a) to have voice, but no vote, at annual and special meetings of the society;</p> <p>(b) to be appointed to committees of the society;</p> <p>(c) to receive a copy of society documents appropriate for distribution; and</p> <p>(d) to receive the publications of the society.</p>		<p>Removed the life membership category to assist with distinguishing the role of SSOT as a regulatory body and to further separate the activities of a professional association. The current life membership category has historically existed for primarily professional association purposes and do not currently serve a significant purpose for the role of a regulatory body.</p>
<p>Section 7 – Change of Status</p> <p>Non-practising or restricted licence members may become practising members of the society upon payment of the required fee and compliance with</p>	<p><i>Section 7 is repealed.</i></p>	<p>Removed this information from the regulatory bylaws as it is contained within the SSOT administrative bylaws – SSOT Fees Bylaws.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
current bylaws and policies governing registration.		
<p>Section 2 – Registration as a Practising Member</p> <p>1 Any person applying for registration as a practising member of the society, or applying to renew her/his registration as a practising member must:</p> <p>(a) (i) have successfully completed an entry-level university degree (baccalaureate or Professional Master’s) in occupational therapy recognized by Council; or (ii) have equivalent education recognized by Council;</p> <p>(b) have passed an examination or assessment as approved by Council;</p> <p>(c) file with the application or renewal, a signed declaration that she/he will incorporate the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition, into her/his practice of occupational therapy;</p> <p>(d) submit a copy of a completed SSOT professional Development Plan and Outcomes with membership renewals by Feb. 15 annually;</p>	<p style="text-align: center;">LICENSURE</p> <p>Full practising licence</p> <p>10(1) A person who is registered as a practising member is entitled to a full practising licence for the initial licensing year in which the person is registered.</p> <p>(2) In order to obtain renewal of a licence to practice, a practising member shall:</p> <p style="padding-left: 40px;">(a) provide evidence of:</p> <p style="padding-left: 80px;">(i) completion of at least 600 hours of occupational therapist activities recognized by council, in the three years immediately preceding the date of application for renewal; or</p> <p style="padding-left: 80px;">(ii) successful completion of the SSOT re-entry program or a re-entry program administered by another province that is recognized by council within the 18 months immediately preceding the date of the application for renewal;</p> <p style="padding-left: 40px;">(b) provide proof of liability/malpractice insurance coverage for a minimum of \$5 million; and</p>	<p>Updated the appropriate membership and licensing category for members completing a re-entry program. Indicated that a practising member currently in the process of completing the SSOT re-entry program or a re-entry program administered by another province may obtain a practising licence subject to the condition that it only permits the member to complete the program. The current bylaws indicate that registration as a restricted licence member is required for the re-entry program, however this is not consistent with <i>The Occupational Therapists Act, 1997</i>. The Act does not allow for members to receive a restricted licence for the purposes of a re-entry program as they would not be eligible for obtaining a restricted practising membership.</p> <p>Required currency hours remains unchanged.</p> <p>Required liability/malpractice insurance coverage remains unchanged.</p> <p>The continuing competency program requirement remains unchanged.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(e) provide evidence of English language proficiency; and</p> <p>(f) must provide written evidence satisfactory to the Registrar of having good character and reputation by submitting one or more of the following on the request of the Registrar:</p> <p>(i) references from colleagues and, where applicable, from another jurisdiction in which the applicant is currently registered;</p> <p>(ii) a statement by the applicant as to whether the applicant is currently undergoing an investigation or is subject to an unprofessional conduct process or has previously been disciplined by another regulatory body responsible for the regulation of occupational therapists or of another profession;</p> <p>(iii) the results of a current criminal records check;</p> <p>(iv) a statement by the applicant as to whether the applicant has ever pleaded guilty or has been found guilty of a criminal offence in Canada or an</p>	<p>(c) meet the continuing competency program requirements as determined by council.</p> <p>(3) A practising member who is currently in the process of completing the SSOT re-entry program or a re-entry program administered by another province and recognized by council may obtain renewal of their practising licence subject to the condition that it only permits the member to complete the program.</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>offence of a similar nature in a jurisdiction outside Canada;</p> <p>(v) any other relevant evidence as requested by the Registrar.</p> <p>2 Where the applicant has completed the requirements in clauses 1 (a) and (b) more than eighteen months before the date of the application for a practicing membership is made, the applicant shall provide evidence of one of the following:</p> <p>(a) completion of at least six hundred (600) hours using the expertise of an Occupational Therapist, recognized by Council, in the three years immediately preceding the date of application for registration; or</p> <p>(b) successful completion of the SSOT Re-Entry Program or a Re-Entry program administered by another province that is recognized by council within the eighteen months immediately preceding the date of the application for registration.</p> <p>3 A licence to practice as an Occupational Therapist may be issued to persons who meet the requirements</p>		

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>of Bylaw XII 2.1, Bylaw XIII 2.1 and Bylaw XIII 2.2.</p> <p>4 Where a person applies for registration and that person is licenced and in good standing in another Canadian jurisdiction but does not meet the requirements of section 2.1. of this bylaw, the council may waive the requirements of section 2.1 of this bylaw as per policy in order to register that person as a practising member.</p> <p>5 A licence to practise as an Occupational Therapist may be issued to persons who were practising members in good standing at the time of proclamation of The Occupational Therapists Act, 1997, but who do not meet the requirements of section 2.1 of this bylaw.</p>		
<p>Section 3 – Registration as a Restricted Licence Member</p> <p>1 A restricted licence may be issued to an occupational therapist who:</p> <p>(a) is undergoing the SSOT Re-entry Program or a Re-entry program administered by another province and recognized by Council as required by Bylaw XIII, section 2.2;</p>	<p>Restricted practising licence</p> <p>11(1) A restricted licence may be issued to a restricted practising member who provides evidence of eligibility to write the prescribed examination.</p> <p>(2) In order to obtain renewal of a licence to practice, a restricted practising member shall:</p> <p>(a) provide proof of liability/malpractice insurance coverage for a minimum of \$5 million; and</p>	<p>Updated the appropriate membership and licensing category for members completing a re-entry program. Removed reference to the re-entry program from this section. The current bylaws indicate that registration as a restricted licence member is required for the re-entry program, however this is not consistent with <i>The Occupational Therapists Act, 1997</i>. The Act does not allow for members to receive a restricted licence for the purposes of a re-entry program as they would not be</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(b) does not meet the requirements for a practising membership as in clauses 19(c) and (d) of the Act and bylaw XIII, clauses 2.1(a) and (b) but is working toward these requirements;</p> <p>(c) is intending to participate in or teach or instruct a course, workshop, seminar or any other program involving client contact of two weeks or less duration.</p> <p>(d) carries a minimum of \$5 million personal liability/malpractice insurance coverage;</p> <p>(e) has answered affirmatively to questions of suspension, disqualification, censure, reprimand or any disciplinary action on initial application for registration; and</p> <p>2 To be eligible for registration in this category, the person must:</p> <p>(a) complete the prescribed application forms, carry a minimum of \$5 million personal liability/malpractice insurance coverage, pay the fees, provide proof of English language proficiency; and</p> <p>(b) do any of the following as approved by council:</p>	<p>(b) meet the continuing competency program requirements as determined by council.</p>	<p>eligible for obtaining a restricted practising membership.</p> <p>Required liability/malpractice insurance coverage remains unchanged.</p> <p>The continuing competency program requirement remains unchanged.</p> <p>Removed references to the ability to obtain a restricted licence while working towards achieving the minimum undergraduate degree or equivalency as approved by council. All references to a baccalaureate entry-level university degree as a requirement for registration as a practising member have been removed, as there are only five baccalaureate programs of occupational therapy in Canada, and they currently do not grant entry to the profession. The five programs are located in Quebec and are listed on page 18 of the LMSA.</p> <p>All entry-level university degrees in occupational therapy in Canada as recognized by SSOT Council and the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) are a Professional Master's. The list of approved entry-level university degree programs in occupational therapy recognized by council are listed on page 17 of the LMSA.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>i) participate in a re-entry or refresher program approved by council;</p> <p>ii) provide evidence of working toward achieving the minimum undergraduate degree or equivalency as approved by council;</p> <p>iii) provide evidence of eligibility to write the Canadian Association of Occupational Therapists National Certification Examination;</p> <p>iv) provide an outline of the education program participating in or being taught including the title, location and dates and any other information requested.</p> <p>v) practise only under conditions specified in an order by the discipline committee as per subsection 29(1) of the Act; or</p> <p>vi) practise under any other restrictions or conditions deemed appropriate by council.</p> <p>3 Except when issued pursuant to clause 3.1(c), a restricted licence may be renewed annually up to a maximum of five years:</p>		

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(a) upon review by the credentials committee;</p> <p>(b) upon payment of the prescribed fee; and</p> <p>(c) given that the conditions of section 3.2(b) apply.</p>		
<p>New</p>	<p>Temporary practising licence</p> <p>12 A person who meets the requirements of subsection 19(1.1) of the Act and is intending to participate in or teach or instruct a course, workshop, seminar or any other program involving client contact of two weeks or less duration may obtain a temporary licence.</p>	<p>Created a Temporary Practising Licence Category to allow occupational therapists who are entitled to a practising membership to provide education through a course involving client contact of two weeks or less to obtain a licence requiring a lesser fee. The current bylaws allow this type of activity to be provided by restricted licence members, however this is not consistent with the Act. Persons who are registered as occupational therapists in their home jurisdiction would qualify to be a practising member and thus would be a more appropriate membership category. The creation of this licence will assist with optimizing the registration processes for applicants requiring a licence of short duration in this context.</p> <p>In order to hold a temporary practising licence, a practising membership must be obtained.</p>
<p>New</p>	<p style="text-align: center;">CONTINUING COMPETENCY</p> <p>Continuing competency program</p> <p>13(1) Practising members who hold a current full practising licence or restricted practising</p>	<p>Identified the framework for the continuing competency program. Section added to identify the overall framework of the continuing competency program and what is expected of practising members with a full</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>licence are required to participate in SSOT’s continuing competency program as part of the licence renewal process.</p> <p>(2) Prior to the end of the licensing year, members must submit a copy of their completed SSOT professional development plan and outcomes from that current licensing year.</p> <p>(3) Members must submit their SSOT professional development plan for the upcoming licensing year in order to renew their licence.</p> <p>(4) Members must participate in the audit process of the continuing competency program if selected unless an exemption of participation has been approved by council.</p>	<p>practising licence or restricted practising licence. This allows for refusal of a licence renewal application where the member has not complied and to provide for possible disciplinary consequences where a member reports inaccurate information at renewal.</p>
<p>BYLAW XV – ADVERTISING BY MEMBERS</p> <p>1 A member or clinic may make information about the member and services provided, or about the clinic and the services it provides, available to any client, potential client or the public generally, subject to the limitations contained herein:</p> <p>(a) the word “advertising” in relation to the occupational therapy profession</p>	<p style="text-align: center;">ADVERTISING</p> <p>Advertising</p> <p>14(1) A member or clinic may make information about the member and services provided, or about the clinic and the services it provides, available to any client, potential client or the public generally, subject to the limitations contained herein:</p> <p>(a) the word “advertising” in relation to the occupational therapy profession must be taken in its broadest sense. It includes</p>	<p>The title of this section was changed and moved due to the restructuring of the bylaws.</p> <p>The content of this section remains unchanged.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>must be taken in its broadest sense. It includes all those methods by which a member is made known to the public either by himself/herself or by others without his/her objection, in a manner that can be fairly regarded as having for its purpose the obtainment of clients or the promotion in other ways of the member's professional advantage;</p> <p>(b) an advertisement with respect to a member's practice shall contain only relevant factual and verifiable information; and</p> <p>(c) a member or clinic may participate in or donate services to charitable endeavors.</p> <p>2 Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public either directly or indirectly through any medium or agent that:</p> <p>(a) misrepresents facts;</p> <p>(b) compares either directly, indirectly or by innuendo, the member's services or ability with that of any other practitioner or clinic, or promises or offers more effective services or better results than those available elsewhere;</p>	<p>all those methods by which a member is made known to the public either by himself/herself or by others without his/her objection, in a manner that can be fairly regarded as having for its purpose the obtainment of clients or the promotion in other ways of the member's professional advantage;</p> <p>(b) an advertisement with respect to a member's practice shall contain only relevant factual and verifiable information; and</p> <p>(c) a member or clinic may participate in or donate services to charitable endeavors.</p> <p>(2) Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public either directly or indirectly through any medium or agent that:</p> <p>(a) misrepresents facts;</p> <p>(b) compares either directly, indirectly or by innuendo, the member's services or ability with that of any other practitioner or clinic, or promises or offers more effective services or better results than those available elsewhere;</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(c) deprecates another member or clinic as to service, ability or fees;</p> <p>(d) creates an unjustified expectation about the results the member can achieve;</p> <p>(e) is made under any false or misleading guise, or takes advantage, either physically, emotionally or financially of any patient, or uses coercion, duress or harassment;</p> <p>(f) is incompatible with the best interests of the public or members, or tends to harm the standing of the occupational therapy profession generally;</p> <p>(g) contains any testimonial or discloses the names of clients; or</p> <p>(h) contains any reference to a specific brand of drug, device, or equipment.</p> <p>3 Members may list on office letterhead and business cards:</p> <p>(a) only those qualifications they hold;</p>	<p>(c) deprecates another member or clinic as to service, ability or fees;</p> <p>(d) creates an unjustified expectation about the results the member can achieve;</p> <p>(e) is made under any false or misleading guise, or takes advantage, either physically, emotionally or financially of any patient, or uses coercion, duress or harassment;</p> <p>(f) is incompatible with the best interests of the public or members, or tends to harm the standing of the occupational therapy profession generally;</p> <p>(g) contains any testimonial or discloses the names of clients; or</p> <p>(h) contains any reference to a specific brand of drug, device, or equipment.</p> <p>(3) Members may list on office letterhead and business cards:</p> <p>(a) only those qualifications they hold;</p> <p>(b) their name and that of the office, its address, phone, fax, office hours and similar details; and</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(b) their name and that of the office, its address, phone, fax, office hours and similar details; and</p> <p>(c) services provided or area of specialty.</p> <p>4 A breach by any member of any of the provisions contained in the above subsections of this bylaw shall be deemed professional misconduct.</p>	<p>(c) services provided or area of specialty.</p> <p>(4) A breach by any member of any of the provisions contained in the above subsections of this bylaw shall be deemed professional misconduct.</p>	
<p>Combined New and Existing</p> <p>BYLAW XVI – CODE OF ETHICS Every member shall comply with the Code of Ethics contained in Appendix I of these bylaws.</p>	<p style="text-align: center;">PROFESSIONAL CONDUCT</p> <p>Generally 15 All members shall ensure that they work within their educational preparation, level of competence and scope of practice and incorporate the <i>Competencies for Occupational Therapists in Canada</i>, as amended or revised from time to time, into their practice of occupational therapy.</p> <p>Code of ethics 16 All members shall comply with the SSOT’s most current Code of Ethics as approved by the council and the membership.</p> <p>Use of titles 17(1) A practising member who holds a current practising licence is entitled to and shall use the title “Occupational Therapist”, the abbreviation “OT”, “O.T. Reg. (Sask.)”, or any word, title or designation, abbreviated or otherwise to show</p>	<p>Restructured to contain items related to professional conduct for all members. Reference to the competencies document were pulled out of the Membership bylaws from each relevant category of membership section.</p> <p>Recognized the new <i>Competencies for Occupational Therapists in Canada</i> document for all members to incorporate into their practice to replace the Essential Competencies for Occupational Therapists in Canada, 3rd edition.</p> <p>The current SSOT Regulatory Bylaws identifies the requirement for practising and restricted licence members to incorporate the Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition into their practice of Occupational Therapy. This document was created by the Association of Canadian Occupational Therapy Regulatory</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>that the person is a registered occupational therapist, subject to section 21 of the Act.</p> <p>(2) A restricted practising member who holds a current restricted licence is entitled to and shall use the title “Occupational Therapist Restricted” or “OT(Res.)”</p> <p>(3) An extended access member is entitled to use the title “Occupational Therapist” or any other word, title or designation, whether or not abbreviated, to include that the individual is practising with an extended access membership as a member of the SSOT.</p> <p>(4) A temporary practising member who holds a temporary practising licence is entitled to use the title “Occupational Therapist” or any other word, title or designation, whether or not abbreviated, to include that the individual is practising with a temporary practising licence as a member of the SSOT.</p> <p>(5) A non-practising member shall not hold themselves out as entitled to practice.</p>	<p>Organizations (ACOTRO), which SSOT is a member of. The first edition was originally created in December 2000 and was last updated in May of 2011. The 10 regulatory organizations for occupational therapy across Canada have used this document for activities such as providing guidance for occupational therapists, creating/monitoring standards of practice, developing continuing competency programs, and developing and monitoring guidelines for registration.</p> <p>Although the ACOTRO members have been using a common document for regulation across the Canadian provinces, other documents were being utilized by other organizations within the profession of Occupational Therapy in Canada. ACOTRO collaborated with the Canadian Association of Occupational Therapists (CAOT) and the Association of Canadian Occupational Therapy University Programs (ACOTUP) to create one competency document for occupational therapists. The Foreign Qualification Recognition Office of PEI provided financial support that initially brought the three national organizations together in March 2017. Additional funds were received by the Government of Canada’s Foreign Credential Recognition Program to complete this project.</p> <p>This project, otherwise known as “CORECOM”, included the guidance of a professional</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
		<p>development consultant agency, a work group of practising occupational therapists across Canada, and an advisory panel that provided a range of perspectives from areas such as government, employer, consumer, Indigenous, education, and internationally educated practitioners. In the Fall of 2020, several on-line webinars and focus groups were implemented to obtain opinions, perspectives, and feedback about the draft competencies. Over 80 individuals participated in targeted consultation sessions representing a range of backgrounds and experiences which included: academics, employers, regulatory body and professional association staff, new graduates, experienced occupational therapists from diverse practice settings, Francophone occupational therapists, practitioners who identify as Indigenous, LGBTQ+, those with a disability, and persons who work with other health regulated professions. In 2021, every occupational therapist across Canada (approximately 20, 000) was invited to provide feedback on the draft competencies.</p> <p>The new Competencies for Occupational Therapists in Canada, which was publicly disseminated in December of 2021, outlines entry to practice competencies and describes competencies expected throughout the practice career for occupational therapists. The objectives of CORECOM was to provide a document that would complete the following:</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
		<ul style="list-style-type: none"> • create one set of competencies that are expected of Internationally Educated Occupational Therapists (IEOTs) and Canadian-educated Occupational Therapists, tested at entry to practice, and used by 14 universities to inform curricula, and all 10 regulators to develop standards and quality assurance programs; • advance a clear and fair process for IEOTs who currently have their credentials evaluated with one set of competencies and must pass the national entry level exam that was developed using a different set of competencies; • enhance the public’s understanding of the competencies required of Occupational Therapists; • ensure consistent competency language and definitions to benefit members of the profession, their employers and the public; • avoid duplication of effort across organizations, maximize efficient use of time and resources; and • continue to enhance partnerships across the three national occupational therapy organizations. <p>The SSOT Code of Ethics was removed from the appendix of the proposed bylaws, but remain as the current code of ethics. The SSOT</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
		<p>Code of Ethics were not reviewed during these bylaw amendments, but would benefit from a separate revision and review in the near future, as they were last amended in 2013.</p> <p>The use of title was clarified for different categories of members. This was to increase transparency for the public and to provide guidance to members to support proper use of title.</p>
<p>BYLAW X – STATUTORY COMMITTEES Section 1 – Statutory Committees</p> <p>The statutory committees of the society shall be:</p> <p>(a) the professional conduct committee; and</p> <p>(b) the discipline committee.</p> <p>Section 2 – Professional Conduct Committee</p> <p>1 The professional conduct committee shall be established per section 24 of the Act and shall</p> <p>2 conduct its affairs as set out in sections 25 and 26, subsection 28(2) and section 32 of the Act. 2 In the event of a conflict of interest, the involved</p>	<p>COMPLAINT INVESTIGATION AND DISCIPLINE</p> <p>Investigation procedures</p> <p>18(1) Where the Professional Conduct Committee receives a complaint pursuant to subsection 25(1) of the Act, the committee shall, in writing, notify:</p> <p>(a) the member who is the subject of the complaint that a complaint has been received and ask for a written response to be provided within a specified time; and</p> <p>(b) the person who made the complaint that the complaint will be reviewed.</p> <p>(2) In determining the steps that it considers necessary in its investigation of a complaint, the Professional Conduct Committee may:</p>	<p>Renamed and revised the section referring statutory committees.</p> <p>References to the professional conduct committee or discipline committee being established has been removed, since <i>The Occupational Therapists Act, 1997</i> states this already. This decreases the probability that the bylaws would be amended in a way that would conflict with the provisions of the Act.</p> <p>Removed any information that is not necessary to include in the bylaws that <i>The Occupational Therapists Act, 1997</i> says the professional conduct committee can do.</p> <p>Includes the publication of resolution by consent and specific mention that decisions will be reported on the SSOT website.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>member of the professional conduct committee will step down, and the council may appoint a replacement to deal with the specific complaint.</p> <p>3 The committee shall notify, in writing, the member who is the subject of a report or allegation that a report or allegation has been received and ask for a written response.</p> <p>4 The committee shall notify, in writing, the person who made the report or allegation that the report or allegation will be reviewed.</p> <p>5 The committee shall take appropriate action including:</p> <p>(a) an informal resolution of the matter;</p> <p>(b) request any person to answer any questions and to produce any records, notes, photographs, x-rays, films, books, papers, or any other documents or things in the person’s possession or under their control that are or may be relevant to the report or conduct being investigated; and</p> <p>(c) with the consent of the person producing them, copy and keep copies</p>	<p>(a) facilitate a resolution of the complaint by consent of the complainant and the member;</p> <p>(b) request any person to answer any questions and to produce any records, notes, photographs, x-rays, films, books, papers, or any other documents or things in the person’s possession or under their control that are or may be relevant to the complaint being investigated;</p> <p>(c) with the consent of the person producing them, copy and keep copies of any of the documents or things that are produced in accordance with clause (b).</p> <p>(3) If the Professional Conduct Committee determines that a complaint be dismissed, the committee shall, in addition to providing its report to the Discipline Committee as required by subsection 25(2) of the Act, notify any person of that determination that the committee considers appropriate.</p> <p>Publication of Discipline Committee decisions 19(1) Where the Discipline Committee determines that a member is not guilty of professional incompetence and/or professional misconduct, the committee shall provide written notice that the complaint has been dismissed to:</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>of any of the documents or things that are produced under clause (b).</p> <p>6 In the case where the allegation is dismissed, the committee shall notify any individual as to the outcome of the investigation as the committee deems appropriate.</p> <p>Section 3 – Discipline Committee</p> <p>1 The discipline committee shall be as established in section 27 of the Act and shall conduct its affairs per sections 28, 29, 31 and 32 of the Act.</p> <p>2 In the event of a conflict of interest, the involved member of the discipline committee shall step down, and the council may appoint a replacement to deal with the specific hearing.</p> <p>3 Without limiting the generality of sections 22 and 23 of the Act, the committee may find an occupational therapist guilty of professional incompetence and/or professional misconduct who:</p> <p>(a) abused a client physically, sexually, verbally, or psychologically;</p>	<p>(a) the member who was the subject of the complaint;</p> <p>(b) the person who made the complaint; and</p> <p>(c) any other persons considered necessary by the committee.</p> <p>(2) Where the Discipline Committee determines that a member is guilty of professional incompetence and/or professional misconduct, its decision shall be posted on the SSOT website, redacted so as to ensure no personal information of individuals other than the member is included.</p> <p>Conflict of interest</p> <p>20 If a member of the Professional Conduct Committee or the Discipline Committee has a conflict of interest with respect to a complaint, the member shall step down and the council may appoint a person to replace that member in relation to that complaint.</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(b) knowingly endangered the safety of a client;</p> <p>(c) influenced a client to change the client's last will and testament;</p> <p>(d) wrongfully abandoned a client;</p> <p>(e) misappropriated property belonging to a client, employer or fellow employee;</p> <p>(f) failed to exercise discretion with respect to the disclosure of confidential information about a client;</p> <p>(g) failed to maintain or falsified any client record;</p> <p>(h) failed to inform an employer of the occupational therapist's inability to accept specific responsibility in areas where special training is required or where the occupational therapist does not feel competent to function without supervision;</p> <p>(i) failed to report the incompetence or misconduct of a member or colleague;</p> <p>(j) failed to comply with the Code of Ethics of the society and failed to</p>		

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>comply with established standards of practice;</p> <p>(k) failed without reasonable cause to respond to inquiries from the society regarding alleged professional misconduct or professional incompetence; 3</p> <p>(l) conspired to participate in any act of misconduct or counselled a participant in any act of misconduct;</p> <p>(m) obtained registration by misrepresentation or fraud; and</p> <p>(n) contravened any provision of the Act or these bylaws.</p> <p>4 Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:</p> <p>(a) the person who was the subject of the report;</p> <p>(b) the person who made the report; and</p>		

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>(c) any other persons deemed necessary by the committee.</p> <p>5 Findings of guilt shall be matters of public interest and reported in society publications.</p>		
<p>BYLAW XIII – REGISTRATION</p> <p>Section 1 – Registrar</p> <p>The registrar shall:</p> <p>(a) receive and evaluate applications for licences, restricted licences, registration, and memberships;</p> <p>(b) collect the prescribed fees:</p> <p>(c) issue licences, restricted licences and memberships;</p> <p>(d) maintain the register of members as required by subsection 18(1) of the Act; and</p> <p>(e) perform other such duties as determined by council.</p>	<p style="text-align: center;">THE REGISTER</p> <p>Contents</p> <p>21 The Registrar may maintain the register required to be kept pursuant to subsection 18 (1) of the Act in an electronic form and shall, in addition to the information required to be included in accordance with that subsection, include the following information with respect to each member:</p> <p style="padding-left: 40px;">(a) date of initial registration;</p> <p style="padding-left: 40px;">(b) current licensure status;</p> <p style="padding-left: 40px;">(c) any limitations or restrictions on the member’s practice for the period of time during which the limitation or restriction is effective;</p> <p style="padding-left: 40px;">(d) if a formal complaint has been referred to the Discipline Committee, a notation that a discipline hearing is pending.</p> <p style="padding-left: 40px;">(e) if the member participated in a consent resolution process, a notation</p>	<p>Included a section outlining the content requirements of the SSOT register so this is transparent for the public and SSOT members.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>indicating the nature of the discipline offence resolved; and</p> <p>(f) if the Discipline Committee has made a finding of guilt after a discipline hearing, a notation indicating the nature of the discipline offence found to have been committed by the member.</p>	
<p>New</p>	<p align="center">REVIEW OF REGISTRAR'S DECISION</p> <p>Decision review procedures 22(1) For the purposes of subsection 20(4) of the Act, an applicant who wishes to request a review by council of a decision of the registrar respecting an application for registration or licensure must file a written notice of appeal addressed to the council:</p> <p>(a) within 30 days after being notified of the decision;</p> <p>(b) received by SSOT staff within that time; and</p> <p>(c) setting out the grounds on which the applicant alleges that the registrar's decision is in error, together with any documentation necessary to support the allegation.</p> <p>(2) Any new information that was not made available to the registrar prior to making the</p>	<p>Identified the process for council review of decisions made by the registrar. According to <i>The Occupational Therapists Act, 1997</i>, when a person is aggrieved by a decision of the registrar made pursuant to a delegated power, they may apply to the council to review that decision. The process of this review is identified to provide transparency and clarity of procedures to applicants, the public, and members.</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>decision in respect of which review is requested must first be submitted to the registrar for review.</p> <p>(3) Upon reviewing any new information submitted, the registrar may either:</p> <p style="padding-left: 40px;">(a) reverse the original decision and notify council that a review will not be necessary; or</p> <p style="padding-left: 40px;">(b) confirm the original decision and notify council that the review will proceed.</p> <p>(4) Where a review proceeds, SSOT staff will contact the applicant, members of council and legal counsel for the SSOT to arrange a date for the applicant to appear before council as required by subsection 20(6) of the Act.</p> <p>(5) The applicant may choose to be represented by legal counsel or to have a support person present during the appearance before council, and shall notify the SSOT's staff in advance of the names of any such person who will be attending.</p> <p>(6) Prior to the appearance before council, SSOT staff and the registrar shall not provide council with any information except the applicant's name and the name of any support person accompanying the applicant so members of</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>council can declare any conflicts of interest in advance.</p> <p>(7) Council will review the facts of each case in the context of the Act, the bylaws, and the SSOT policies to determine if the decision was appropriately made, based on the information provided to the registrar.</p> <p>(8) The registrar shall prepare a written report for council identifying the decision, summarizing the relevant facts, and briefly explaining the rationale of the decision.</p> <p>(9) The registrar shall make the report available to the applicant a minimum of two days prior to their scheduled date of the appearance before council.</p> <p>(10) The registrar will provide the written report, along with a brief oral summary of it, to council members at the applicant's appearance before council.</p> <p>(11) The applicant, or legal counsel or other representative on the applicant's behalf may provide a written and/or verbal submission to council as to why the registrar's decision should be reversed.</p> <p>(12) At the conclusion of the applicant's appearance before council, the council will deliberate in camera without the registrar</p>	

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>present and the council’s written decision with reasons will be provided to the applicant as soon as possible thereafter.</p> <p>(13) A quorum of council for the purposes of a decision review is at least half of the members of council, not including the registrar.</p>	
<p>BYLAW XVII – REPEAL OF PREVIOUS BYLAWS Any previous bylaws are repealed on the date these bylaws come into force in accordance with the provisions of the Act.</p>	<p style="text-align: center;">REPEAL AND COMING INTO FORCE</p> <p>Repeal 23 All former regulatory bylaws of the SSOT are repealed.</p> <p>Coming into force 21 In accordance with section 13 of the Act, these bylaws come into force when they are approved by the Minister and published in <i>The Saskatchewan Gazette</i>.</p>	<p>Repeal all former SSOT regulatory bylaws to decrease confusion related to previously approved bylaws.</p> <p>Identified the process for the regulatory bylaws coming into force to assist with clarifying this process for the public and stakeholders.</p>