

**ACTION PLAN -YEAR 2 PROGRESS UPDATE
NOVA SCOTIA COLLEGE OF COUNSELLING THERAPISTS**

**As per the following Action Plan Progress Report and FRPA Review Officer comments:
All areas of non-compliance, as originally identified in the [May 2021 FRPA review report](#), have now been brought into compliance.**

ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update 1	Action Plan Progress Update 2		
Due Date	2021-05-20	2022-06-01	2023-06-01		
Actual Completed Date	2021-05-19	2022-06-13	2023-09-28		

ACTION PLAN:

ACTION PLAN – AREA #1:	Response to FRPA Review Question #20
FRPA SECTIONS:	Sections 11, 16(3)(p)
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>Areas of non-compliance to be addressed in an action plan are as follows:</p> <ul style="list-style-type: none"> - ensure that individuals acting as decision-makers in internal reviews receive training on conducting an internal review. - develop a plan and document training provided to individuals who make internal review decisions
REGULATOR ACTION PLAN:	<p>As of this report, an on-boarding package has been developed for new members and incumbent members who have not had training or introduction to the Committee. It includes adaptations of documents produced by NSRHPN as well as excerpts from the <i>Counselling Therapists Act</i>.</p> <p>The College has engaged the law firm of Pink-Larkin (Governance Section) to provide 3 hours of web-based training consisting of the following components:</p> <ul style="list-style-type: none"> • An orientation to professional regulation • Review of the Act & Regulations regarding Registration Appeals • Review of the FRPA requirements • Fundamentals for ensuring a fair and transparent Appeals Process • “How to” conduct a Registration Appeal • Basics of decision making and decision writing
INTENDED COMPLETION DATE:	September 2021
Year 1: Action Plan update. Due: 2022-06-01	As indicated in the above action plan, the College remains prepared to launch the noted training session at relatively short notice. Unfortunately, two of the three appeal committee members had their terms conclude at the end of April and have chosen not to re-offer. We will conduct the program as soon as the committee returns to full compliment. Given the summer months approaching, we anticipate that the action plan will be complete no later than September 30, 2022.
FRPA Review Officer Comments (2022-08-02):	As noted by the regulating body, this area is a work in progress. Therefore, a Year 2 progress report will be required on or before June 1, 2023 . Compliance is expected to be achieved by that time.
Year 2: Action Plan update. Due: 2023-06-01	The College has now implemented a three-phase training approach which covers the above noted material. Phase-1 is delivered as a 3-hour seminar led by the Executive Director (this format. allows committee members to interact and learn together as a team and to work through case studies); Phase-2 is delivered as an On-Boarding Handbook containing material share in the seminar as well as copies of relevant policy and legislation for easy future reference and self-review. Phase-3 is delivered via a self-study AI supported training video which provides a synopsis of material covered in Phase-1 and in the Handbook. Phase-1 attendance is confirmed and documented on-site; Phase-2 is recorded on distribution; and Phase-3 requires attestation upon viewing. The College believes, given the extreme rarity of registration decision appeals, that the video will allow provide the significant resource advantage of allowing quick independent review of core material for all committee members shortly before an appeal hearing.

**FRPA Review Officer
Comments (Sept 28, 2023):**

Compliance with the above cited FRPA Sections was determined from the information provided above. No further updates are needed.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:



Name (print): _____ **John Hubert** _____

DATE: 2023-09-28 |