

Nova Scotia College of Respiratory Therapists Annual Report 2016-2017



NSCRT Annual Report 2016-2017

Message from the President and Registrar

It is our pleasure to once again report on the annual operations and governance of the NSCRT. The College Board of Directors, Staff, and member volunteers have contributed many hours of work to continue our development and provide varied regulatory supports to assure Nova Scotians that respiratory therapists are competent entering practice and throughout their whole career.

We want to highlight some important accomplishments of the year. The RT National Competency Framework was released in 2016 and will be implemented in 2017. This framework will also be used to update continuing competency requirements of RRTs in practice. The NSCRT signed an agreement with our colleagues across the country to harmonize assessment processes for internationally educated applicants. We continue to work with colleagues in a multi-stakeholder working group to identify and remove barriers to registration.

In closing we want to thank the hard-working respiratory therapists across Nova Scotia for their dedication to quality patient care. We encourage you all to continue adding value to your patient's care and the healthcare team.



President



Registrar

The Mission
of the Nova Scotia
College of
Respiratory
Therapists is to
promote excellence
and leadership in the
practice of Cardio-
Respiratory Care.

Vision
An innovative Nova
Scotian profession,
trusted by the public
and integral to the
health care team.

Governance

NSCRT Board of Directors

| | |
|--------------------------|-------------------------------|
| Debbie Gillis | President |
| Adam Gillis | President-Elect |
| Louanna Bethune | Treasurer |
| Andrew Mott | Public Member |
| Denise MacDonald-Billard | Public Member |
| Jasmine Ghosn | Public Member |
| Danette McIntyre | Director at Large |
| Darrah Kenney | Director at Large |
| Jamie Murphy | Director at Large |
| Sarah LaRoche | Director at Large |
| Tara Planetta | Ex-officio – Deputy Registrar |
| Shannon McDonald | Ex-officio - Registrar |

Report

We welcomed three new Board members at our 2015-2016 Annual General Meeting; Darrah Kenney, Danette McIntyre, Jamie Murphy. We said farewell and thank you to Jim Fitzpatrick who served our Board for four years. The NSCRT depend upon the generous contribution of time and talent from our Board members for which we are deeply grateful.

The Board meets five times each year and has been diligent in overseeing the financial stability of the NSCRT while continuing to support our continued growth and evolution. The Board approved additional travel by the Registrar this year to support the completion of the National Competency Framework and to allow for the President and Deputy Registrar to attend one of the working meetings for this very important project. The time and financial investments were worthwhile as we now have two excellent documents; one that will inform the education curriculum and entry to practice exams for RTs entering practice and the second one that will guide RTs through their careers and the evolving healthcare system.

We were pleased to offer a full day of continuing education with our Annual General Meeting in October 2016. This increased the attendance at our AGM and provided our members the opportunity to explore topics such as the National Competency Framework, inter-professional collaboration, the Inspired Program, and others. We hope to continue to provide learning opportunities at future annual general meetings that explore professional and clinical topics.

Our Province hosted the Canadian Society of Respiratory Therapists annual conference and AGM in May 2017. Our Board of Directors met with the CSRT Board of Directors to discuss items that were of mutual interest and to enhance the understanding of each organizations role. The Board collaborated with the CSRT to offer a public education session for people living with chronic lung disease. Attendance at this event was small but greatly appreciated by those in attendance. The NSCRT Registrar also provided a brief overview of the role the NSCRT has in ensuring that Nova Scotians receive quality respiratory care from competent and ethical practitioners registered by the NSCRT.

The CSRT has researched and consulted with respiratory therapists, employers, and regulatory bodies across Canada to explore the notion of increasing the credential required to enter practice from a diploma to a degree. This consultation lead to the CSRT taking the position that credential requirements to enter RT practice in Canada evolve to a degree requirement. The NSCRT Board of Directors agreed to support the position as they see that the complexity of RT practice in our rapidly changing healthcare system requires additional educational hours to appropriately prepare learners. A letter detailing our position and reasons was sent to the Ministers of Health and Wellness, and Labour and Advanced Education. The Board has no immediate plans to begin an application to government to request the change but wanted to inform the current government leaders of our position.

Several new committee members were appointed to statutory committees which strengthens our ability to complete our regulatory mandate.

The Board approved a staff transition plan that will see Tara Planetta assume the Registrar position in the fall of 2017 and Shannon McDonald will remain on staff in a support role as Deputy Registrar.

The Board has been focused on overseeing operational changes over the past two years. In the upcoming year the Board will re-focus on developing Board members and review of governance structures and processes.

Statutory Committees

Complaints Committee

Members

| | |
|---------------|---------------|
| Jasmine Ghosn | Public Member |
| Tanya Frail | RT Member |
| Tammy Scott | RT Member |
| Dawn Oliver | RT Member |

No complaints were received in the 2016-2017 fiscal year and there were no cases brought before the complaints committee.

Professional Conduct Committee

Members

| | |
|------------------|------------------|
| Dawn O'Hearn | Chair, RT Member |
| Chastity Bennett | RT Member |
| Rory Lake | RT Member |
| Donna Young | RT Member |
| Andrew Mott | Public Member |
| Kathy Spurr | RT Member |
| Laura Betts | RT Member |

No files were referred to the professional conduct committee.

Nominations Committee

Members

| | |
|-----------------|----------------------|
| Sarah LaRoche | Chair, RT Member |
| Louanna Bethune | Board Representative |
| Patty Winfield | RT Member |

One Board position is required to be filled by the Nominations Committee, the Treasurer position. For the upcoming year (2017-2018), we were successful in finding two members interested in the position – Corry Fitzgerald and Monique Richard. The election will take place at the AGM on October 21, 2017.

Respectfully submitted,
Sarah LaRoche
Chair, Nominations Committee

Credentials Committee

Members

| | |
|--------------------------|----------------------|
| Kim Thompson | Chair, RT Member |
| Jamie Murphy | Board Representative |
| Christine Siteman | RT Member |
| Wendy Conrad | RT Member |
| Denise MacDonald-Billard | Public Member |

Kim Thompson, committee chair, was replaced by Jamie Murphy as chair of this committee. There were three priorities identified by the Committee to guide it's work over the next two years.

1) Orientation Guideline for Employers

The purpose of the orientation guideline is to provide a document that outlines a standardized approach to orientation that Employers in Nova Scotia can adopt to ensure Employees can safely practice to the full scope of employment.

2) Continuing Competence

The committee has begun work on revising the Continuing Competency Program. The goal is to have an online Continuing Education Credits (CEC) tracking platform. The committee first wants to review and potentially update our current CEC Program. The last update occurred in 2010. The committee also has the goal to establish a jurisprudence online education module as a part of the new online system.

3) Re-entry to Practice/Internationally Educated Healthcare Practitioners Bridging

The committee is exploring the development of a re-entry to practice/international applicant bridging program. Representatives from this committee are now on a multi-stakeholder working group sponsored by the Provincial Review Officer. This working group consists of registrars from RT regulators in other provinces, representatives from the RT Program at the QEII/Dalhousie School of Health Science, the QEII Manager of Respiratory Services, NSCRT representatives.

These three priorities represent a great deal of work and the committee is targeting 2018 for completion of at least two goals.

Respectfully submitted,

Jamie Murphy

Chair, Credentials Committee

Professional Practice Committee

Members

| | |
|-----------------|----------------------|
| Donna Young | Chair, RT Member |
| Darrah Kenney | RT Member |
| Adam Gillis | Board Representative |
| Noel Pendergast | RT Member |
| Mallary Smith | RT Member |

The Professional practice committee has focused on developing three practice guidelines over the past year. All three guidelines are currently in draft form and nearing completion.

1) Assignment and Delegation Guideline

After discussion regarding our previous goal to develop a guide for RT's performing diagnostic testing for sleep disordered breathing and PAP therapy, we decided to develop a broader guideline regarding Assignment and Delegation of activities to non-regulated health care providers that will assist members in decision making in all areas of practice.

2) Social Media Guideline

This guideline will address the use of social media and online platforms while maintaining professional boundaries, integrity and confidentiality.

3) Private Practice Guideline

This Guideline will provide RTs with the information required to deliver quality respiratory therapy services in private practice.

Respectfully Submitted by

Donna Young, PPC Chair

Registration Appeals Committee

Members

Tammy Weagle

Ian Ayles

No registration appeals were received by the NSCRT.

Operations Report

This fiscal year was the first full year of operations with a Registrar and Deputy Registrar. The added resource facilitated additional attention to regulatory activities such as research, guideline development, policy development, and reviewing regulatory practices. Operational procedures have also been updated to reflect our new administrative model.

The NSCRT on-line registration platform was reviewed and updated to a) improve the user experience when registering, and b) to facilitate reporting of aggregate data to the Department of Health and Wellness. Registration renewal was completed smoothly with the upgrades. We moved the deadline for completion of registration renewal to March 15th. This change improved year-end accounting processes.

We continue to see small increases in registration numbers. At March 1st we had 308 members and 295 renewed their membership for 2017. This represents a 14% growth in registrants in the past five years. The NSCRT will be submitting aggregate registration data to the Department of Health and Wellness and look forward to receiving a report on the analysis of that data.

The priorities of the Registrar and Deputy Registrar this year have been to streamline administrative processes and catalogue all office procedures; to work with our committees to increase the publication of guiding documents for our members, as reported in the committee reports; to work through a staff transition plan that will see Tara Planetta assume the role of Registrar and Shannon McDonald take on a support role as Deputy Registrar in the fall of 2017.

External Relations

We remain actively engaged with external organizations such as the Nova Scotia Regulated Health Professions Network and the National Alliance of Respiratory Therapy Regulatory Bodies. Collaboration in regulation is an essential component to meeting our regulatory requirements and complying with provincial and national legislation and agreements.

Provincial

The NSCRT was consulted on the provincial palliative care competencies document that is a multi-professional competency framework for palliative care in Nova Scotia. This document will be published in 2017 and will be accessible on the NSCRT website.

The Provincial Dental Board is re-writing provincial guidelines for sedation in dental practices and has consulted with the NSCRT to include respiratory therapists and anesthesia assistants as assistive personnel for dental procedures requiring sedation. We completed a thorough review of the guiding documents drafts and provided feedback on the role of respiratory therapists and anesthesia assistants in dental practice. We look forward to the final documents release.

The Registrar and Deputy Registrar regularly participate in the activities of the NS Regulated Health Professions Network, The Network. This forum provides opportunity to share best practices and address current and emerging issues that impact the healthcare system as well as the member organizations of The Network. Some highlights of the work of this group are: consulting with the provincial health authority as the province developed our response to Bill C-14 on medical assistance in dying (MAID); collaboration on the provincial response to the opioid crisis; developing strategic directions for The Network; collaboration on the Minimum Data Set for registration data submission to Department of Health and Wellness. Membership fees for The Network will increase modestly this year.

Staff also participate in bi-monthly meetings of regulators with the Provincial Review Officer for the Fair Registration Practices Act. This forum provides for information sharing related to

registration practices such as access to regulated professions by internationally educated applicants, and professional development opportunities. Through this forum the NSCRT has a newly formed multi-stakeholder working group to help us define barriers to registration and develop a realistic pathway for internationally educated health professionals. The NSCRT will undergo a review by the Provincial Review Officer in the future.

National

The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) has completed the National Competency Framework for Respiratory Therapists (NCF) and released three documents.

1. The Standard for Entry to Practice: Defines the competencies, levels of proficiency, and evaluation standards for entry to practice.
2. Guidelines for Career Stages: Identifies the increasing proficiency respiratory therapists are expected to demonstrate as they become experienced professionals, leaders, or experts in defined areas of practice.
3. Exam Blueprint: Informs the entry to practice exam design based on the NCF Standard

Implementation of the NCF Standard will begin in 2017 with the new students in each program and will be examined on the Canadian Board for Respiratory Care (CBRC) entry to practice exam in 2020.

The NARTRB has been working with the Council on Accreditation for Respiratory Therapy Education (CoARTE) to enhance reporting to regulators on accreditation decisions. CoARTE has informed regulators that they will begin to require regulators to pay a fee for accreditation services. The relationship between CoARTE and regulators is under review and the NARTRB and CSRT hope to identify areas for improvement in the upcoming year.

The CBRC transitioned to an on-line exam format, administered by Yardstick, that was used for the first time for the July 2016 exam. There were no major issues reported with the new

exam format. The CBRC collected feedback from exam writers and made quality improvements to the on-line platform. The on-line exam format provides more options for testing critical thinking and clinical reasoning and will evolve with the exam blueprint for 2020.

The NSCRT signed an agreement with five other regulatory bodies to harmonize assessment processes for assessing internationally educated healthcare professions who wish to enter RT practice in Canada. We continue to seek other opportunities to collaborate and harmonize regulatory practices across the country.

Audited Financial Statements

Peverill & Associates Incorporated

INDEPENDENT AUDITOR'S REPORT

To the Members of:
Nova Scotia College of Respiratory Therapists

We have audited the accompanying financial statements of Nova Scotia College of Respiratory Therapists which comprise the statement of financial position as at March 31, 2017 and the statements of operations, statement of net assets, and cash flow statement for the year ended March 31, 2017 and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Nova Scotia College of Respiratory Therapists as at March 31, 2017 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Lower Sackville, Nova Scotia
September 5, 2017
CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

~ Founded in 1988 ~
5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
Phone: (902) 865-6580 Fax: (902) 865-6590

1.


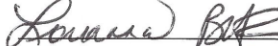
Nova Scotia College of Respiratory Therapists

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2017

| | <u>2017</u> | <u>2016</u> |
|--|-------------------|-------------------|
| ASSETS | | |
| CURRENT | | |
| Cash - Current Account | \$ 222,142 | \$ 219,600 |
| Term Deposits and Short Term Securities | 135,239 | 105,188 |
| Accounts Receivable | - | 1,502 |
| Prepaid Expenses | <u>7,208</u> | <u>4,976</u> |
| | <u>364,589</u> | <u>331,266</u> |
| WEBSITE AND EQUIPMENT (Note 3) | <u>21,351</u> | <u>20,506</u> |
| | <u>\$ 385,940</u> | <u>\$ 351,772</u> |
| LIABILITIES | | |
| CURRENT | | |
| Accounts Payable and Accrued Liabilities | \$ 6,557 | \$ 4,193 |
| Deferred Revenue | <u>129,588</u> | <u>123,718</u> |
| | <u>136,145</u> | <u>127,911</u> |
| NET ASSETS | | |
| CONTINGENCY FUND | 144,607 | 131,640 |
| OPERATING RESERVE FUND (Note 3) | 30,000 | 30,000 |
| SPECIAL PURPOSE FUND (Note 3) | 36,147 | 29,663 |
| NET ASSETS | <u>39,041</u> | <u>32,558</u> |
| | <u>249,795</u> | <u>223,861</u> |
| | <u>\$ 385,940</u> | <u>\$ 351,772</u> |

APPROVED ON BEHALF OF THE COLLEGE:

 President
 Treasurer

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2017

| | <u>2017</u> | <u>2016</u> |
|--|------------------|------------------|
| RECEIPTS | | |
| License fees | \$ 132,859 | \$ 126,240 |
| Application fees | 1,525 | 2,975 |
| Grant revenue | 6,250 | - |
| Interest and miscellaneous | <u>2,172</u> | <u>2,747</u> |
| | <u>142,806</u> | <u>131,962</u> |
| DISBURSEMENTS | | |
| Accounting | 2,415 | 4,809 |
| Administrative and secretarial | - | 7,536 |
| Bank charges | 3,207 | 1,479 |
| Committees | 359 | 617 |
| Courier and postage | 90 | 314 |
| Credit card fees | 2,646 | 3,033 |
| Depreciation | 7,324 | 3,714 |
| Dues and subscriptions | 5,850 | 4,500 |
| Educational funding | 1,600 | 2,800 |
| Insurance | 1,588 | 1,579 |
| Legal and Audit | 3,679 | 2,030 |
| Meetings | 18,710 | 12,476 |
| Miscellaneous | 3 | 126 |
| Office expenses | 1,461 | 2,228 |
| Honorariums | 1,600 | 500 |
| Registrars | 60,312 | 51,129 |
| Registration fees | - | 1,290 |
| Telephone | 1,873 | 1,459 |
| Website maintenance | 635 | 469 |
| Rent | 2,646 | 2,177 |
| Strategic planning | - | 776 |
| Training | 569 | - |
| Travel expenses | <u>305</u> | <u>60</u> |
| | <u>116,872</u> | <u>105,101</u> |
| EXCESS OF RECEIPTS OVER DISBURSEMENTS | 25,934 | 26,861 |
| NET ASSETS, beginning of year | <u>32,558</u> | <u>25,956</u> |
| | 58,492 | 52,817 |
| TRANSFER TO SPECIAL PURPOSE FUND (Note 3) | (6,484) | (6,753) |
| TRANSFER TO CONTINGENCY FUND (Note 3) | <u>(12,967)</u> | <u>(13,506)</u> |
| NET ASSETS, end of year | <u>\$ 39,041</u> | <u>\$ 32,558</u> |

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF CASH FLOWS

MARCH 31, 2017

| | <u>2017</u> | <u>2016</u> |
|---|-------------------|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Cash Receipts from Members | \$ 150,178 | \$ 140,113 |
| Cash Paid to Suppliers | (106,208) | (115,360) |
| Interest Paid | <u>(3,207)</u> | <u>(1,479)</u> |
| | <u>40,763</u> | <u>23,274</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Additions to capital assets | (8,170) | (23,481) |
| Decrease (increase) in investments | <u>(30,051)</u> | <u>41,807</u> |
| INCREASE IN CASH | 2,542 | 41,600 |
| CASH, beginning of year | <u>219,600</u> | <u>178,000</u> |
| CASH, end of year | <u>\$ 222,142</u> | <u>\$ 219,600</u> |

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2017

1. PURPOSE OF THE ORGANIZATION:

The Mission of the Nova Scotia College of Respiratory Therapists is to promote excellence and leadership in the practice of Cardio-Respiratory Care.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles for Not-for-Profit organizations.

(b) Revenue Recognition

Membership dues and assessment revenue are recognized using the accrual basis of accounting. Deferred revenue represents license fees paid during 2017 for the 2018 year.

(c) Equipment

Equipment is recorded at cost. Depreciation is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

| | |
|------------------|---------------------------|
| Website | - 30% diminishing balance |
| Office equipment | - 20% diminishing balance |
| Computer | - 30% diminishing balance |

(d) Funds

Contingency Fund

The purpose of the Contingency fund is to maintain reserve funds necessary to fund the legislated obligations of the College. The size of the fund is determined as a part of the annual budgeting process.

Operating Reserve Fund

The Operating Reserve fund has been established on the premise that it contains funding for three months operating expenses. The amount of the fund was estimated based on a review of the previous five years expenses.

Special Purpose Fund

The Special Purpose fund is maintained to provide funds for projects that have a defined purpose that relates to the objects of the College and the current strategic plan. The board determines the percentage of the Special Purpose Fund that can be approved for use in a given fiscal year.

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2017

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

(e) Financial Instruments

The College's financial instruments consists of cash and short-term investments, amounts receivable, long-term investments, accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying values, unless otherwise stated.

(f) Use of estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires the College's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates.

3. EQUIPMENT

| | <u>Cost</u> | <u>Accumulated Depreciation</u> | <u>Net 2017</u> | <u>Net 2016</u> |
|------------------|------------------|-------------------------------------|---------------------|---------------------|
| Website | \$ 31,053 | \$ 10,494 | \$ 20,559 | \$ 19,452 |
| Office equipment | 596 | 167 | 429 | 536 |
| Computer | <u>871</u> | <u>508</u> | <u>363</u> | <u>518</u> |
| | <u>\$ 32,520</u> | <u>\$ 11,169</u> | <u>\$ 21,351</u> | <u>\$ 20,506</u> |

