

Nova Scotia College of Respiratory Therapists Annual Report 2017-2018



NSCRT Annual Report 2017-2018

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Strategic Plan

Priority 1 – Governance for long term viability

Goals:

- Increase the member involvement with the College
- Develop a Board and Committee Recruitment Plan that communicates opportunities and requirements necessary to achieve defined goals
- To engage students and new RRTs early in their career
- To engage employers in the membership's professional development

Priority 2 – Engaged Membership

Goals:

- To increase member knowledge surrounding the responsibilities of the College
- To increase member satisfaction with the College's role
- To develop a member engagement plan

Priority 3 – Proactive Partnering

Goals:

- To develop planned and structured dialogue to collaborate with post-secondary schools to maximize education opportunities for members
- To explore opportunities for adding value to the community through partnering with related associations
- To leverage relationships with provincial, regional and national health based professional organizations

Priority 4 – Recognized Professional Identity

Goals:

- To identify and understand the specialized skills RRTs possess
- To develop a messaging strategy to better enable RRTs to work within their optimal scope of practice

Message from the President and Registrar

On behalf of the Board of Directors (Board), Committees and staff, we are pleased to present the 2017-2018 Annual report from the Nova Scotia College of Respiratory Therapists (NSCRT). The NSCRT Board has worked diligently throughout the year to achieve priorities outlined in our strategic plan and to ensure all initiatives undertaken by the College support our vision, mission and values.

In 2017-2018, the College was focused on supporting the membership through guideline development and employer engagement. NSCRT Committees were actively engaged in the completion of two guiding documents that were approved by the Board and subsequently published in November 2017. The NSCRT Social Media Guideline provides a framework of expectations for appropriate social media behavior from members. The guideline reinforces the importance of acting professionally and keeping public safety in mind when using social media. The NSCRT Employer Orientation Guideline provides a consistent approach to orientation which employers in Nova Scotia may adopt to ensure new employees can safely practice to their full scope of employment. A generous thank you to committee members who worked so hard work to complete these documents.

This has been an exciting and productive year for the NSCRT. We thank the Board for providing input in all decisions, while maintaining the values of the College. We also take this opportunity to thank the membership for taking an increased interest in participating in the work of the College and we look forward to engaging you in future projects.



Adam Gillis
President



Tara Planetta
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

Adam Gillis	President
Corry Fitzgerald	Treasurer
Andrew Mott	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

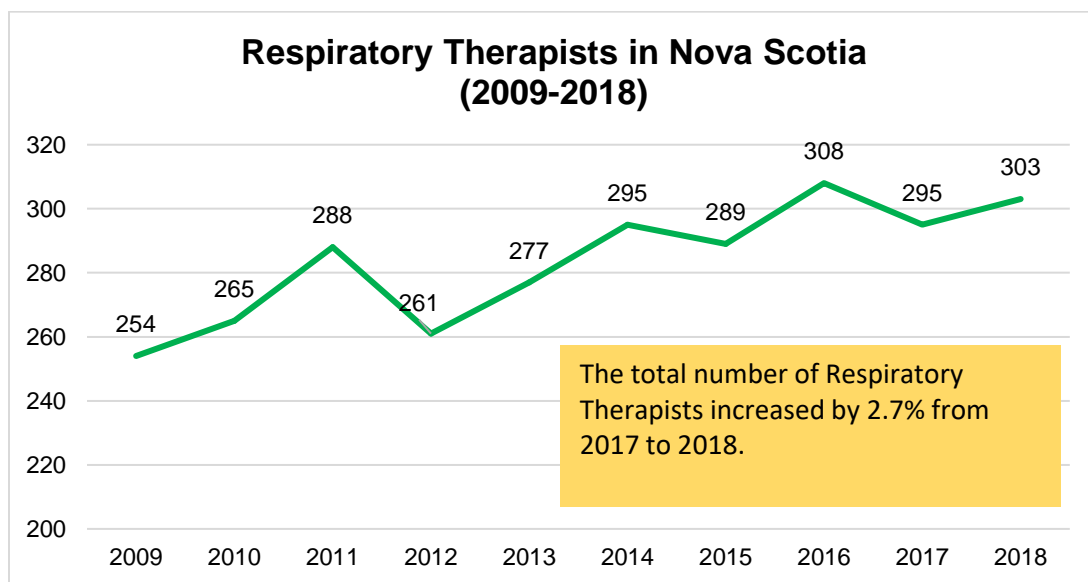
The composition of the Board underwent significant change this year, including a new President, Treasurer and Registrar. All continue to adapt well to their new roles with the support and guidance of long-standing Board members.

Following an additional year in the role, Debbie Gillis completed her term as Past-President. Louanna Bethune completed her term as NSCRT Treasurer. Public Board member Denise MacDonald-Billard took on a new role with the Department of Health and Wellness and resigned as a member of the Board. Shannon McDonald transitioned into her role as Deputy Registrar after many dedicated years as Registrar. We wish these individuals well in their new endeavors and thank them for their years of service, diverse experience, and the valuable input they provided to the Board over the years.

The Board met four times throughout the fiscal year by conference call and in person. The Executive Committee met twice during the year via conference call. The Board has worked hard to ensure we are meeting the goals detailed in our strategic plan. Board members participated in the yearly self-assessment survey aimed at appraising our effectiveness and identifying areas for improvement. This is intended to ensure responsive and accountable leadership. We believe better Governance leads to better decision-making and more effective regulation.

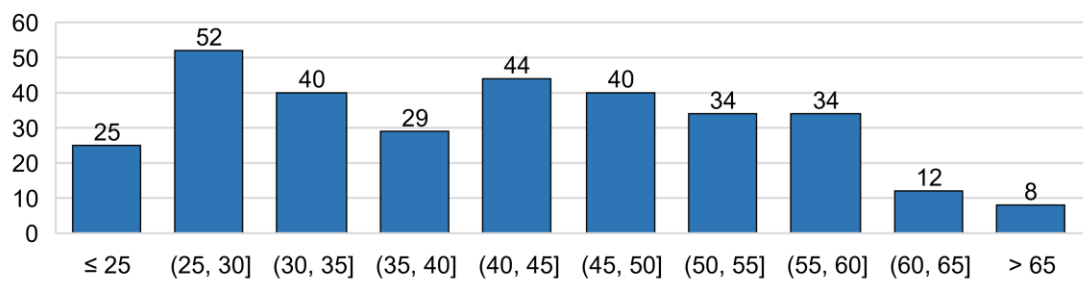
Registration

The NSCRT membership continues to show slight growth overall. Registration data is submitted to the Department of Health and Wellness (DHW) annually. On April 1, 2018, 303 Respiratory Therapists were registered to practice in Nova Scotia.

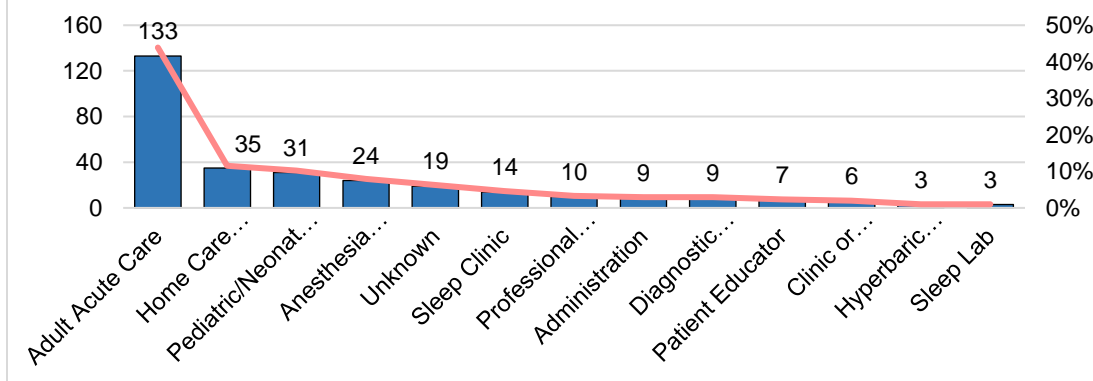


- Of the 303 Respiratory Therapists registered in 2018, 94.7% (287) were employed at the time of registration.
- Experience Profile of Respiratory Therapists working in NS:
 - 0-5 years of experience – 21.8%
 - 6-30 years of experience – 64.4%
 - More than 30 years of experience – 13.8%

Age Profile of Respiratory Therapists in Nova Scotia in 2017-2018



Respiratory Therapists Areas of Practice (NS, 2018)



*All information presented is based on data from the DHW 2018 RT Profile. Registration data inclusive of April 1, 2017-March 31, 2018 is represented.

Statutory Committees

Complaints Committee

Members

Jasmine Ghosn	Chair, Public Member
Tanya Frail	RT Member
Tammy Scott	RT Member
Dawn Oliver	RT Member
Tracy Cushing	RT Member

Under the Respiratory Therapists Act, the Committee has the authority to investigate a complaint and then decide whether to dismiss the complaint, provide guidance, counsel the member, caution the member, refer the matter to the Professional Conduct Committee or informally resolve the complaint.

The Complaints Committee received one formal complaint in 2018. In this case, after a thorough investigation, the Committee decided there would be no sanctions against the member and the matter was concluded at the complaints committee level.

Respectfully submitted,
Jasmine Ghosn
Public Member, Chair of Complaints Committee

Professional Conduct Committee

Members

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 in the 2017-2018 fiscal year. Dawn O'Hearn resigned as a member of the Professional Conduct Committee. The Board has not yet appointed a new Chair.

Nominations Committee

Members

Adam Gillis	Chair, RT Member
Meaghan Steeves	RT Member
Sarah LaRoche	RT Member

Patricia Winfield resigned as Chair and the required non-Board member on the Nominations Committee. The position was filled by Megan Steeves in April 2018. Louanna Bethune completed her term as NSCRT Treasurer and with it her position on the Nominations Committee. As the new President, I replaced Louanna as a required second Board member on the committee, in addition to Sarah LaRoche. Thank you to Patricia and Louanna for their service on the Nominations Committee.

The NSCRT Board was seeking nominations for only one Board position for 2018-2019. The committee actively began seeking candidates for the role of President-Elect in the spring of 2018.

Respectfully submitted,
Adam Gillis
Chair, Nominations Committee

Credentials Committee

Members

Jamie Murphy	Chair, RT Member
Christine Siteman	RT Member
Wendy Conrad	RT Member
Andrew Mott	Public Member
Shannon McDonald	ex-officio
Tara Planetta	ex-officio

The NSCRT Board of Directors approved the Credentials Committee's Orientation Guidelines for Employers in December 2017. The Orientation Guidelines for Employers are now posted on the NSCRT website.

Since completion of that project, the Credentials Committee has started two projects: revising the Continuing Competency Profile (CCP) and creating a Jurisprudence Module. In order to complete these two projects, the committee has started two small working groups with other members of the NSCRT. These working groups are collaborating with other Respiratory Therapy Regulators in Canada.

The Jurisprudence Module Working Group is collaborating with New Brunswick Association of Respiratory Therapists (NBART) and the Manitoba Association of Registered Respiratory Therapist (MARRT) to create the Module. Each province is responsible for different topics and creating the respective assessment questions that accompany their topics. The goal currently is to have the Board of Directors' approval of the Module by January 31st, 2019.

The Continuing Competency Working Group is collaborating with MARRT. They have been researching what other professions and provinces are using for continuing competency. The goal is to incorporate the National Competency Framework Degrees of Mastery into a self-assessment tool.

Respectfully submitted,
 Jamie Murphy
 Chair, Credentials Committee

Professional Practice Committee

Members

Donna Young	Chair, RT Member
Darrah Kenney	RT Member
Noel Pendergast	RT Member
Mallory Smith	RT Member
Chastity Bennett	RT Member
Shannon McDonald	ex-officio
Tara Planetta	ex-officio

The Professional Practice committee has completed and posted a new **Social Media Guideline** that addresses the use of social media and online platforms while maintaining professional boundaries, integrity and confidentiality.

The **Assignment and Delegation Guideline** and **Private Practice Guideline** have not yet been finalized and will be the focus for the upcoming year.

Assignment and Delegation Guideline

After discussion regarding our previous goal of developing a guide for RT's who perform diagnostic testing for sleep disordered breathing and apply PAP therapy to the airway, it was decided to develop a broader guideline around Assignment and Delegation of duties and activities to non –regulated health care providers that will assist members in decision making in all areas of practice.

Private Practice Guideline

This Guideline will provide RTs with the information required to deliver quality respiratory therapy services, while being accountable to professional requirements under the Respiratory Therapists Act, professional ethics and standards of practice, the legislated scope of practice for RTs in Nova Scotia and individual scope of competency, and the Nova Scotia Personal Health Information Act.

Respectfully submitted,
Donna Young
Chair, Professional Practice Committee

Registration Appeals Committee

Members

Corry Fitzgerald	RT Member
Dawn Oliver	RT Member
Andrew Mott	Public Member

No registration appeals were received by the NSCRT in 2017-2018.

Operations Report

The College has experienced significant evolution over the 2017-2018 fiscal year. We have entered a new stage of growth and maturity. The year focused on the ongoing implementation of our strategic plan. As the roles and responsibilities of the Registrar and Deputy Registrar became more defined, the efficiency of our processes improved.

Documentation of operations procedures necessary to ensure consistency and transparency continues. A Governance Committee was established to ensure timely review and updating of College Bylaws, Policies and Guidelines. Both the Registrar and Deputy Registrar continue to participate in the development of guidelines/policies at the committee level and addressing practice questions from the membership. The Board is focused on developing a strategy to improve Board member orientation and the related understanding of roles and responsibilities that ensure good governance.

The Registrar participated in Board approved training opportunities this year related to investigations training. Both the Registrar and Deputy Registrar attended the Canadian Network of Agencies for Regulation annual conference held in Halifax in October 4-6, 2017. The conference provided an opportunity to network with other regulatory professions across Canada and to learn about current issues impacting regulatory bodies.

In an effort to engage the membership and promote safe and ethical practice by RRTs, on October 21, 2017, the College offered a full day of

continuing education in conjunction with the AGM. To enhance the appeal of this learning opportunity and to increase attendance for future education sessions hosted by the College, feedback was sought from both members and industry sponsors. The feedback was analyzed and discussed at the Board level on how best to implement these suggestions for future events.

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 while complying with provincial and national legislation and agreements.

Provincial

Staff continue to participate in the activities of the Nova Scotia Regulated Health Professions Network. This forum provides the opportunity to share best practices and address current and emerging issues that both impact the healthcare system in Nova Scotia and the individual member organizations of the Network. Some highlights of the work of this group in 2017-2018 include: development of policy templates related to criminal records check requirements; discussion regarding multijurisdictional practice issues and how best to eliminate barriers to care across jurisdictions; and information sharing regarding upcoming legislation related to legalization of cannabis.

Staff also participate in 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 can identify barriers to registration and develop a realistic pathway for internationally educated health professionals. The NSCRT is currently undergoing a review by the Provincial Review Officer on current registration practices.

National

We continue to engage and collaborate with our colleagues across Canada with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). The primary focus at the national level for 2017-2018 was development of a strategy to secure an accreditation service provider. This was following the announcement by the Council on Accreditation of Respiratory Therapy Education (CoARTE), the

current accreditation service provider, that as of August 31, 2019 they would cease to provide accreditation of entry-to-practice respiratory therapy programs across Canada. The NSCRT continues to work diligently with the NARTRB to secure an equitable contract with the chosen accreditation provider and to develop a transition plan.

The CBRC on-line exam format, administered by Yardstick, is offered twice a year for eligible candidates. Following the July sitting of the 2017 exam, a human error resulted in the incorrect scoring of the exam and the written notification of incorrect results. 134 candidates were given incorrect lower total scores prior to the discovery of the error. Upon discovery, CBRC immediately contacted candidates and notified them of the error. Correct final results were issued to all candidates. CBRC has put additional systems in place to ensure that this error does not occur again in the future.

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, 2018 and the statements of operations and net assets, and cash flow statement for the year ended March 31, 2018 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, 2018 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Per: Anna M.

October 29, 2018
Lower Sackville, Nova Scotia
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

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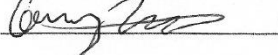
Nova Scotia College of Respiratory Therapists

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2018

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT		
Cash - Current Account	\$ 245,328	\$ 222,142
Term Deposits and Short Term Securities	138,247	135,239
Accounts Receivable	1,076	-
Prepaid Expenses	<u>5,282</u>	<u>7,208</u>
	<u>389,933</u>	<u>364,589</u>
WEBSITE AND EQUIPMENT (Note 3)	<u>18,253</u>	<u>21,351</u>
	<u>\$ 408,186</u>	<u>\$ 385,940</u>
LIABILITIES		
CURRENT		
Accounts Payable and Accrued Liabilities	\$ 2,238	\$ 6,557
Deferred Revenue	<u>125,865</u>	<u>129,588</u>
	<u>128,103</u>	<u>136,145</u>
NET ASSETS		
CONTINGENCY FUND (Note 2)	159,751	144,607
OPERATING RESERVE FUND (Note 2)	30,000	30,000
SPECIAL PURPOSE FUND (Note 2)	43,719	36,147
NET ASSETS	<u>46,613</u>	<u>39,041</u>
	<u>280,083</u>	<u>249,795</u>
	<u>\$ 408,186</u>	<u>\$ 385,940</u>

APPROVED ON BEHALF OF THE COLLEGE:

 President
 Treasurer

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2018

	<u>2018</u>	<u>2017</u>
RECEIPTS		
License fees	\$ 134,505	\$ 132,859
Application fees	3,585	1,525
Grant revenue	1,110	6,250
Interest and miscellaneous	<u>5,930</u>	<u>2,172</u>
	<u>145,130</u>	<u>142,806</u>
DISBURSEMENTS		
Accounting	2,789	2,415
Bank charges	1,434	3,207
Committees	949	359
Courier and postage	14	90
Credit card fees	3,357	2,646
Depreciation	4,421	7,324
Dues and subscriptions	7,500	5,850
Educational funding	4,000	1,600
Insurance	1,715	1,588
Legal and Audit	3,380	3,679
Meetings	11,423	18,710
Miscellaneous	46	3
Office expenses	1,822	1,461
Honorariums	1,700	1,600
Registrars	61,671	60,312
Fees	1,081	-
Telephone	2,119	1,873
Website maintenance	757	635
Rent	2,476	2,646
Training	1,695	569
Travel expenses	<u>493</u>	<u>305</u>
	<u>114,842</u>	<u>116,872</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	30,288	25,934
NET ASSETS, beginning of year	<u>39,041</u>	<u>32,558</u>
	69,329	58,492
TRANSFER TO SPECIAL PURPOSE FUND (Note 3)	(7,572)	(6,484)
TRANSFER TO CONTINGENCY FUND (Note 3)	<u>(15,144)</u>	<u>(12,967)</u>
NET ASSETS, end of year	<u>\$ 46,613</u>	<u>\$ 39,041</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF CASH FLOWS

MARCH 31, 2018

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts from Members	\$ 140,331	\$ 150,178
Cash Paid to Suppliers	(111,379)	(106,208)
Interest Paid	<u>(1,434)</u>	<u>(3,207)</u>
	<u>27,518</u>	<u>40,763</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(1,324)	(8,170)
Increase in investments	<u>(3,008)</u>	<u>(30,051)</u>
INCREASE IN CASH	23,186	2,542
CASH, beginning of year	<u>222,142</u>	<u>219,600</u>
CASH, end of year	<u>\$ 245,328</u>	<u>\$ 222,142</u>

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Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2018

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. The College is exempt from income taxes.

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 2018 for the 2019 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. Finance policy determined that 50% of net income would be transferred to the Contingency Fund.

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. Finance policy determined that 25% of net income is transferred to the Special Purpose Fund.

5.

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2018

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 2018</u>	<u>Net 2017</u>
Website	\$ 32,376	\$ 14,720	\$ 17,656	\$ 20,559
Office equipment	596	253	343	429
Computer	<u>871</u>	<u>617</u>	<u>254</u>	<u>363</u>
	<u>\$ 33,843</u>	<u>\$ 15,590</u>	<u>\$ 18,253</u>	<u>\$ 21,351</u>