

Nova Scotia College of Respiratory Therapists Annual Report

2014-2015





Message from the President and Registrar

We are pleased to report on the activities of 2014 which was once again a very busy and productive year. 2014 marked 50 years of respiratory therapy in Canada and Nova Scotia. We celebrated this milestone with a social evening at our 2014 Annual General Meeting in November. Although we are still a relatively young profession, we have grown and changed significantly over the past 50 years evolving from technicians to skilled clinicians.

Healthcare is experiencing enormous change and it is imperative that respiratory therapists evolve in our respective roles to meet the challenges that change presents. As a regulatory college we must monitor change and support and guide our members to assure that safe, compassionate and ethical practice is maintained. To that end, the NSCRT embarked on a year-long strategic planning process in 2014. Through consultation and member feedback we have a strategic plan to guide our work through to 2019. We thank and congratulate RRTs throughout the province for the positive engagement of over 40 % of our membership in strategic planning activities.

The NSCRT Board of Directors completed an evaluation of our current operations and financial status and made decisions that will move our operations in a new direction in 2015. The Board determined that more investment was needed in supporting changes in respiratory therapy practise to optimize our role in the healthcare system. The Board and Registrar agreed it was time to manage our operations more independently and developed a business plan to re-invest to meet that goal.

The Board of Directors grew to full complement by the end of the fiscal year with the appointment of three public members. Jasmine Ghosn, Denise MacDonald-Billard, and Andrew Mott bring the public perspective and their individual skills to our Board and are welcomed assets.

2015 begins a new chapter in the NSCRT. We look forward to implementing our business plan and beginning to operationalize our strategic plan. Both of these ventures depend on engagement of respiratory therapists throughout the province. The individual talents and unique skills of many respiratory therapists are needed to achieve our goals. We encourage our members to respond to the call.

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

NSCRT Board of Directors

Debbie Gillis	President
Veronica Grosset	Past President
Bruce Morrison	Treasurer
Kathy Johnston	Director-at-large; Board Secretary
Oliver Poole	Director at Large - Liaison to the Credentials Committee
Adam Gillis	Director at Large - Liaison to the Professional Practice Committee
Jim Fitzpatrick	Director at Large - Nominations Committee member
Jasmine Ghosn	Public Member
Denise MacDonald-Billard	Public Member
Andrew Mott	Public Member
Shannon McDonald	Registrar, Ex-officio member

Governance Report:

The Board of Directors met six times throughout the fiscal year by conference call and in person. On November 14, 2014 we held the Annual General Meeting of the Board and Members of the College. The Executive Committee met twice during the year.

In 2014 the NSCRT celebrated a significant milestone, the 50th anniversary of the respiratory therapy profession in Nova Scotia. The Board held an anniversary social with the AGM which was enjoyed by all members who were able to attend. During this anniversary celebration the NSCRT awarded the first honorary life memberships to two individuals who significantly impacted the evolution of respiratory therapy practice in Nova Scotia.

Danny Cashen and Thelma Cashen were surprised and honored to receive the first honorary life memberships awarded by the NSCRT. Danny and Thelma entered practice in the early 1970's and very quickly demonstrated leadership in the profession. Both were directly involved in educating respiratory therapists, both held leadership positions and were involved in the Respiratory Therapists Society of Nova Scotia. They each were passionate about quality of practice and instilled that value in everyone they touched throughout their careers. Most respiratory therapists in practice in Nova Scotia today were positively impacted by one or both of them. We all benefited from the values, commitment and work ethic of both Danny and Thelma.

Public Appointments

The NSCRT Board of Directors were very pleased to receive three new Board members appointed by government to serve as public members. Jasmine Ghosn, Denise MacDonald-Billard and Andrew Mott joined the Board in February 2015 and participated in their first board meeting in March. All three immediately demonstrated their skills and the value of public members on the Board.

Board Development

NSCRT Board members participated in a multi-disciplinary board development workshop in June 2014. Board development is essential to good governance and the board members who attended found the workshop very insightful.

Strategic Plan

The Board of Directors embarked on strategic planning in 2014 to set direction for the College for the upcoming five years. They engaged a professional consultant, Stephanie Coldwell of Coldwell and Associates, to guide the Board through a year-long strategic planning process of consultation and visioning. The Board was very pleased with the engagement of members throughout the strategic planning process. The resulting strategic plan reflects goals to guide the work of the NSCRT to 2019. The Executive Summary of the Strategic Plan is as follows.

Leadership in Innovation: A Strategic Plan for the Nova Scotia College of Respiratory Therapists - 2015 – 2019

In 2014, the Nova Scotia College of Respiratory Therapists undertook the development of a Strategic Plan to guide the College over the next five years. The facilitated process included key informant interviews, a review of a broad range of documents and websites, an online survey of members with a response rate of almost 50%, a Strategic Planning workshop open to all members and the Board and the development of a Straw Model to test the Strategic Plan concepts. The Strategic Plan includes Mission, Vision and Values, an overarching Strategic Thrust and four Strategic Priorities with goals, expected outcomes and a high level implementation plan.

Mission, Vision and Values

The Mission of the Nova Scotia College of Respiratory Therapists is to promote excellence in the practice of respiratory therapy and ensure public confidence in the profession.

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

Values:

Safety - We practice to the highest standards to make certain that the public is safe and that RRTs are knowledgeable, capable and responsible in their practice. Service excellence – We do our jobs well and are accountable for lifelong learning and high standards of care.

Sustainability - We govern the College responsibly with a comprehensive understanding of our value to the public and commitment to the long term sustainability of the health care sector. Our fiscal and professional responsibility ensures the long term viability of the College.

Integrity - We safeguard the integrity of the profession through the setting of high ethical standards and ensuring the maintenance of competence.

Innovation - We apply our professional creativity to develop effective, imaginative solutions. We adapt the system to provide the best service by growing with the needs of the public.

Collaboration - We embrace an interdisciplinary approach seeking active partnerships to develop optimal solutions through teamwork. We work smart by building on the work of others.

Strategic Thrust: Leadership in Innovation

Based in a tradition of bringing innovation to collaborative solutions, we will lead our College to greater stability through highly skilled, engaged members practicing as respected experts in cardiopulmonary healthcare.

Strategic Priorities

Priority 1 – Governance for long term viability – Governance is effective, stable and participatory.

Priority 2 – Engaged members – Members understand the role of the College, want to participate and are satisfied with its performance.

Priority 3 – Proactive partnering – Based on the RT tradition of collaboration, the College actively seeks to engage stakeholders to reach mutually beneficial goals.

Priority 4 – Recognized professional identity – RRTs understand the specialized skills of the profession and are prepared to apply their unique expertise in innovative ways within an evolving healthcare system.

The Board of Directors received the detailed Strategic Plan and recommendations for implementation. A workplan for the upcoming five years is under development and will be included in communications to the members in 2015.

NSCRT Statutory Committees

In 2014 a call went out to the membership to fill several positions on our Statutory Committees. New committee members will be appointed by the Board in May 2015.

Complaints Committee Members

Seely Alder	Chair
Jim Jones	
Noel Pendergast	
Lauren Randall	Public Member (to January 2015)
Jasmine Ghosn	Public Member (appointed February 2015)

2014-2015 Report

There was one complaint submitted in 2014. After review of an investigation report the Complaints Committee determined the facts would not constitute a finding of professional misconduct, conduct unbecoming, incompetence or incapacity, or would merit a counsel or a caution. The complaint was therefore dismissed.

Credentials Committee Members

Seely Alder	Chair
Jim Jones	
Wendy Conrad	
Christine Siteman	
Oliver Poole	Board Representative
Denise MacDonald-Billard	Public Representative

The Credentials Committee was not called upon to review any applications for registration this year.

Nominations Committee Members

Jim Fitzpatrick	Chair
Noel Pendergast	
Veronica Grosset	

2013-2014 Report

The Nominations Committee successfully recruited members to fill Board positions and an approved list of nominees will be presented at the AGM in November. Board positions that will be filled are: President-Elect, Treasurer, and two Directors at Large.

Professional Conduct Committee Members

Chastity Bennett	
Dawn O’Hearn	Chair
Rory Lake	
Donna Young	
Andrew Mott	Public Member

2013-2014 Report

The Professional Conduct Committee was not required to meet this year. There will be a call for additional members to serve on the Professional Conduct Committee in 2014 to have a larger pool of members available to serve on a Professional Conduct Committee panel.

Professional Practice Committee Members

Robert Martell	Chair
Dan Meagher	
Adam Gillis	Board Representative
Noel Pendergast	
Donna Young	

2013-2014 Report

The committee completed a Policy Paper on Anesthesia Assistants in the fall of 2014 and distributed to all stakeholders. There was consultation on nicotine replacement therapy and the role of RRTs in smoking cessation programs in several areas of the province.

Registration Appeal Committee

Ian Ayles
Tammy Weagle

There were no registration appeals filed this year.

Regulation and Operations

The NSCRT Registrar is responsible for the regulatory and operational work of the College. Operations are supported by contracted administrative, accounting, and IT services from the Pathfinder Group.

The Board wants to reduce administrative overhead and re-direct financial resources into regulatory activities. They therefore determined that administrative, accounting and IT services will be re-aligned and directly overseen by the Registrar beginning in the 2015 fiscal year. A business plan has been developed and approved by the Board and the summer of 2015 is the timeframe for change over. We thank the Pathfinder Group for the quality work provided to the NSCRT.

Registration:

There has been modest growth in membership since the first registration in 2008 as identified in Table 1. On-line registration renewal is working well and simplifies the renewal process for both members and staff.

Table 1

Year	2008	2009	2010	2011	2012	2013	2014
April 1	245	252	245	249	260	262	289

Professional Portfolio Audits:

Professional Portfolios are audited annually as a quality assurance activity to insure that respiratory therapists practicing in Nova Scotia are continually reflecting on their practice, maintaining required competencies and currency by participating in continuing education and professional development.

The Registrar completed portfolio audits of 26 members who were randomly selected during the 2014 registration renewal. All audited members met the requirements defined by the NSCRT Continuing Competency Program.

The current Continuing Competency Program has been in use for five years. The Credentials Committee will conduct a review of current practice in regulation and make recommendations for updating the program over the next two years.

NSCRT members continue to take advantage of a modest education fund that the College offers to support continuing education activities. We were fortunate to receive sponsorship money for our education fund from four industry partners. We sincerely thank AbbVie, Fisher & Paykel, Trudell, and VitalAire for their generous support of respiratory therapists' continuing education. We provided education funding of \$100 or \$200 to thirty-one members in 2014.

External Relations

Provincial:

The NSCRT is a member of the Nova Scotia Regulated Health Professions Network (The Network) and is represented by the Registrar. The Network was established through legislation to facilitate collaboration in regulation among 21 self-regulated health professions.

The Network is focused on activities that will meet the goals defined in an agreement between the Province of Nova Scotia and The Network. Collaborative regulation goals relate to collaborative investigation of complaints that involve more than one health profession, collaborative registration review through a multi-disciplinary review panel, optimizing scopes of practice to facilitate system improvements, and increasing capacity to self-regulate through collaboration and education. A framework of related policy documents are under development.

The Network is a valuable resource to all of its members and supports collaboration from regulation to patient care.

National:

Members of the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) collaborated with Atlantic Connections to develop a Self-Assessment Readiness Tool (SART) for the respiratory therapy profession in Canada. Ray Hubble, respiratory therapy faculty at the New Brunswick Community College, consulted on this project as the subject matter expert and wrote the content. Members of the NARTRB reviewed the tool during development and provided input. We also engaged two expert reviewers, one French and one English, who

reviewed the document for accuracy and language. The final product is a representation of respiratory therapy practice across the country.

The SART for Respiratory Therapy will be launched at the 2015 CSRT Conference. This tool will enable international health professionals to see respiratory therapy practice in Canada and provide them with a self-assessment to better understand how their experience and competencies align with what is required to practice in Canada.

The SART can be accessed at www.atlanticcanadahealthcare.com

The NARTRB then moved into a new project to update/revise the National Competency Profile. A request for proposals has gone out to identify and hire consultants who can provide new and innovative methods and ideas to update and revise the 2011 Respiratory Therapy National Competency Profile. Seven responses were received and a detailed evaluation is taking place with final selection expected in April 2015. The timeline to complete this project is anticipated to be approximately eighteen months. Extensive consultation will be required and validation will take place through a national survey that will go to all practicing respiratory therapists in Canada. This validation survey will take place in the fall of 2015. All practicing RRTs across Canada will be invited to participate by completing an extensive survey of practice.

The mission of the National Alliance of Respiratory Therapy Regulatory Bodies is to facilitate collaboration on regulatory issues while respecting the autonomy of each member organization to fulfill their regulatory mandate.

The NSCRT continues to be an active member of the NARTRB and is represented by the President and Registrar. Collaboration with our colleagues across the country enriches our ability to regulate respiratory therapists in Nova Scotia.

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, 2015 and the statements of operations, statement of net assets, and cash flow statement for the year ended March 31, 2015 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, 2015 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Bedford, Nova Scotia
June 22, 2015
CHARTERED ACCOUNTANTS

~ Founded in 1988 ~

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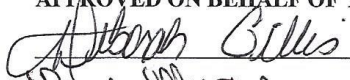

Nova Scotia College of Respiratory Therapists

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT		
Cash - Current Account	\$ 178,000	\$ 169,646
Term Deposits and Short Term Securities	146,995	165,607
Accounts Receivable	11,785	5,213
Prepaid Expenses	<u>3,452</u>	<u>3,762</u>
	<u>340,232</u>	<u>344,228</u>
EQUIPMENT (Note 3)	<u>740</u>	<u>222</u>
	<u>\$ 340,972</u>	<u>\$ 344,450</u>
LIABILITIES		
CURRENT		
Accounts Payable and Accrued Liabilities	\$ 18,122	\$ 21,925
Deferred Revenue	<u>125,850</u>	<u>121,250</u>
	<u>143,972</u>	<u>143,175</u>
NET ASSETS		
CONTINGENCY FUND)	118,134	112,644
OPERATING RESERVE FUND (Note 3)	30,000	30,000
SPECIAL PURPOSE FUND (Note 3)	22,910	40,000
NET ASSETS	<u>25,956</u>	<u>18,631</u>
	<u>197,000</u>	<u>201,275</u>
	<u>\$ 340,972</u>	<u>\$ 344,450</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, 2015

	<u>2015</u>	<u>2014</u>
RECEIPTS		
License fees	\$ 130,535	\$ 125,445
Application fees	1,725	2,675
Grant revenue	-	24,680
Interest and miscellaneous	<u>6,766</u>	<u>4,859</u>
	<u>139,026</u>	<u>157,659</u>
DISBURSEMENTS		
Accounting	5,277	4,591
Administrative and secretarial	13,088	10,813
Bank charges	853	770
Committees	768	10,468
Courier and postage	246	215
Credit card fees	2,877	3,657
Depreciation	354	95
Dues and subscriptions	5,500	5,256
Educational funding	3,750	5,100
Insurance	1,556	1,550
Legal and Audit	1,915	1,725
Meetings	12,457	7,329
Miscellaneous	170	676
Office expenses	1,760	1,119
Honorariums	700	-
Registrar	54,528	56,471
Registration fees	1,767	1,147
Telephone	1,561	1,303
Website maintenance	302	287
Project - AQHI	-	18,280
Bad debts	300	-
Training	<u>-</u>	<u>1,517</u>
	<u>109,729</u>	<u>132,369</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	29,297	25,290
NET ASSETS, beginning of year	<u>18,631</u>	<u>64,156</u>
	47,928	89,446
TRANSFER TO SPECIAL PURPOSE FUND (Note 3)	(16,482)	(24,000)
TRANSFER TO OPERATING RESERVE FUND (Note 3)	-	(30,000)
TRANSFER TO CONTINGENCY FUND (Note 3)	<u>(5,490)</u>	<u>(16,815)</u>
NET ASSETS, end of year	<u>\$ 25,956</u>	<u>\$ 18,631</u>

Nova Scotia College of Respiratory Therapists

STATEMENT OF CASH FLOWS

MARCH 31, 2015

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts from Members	\$ 137,054	\$ 172,217
Cash Paid to Suppliers	(145,586)	(138,822)
Interest Paid	<u>(853)</u>	<u>(770)</u>
	<u>(9,385)</u>	<u>32,625</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(873)	-
(Increase)decrease in investments	<u>18,612</u>	<u>(60,800)</u>
INCREASE (DECREASE) IN CASH	8,354	(28,175)
CASH, beginning of year	<u>169,646</u>	<u>197,821</u>
CASH, end of year	<u>\$ 178,000</u>	<u>\$ 169,646</u>

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2015

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 2013 for the 2014 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:

Computer	- 30% diminishing balance
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(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, 2015

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 2015</u>	<u>Net 2014</u>
Computer	\$ <u>871</u>	\$ <u>131</u>	\$ <u>740</u>	\$ <u>222</u>