

Nova Scotia College of Respiratory Therapists Annual Report

2013-2014



Message from the President & Registrar

The NSCRT (the College) completed five years of operations as a regulatory college at close of the 2013-2014 fiscal year. It is a pleasure to report on the activities of this year as well as highlighting the milestones of achievement over the past five years.

The Board of Directors govern the College with more confidence as they have engaged in annual education to improve their knowledge of governance, fiduciary responsibility, and their relationship to staff and contractors. Each year new members of the Board enrich the College with their talents and viewpoints.

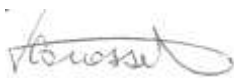
There continues to be active engagement of committees in the work of supporting our members with policy statements and practice advise, receiving registration referrals from the Registrar and overseeing the development of registration policy, processing complaints and issuing disciplinary decisions. It is important to emphasize that the members of the Board of Directors and members of our committees are essential to the governance and operations of the College. Those who serve in these various positions receive great personal benefit by exploring aspects of our profession they would not experience elsewhere. All members of the College should examine their personal and professional situations and determine what and when they will be able to contribute to one of these critical positions.

The quality of practice of Respiratory Therapists continues to be a major focus for the College as healthcare undergoes rapid change. Respiratory Therapists working to their full scope of practice contribute to improvements in healthcare delivery in Nova Scotia. The Registrar and committees engage with employers and members to support evolving and changing practice.

The College has come a long way in five short years. We've developed from a new and fledgling organization of dedicated volunteers into a regulatory college actively engaged in all aspects of regulation. We have achieved financial stability while meeting all of our regulatory requirements, we have tools and processes in place to assess applicants who are educated outside of Canada, we make improvements to our registration renewal process each year, and we make positive contributions to provincial and national regulatory organizations in which we are members.

As we move forward in 2014 it is time to reflect on our development so far and to strategically move into the future. We look forward to engaging our members in visioning that future and assisting the Board of Directors determine strategic directions.

This has once again been an exciting and enjoyable year at the NSCRT. We want to thank the Board of Directors and committee members for your dedication and support of the College. To all Respiratory Therapists we express appreciation of the skills, talents and ethics you bring to your practice each day.



Veronica Grosset
NSCRT President



Shannon McDonald
NSCRT Registrar

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

NSCRT is governed by a Board of Directors consisting of respiratory therapists and public members. Statutory committees support regulatory compliance and are comprised of respiratory therapists and, where applicable, public members.

In 2012 the Board of Directors informed the members that it would hold only one members meeting a year, the Annual General Meeting. It was determined that the AGM would be held in association with an annual education event, the Atlantic Respiriology and Critical Care Conference which is held in November. This meant that the Board of Directors in place in 2012 would serve an additional five months to allow for elections to occur in November 2013. We want to acknowledge and thank those Board members who generously served this additional time.

NSCRT Board of Directors

Veronica Grosset	Board Chair
Debbie Gillis	President-Elect
Raj Makkar	Completing Past President term
Bruce Morrison	Treasurer
Kathy Johnston	Director-at-large; Board Secretary
Melini Sutherland	Completing Board term
Karen Hamilton-McNutt	Completing Board term
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
Shannon McDonald	Registrar, Ex-officio member

Governance Report:

The Board of Directors and Registrar participated in a board development workshop in September 2013. The focus of this year's development workshop was financial governance. Stephanie Coldwell CA, facilitated this workshop and shared her expertise to assist the Board to review and update financial policies.

The outcomes of the financial workshop are:

- Improvements in definition and allocation of restricted and non-restricted assets
- Multiple year financial forecasting
- Improved budget planning and development

The Board also collaborated with several other health regulators to develop an interdisciplinary Board development workshop to be delivered in June 2014.

Looking forward to 2014 the Board identified two significant milestones;

1. The Respiratory Therapists Society of Nova Scotia was incorporated in 1964 and transitioned to the Nova Scotia College of Respiratory Therapists in 2008. This means that 2014 marks 50 years of Respiratory Therapists practicing in Nova Scotia.
2. The NSCRT has passed our five year anniversary as a regulatory body.

The Board of Directors developed plans to recognize each of these milestones by:

1. Planning a 50th Anniversary Celebration to take place with our 2014 Annual General Meeting to be held with the Atlantic Respiriology and Critical Care Conference in November 2014.
2. Strategic Planning that includes engaging all NSCRT members to develop our strategic direction for the next three to five years. A consultant has been selected to work with us over several months to engage members through surveys and workshops and will submit a final report to the NSCRT Board of Directors in January 2015.

NSCRT Statutory Committees

Complaints Committee Members:

Seely Alder	Chair
Lauren Randall	Public Member
Jim Jones	
Noel Pendergast	

2013-2014 Report:

A three person panel of the Complaints Committee continued to consider a complaint filed against a member of the NSCRT in 2012. In 2012 the Committee had issued an Interim Suspension of the respondent's licence to practice and that suspension remains in place. After considering the results of a complete investigation and the seriousness of the complaint, in February 2014 the Committee decided to refer the matter to the Professional Conduct Committee.

No other complaints have come before the Complaints Committee this year. There will be a call for additional members of the Complaints Committee in 2014 to have a larger pool of members available to be called to a Complaints Committee panel.

Seely Alder, Complaints Committee Chair

Credentials Committee Members:

Seely Alder

Jim Jones

Wendy Conrad

Christine Siteman

Cheri Davison

Melini Sutherland Board Representative (completed November 2013)

Oliver Poole Board Representative (elected November 2013)

2013-2014 Report:

The Credentials Committee served as the steering committee for a project funded by a grant from the NS Department of Labour and Advanced Education under the International Qualification Recognition program. The NSCRT project titled "*Facilitating the clinical assessment and recognition of international qualifications and integration*" was completed in March 2014. This project was the primary focus of the Committee for this year.

The project team consisted of six subject matter experts representing various areas of practice. Members of the project team were:

Louanna Bethune	Clinical Educator, Respiratory Therapy, Capital District Health Authority
Kathy Johnston	Coordinator, Simulation Program, IWK & Clinical Leader EHS Lifeflight
Barbara MacDonald	Faculty, QEII/Dalhousie School of Health Sciences
Patricia Moriarty	Manager, Respiratory Therapy, Capital District Health Authority
Kim Thompson	Clinical Staff and Clinical Educator, Respiratory Therapy, Capital District Health Authority
Susan White	Clinical Staff and Clinical Educator, Respiratory Therapy, IWK

The Credentials Committee met with the project team to review the assessment tools that were being developed and provided their feedback and recommendations. The Committee approved the final package of assessment tools and processes that were developed and the NSCRT now has a process to assess the competence of an international applicant.

An information brochure, application form, on-line portfolio, and information about immigration are now available on the NSCRT website for applicants educated outside of Canada.

Two internationally educated physicians applied for assessment in 2013.

Donna Young

Karen Hamilton –McNutt

Robert Martell

Board Representative (Completed November 2013)

Chair

2013-2014 Report:

The committee has met 3 times this past year in Halifax and addressed inquiries by the usual correspondence work through emails/phone calls. The majority of meeting time has dealt with: **The Role of Anesthesia Assistants Policy Paper**

The majority of PPC meeting time has been in the initial development and ongoing discussions around AA Policy Paper development. The paper was ready for stakeholder consultation by the end of March, 2014. Once feedback is received the Policy Paper will be updated if required and will go to the NSCRT Board of Directors. The completed paper will be presented to all health regulators through the Regulated Health Professions Network.

The committee has received/discussed questions and provided responses to ongoing practice questions from across the province and provided guidance where appropriate. These include:

- Review of the Regulated Health Professional network document regarding assignment and delegation of RT duties
- Pandemic Competencies mapping for teams through Health Human Resources (HHR) planning
- Intubation and LMA skills for Midwives
- Clinical competencies for RT's in the Valley; ie. Minimum number of required intubations and arterial line insertions

The committee will continue to develop College frameworks for Professional Practice Guidelines to guide respiratory therapists and help them navigate through various professional practice issues.

We continue to collaborate and seek guidance from other Regulated Health professions such as College of Respiratory Therapists of Ontario, College of Physicians and Surgeons of Nova Scotia and College of Registered Nurses of Nova Scotia.

There will be a call for an additional member to serve on the Professional Practice Committee to replace a member no longer serving on the Committee.

Rob Martell, PPC Chair

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.

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
APRIL 1	245	252	245	249	260	262

Table 2: Where NSCRT members practice

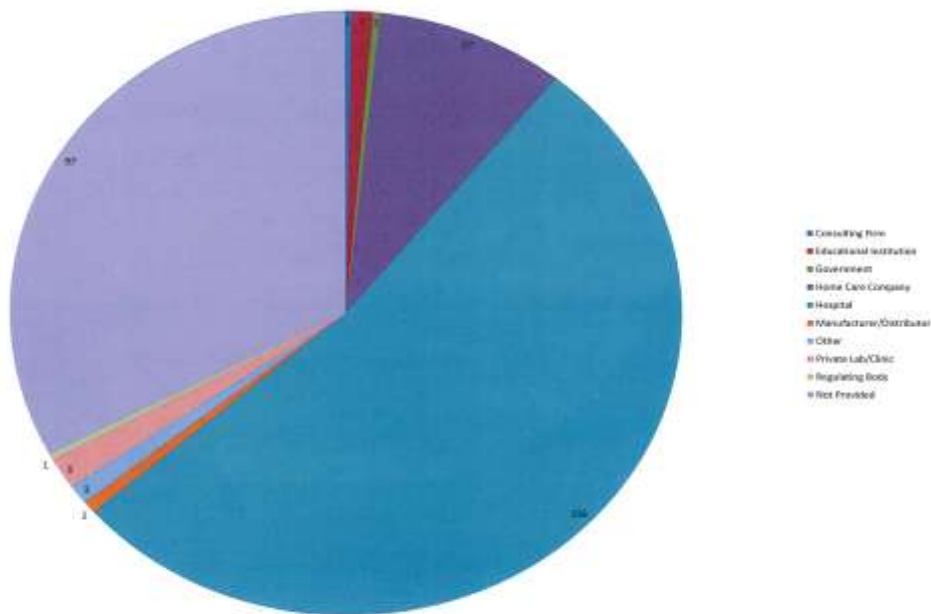
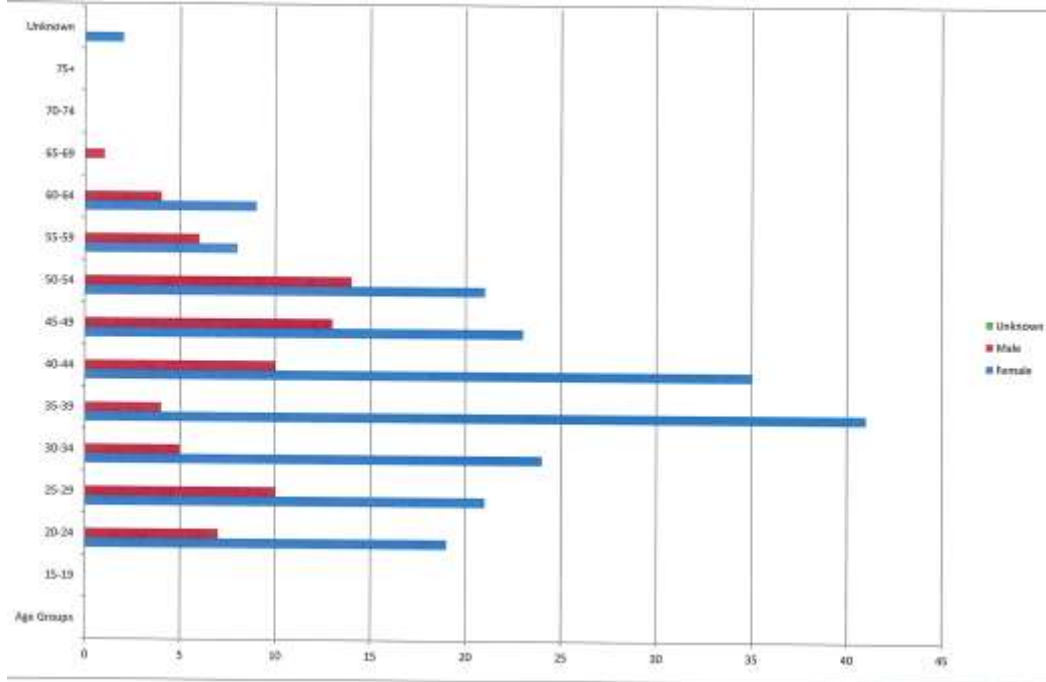


Table 3: NSCRT members by age groups



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 2013 registration renewal. All audited members met the requirements defined by the NSCRT Continuing Competency Program.

External Relations

Provincial:

The NSCRT is a member of the Nova Scotia Regulated Health Professions Network. In 2012 the Regulated Health Professions Act was proclaimed and in 2013 the Regulations were approved. The NSCRT Registrar is the representative of the College on the Network Council.

The Network began to work under statute with five defined priorities for the first two years of incorporation. Bruce Holmes was hired as Executive Director of The Network and will focus on the deliverables under the five priorities that were agreed upon between The Network and the Department of Health and Wellness.

The Provincial Review Officer continues to collaborate with regulatory bodies to increase capacity for compliance with the Fair Registration Practices Act. Through quarterly meetings there is sharing of best practices and updates on regulatory issues. The NSCRT is now reporting registration statistics to the Review Officer annually and likely will be scheduled for a complete review in 2015.

National:

The NSCRT Registrar and President represent the College at the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). In 2013-14 the NARTRB completed a project to develop a national assessment process for internationally educated health professionals (IEHPs). Through this project the NARTRB identified a common academic standard against which IEHPs will be assessed. At this time we have agreement on the assessment process and each province can use this process.

The NARTRB has initiated the preliminary steps to revise and update the Respiratory Therapy National Competency Profile. This document defines the required entry to practice competencies and therefore is the foundation upon which school curricula and the entry to practice exam are built. While it is customary to update the profile every five years there is a desire among NARTRB members to revise this from a profile to a framework. The framework will better define performance criteria and will be more than a simple task list. A project consultant search is underway and the anticipated release date of the framework will be 2016.

Atlantic Connection is preparing to work with the NARTRB to develop a Self Assessment Readiness Tool[®] for Respiratory Therapy. A consultant will be selected as a subject matter expert to work with the team to develop the SART[®] for Respiratory Therapy. This tool is targeted to IEHPs to allow them to better understand Respiratory Therapy practice in Canada and to assess whether their education and experience may position them to enter practice through a bridging program. Upon completion in February 2015 the SART[®] will be maintained by the Nova Scotia Community College IT department and each member of the NARTRB will have links to the tool on their respective websites.

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, 2013 and December 31, 2011 and the statements of operations, statement of net assets, and cash flow statement for the years March 31, 2013 and December 31, 2011, 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.

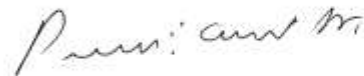
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or 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, 2013 and March 31, 2012 and its financial performance and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Bedford, Nova Scotia
October 7, 2013



CHARTERED ACCOUNTANTS

~ Founded in 1988 ~

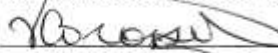

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Nova Scotia College of Respiratory Therapists
 STATEMENT OF FINANCIAL POSITION
 AS AT MARCH 31, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT		
Cash - Current Account	\$ 197,821	\$ 120,562
Term Deposits and Short Term Securities	104,808	82,816
Accounts Receivable	14,096	67,059
Prepaid Expenses	<u>3,758</u>	<u>5,421</u>
	<u>320,483</u>	<u>275,858</u>
EQUIPMENT (Note 4)	<u>317</u>	<u>454</u>
	<u>\$ 320,800</u>	<u>\$ 276,312</u>
LIABILITIES		
CURRENT		
Accounts Payable and Accrued Liabilities	\$ 29,240	\$ 10,866
Deferred Revenue	<u>115,575</u>	<u>102,750</u>
	<u>144,815</u>	<u>113,616</u>
NET ASSETS		
CONTINGENCY FUND (Note 3)	95,829	89,945
SPECIAL PURPOSE FUND (Note 3)	16,000	16,000
NET ASSETS	<u>64,156</u>	<u>56,751</u>
	<u>175,985</u>	<u>162,696</u>
	<u>\$ 320,800</u>	<u>\$ 276,312</u>

APPROVED ON BEHALF OF THE COLLEGE:

 President
 Treasurer

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2013

	<u>2013</u>	<u>2012</u>
RECEIPTS		
License fees	\$ 106,626	\$ 107,807
Application fees	1,375	1,275
Grant revenue	98,959	6,750
Interest and miscellaneous	<u>2,769</u>	<u>2,421</u>
	<u>209,729</u>	<u>118,253</u>
DISBURSEMENTS		
Accounting	4,118	5,183
Administrative and secretarial	12,387	18,513
Bank charges	904	752
Committees	3,122	276
Courier and postage	408	431
Credit card fees	3,586	3,392
Depreciation	136	195
Dues and subscriptions	5,000	4,500
Educational funding	424	2,600
Insurance	1,550	1,550
Legal and Audit	1,725	6,296
Meetings	10,939	6,034
Miscellaneous	2,527	-
Office expenses	1,320	1,453
Project - AQHI	16,933	2,750
Registrar	47,441	44,850
Registration fees	1,172	990
Telephone	1,592	1,593
Website maintenance	189	167
Project - Competency Assessment	66,362	-
Project - Web	<u>9,689</u>	<u>-</u>
	<u>191,524</u>	<u>101,525</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	18,205	16,728
NET ASSETS, beginning of year	<u>56,751</u>	<u>53,806</u>
	74,956	70,534
TRANSFER TO SPECIAL PURPOSE FUND (Note 3)	-	(2,875)
TRANSFER TO CONTINGENCY FUND (Note 3)	<u>(10,800)</u>	<u>(10,908)</u>
NET ASSETS, end of year	<u>\$ 64,156</u>	<u>\$ 56,751</u>

Nova Scotia College of Respiratory Therapists
 STATEMENT OF CASH FLOWS
 MARCH 31, 2013

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts from Members	\$ 275,517	\$ 123,835
Cash Paid to Suppliers	(175,362)	(100,347)
Interest Paid	<u>(904)</u>	<u>(752)</u>
	<u>99,251</u>	<u>22,736</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Increase in investments	<u>(21,992)</u>	<u>-</u>
INCREASE IN CASH	77,259	22,736
CASH, beginning of year	<u>120,562</u>	<u>97,826</u>
CASH, end of year	<u>\$ 197,821</u>	<u>\$ 120,562</u>

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2013

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. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

These financial statements were prepared in accordance with Part III of the CICA Handbook - Accounting ("Part III").

The Association's first reporting period using Part III is for the year ended March 31, 2013. As a result, the date of transition to Part III is April 1, 2011. The Association presented financial statements under its previous Canadian generally accepted accounting principles ("CGAAP") annually to March 31st of each fiscal year up to, and including, March 31, 2013.

As these financial statements are the first financial statements for which the association has applied Part III, the financial statements have been prepared in accordance with the provisions set out in Section 1501 of Part III, First-time Adoption by Not-For-Profit Organizations.

The association is required to apply Part III effective for periods ending on March 31, 2013 in:

- a) Preparing and presenting its opening statement of financial position at April 1, 2011; and
- b) Preparing and presenting its statement of financial position for March 31, 2013 (including comparatives amounts for 2012), statement of operations, statement of changes in net assets, and statement of cash flows for the year ended March 31, 2013 (including comparatives amounts for 2012) and disclosures (including comparative amounts for 2012).

3. 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.

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2013

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

(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

(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. During the year \$4,916 was spent for legal fees.

Special Purpose Fund

The Special Purpose fund is maintained to provide fund 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.

(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.

4. EQUIPMENT

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net 2013</u>	<u>Net 2012</u>
Computer	\$ <u>1,090</u>	\$ <u>773</u>	\$ <u>317</u>	\$ <u>454</u>