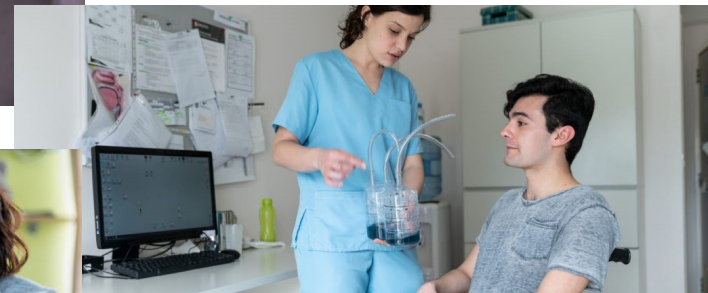
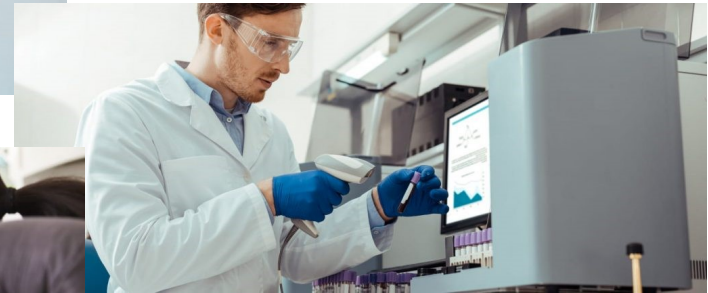
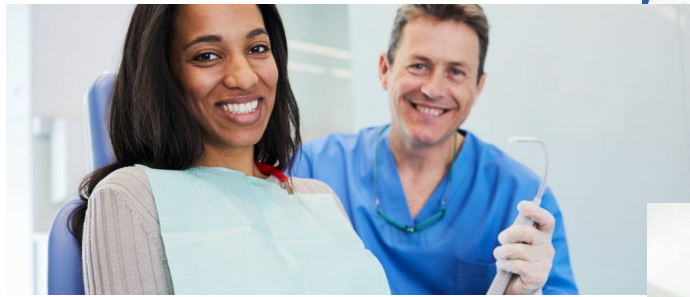




NLCHP

NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS



Annual Report 2019-2020

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1 INTRODUCTION

The governing Council of the Newfoundland and Labrador Council of Health Professionals (NLCHP) has been in place since 2010. As the regulator, the NLCHP regulates the practice of each health profession including monitoring compliance with qualifications for registration and continuing education. The NLCHP assists persons in exercising their rights under the *Health Professions Act* (the Act), including responding to allegations or complaints about a health professional's practice. The NLCHP promotes relations with the colleges, health professionals and the public as well as promotes inter-professional collaboration among the colleges. Each health profession's college remains focused on establishing education and registration requirements, and articulating entry to practice requirements, scope of practice, code of ethics and standards of practice for their profession. Together the NLCHP and the colleges ensure that there are competent health professionals providing quality care to the public.

The NLCHP's second Strategic Plan for the period of June 2017 – June 2019 included four strategic directions: 1) Further optimize systems and processes to support the current and future roles and functions of the NLCHP and colleges; 2) Harmonize all aspects of registration and credentialing in a way that best supports the colleges; 3) Enhance and expand the existing Quality Assurance program at the council, college and registrant level; and 4) Build upon and strengthen the NLCHP's communications plan to ensure full understanding of the NLCHP and college roles and mandate. In June 2019, the Council extended the Strategic Plan for an additional year to June 2020.

This report outlines our achievements with respect to the Strategic Plan and the work of the Council and the NLCHP staff. It provides information on our registrants and stakeholders and the audited financial statements of the NLCHP. As per the requirements of the Act this report also contains the annual reports of the following colleges:

College of Midwives of Newfoundland and Labrador (CMNL);

College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL);

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL);

Newfoundland and Labrador College of Dental Hygienists (NLCDH);

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS); and

Newfoundland and Labrador College of Respiratory Therapists (NLCRT).

1.1 OUR MISSION

We ensure that our registered health care professionals are competent to provide safe and ethical care and service to the people of the province.

1.2 OUR VISION

We work as partners with our stakeholder community to achieve excellence in professional regulation through an unwavering commitment to accountability, transparency and sustainability.

1.3 OUR VALUES

Integrity: We are honest and ethical in all our interactions.

Commitment: We are united in our commitment to innovation, rigor and pragmatism for evidence-based decision-making and sound governance practices.

Respect: We engage others with genuine care and respect, openness and trust in pursuit of a common purpose.

Accountability and Transparency: In fulfilling our legislated mandate, we embrace our obligations to stakeholders to uphold the highest standards of accountability and transparency.

Consensus: We work collaboratively to achieve consensus, ensuring all views are considered in making decisions that are in the best interest of public protection.



I am pleased to present the annual report for the Newfoundland and Labrador Council of Health Professionals (NLCHP) for the period of April 1, 2019 to March 31, 2020. This fiscal year was a busy and challenging year.

Although our Strategic Plan originally was to conclude in June 2019, as was announced at last year's annual general meeting, the Council decided to extend the Strategic Plan for another year to June 2020. I am pleased to announce we have achieved the goals and initiatives as outlined in the Strategic Plan. We achieved significant milestones in moving our registration system to an online portal, realigning registration for all disciplines to the common date of April 1 and launching our new website. These accomplishments helped us to achieve our strategic directions and further enhanced our services.

We will now look to identify new goals and initiatives for our next Strategic Plan that will continue to improve our services for registrants and the public. With the final component of the online portal, the continuing education portal, anticipated to be completed by Fall 2020, we will look to further enhance our quality assurance program and processes.

Today more than ever, communication remains a primary focus of the Council. The end of this fiscal year saw the beginning of the COVID-19 pandemic across our province and across the world. We recognize that a number of our registrants have been unable to work as a result of the public health restrictions. The NLCHP and Council will continue to work with registrants in the 2020/2021 fiscal year to help establish what services will look like in the ongoing pandemic. I would also like to take this opportunity to thank our registrants who continue to provide services and work on the front lines for the people of the province during this time.

The Council and colleges continue to work together in a respectful and supportive manner that ensures success of all mandates in the regulation of our health professionals. We hope to see more health professional groups join the Council in the near future including the Medical Radiation Technologists. Council continues to work with the Newfoundland and Labrador Association for Medical Radiation Technologists (NLAMRT) and the Department of Health and Community Services (DHCS) on moving forward the regulations for the Medical Radiation Technologists.

I would like to personally thank our registrants, the Council, its committees, the health professional colleges, and the NLCHP for their continued work and support.

Colin Power, B.Sc. MLT



I am pleased to provide an update on the achievements of the NLCHP from April 1, 2019 to March 31, 2020. This has been a unique year for our organization. We have continued to evolve and achieve significant milestones. We started the year with a focus on completing key initiatives from our 2017-2019 Strategic Plan and ended the year with the beginning of the COVID-19 pandemic that resulted in our office working remotely. I recognize the COVID-19 pandemic has had a significant impact on many of our registrants.

During the past year, the NLCHP staff completed registrations and renewals of registration for seven health professions and as of March 31, 2019 the NLCHP had 1161 registrants on its health professional register. With a continued focus on the four strategic directions of the Strategic Plan, there were many initiatives that were achieved and are highlighted in this report. There are a couple of key initiatives I feel were instrumental in moving regulation forward for our members and the public.

The decision to move to a common registration date for our seven health professional groups was achieved through a registration plan that resulted in some groups having a shorter registration period in order for all groups to align to an April 1 renewal date. This was achieved through collaboration with the colleges, employers, and the staff at the NLCHP. Moving to a common registration date will enable a dedicated focus on registration renewal and provide time for further work related to enhancing regulatory processes, quality assurance and improving efficiency.

Another key accomplishment was the development and implementation of an online data base and new website. This project was started in 2018/2019 and was a major undertaking for the NLCHP staff to move from a manual system to an online registration system. This has provided an improved experience for our registrants. We were very excited to go live with the database in January 2020 and very pleased that the initial registration renewal was a success. Also, with the launch of our new website, having a dedicated section for public protection is aimed at increasing awareness of our role in dealing with allegations.

This year we have seen an increase in the number of allegations filed by the Registrar related to registrants working without a valid registration. There has been a continued focus on communication and education of registrants regarding the importance of registration. This year we also had our first allegation from a member of the public that resulted in the Complaints Authorization Committee placing an interim suspension on a registrant's registration and referring the complaint to the Disciplinary Panel. As we are dealing with an increase in allegations, we are also seeing an increase in the need to engage legal counsel.

We were delighted to welcome Janine O'Malley as the Deputy Registrar to our team in May 2019. Janine has been instrumental in moving forward the work on the database as well as significant work on the Complaints Authorization Committee Operations Manual, quality assurance processes and policies to ensure best practice.

The NLCHP staff continue to provide support and work collaboratively with the colleges to effectively carry out its mandate. As the Registrar, I continue to work closely with the Department of Health and Community Services (DHCS) and our community stakeholders to address regulatory matters. I continue to work with the Provincial Health Regulators to discuss and review common issues and am actively

involved with National Regulatory Bodies that represent our disciplines. These relationships have been instrumental as we have worked to address issues related to COVID -19.

I would like to thank the Council and members of the colleges and all our registrants who actively participate and provide their time and expertise to help achieve the NLCHP's mandate. I would also like to thank our dedicated and competent staff for their commitment.

Alice Kennedy

CEO and Registrar

4 GOVERNANCE

The NLCHP is currently governed by a 16-member council including six public representatives and representatives from each of the colleges. The NLCHP Council has four standing committees including: the Registration Committee, the Quality Assurance Committee, the Complaints Authorization Committee, and the Finance and Human Resources Committee.

4.1 NLCHP COUNCIL

The NLCHP is accountable for carrying out its activities in a manner that protects the public and serves the public interest. The NLCHP's role of registering safe, competent health professionals is supported by legislation, by-laws, the Council and its operational policies.

During the last year, the Council met on five occasions. The Council continued to provide guidance on a number of registration, allegation and quality issues.

The NLCHP wishes to acknowledge the valued contributions of the NLCHP Council and its committee members. Special thanks to Ethne Munden and Dan Mercer whose terms with the Council ended during 2019/2020. This year we also welcomed a new member Jeanie Bavis.

4.2 REGISTRATION COMMITTEE

The Registration Committee develops registration policies and oversee the registration process of the Council. The Committee met four times during the past year. The NLCHP reached a significant milestone this year in launching its online registration system on January 28, 2020. The NLCHP contracted the database management company, Thentia, to develop its online database. The development work required significant work from the NLCHP staff with support of the colleges.

The NLCHP moved to a common registration renewal date as of April 1, 2020. This resulted in a number of health professionals groups having a partial renewal in 2019. In 2019/2020, the NLCHP approved 74 new



Standing (left to right): Colin Power, Judy Davidson, Kenny Clarke, Bill Jeffery, Josh Fisher, Patty Murphy, Jeanie Bavis
Front (left to right): Liz Whitten, Ethne Munden, Cheryl Bailey
Missing from photo: Chris Murphy, Dan Mercer, Lisa Napier, Cara Begg-Reid, Doug Wright, Gladys Dunne, Debbie Brake-Patten

College of Audiologists and Speech-Language Pathologists, Newfoundland and Labrador

Mr. Chris Murphy, R. SLP (missing from photo)
Ms. Judy Davidson, R. SLP

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador

Ms. Ethne Munden, R. Ac
Mr. Kenneth Clarke, R. Ac

Newfoundland and Labrador College of Dental Hygienists

Mr. Dan Mercer, R.DH (missing from photo)
Ms. Jeanine Bavis, R.DH
Ms. Patricia Murphy R.DH

Newfoundland and Labrador College of Medical Laboratory Sciences

Mr. Colin Power, MLT / Chair
Ms. Lisa Napier, MLT (missing from photo)

Newfoundland and Labrador College of Respiratory Therapists

Ms. Cheryl Bailey, R.RT

Newfoundland and Labrador College of Midwives

Ms. Cara Begg-Reid, R. M. (missing from photo)

Public Members

Mr. Douglas Wright (missing from photo)
Ms. Gladys Dunne (missing from photo)
Ms. Elizabeth Whitten
Ms. Debbie Brake-Patten (missing from photo)
Mr. William Jeffery
Mr. Joshua Fisher

applications and renewed 1,124 licenses. This year we also registered four midwives as services began in the Central Region of the province.

The Committee is pleased to continue to have the Chair of the Newfoundland and Labrador Association of Medical Radiation Technologists (NLAMRT) participate in the committee. The NLCHP staff have continued to consult with Department of Health and Community Services (DHCS) officials on the Regulations and registration requirements for medical radiation technologists (MRTs) but these were not finalized in 2019/2020.

Figure 1. Total number of registrations by year

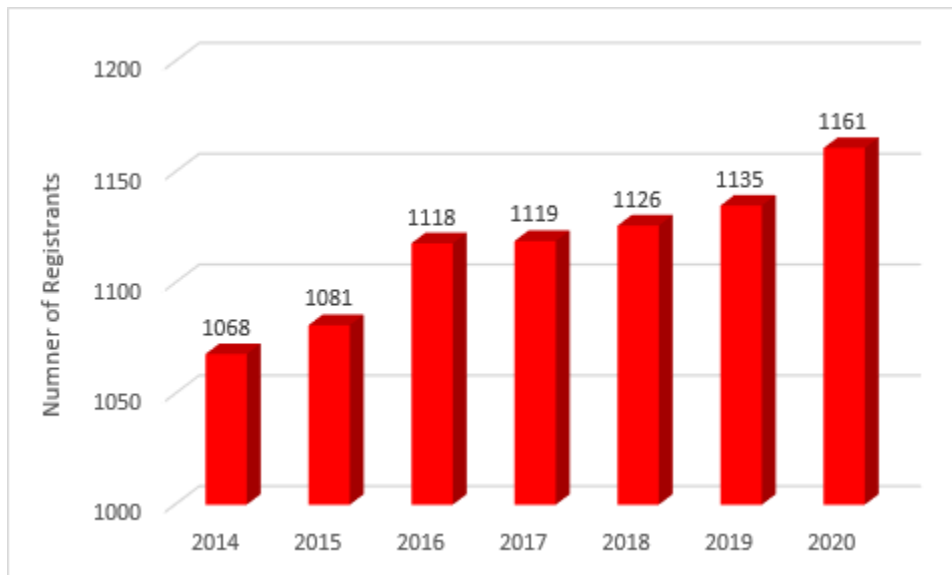


Table 1. Registrations as of March 31, 2020

Health Profession	Number of Registrations
MLT	521
LHP	11
R. Ac	38
R. RT	163
R. DH	236
R.SLP	148
R. Aud	39
R.M.	5
Total	1161

4.3 QUALITY ASSURANCE (QA) COMMITTEE

The QA Committee develops and administers the QA Program of the Council as well as investigates any concerns that are referred to it from the Registrar, the Complaints Authorization Committee, and/or its own initiative. The QA Committee met four times this year. This year the QA Committee investigated two QA concerns which resulted in one allegation being forwarded to the Complaints Authorization Committee.

In the QA audit for 2018 calendar year, the NLCHP audited 122 registrants and all but one provided their portfolio on time. Ninety-two per cent of registrants audited met College criteria upon initial review. Eight registrants required follow-up. The registrants were contacted and all submitted the outstanding requirements and their audits were considered complete.

The QA Committee drafted a regulatory document for Self-Employed Registrants which is currently being finalized. The Committee also decided to discontinue the requirement for registrants to complete the NLCHP Privacy and Confidentiality Manual as part of their first renewal. The Committee decided that the NLCHP should now direct registrants to resources maintained by the Government of Newfoundland and Labrador and the Office of Information and Privacy Commissioner to ensure the most accurate information is being provided.

4.4 COMPLAINTS AUTHORIZATION COMMITTEE (CAC)

The CAC assists the Council in its objective of protecting the public by providing a mechanism for allegations to be investigated related to professional misconduct and/or incompetence. The CAC met seven times in the past year. The NLCHP received a complaint from a member of the public regarding a registrant. The complaint investigation and overall process required significant guidance from the CAC and the NLCHP lawyer. The complaint was forwarded to the Disciplinary Panel and the registrant was issued an interim registration suspension pending a decision of the Adjudication Tribunal.

As this is the first complaint to be forwarded to the Disciplinary Panel, the NLCHP has been working with legal counsel and the Disciplinary Panel Chair to arrange an in-depth orientation for the panel and to arrange the hearing. It is anticipated that the hearing may be delayed due to the COVID-19 pandemic and public health restrictions.

The CAC continued to update the CAC Operations Manual. Policies and communications on the complaints process will be further developed for registrants and the general public once the manual is finalized.

Standing Committee Members April 1, 2019 to March 31, 2020

Registration Committee

Colin Power, Chair (MLT)
Judy Davidson (R. SLP)
Cheryl Bailey (R. RT)
Patricia Murphy (R. DH)
Cara Begg-Reid (R. M.)
Gloria Penney (R. Ac)
Nicole Jenkins (MRT)
Doug Wright (Public Rep)
Gladys Dunne (Public Rep)

Quality Assurance Committee

Chris Murphy, Chair (R. SLP)
Jeanie Bavis (R. DH)
Lisa Napier (MLT)
Cara Begg-Reid (R. M.)
Barb Draper (R. Ac)
Tanya Gladney (R. RT)
Josh Fisher (Public Rep)
Doug Wright (Public Rep)

Complaints Authorization Committee

Ethne Munden, Chair (R. Ac)
Kenny Clarke (R. Ac)
Cheryl Bailey (R. RT)
Colin Power (MLT)
Josh Fisher (Public Rep)
Doug Wright (Public Rep)

Finance and Human Resources Committee

Elizabeth Whitten, Chair
(Public Rep)
Lisa Napier (MLT)
Leona Lewis (R. SLP)
Debbie Brake-Patten (Public
Rep)
Doug Wright (Public Rep)

4.5 FINANCE AND HUMAN RESOURCE (HR) COMMITTEE

The Finance and HR Committee works to ensure that the NLCHP has sufficient funds to discharge the duties under the Act. The Finance and Human Resources Committee met on six occasions during this past year. The Committee developed the 2019/2020 budget for Council. The Committee recognized that the NLCHP would be in a deficit for the year ending March 31, 2020 and it anticipated a deficit for 2020/2021 fiscal year. The NLCHP is reviewing options to address the deficit. There were a number of factors such as moving to an online database and the need to upgrade technology and systems to accommodate this that impacted the operating costs for the NLCHP. There was also significant increase in legal fees associated with the complaints received and a number of ongoing Alternate Dispute Resolutions (ADRs). A compensation review was completed in March 2019 which resulted in an adjustment in salaries to bring them inline which other comparable regulatory organizations. This was necessary for recruitment and retention of staff. In addition, due to the realignment of all registration renewals to a common date of April 1, many registrants had a prorated registration fee for 2019/2020 which impacted the revenue of the NLCHP. Overall, the general costs of operating the NLCHP have increased since 2012.

The Committee approved the NLCHP to cash a GIC investment maturing on April 15, 2020 to offset the cost of the online registration system.

The Committee oversaw preparation for the 2019/2020 financial audit process, and we are pleased to report that the audit did not identify any issues or recommendations. (See Appendix A).

5 PUBLIC PROTECTION

The NLCHP exists to ensure that the public is safe and protected when cared for by health professionals who the NLCHP regulates in Newfoundland and Labrador. This includes reviewing and, when required, investigating allegations/complaints the NLCHP receives about the conduct and competence of health professionals.

With the launch of the new online registration system database, the NLCHP has also moved to an online complaint form. This allows members of the public, employers, or other health professionals to file an allegation online. The new NLCHP website has a section dedicated to public protection and the complaints process.

During 2019/2020, the NLCHP continued to work through an ADR with a registrant from an allegation received in 2018. In 2019, the NLCHP received five allegations. The NLCHP continues to see an increase in allegations each year.

Three of the six allegations were filed by the Registrar against registrants who worked without a valid registration. The timelines for working without a valid registration ranged from five days to five months. These registrants were required to pay fines and the allegations were resolved through an ADR Process. One allegation was received from a College who was questioning a policy breach by a registrant. This was resolved by the Registrar with the College and the registrant through an ADR process. The fifth allegation was received from the QA Committee regarding a registrant who failed to participate in a QA assessment and will be forward to the CAC for review. The final allegation was received from a member of the public regarding a treatment provided by a registrant. This allegation was investigated by the CAC and has been

referred to the Disciplinary Panel. Also, based on the circumstances of the complaint, the CAC placed an interim suspension on the registrant's registration pending the decision of the Adjudication Tribunal.

These allegations required significant time and resources of the NLCHP, the CAC and the NLCHP legal counsel. There was a significant increase in total legal costs incurred by the NLCHP when compared to the previous fiscal years. In addition to legal fees, the NLCHP also incurred costs related to investigation of complaints. In 2020/2021, the NLCHP will have its first complaint brought before the Disciplinary Panel. It is anticipated that legal costs will continue to increase in 2020/2021.

6 STRATEGIC PRIORITIES

In June 2017, the NLCHP developed its second Strategic Plan to determine its priorities until June 2019. As previously noted, the Council decided to extend the Strategic Plan until June 2020. The following is an outline of the work NLCHP has undertaken to advance each priority:

6.1 STRATEGIC DIRECTION #1

Further optimize systems and processes to support the current and future roles and functions of NLCHP and colleges.

This year significant progress was made with optimizing systems as the NLCHP registration system moved to an online system. Registrants are now able to apply for registration online as well as access and update their personal information at any time. The online portal also has a complaint platform that allows the NLCHP to receive complaints submitted through an online form and manage the cases through the portal. In the beginning months of 2020/2021, the NLCHP will be working to finalize the last part of the online system, the Continuing Education Portal, which will allow registrants to track their continuing education requirements and move the audit process to an online format.

During the year, the NLCHP Council approved six updated policies and approved the updated the NLCHP By-Laws. The continued effort to update operational policies and guidelines strengthen the roles and functions of the NLCHP and colleges and ensure that policies and procedures are current and available for registrants.

During the year, it was announced by the Department of Health and Community Services that work would begin on the regulations for Traditional Chinese Medicine Practitioners. The CTCMPANL has met with representatives from the Department and continues to work on the draft regulations.

The NLCHP continues to actively follow the progression of the MRT Regulations and updates on the regulatory review being conducted by the Provincial Government. The NLCHP continues to collaborate with the Provincial Government, the College of the North Atlantic, national bodies and the health professional colleges on issues related to scope of practice.

6.2 STRATEGIC DIRECTION #2

Harmonize all aspects of registration and credentialing in a way that best supports the Colleges.

The NLCHP continues to focus on refining the registration process. The NLCHP launched its online registration portal on January 28, 2020 and moved to a common renewal registration date of April 1 for all health professional groups. The database has built-in business requirements that prevent applicants/registrants from proceeding if they do not meet registration requirements, such as, not having up to date professional liability insurance. This will streamline the registration process for all registrants. It will optimize the time and resources of the NLCHP as registration renewal will be an annual event, allowing for other priorities to be addressed throughout the year.

The Registrar continues to participate in the national regulatory bodies for the professions of Speech-Language Pathology and Audiology, Midwifery, Acupuncture, and the National Alliance of Respiratory Therapy. The NLCHP continues to be a member of the Provincial Health Regulators Group. These forums provide opportunity for the NLCHP to engage with other regulators regarding benchmarks and best practices and maintain communication regarding credentialing and accreditation nationally. These connections have been instrumental in providing information and direction on policies and protocols related to COVID-19.

6.3 STRATEGIC DIRECTION #3

Enhance and expand the Quality Assurance Program at the Council, College and Registrant Level.

In 2018, it was decided that the NLCHP would reduce its percentage of audited registrants from 25 per cent to 10 per cent. In 2019, the audit of the 2018 calendar year showed 92 per cent of registrants meeting their college continuing education and professional development requirements upon initial review. Eight registrants required follow-up but all submitted the outstanding documents to meet requirements. Audit results were shared with the QA Committee and each health profession college. Feedback about the QA process from registrants and QA assessors was positive.

It was anticipated that the CE portal component of the new online registration system would be completed in the 2019/2020 fiscal year, but this was not completed due to scheduling delays with the database provider. Once completed, the CE portal will enhance the registrants' ability to track and submit their CE requirements. The QA committee continues to look at ways to improve the quality assurance program and plans to review the audit process in line with the new CE portal in 2020/2021.

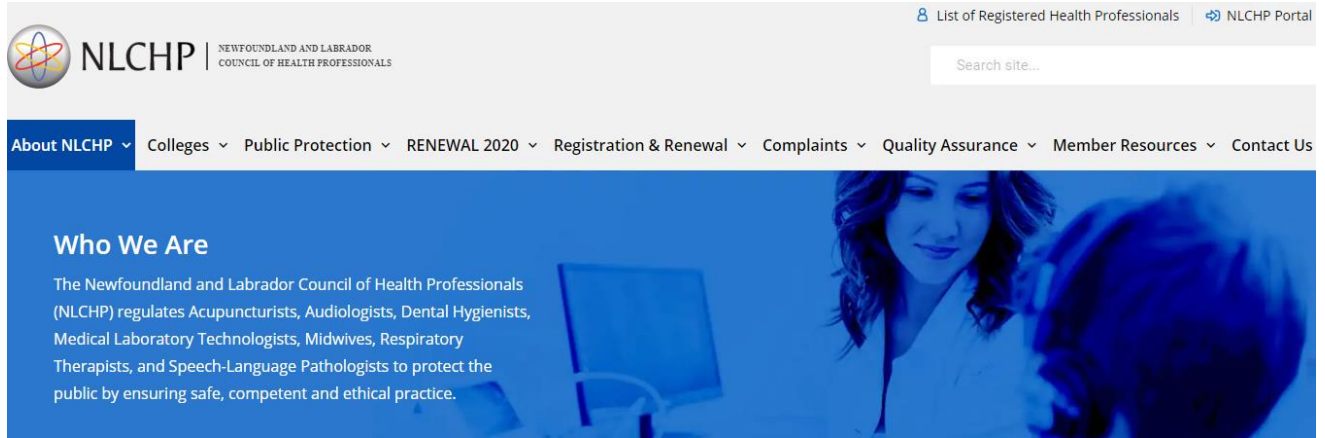
6.4 STRATEGIC DIRECTION #4

Build upon and strengthen NLCHP's Communications plan to ensure full understanding of the NLCHP and College roles and mandates.

The NLCHP website continues to be a key communication tool. On January 20, 2020, the NLCHP launched its new website which was developed by the database provider. The new website allows access to the online registration portal and the online complaint form. The website has information reorganized under the headings: About NLCHP, College, Public Protection, Registration and Renewal, Complaints, Quality Assurance, and Member Resources. The intent was to make the website more user friendly and make information more accessible for registrants and the public.

The NLCHP communication initiatives with registrants, the colleges, and the public have continued over the past year. The NLCHP continues to send out regular newsletters to registrants. Information regarding the COVID-19 pandemic has been shared as it has become available with registrants and relevant links posted to the webpage.

Figure 1: NLCHP Website



7 NLCHP STATISTICS

As registration numbers change throughout the registration year, the NLCHP uses March 31 for compilation of its yearly statistics.

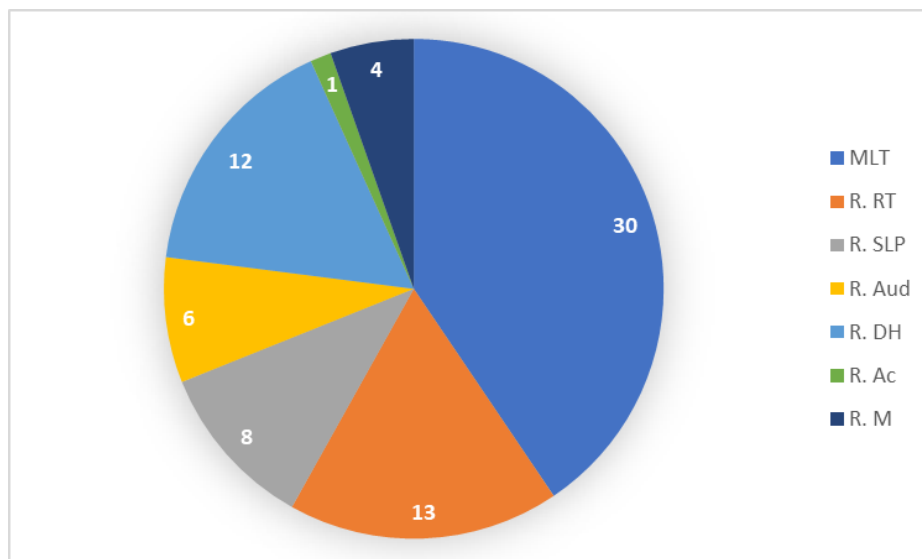
Table 2. Number of registrations per health profession by year

Health Profession	2015	2016	2017	2018	2019	2020
LHP	22	20	14	13	11	11
MLT	509	517	517	511	519	521
R. Ac.	33	35	33	38	38	38
R. Aud.	33	39	38	39	37	39
R.DH	207	215	225	225	226	236
R.RT	141	150	150	154	156	163
R.SLP	136	142	142	145	147	148
R.M	-	-	0	1	1	5
Total	1081	1123	1122	1129	1135	1161

Note: In each registration year there are a small number of individuals who are dual registered in the LHP and MLT category. These individuals are included and counted in both registration categories.

The following figure shows the number of initial/new registrations during 2019/2020. During this year 79.9 per cent (59/74) of the NLCHP new registrants were new graduates. The remaining 20.3 per cent is mainly health professionals coming from other jurisdictions. LHPs are a closed registration category, meaning there will be no future registrants in this group.

Figure 2. New Registrations by discipline for the period April 1, 2019 - March 31, 2020



As outlined in the following figures and table, the majority of NLCHP registrants, 96 per cent, have General Status registration. The overall average age of the membership is 44 years old. The biggest reason for attrition is retirement (40 per cent), followed by moving to another jurisdiction (26 per cent).

Figure 3. Number of members by registration type

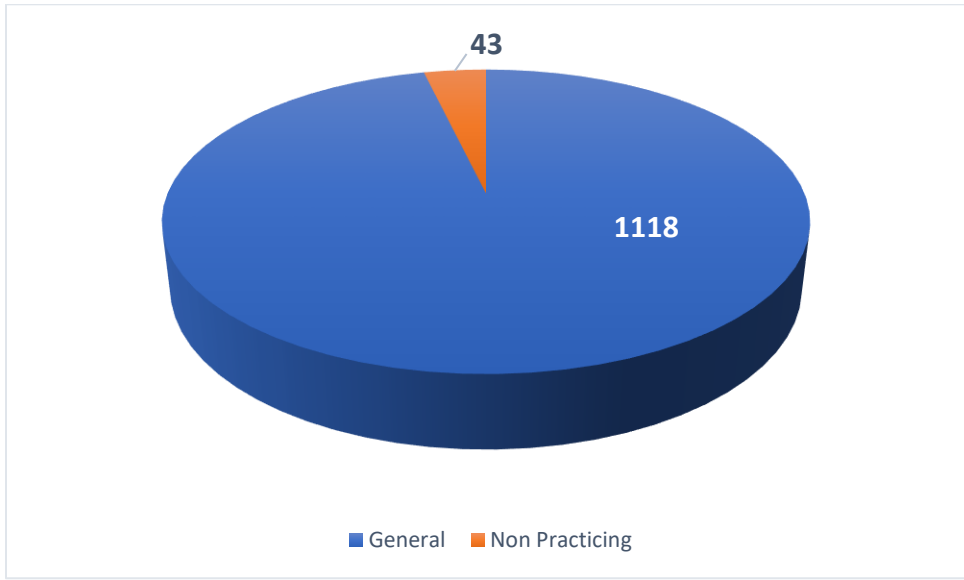


Figure 4. 2019/20 Average Age by Health Profession

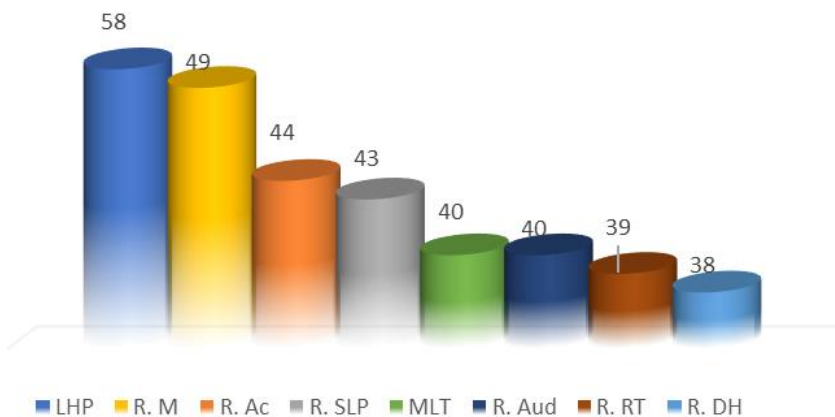


Table 3. Percentage of membership exits by type

Health Profession	Leave	Retirement	Moved to Another Jurisdiction	Other	Total
LHP	0	0	0	0	0
MLT	2	17	6	4	29
R. Ac	1	0	0	1	2
R. Aud	0	0	3	0	3
R. DH	0	1	3	2	6
R. RT	2	2	0	4	8
R. SLP	1	2	2	2	7
RM	0	0	0	0	0
TOTAL	6	22	14	13	55
%	11%	40%	26%	23%	100%

8 APPENDICES

- A. NLCHP Audited Financial Statements
- B. NLCHP Strategic Plan Highlights
- C. College Reports

**A. NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS**

Financial Statements

Year Ended March 31, 2020

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

209 Blackmarsh Road,
St. John's, NL
A1E 1T1

June 15, 2020

Confidential

Richard K Power, CPA, Professional Corporation
221E Memorial Drive
Cormack Building
Clarenville Newfoundland and Labrador A5A 1R3

Attention: Richard K Power, FCPA, FCA

Dear Sir:

Re: Management representations letter

This representation letter is provided in connection with your audit of the financial statements of Newfoundland and Labrador Council of Health Professionals for the year ended March 31, 2020, for the purpose of you expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

1. Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated April 3, 2020 for:

- Preparing and fairly presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations;
- Providing you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as:
 - A. Accounting records, supporting data and other relevant documentation,
 - B. Minutes of meetings (such as shareholders, board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
 - C. Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
 - ii. Additional information that you have requested from us for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom you determine it necessary to obtain audit evidence.
- c) Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- d) Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

2. Fraud and Non Compliance

We have disclosed to you:

- a. All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:
 - i. Management;
 - ii. Employees who have significant roles in internal control; or
 - iii. Others where the fraud could have a material effect on the financial statements;
- b. All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- c. All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- d. All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- e. The results of our risk assessments regarding possible fraud or error in the financial statements.

3. Related Parties

We confirm that there were no related-party relationships or transactions that occurred during the period.

4. Estimates

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm that the significant assumptions and measurement methods used by us in making accounting estimates, including those measured at fair value, are reasonable.

5. Commitments and Contingencies

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

6. Adjustments

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

7. Misstatements

The effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this letter.

8. Journal entries

We have approved all journal entries and other adjustments proposed by you, and they have been included in our financial statements.

9. Subsequent events

There have been no events between the balance sheet date and the date of this letter that would require recognition or disclosure in the financial statements.

There have been no events subsequent to the balance sheet date of the comparative financial statements that would require adjustment or disclosure in the current financial statements.

Acknowledged and agreed on behalf of Newfoundland and Labrador Council of Health Professionals by:



Ms. Elizabeth Whitten, Chair of Finance



Ms. Alice Kennedy, Registrar/CEO

June 15, 2020

Date signed

June 15, 2020

Date signed

**NEWFOUNDLAND AND LABRADOR COUNCIL
OF HEALTH PROFESSIONALS**

Financial Statements

Year Ended March 31, 2020

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

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Year Ended March 31, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Directors of Newfoundland and Labrador Council of Health Professionals

Opinion

I have audited the financial statements of Newfoundland and Labrador Council of Health Professionals (the Council), which comprise the statement of financial position as at March 31, 2020, and the statements of revenues and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at March 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Council in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

(continues)

Independent Auditor's Report to the Directors of Newfoundland and Labrador Council of Health Professionals (*continued*)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Clarenville, Newfoundland and Labrador
June 15, 2020

Richard K Power, FCPA, Professional Corporation

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Statement of Financial Position

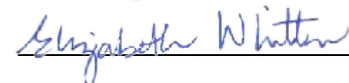
March 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash (Note 2)	\$ 472,975	\$ 287,344
Short term investments (Note 2)	233,323	486,937
Prepaid expenses	5,045	4,873
	711,343	779,154
CAPITAL ASSETS (Note 3)	89,009	47,644
LONG TERM INVESTMENTS (Note 2)	200,000	-
	\$ 1,000,352	\$ 826,798
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 4)	\$ 28,485	\$ 16,679
Employee deductions payable	-	9,526
Deferred income (Note 6)	382,023	57,000
Due to colleges - fees (Note 5)	106,636	13,800
	517,144	97,005
NET ASSETS	483,208	729,794
	\$ 1,000,352	\$ 826,798

ON BEHALF OF THE COUNCIL



Council Chair



Chair of Finance and Human Resource Committee

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended March 31, 2020

	2020	2019
REVENUES		
Registration fees (Notes 2, 6)	\$ 223,744	\$ 397,821
Interest income	7,675	7,305
Other	4,425	4,150
Government grants	1,078	7,110
	236,922	416,386
EXPENSES		
Accounting fees	10,604	10,787
Advertising and promotion	194	514
Amortization of capital assets	4,403	2,542
Complaints	1,478	-
Computer database	5,675	250
Consulting fees	6,136	-
Equipment rentals	939	1,765
Information technology fees	4,584	3,929
Insurance	4,529	4,348
Interest and bank charges	11,241	5,590
Legal fees	23,720	6,685
Meetings	14,853	6,880
Memberships	1,388	1,356
Midwife standards development	3,047	5,449
Office	6,198	8,186
Quality assurance assessment	3,239	3,000
Rent	43,068	42,320
Repairs and maintenance	69	511
Salaries and wages	312,570	260,293
Telephone	9,013	7,807
Training	-	9,085
Travel	4,425	8,209
	471,373	389,506
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(234,451)	26,880
OTHER EXPENSES		
Payment of grant - College of Midwives	12,135	-
NET EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(246,586)	26,880
NET ASSETS - BEGINNING OF YEAR	729,794	702,914
NET ASSETS - END OF YEAR	\$ 483,208	\$ 729,794

The accompanying notes are an integral part of these financial statements

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**Statement of Cash Flows****Year Ended March 31, 2020**

	2020	2019
OPERATING ACTIVITIES		
Excess (deficiency) of revenues	\$ (246,586)	\$ 26,880
Item not affecting cash:		
Amortization of capital assets	4,403	2,542
	(242,183)	29,422
Changes in non-cash working capital:		
Accounts payable and accrued liabilities	11,807	2,153
Deferred income	325,023	(4,010)
Prepaid expenses	(172)	(113)
Employee deductions payable	(9,526)	(127)
Due to colleges - fees	92,836	-
	419,968	(2,097)
Cash flow from operating activities	177,785	27,325
INVESTING ACTIVITIES		
Purchase of capital assets	(45,768)	(41,297)
Purchase of long-term investments	(200,000)	-
Cash flow used by investing activities	(245,768)	(41,297)
DECREASE IN CASH FLOW	(67,983)	(13,972)
Cash - beginning of year	774,281	788,253
CASH - END OF YEAR	706,298	774,281
CASH CONSISTS OF:		
Cash	\$ 472,975	\$ 287,344
Short term investments	233,323	486,937
	\$ 706,298	\$ 774,281

The accompanying notes are an integral part of these financial statements

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2020

1. NATURE OF OPERATIONS

Newfoundland and Labrador Council of Health Professionals (the "Council") is incorporated under the Corporations Act of Newfoundland And Labrador without share capital. The council is exempt from income taxes under paragraph 149 on the Income Tax Act of Canada.

The following health professions are subject to the Health Professions Act:

- Acupuncturists
- Audiologists
- Dental Hygienists
- Medical Laboratory Technologists
- Medical Radiation Technologists (currently not regulated by the council)
- Midwives
- Respiratory Therapists
- Speech Language Pathologists

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Cash and cash equivalents

Cash includes cash on hand and funds held at chartered bank.

Short term investments

Short term investments, which consist guaranteed investment certificates with original maturities at date of purchase beyond three months and less than twelve month, are carried at amortized cost.

The investment is held for specific projects at the discretion of Council.

Long term investments

Long term investments, which consist of guaranteed investment certificates with original maturities at date of purchase beyond twelve months, are carried at amortized cost.

The investment is held for specific projects at the discretion of Council.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Computer equipment	30%
Computer software	30%
Furniture and fixtures	20%
Website	10%

Capital assets acquired during the year are amortized for a full year when they are placed into use.

(continues)

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

The Council recognizes revenues when they are earned, specifically when all the following conditions are met:

- members registration is confirmed
- there is clear evidence that an arrangement exists
- amounts are fixed or can be determined
- the ability to collect is reasonably assured.

In 2020, the revenue cycle has changed to align the registration date of all professions. In doing so, registration fee revenues for the current year were pro-rated to the end of March 2020. Registration revenues for the subsequent year were received in the final quarter of the fiscal year and classified as deferred revenue.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer equipment	\$ 15,046	\$ 12,880	\$ 2,166	\$ 3,094
Computer software	91,969	9,532	82,437	39,143
Furniture and fixtures	7,731	4,049	3,682	4,602
Website	1,683	959	724	805
	\$ 116,429	\$ 27,420	\$ 89,009	\$ 47,644

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2020

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020	2019
Accounts payable	\$ 21,167	\$ 8,636
Accrued liabilities	7,318	8,043
	\$ 28,485	\$ 16,679

5. DUE TO COLLEGES - FEES

Colleges for each profession are maintained, and members of the colleges make up the Council members. The Council is responsible for collecting fees on behalf of each college and remitting them.

	2020	2019
Due to colleges - fees	\$ 106,636	\$ 13,800

6. DEFERRED INCOME

Deferred income relates to registration fees collected in advance as of March 31, 2020.

	2020	2019
Deferred registration revenue	\$ 382,023	\$ 57,000

In current year, the revenue cycle was adjusted for registration revenue to align registration dates for all professions to April 1. In doing so, the new practice is to collect all registration fees for the subsequent year in the final quarter of the previous fiscal year. These fees are deferred until they satisfy the criteria for recognition as outlined in Note 2.

7. COMMITMENTS

The Council has a long term lease with respect to its premises. The lease contains renewal options and provides for payment of utilities, property taxes and maintenance costs. The lease is due for renewal on December 31, 2020.

8. FINANCIAL INSTRUMENTS

The Council is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Council's risk exposure and concentration as of March 31, 2020.

(a) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Council manages exposure through its normal operating and financing activities. The Council is exposed to interest rate risk primarily through interest rates on term deposits.

(continues)

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2020

8. FINANCIAL INSTRUMENTS *(continued)*

Unless otherwise noted, it is management's opinion that the Council is not exposed to significant other price risks arising from these financial instruments.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**B. NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS
Strategic Plan Highlights**

NLCHP Strategic Plan 2017-2019 (Extended to June 2020)

Strategic Direction #1: Further optimize systems and processes to support the current and future roles and functions of the NLCHP and Colleges

Goals	Highlights of Achievements
1) Complete a technology plan to support current and anticipated process.	<ul style="list-style-type: none"> • Computers and other technology support systems were upgraded to allow for more efficient business operations and the movement to an online registration system and database. • Contract with database management company, Thentia, was signed in August 2018. • Online registration system went live in January 2020. All registrants completed their renewal for 2020-2021 online. New applicants now able to apply for registration online. • Work continues on the CE portal component of online registration system. It is anticipated that this will be completed by Fall 2020. Delays were due to scheduling issues within the database management company.
2) Conduct an operational review to assess the effectiveness of internal systems and processes.	<ul style="list-style-type: none"> • The CEO completed an internal operational review of staffing, IT, and finance. • Changes were made to the roles of the Deputy Registrar and the Administrative Assistant. • A shared file directory accessible to all staff was implemented.
3) Ensure NLCHP has the capacity to address potential changes in professionals' scope of practice that government may propose.	<ul style="list-style-type: none"> • The NLCHP continues to work with Colleges and the provincial government on regulations for Medical Radiation Technologists and for Traditional Chinese Medicine. The CEO has been actively seeking any updates on the regulatory review being completed by the provincial government on scope of practice. • The NLCHP participated in government consultation related to the <i>Radiation Health and Safety Act (1997)</i> and the <i>Radiation Health and Safety Regulations (2006)</i> and advocated for dental hygienists being recognized in the ACT so that they can work to full scope of practice with respect to radiography. • The NLCHP continues to connect with provincial colleges related to scope of practice issues. • Nationally the CEO sits at the national regulatory tables including the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR), the Canadian Midwifery Regulators Council (CMRC), the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA), and the National Respiratory Alliance. • There is NLCHP representation at the Advisory Committee for MLTs and RTs at the College of the North Atlantic.
4) Enhance and expand on comprehensive policies at all levels that fulfill our mandate (governance and operational).	<ul style="list-style-type: none"> • A Master list of current NLCHP policies has been completed. It was noted that most policies have not been updated since 2013/2014. Ongoing- policy development /revision will be an ongoing objective. • A process for updating and creating new policies was established. Initially all policies will be vetted through applicable Council committees. Final signing approval for policies will be the NLCHP Council.

Strategic Direction #2: Harmonize all aspects of registration and credentialing in a way that best supports the Colleges.

Goals	Highlights of Achievements
1) Obtain technological support for an integrated web portal.	<ul style="list-style-type: none"> • The NLCHP engaged database management company, Thentia, in August 2018. Online registration system and database went live January 2020.
2) Maintain communication and engagement with national counterparts for credentialing and accreditation.	<ul style="list-style-type: none"> • The CEO sits at the national regulatory tables for the professions of Speech/Audiology (CAASPR), Midwifery (CMRC), and Acupuncture (CARB-TCMPA), the National Alliance for Respiratory Therapy and Federation of Dental Hygiene Regulators of Canada (FDHRC).
3) Actively engage with other regulators regarding benchmarks and best practices	<ul style="list-style-type: none"> • The NLCHP continues to be a member of the Provincial Health Regulators Group and currently Co-Chair. • Through active engagement at the National Tables the CEO continues to gain knowledge in regulatory best practices. • The NLCPH is a member of Canadian Network of Agencies for Regulation, CNAR which promotes regulatory excellence. The CEO/Registrar presented at the CNAR Conference in October 2019 regarding the Umbrella Legislation.
4) Assist Colleges to develop appropriate criteria to meet accreditation and registration standards.	<ul style="list-style-type: none"> • In May 2018, the NLCHP sat as observers for the accreditation of the Respiratory Therapy Program at the College of the North Atlantic. • The CEO/Registrar and Chair of the NL Respiratory College participated in a meeting with the national alliance regarding participation in HSO Accreditation. • The CEO/Registrar and Deputy Registrar participated in sessions with midwives and government related scope of practice, standards, and code of ethics in July 2018. • The NLCHP is a member of CAASPR which will now complete assessments on new graduates and internationally educated health professionals in speech language pathology and audiology for eligibility to write the national competency exam.

Strategic Direction #3: Enhance and expand the existing Quality Assurance Program at the Council, College and Registrant Level

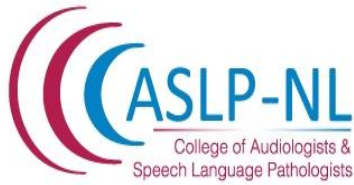
Goals	Highlights of Achievements
1) Develop and implement peer review for registrants.	<ul style="list-style-type: none"> • The Quality Assurance (QA) Committee has determined that this would be deferred as this would require significant resources and the NLCHP/Colleges are not currently in a position to move forward with this. This will be reviewed by the QA Committee at a later date.
2) Evaluate current quality assurance process for effectiveness.	<ul style="list-style-type: none"> • The NLCHP reduced the percentage of audited registrants from 25% in 2017 to 10% in 2018 given the positive results in the audits completed. • A more detailed orientation package was developed for QA auditors for the 2018 audit. • 2019 audit was also very positive with 92% of registrants meeting their College requirements upon initial review. Eight registrants required follow-up but all submitted the outstanding documentation to meet the audit requirements. • Work is ongoing on the CE Portal (part of the online registration system). It is anticipated that it will be completed in the fall 2020. This will allow registrants to upload and track their CE.
3) Implement within the Colleges the privacy and confidentiality self-assessment module and the infection control manual.	<ul style="list-style-type: none"> • Health professional groups have now completed the privacy and confidentiality self-assessment module upon renewal between 2017 and 2019. The module has been archived and government resources are available on the website. • 6 of the 7 Health Professional Colleges decided that they will be adopting national guidelines for infection control for their disciplines. Therefore, the 2014 Infection Control Manual was archived in November 2018.
4) Explore the means and methods to provide an external review of Council's overall effectiveness as a regulator.	<ul style="list-style-type: none"> • The NLCHP explored at the provincial/national level whether an "accreditation" body exists for regulators. To date no appropriate body has been identified. Cayton Report released in B.C. is being implemented in B.C. The NLCHP staff monitor this implementation and bring forth recommendations to Quality Committee and to Council for discussion. • At the end of each Council meeting, the Chair continues to evaluate the effectiveness of each meeting, including whether Council focused on governance issues.

Strategic Direction #4: Build upon and strengthen NLCHP’s communications plan to ensure full understanding of the NLCHP and College roles and mandates.

Goals	Progress
1) Implement more creative and proven means to disseminate information to registrants (e. g., Twitter, Facebook).	<ul style="list-style-type: none"> • The NLCHP launched its new website in January 2020. • the NLCHP continues to use email and newsletters to communicate with registrants.
2) Explore incentives to entice registrant engagement (e.g., contents and continuing education credits)	<ul style="list-style-type: none"> • The NLCHP is also exploring methods of engaging registrants.
3) Ensure each individual profession has input or representation on a rotational basis in the NLCHP newsletter.	<ul style="list-style-type: none"> • The NLCHP will start profiling different health professions in the newsletter starting the Fall of 2020.
4) Utilize creative and current ways to reach our public through clear and concise messages about the NLCHP role and mandate (e.g., radio, TV, Facebook, separate webpage for the public)	<ul style="list-style-type: none"> • Deputy Registrar brought greetings to Dental Hygiene Annual Meeting in June 2018. • Updated NLCHP website is organized to make information more accessible to registrants and staff.

C. College Reports

College of Audiologists and Speech-Language Pathologists
of Newfoundland and Labrador



College of Audiologists and Speech-Language Pathologists – Newfoundland and Labrador

Annual Report 2019

2019 was the sixth full year of regulation for Speech-Language Pathology and Audiology in the province. Significant preparatory work had been completed in prior years, and most notably in 2013. However, there is still work ongoing to ensure the smooth running of the College.

The 6th Annual General Meeting was held on May 10, 2019 at 3:00 pm NDT. Members participated exclusively via webinar. The College executive felt that a webinar was the fairest way to allow members from across the province to both attend and participate in the AGM. Participation numbers were up from the previous year.

Executive (after the AGM May 10, 2019)

- Chris Murphy, Chair
- Jillian Ryan, Vice-Chair
- Judy Davidson, Member to NL Council of Health Professionals
- Maresa Moyles-Brazil, Treasurer
- Ashley Rossiter, Secretary
- Sheila Rowe, Member at Large

The College would like to thank Jane Bowering for her numerous hours fulfilling the Secretary role over the past three years.

There were two nominations for the Member at Large position, so an election was held in April. The election was held electronically by a third-party company, and members reported the process was easy. We had a member voting participation rate of over 60%.

NLCHP Disciplinary Panel

- | | |
|-------------------|--|
| • Irene Doody | Speech-Language Pathologist, Eastern Health |
| • Ashleigh Noel | Speech-Language Pathologist, Private Practice |
| • Janice McKay | Speech-Language Pathologist, English School District |
| • Kim Lawlor | Speech-Language Pathologist, English School District |
| • Karla Tucker | Audiologist, Private Practice |
| • Christine Simms | Audiologist, Western Health |

financial statement, revenue is sufficient to support the ongoing activities of the CASLPNL. Please find the Financial Review for the College appended to this report.

Summary

The College of Audiologists and Speech-Language Pathologists was enacted with the proclamation of the Regulations, in April 2013. Significant work has been completed to support the mandate of the College, but there is opportunity for further development. Priorities for the coming year will include guideline and forms review (and revision) where appropriate, continued policy development, development and completion of a Mentoring Module, and working with CAASPR to develop a national set of competencies.

The College would like to acknowledge the continued and excellent support from the Council of Health Professions. In particular, we wish to acknowledge the diligent hard work of our Registrar, Alice Kennedy. Alice has played an important role in CAASPR, attending many meetings with other provincial registrars. We also thank Lori at the Council office, who is quick to help in any of our requests. Janine O'Malley joined the Council in 2019 as Assistant registrar, and has done excellent work with our College on a number of issues.

The achievements to date have been the result of the ongoing commitment of numerous volunteers who recognize the fundamental importance of public protection and quality care. Sincere thanks are extended to all who have contributed to the progress of the College and the enhancement of services provided to the people of our province.

**THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS
OF NEWFOUNDLAND AND LABRADOR INCORPORATED**

Financial Statements

Year Ended June 30, 2019

(Unaudited)

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Index to Financial Statements

Year Ended June 30, 2019

(Unaudited)

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of The College of Audiologists and Speech-Language Pathologists

I have reviewed the accompanying financial statements of The College of Audiologists and Speech-Language Pathologists that comprise the statement of financial position as at June 30, 2019 and the statements of operations, changes in net assets and cash flow for the year then ended, 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of The College of Audiologists and Speech-Language Pathologists as at June 30, 2019, and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Mount Pearl, NL
April 15, 2020

CHARTERED PROFESSIONAL ACCOUNTANT

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS


Statement of Financial Position

June 30, 2019

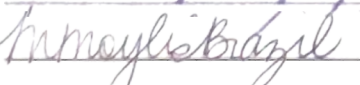
(Unaudited)

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 75,484	\$ 74,717
Short term investments (Note 4)	23,552	20,441
Accounts receivable	13,204	16,950
Prepaid expenses	2,744	2,910
	\$ 114,984	\$ 115,018
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 5,611	\$ 2,315
Deferred revenue (Note 5)	13,204	16,950
	18,815	19,265
NET ASSETS	96,169	95,753
	\$ 114,984	\$ 115,018

ON BEHALF OF THE BOARD



Director



Director

See notes to financial statements

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Statement of Operations

Year Ended June 30, 2019

(Unaudited)

	2019	2018
REVENUES		
Membership fees	\$ 17,860	\$ 17,651
Interest	112	102
	17,972	17,753
EXPENSES		
Travel, meetings and conferences	8,168	4,999
Professional fees	4,567	1,725
Memberships	2,086	2,409
Insurance	1,563	1,563
Website and promotion	455	430
Interest and bank charges	430	439
Office	287	420
Capital expenditures	-	2,390
	17,556	14,375
EXCESS OF REVENUES OVER EXPENSES	\$ 416	\$ 3,378

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Statement of Changes in Net Assets

Year Ended June 30, 2019

(Unaudited)

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 95,753	\$ 92,375
Excess of revenues over expenses	416	3,378
NET ASSETS - END OF YEAR	\$ 96,169	\$ 95,753

See notes to financial statements

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Statement of Cash Flow

Year Ended June 30, 2019

(Unaudited)

	2019	2018
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 416	\$ 3,378
Changes in non-cash working capital:		
Accounts receivable	3,746	(9,750)
Accounts payable	3,296	337
Deferred revenue	(3,746)	(306)
Prepaid expenses	166	(188)
	3,462	(9,907)
INCREASE (DECREASE) IN CASH FLOW	3,878	(6,529)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	95,158	101,687
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 99,036	\$ 95,158
CASH AND CASH EQUIVALENTS CONSIST OF:		
Cash	\$ 75,484	\$ 74,717
Short term investments	23,552	20,441
	\$ 99,036	\$ 95,158

See notes to financial statements

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Notes to Financial Statements

Year Ended June 30, 2019

(Unaudited)

1. PURPOSE OF THE ORGANIZATION

The College of Audiologists and Speech Language Pathologists (the "organization") is a not-for-profit organization incorporated provincially under the Corporations Act of the Province of Newfoundland and Labrador. The organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization governs the practice of audiologists and speech language pathologists in Newfoundland and Labrador.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Investments

Short term investments, which consist primarily of guaranteed investment certificates (GICs) maturing within a twelve month period, are carried at fair value.

Capital assets

Capital assets are expensed when acquired.

Revenue recognition

Membership fees are recognized in the fiscal year to which they relate. The organization recognizes interest using the accrual basis of accounting on a time proportion basis.

Contributed services

The operations of the organization depend on the contribution of time by volunteer board members to govern the organization. The fair value of donated services cannot be reasonably determined and is therefore not reflected in these financial statements.

THE COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

Notes to Financial Statements

Year Ended June 30, 2019

(Unaudited)

4. SHORT TERM INVESTMENTS

	2019	2018
Guaranteed Investment Certificate at 0.50%, maturing September 2019	\$ 20,542	\$ 20,441
Guaranteed Investment Certificate at 1.65%, maturing April 2020	3,010	-
	\$ 23,552	\$ 20,441

5. DEFERRED REVENUE

The organization's membership fees are billed to members on an annual basis with the membership period being consistent with the fiscal year, covering the period of July 1 to June 30. Deferred revenue consists of membership fees billed in advance of the fiscal year to which the membership fees relate.

6. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of June 30, 2019.

The organization's financial instruments consist of cash, short term investments, receivables, and payables and accruals. Risk management is used by the organization to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk and liquidity risk. The organization does not use any derivative financial instruments to mitigate these risks.

Credit risk

Credit risks arise from three sources: cash and cash equivalents, accounts receivable and short term investments. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant. The short term investments consist of GICs and the risk of non-performance is considered to be remote.

Interest rate risk

The organization is exposed to interest rate risk with respect to cash and cash equivalents. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income.

Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from members and other sources to enable the organization to pay its liabilities as they become due.

College of Midwives
of Newfoundland and Labrador



College of Midwives of
Newfoundland and Labrador
Annual Report 2019

College of Midwives Newfoundland and Labrador

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Name of Organization – College of Midwives of Newfoundland and Labrador (CMNL)

Executive Members:

Chair	Cara Begg-Reid, RM (ON)
Vice Chair	Edie Posca, RM (ON)
Secretary & Treasurer (Modified Role)	Melissa Roberts, RM(AB)
NLCHP Representative	Cara Begg-Reid, RM (ON)
Northern and Indigenous Midwifery Representative	Tracy Elliott, RN, former RM (NU)

Membership Numbers and Categories:

Four General Registrants: Gisela Becker, Maud Addai, Brianna Thompson, Catha McMaster

Five Honorary Members - Midwives registered in other provinces but actively participating in the preparation for implementation of midwifery in NL: Cara Begg-Reid, Edie Posca, Melissa Roberts, Sarah Donnely, Tracy Elliott.



Activities and Accomplishments for the period of January 1 – December 31, 2019

The CMNL continued to work in preparation for the first Registered Midwives to start in this year's pilot project in Gander. Our College members met quarterly during 2019 with the final meeting (the AGM) being deferred to early 2020 due to the focus and readiness of the Gander project starting.

Our Provincial Midwifery Consultant Gisela Becker continued to support the CMNL during this process and met monthly with the Chair to help establish the necessary Standards and Scope of Practice for NL Registered Midwives.

Through these regular meetings the CMNL either established or revised the following Standards and Policies:

- CMNL Essential Equipment for Homebirths
- CMNL Expenditures Policy
- CMNL Hours and Expenses Claim Form
- CMNL General Registration with Restrictions Policy
- CMNL General Registration with Restrictions Midwife/Mentor Mentorship Agreement
- CMNL By-laws Revisions
- CMNL Minor Surgical and Invasive Procedures
- CMNL Prescribing and Administering Drugs
- CMNL Registration and Continuing Competencies
- CMNL Screening and Diagnostic Tests
- CMNL Midwifery Standards of Practice

Other CMNL News and Activities for 2019

Gander Midwives and NL's First Pilot Project

The CMNL is excited to announce that the first clinically practicing Registered Midwives started in Gander this autumn! The province has three midwives that are accepting clients and providing prenatal care with anticipated births in the



new year. We are pleased to hear that a fourth Registered Midwife will join them early in 2020. We welcome our new members and first practicing midwives!

Incorporation:

The CMNL continued through the year to become an incorporated business. The Chair worked along with the Newfoundland and Labrador Registry Department, which included submitting a new document: CMNL Restrictions on Activities of the College of Newfoundland and Labrador. In the end, the Registry Department advised we needed legal consultation to continue the process. A deposit towards incorporation was made and the title College of Midwives of Newfoundland and Labrador was registered. The funds have been set aside to seek this legal consultation in the new year 2020.

Newfoundland and Labrador (NLCHP) Partnership

The CMNL continues to sit on the council of the NLCHP. It was a busy year as we worked with the NLCHP sharing our Standards prior to the registration of three new midwives in the province. The CMNL also worked with the NLCHP to finalize a new online application system. The NLCHP representative has agreed to act as a liaison between Registered Midwives and the NLCHP if or when needed.

Canadian Midwifery Regulators Council

The Chair Cara Begg-Reid sits on this Council along beside the NLCHP Registrar Alice Kennedy. This year, both Cara and Alice attended the two-day Annual General Meeting held in Quebec City. It was a fantastic means of connecting with other Midwifery regulators through the country and gain a sense of the commonalities and differences between each College. Many more established Colleges provided insight and direction to the CMNL.

Financial Independence

The CMNL gained financial independence during 2019 when the Government of Newfoundland and Labrador agreed to allow the CMNL access to grant funds that were held in trust with the NLCHP. A proposed budget for June 1, 2019 – May 31, 2020 was approved at the College level and accepted at the Government level. It

College of Midwives Newfoundland and Labrador

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included a paid honorarium of up to 10 hours a month for CMNL work. Details of our 2019 Financial Summary can be found at the end of this report.



2019 Financial Report

Deposits/Deductions		Budgeted
\$545.00	Opening Balance	
\$37.50	Service Charges Deducted	\$300.00
\$1475.00	NLCHP College Registration Deposits	
\$12,135.35	NLCHP Transfer of Government Grant	
\$1500.00	Deduction paid to offset costs of CMRC attendance	\$1500.00
\$2790.00	Deduction paid to honorarium of hours worked	\$2800.00
\$410.40	Deduction for gas and mileage (\$210.40 not cashed yet)	\$1000.00
\$202.14	Office supplies	\$300.00
\$9425.71	Closing balance with an outstanding cheque of \$210.40 waiting to be cashed = \$9215.31 remaining for Jan-Jun 2020	



2019 Budget June 1, 2019 - May 31, 2020

1. Rebranding Logo- \$75.00 (Not used yet)
2. Incorporation annual fees-\$75.00 (Not used yet)
3. Office supplies/postage- \$300.00 yearly (we are at \$239.64) because the cheques were expensive, and there's included a \$70.00 deposit to incorporation fees
4. Directors Insurance- \$2,888.00 yearly (actual cost after tax-\$3321.20 paid by cheque Feb 1, 2020)
5. CMRC-\$1500.00 + Anticipated number of midwives (5-9) x 45.00 = \$1905.00 due April 1, 2020
6. Website maintenance-\$600.00 Anticipate\$ 437.00 due early 2020
7. Honorarium for hours worked and gas mileage: 10 hours a month @ 40.00/hour- \$400.00 x 12=\$4800/year (stayed within allotted budget so far- anticipate \$2000.00 going out for Jan-May 2020) and travel expenses/meals for meetings-\$1000.00/year (so far we are within budget at \$410.40)
8. Travel, lodging and meal expenses for the annual CMRC in-person meeting held for Canadian regulators once annually - \$1500.00 (was over budget but we only deducted within budgeted amount allotted).
9. Incorporation fees - \$300.00 (This amount had been paid by the NLCHP and reimbursed to them but then passed on to us as the process is on hold)

Opening balance Jan 1 available for use - \$9215.31

Projected Deductions:

- \$3321.20 for director's insurance
- \$0075.00 for logo
- \$750.00 for lawyer's advice with incorporation
- \$60.00 further office supplies/service fees
- \$1905.00 CMRC
- \$480.00 for website maintenance
- \$2000.00 Jan-May honorarium
- \$500.00 Jan-May mileage expenses
- \$100.00 - Midwife handbook of policies

Total expenditures anticipated for Jan-May 2020 -\$ 9191.20 leaving a closing balance of \$24.11 until we receive more grant money and incoming 2020 NLCHP registration funds.

College of Traditional Chinese Medicine Practitioners and
Acupuncturists of Newfoundland and Labrador

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador



2019 Annual Report

Email: info@ctcmpanl.ca
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Definitions:

Meaning of acronyms used in this report:

CTCMPANL ----- the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador “the College”

NLCHP ----- the Newfoundland and Labrador Council of Health Professions “the Council”
Colleges represented on and governed by the Council:

College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL)

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL)

Newfoundland and Labrador College of Dental Hygienists (NLC DH)

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

Newfoundland and Labrador College of Respiratory Therapists (NLCRT)

Reference to “the Act” is *The Health Professions Act*, (2010, NL).

College of Midwives of Newfoundland and Labrador

CARB-TCMPA ----- the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists “CARB-TCMPA” “the Alliance”

Member Regulatory Colleges of the Alliance:

CTCMA - College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia

CAAA - College and Association of Acupuncturists of Alberta.

CTCMPAO - College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

OAQ - Ordre des Acupuncteurs of Quebec

CTCMPANL - College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador.

YASI ----- Yardstick and Assessment Strategies Inc. the Canadian firm of expert Psychometricians responsible for the development, validation and security of the Pan-Canadian TCM Practitioners, TCM Herbalist and TCM Acupuncturist examinations

Other References

The Act ----- *The Health Professions Act*, (2010, NL)

The Regulations ----- *Acupuncturists Regulations* (2012, NL)

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador

Mission

Our mission is to protect the public by establishing a system of mandatory registration in which practitioners have to meet and maintain standards of practice, education, competence and ethical conduct in TCM and acupuncture care established by the College.

We align with the vision and values of NLCHP

“ Quoted from the annual report of the NLCHP 2015-2016”

Vision

We work as partners with our stakeholder community to achieve excellence in professional regulation through and unwavering commitment to accountability, transparency and sustainability.

Values

We recognize that self-regulation is a privilege and we act according to the following set of values:

Integrity:

We are honest and ethical in our interactions.

Commitment:

We are united in our commitment to innovation, rigor and pragmatism for evidence-informed decision making.

Respect:

We engage others with genuine care and respect, openness and trust, in the pursuit of a common purpose.

Accountability and transparency:

We accept responsibility for achieving common goals and objectives.

Consensus:

We work through consensus, ensuring all views are considered in making decisions that are in the best interest of public protection.

Sustainability:

We act in a manner that is environmentally, economically, and socially sustainable.

Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL “the College”) functions in union with the Newfoundland and Labrador Council of Health Professions (NLCHP “the Council”) in regulating the practice of Acupuncture in accordance with Traditional Chinese Medicine (TCM) in Newfoundland and Labrador. The collaboration of the health professions within the Council and its’ dedicated group of professionals who represent the public voice, continue to lead us forward into a best practice model of professional governance and public protection. This union has become a role model for other Canadian provinces pursuing a “canopy legislation” for smaller professions operating within the health care framework.

The primary focus of the College has been to establish a code of ethics and to approve the educational programs, continuing education, standards of practice and registration requirements for licensure to practice in the profession. The College aligns with pan-Canadian initiatives through its work as a member province of CARB-TCMPA to help in development and timely review of pan-Canadian entry level competencies for TCM Practitioners, TCM Herbalists and TCM Acupuncturists. The College as well works alongside the psychometricians of Yardstick and Assessment Strategies Inc. in the continuing development, delivery and security of the pan-Canadian examinations for those same levels of the TCMA profession. CARB-TCMPA also strives to reach a commonality of standards, professional requirements and educational programs for all levels of the profession between its member provinces, and beyond.

The public is served and protected by the College by:

1. Approving a program of study and education for the purpose of establishing education requirements.
2. Developing entry to practice requirements for Traditional Chinese Medicine Practitioners and acupuncturists, including annual renewal or re-certification requirements and continuing competency requirements
3. Establishing a scope of practice Traditional Chinese Medicine Practitioners and acupuncturists
4. Establishing standards of practice for Traditional Chinese Medicine Practitioners and acupuncturists
5. Developing a code of ethics for Traditional Chinese Medicine Practitioners and acupuncturists
6. Participating in the development of pan-Canadian competencies
7. Participating in the establishment and development of pan-Canadian board examinations
8. Organizing and delivering the pan-Canadian examinations as required
9. Aligning with global developments within the profession

Message from the Chair

It is my pleasure to present again the annual report for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL) “the College” for the period of Jan. 1, 2019 to Dec. 31, 2019. Throughout 2019, the College has continued to contribute to and benefit from developments in the regulatory framework of the professions of the Newfoundland Health Professions Council (NLCHP) “the Council”. This has been through the volunteerism of our College representatives on the Council Board of Directors and the oversight Committees for Quality Assurance, Registration, Complaints Authorization, Discipline and By-Laws. Council staff, Board and Committees have continued to strive for excellence through following the Council strategic plan, continuing review of policies and policy manuals. Program development is ongoing and achieved through the collaboration of Council staff and College representatives. This year witnessed the completion of an on-line portal for College members to maintain a record of their personal continuing education credits. A perpetual cycle of growth. Council and Colleges of the Council are each integral to the development of each other.

You can access the Annual report of the Council at: www.nlchp.ca

College participation in National endeavors for TCMA

Research and development for the pan-Canadian examinations continued through 2019. The Item Writing Committee through YASI (the exam development firm) has continued its’ to further develop the item bank of questions, review their language structure and clarity and to assure their compatibility with an on-line platform (a great learning experience for Committee participants). Retired Item bank items will be used in an on-line pre-assessment program initiative. An online platform will ensure the security of the pan-Canadian examinations, a greater availability to exam candidates, more examination offerings and a more efficient exam administration. The on-line delivery of the examinations is on-track for 2020. Our College continues with its participation in the examination development through our remote Item Writing Committee (which had two new volunteer Item Writers in 2019) and its’ representatives on the Steering and Examination Committees. Kudos also to five of our members who volunteered their participation in the pilot test of the pan Canadian examination and provided their comments of format, level of difficulty of the content.

[See attachment A: The schedule of examination development activities through 2019-2020](#)

The Intellectual Property (IP) for the pan Canadian examinations comes under ownership of the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) “the Alliance” prior to the on-line examinations in 2020. Funding arising from the exams should then be there to sustain costs for face to face participation in future examination development activities. The development of a pan-Canadian practical examination is also planned.

The Alliance developed a Strategic Plan in 2018 and in Aug. of 2019 has prioritized and begun the actioning of this plan, beginning with the hiring of a CEO. The Alliance is also actioning items aligned with its’ historic vision to first develop common standards and an education program / schools accreditation strategy.

The Alliance aspires to help influence the legislation and regulation of the profession and enhance public protection throughout all Canadian provinces. The international agreements for foreign trade and the mobility of professionals, the Canadian Labor Mobility agreement and the changing face of Human Rights Legislation, are all requiring such a level of integration. Initiatives will continue to evolve.

Following up, on dialogue initiated in 2017 the Alliance submitted a final addition to the Labour Market Information Division Labour Market Information Directorate RE: Application for a distinct and independent occupational code for Traditional Chinese Medicine Practitioners/Acupuncturists/Herbalists (NOC).

[See attachment B: Application for a NOC for TCM/A](#)

On the home front:

Throughout 2016-17-18 the College renewed its appeal and continued to engage the government for the regulation of the full scope of TCM. At the 2019 Annual General Meeting of Council, Ms. Gerri Smith the Regulatory Consultant from the Dept. of Health and Community Services announced that agreement has been reached to move forward on the full regulation of the TCM profession in NL. Preliminary meetings are being scheduled.

During 2019 the College continued to resource approved programs to assist in the preparation of our Members in the area of TCM Herbology. This will continue through the remainder of 2019-2020 with best standards of education and practice being considered and inclusive of a refresher and evaluation process for College members already trained at the TCM Herbalist and Practitioner levels. The College will continue with program development initiatives towards the intended outcome through the assistance of Alliance advisors an education Committee of College members who may be considered as subject matter experts

During 2019 the provinces of B.C., Ont., NL partnered on the development of a shared document on safety and infection control. In August of 2019, the Alliance members agreed to further develop this manual inclusive of all five regulatory Colleges.

We have continued essential collaboration with Council through the Registration, Quality Assurance, Complaints Authorization Committees and ongoing annual education of our Disciplinary panel members. Reports from Committee representatives are written later in this document.

In 2019 we collaborated with Council on the start of development of the on-line portal for College members to record their Continuing education items. Once completed, this will allow the Council to assess a members CE' requirements eliminating some of the necessity of Members presenting a portfolio. Under this effort our College policy regarding first Aid and CPR came under review and an edit has been made bringing our policy in line for ease of review of Members CE's by the Council.

[See appendix C: First Aid and CPR policy edit](#)

We remind our membership that in 2018 we collaborated with Council on a privacy breach policy.

***Privacy, confidentiality, and consent clinic policies for clinic use have been developed and are available to Members upon request.*

Acknowledgements:

Sincere gratitude to our Council Registrar / CEO, Deputy Registrar, Office Manager and each of the NLCHP Board members for facilitating our progress.

Sincere gratitude also to the Member Representatives of CARB-TCMPA for the "many minds" that assist our provincial and national efforts.

Ethne Munden
Chair CTCMPANL

Transformation doesn't just happen. It takes vision, a plan and a support system.

Report from the Board

The College Board Members have met quarterly in person over the past year and as well have had active electronic dialogue. They have collaborated respectfully towards the positive management of all College business, member meetings, projects, developments, and changes.

Highlights for 2019:

1. Collaborated with the Council in:(** College initiatives)

- The continued development of guidelines to be adopted by the Colleges in: Common standards, in the area of privacy, confidentiality and consent
- Formulating direction and support for regulations for the full scope of TCMA and through
- Participating in the development and actuation of the 2017- 2019 strategic plan of the Council
- Participating in Council Board and Committee meetings and activities
- Development of an on-line profile for Colleges, inclusive of policies, standards, ethics and misconduct documents and a list of schools with approved TCMA programs in Canada
- Began development of an on-line portal for the recording of CE's for College members.
- A policy amendment for First Aid and CPR to assist in the registration renewal process.

2. Collaborated with the Member Colleges of the Alliance: (** College initiatives)

- Consideration of the parameters for the amendment of the contract with ASI and Yardstick (YASI) regarding College involvement in Pan-Canadian examination development activities
- Participation in revisions to the pan-Canadian examinations for future on-line offering of the examinations.
- Participation in Committees for pan-Canadian examination development
- Participation in Board meetings of the Alliance
- Participation in the initial stages of research for the development of the pan-Canadian practical examinations
- Participation in the review, prioritizing and actioning the 2018 strategic plan for CARB-TCMPA
- Development of a Safety and Infection control document (a collaborative effort of the 5 provinces regulating TCMA (inclusive of an incident report for needle stick injuries (as developed in QC).
- The development of Common standards for TCMA
- The development of a national accreditation program for schools offering TCMA education programs.
- Finalized the application for a NOC for TCM/A

3. Continued collaboration with the Dept. of Health and Wellness for the regulation of the full scope of TCMA.

4. Conducted elections for the Board.

The term of office for the new Board is three years: Jan.1, 2020 to Dec. 31, 2023

Elections report is presented later in this document.

Recommendations of the Board going forward

Work to be done:

- Updating of the College website
- Public education initiative.
- A full review of College By-Laws:
For this an Ad-Hoc Committee established in 2018 will be required now to develop it's terms of reference and review its mandate prior to initiating the review.
- The College Education Committee needs to be reaffirmed.
A priority under our regulatory mandate is education. With the commitment of Government to move forward with TCMA regulations a review of Committee mandate and terms of reference should be carried out in keeping with emerging education initiatives.
- Continuing education in professional governance, ethics, standards and malpractice.
- Development of a College newsletter
- We recommend also the establishment of an Ad Hoc Committee to explore funding potential for the development of programs and initiatives for the College

In the past we have acknowledged that with a relative consistency of 32-35 members and we face a shortfall for voluntary work. This is known to most/all small professional groups. As Committees are integral to the optimal function of the College and our continued progress, ways and means for the encouraging and sustaining of Committee membership will be reviewed

CTCMPANL Board

Ethne Munden Chair
Gloria Penney Vice-Chair
Kenneth Clarke Treasurer
Cheryl Oldford Secretary

Members at large

Bengie Munden
Marc-Alexandre Mestres
Kayla Westcott

CTCMPANL representatives at Council:

Ethne Munden & Kenneth Clarke - Board of Directors
Barbara Draper – Quality Assurance Committee
Ethne Munden – Chair Complaints Authorization Committee
Kenneth Clarke Complaints Authorization Committee
Gloria Penney – Registration Committee

CE Assessors

Kenneth Clarke – 2018 CE Assessor
Valerie Genge
Michele Collett

Disciplinary Panel for CTCMPANL

John Shieh**
Shelly Reid
Bengie Munden
Cheryl Oldford

CTCMPANL Finance Committee

Kenneth Clarke **Chair**
Marc Alexandre Mestres
Gloria Penney

CTCMPANL Examination Committee

Cheryl Oldford **Chair**
Shelley Reid
Bengie Munden

CTCMPANL Remote Item Writing Committee for the pan-Canadian examinations

Cheryl Oldford
Bengie Munden

New participants in 2019

Victoria Burry
Laurie Harnett Dawkins

CTCMPANL Members who participated in the pilot test for the pan Canadian examinations

Barbara Draper (Proctor)
Cheryl Oldford
Victoria Burry
Kayla Westcott
Laurie Harnett Dawkins

CTCMPANL Ad Hoc By-Law Committee

Kenneth Clarke **Chair**
Barbara Draper
Cheryl Oldford
Roberta Hammond
Denise Dooley
Laurie Harnett Dawkins

CTCMPANL 2019 Elections Officer

Emma Dolan

Special acknowledgements:

Many thanks to all the members of the CTCMPANL Board and College and Council Committee members who have worked alongside of each other and have devoted time and energy to College, Council, Committee and Alliance work throughout the year.

Gratitude to our CTCMPANL Membership for your valuable participation in College activities and your voiced contributions made throughout the year that have upheld the standards of our profession.

Report: Members Representative to Council 2018.

I would like to thank the members for allowing me to serve as their representative to the NLCHP. It has been an incredible educational experience to sit at council in a multi-disciplinary environment and speak for our Members in the governance development process of the Council. As well I am privileged to represent our profession on the By-Law review committee and the Complaints Authorization Committee. This is the last year that a members representative will serve at Council. Recent changes in legislation and Council By-Laws call for one representative from each profession under the Council going forward. This representative will be the Chair of the College.

NLCHP Highlights and Accomplishments for 2018- 2019 are reflected in the Report from the Board 2018-2019 and continue to involve

- Internal operational review;
- Expansion of the QA program;
- Collaborative work with Colleges for policy development;
- Effective management of professional complaints received by the NLCHP.

**Kenneth Clarke,
Members Representative to Council**

Report: College Examination Committee 2018

The Pan Canadian Written Examination:

- Oct. 2019 and Jan. 2020 mark the last offerings of the written multiple choice and case study examinations. There will be a final re-take of the Jan. 2020 case study in Dec of 2020.
- Starting in Oct. of 2020 the pan Canadian Written multiple-choice examinations and case study examinations will be combined
- The pan Canadian examinations will become computer based
- A pan-Canadian OSCE (practical examination) will be developed and delivered simultaneously in the provinces regulating TCM & Acupuncture (The delivery format has not yet been determined).
- In NL we shall continue to require our own OSCE until such time as the national OSCE comes into effect.
- Examinations will now be offered twice a year in various provincial exam centres improving availability and retake opportunity.
- NL did not receive any applications for this 2019 year
- 2019 Pilot test: There were 5 participants in the pan-Canadian pilot test for the online testing database.
- 2019 Item Writing - We had two new participants this year for item writing training.
- 2020- Remote Item Writing – there will be a remote item writing taking place in May 2020, as well as an in-person item review and item writing session in June 2020.

Members of the Exam Committee and the Board have been working remotely on the ongoing development of the pan-Canadian Examinations for computer-based delivery.

**Cheryl Oldford
Chair CTCMPANL Exam Committee**

Report: College Activity at the Quality Assurance Committee of Council

The Council Quality Assurance Committee met three times in 2019. The focus of the meetings have been on the following topics.

- Discussion of the Privacy, Confidentiality and Consent manual and any future additions
- Discussion on the Truth and Reconciliation process
 - Discussion around developing a module for Aboriginal sensitivity
- Development of common Infection Control Standards across the professions
 - Colleges developed profession specific standards
- Discussion on assisting Self employed members by putting together a package of standards, policies etc.
- Review of 2019 CE Audit results
 - Discussion of any areas requiring further development/improvement
 - Review of 2 issues that arose from the audits

Barbara Draper

College representative to the Council Quality Assurance Committee

Report: College Activity at the Registration Committee of Council

The Registration Committee develops and oversees the registration process of Council.

During the 2018-2019 year:

The Registration Committee develops registration policies and oversees the initial registration and the registration renewal process of the Council.

The Committee met four times during the past year. During this time the Committee continued to focus on refining the registration process and updating policies in preparation for the move to an online registration portal and database. This will come into effect January 1, 2020.

As of March 31, 2019, we have 38 Registered Acupuncturists. There remains little variance in our membership since 2014 when there were 33 Registered Acupuncturists.

Gloria Penney

College Representative to the Council Registration Committee

Report: College Activity at the Complaints Authorization Committee of Council

The Complaints Authorization Committee (CAC) exists to review allegations that cannot be settled at the first level of intervention--the Registrar.

The CAC:

- In-depthly investigates allegations to determine if there are reasonable grounds that there is conduct deserving of sanction.
- Disposes of complaints through a variety of methods determined in accordance with the severity of the "conduct deserving". The most severe cases of "conduct deserving" are referred to the Disciplinary panel.
- Is responsible for arranging the annual continuing education of the disciplinary panel (DP).

The CAC met 4 times in the past year:

- Continues an ongoing review of amendments for The Complaints and Disciplinary Manual
- Received and is continuing review of it's second allegation.

Ethne Munden

Chair of the Complaints authorization Committee of the Council

Kenneth Clarke

College representative on the Complaints Authorization Committee of the Council

Report: Acupuncturists CE Auditor to Council 2018

It has been my pleasure to have worked as your QA assessor for the year of 2019. I am happy to report that all CE requirements were met for individuals that were selected. It is very nice to see the diversity of our group's interests in TCM. Having so many members with such a diverse and rich knowledge in many different areas of Chinese medicine is surely an added benefit to the strength of TCM in NL. Outcomes from QA assessment have presented as a great benefit for the protection of the public.

Kenny Clarke

Council QA Auditor for Acupuncturists 2019

Treasurer's Report 2018

Thank you to everyone for allowing me to serve as your treasurer for another year. It surely is repetitious when I make the statement that the board has been operating very conservatively in relation to spending, but I will say again this year that the board has done an admirable job with quite a limited budget. The ambitious participation of the CTCMPANL on the national stage is quite exciting but financially very challenging. Due to changes to the payment structure nationally under CARB the CTCMPANL was unable to send any of our provincial experts to item writing sessions scheduled by CARB for the year of 2019. Special thanks to all the experts who assisted remotely here in NL to still allow our College to have input into national exam item bank. Recent changes within CARB will have hopefully more promising financial support for the CTCMPANL going forward. With any luck, we will be able to resume "in person" participation for item writing sessions.

As this will be my last year serving you as treasurer, I would like to thank everyone for allowing me to have this great opportunity. It has been a role that has taught me a lot. It was a wonderful learning experience. Thank you all so much.

Respectfully

Kenny Clarke
CTCMPANL- Treasurer

CTCMPANL Proposed Budget 2020

REVENUE	2019	2020
Currently in Account	\$9286.14	\$6600.00

Anticipated revenue for 2020 **\$14,830.00**

Total funds available for 2020 **\$21,430.00**

EXPENDITURES	2019 Projected	2020 Projected
CARB/ACOR Dues	\$2,000.00	\$1,500.00
Insurance	\$2,430.00	\$2,430.00
Website Maintenance	\$600.00	\$500.00
Interest & Bank Charges	\$100.00	\$150.00
Legal Fees	\$1,000.00	\$1,000.00
Committee Support	\$1,000.00	\$1,000.00
Costs for involvement in exam activities	\$1,000.00	\$3,000.00
Accounting Fees	\$1,000.00	\$2,000.00
Postage/Office Supplies	\$100.00	\$300.00
Printing & Copying Services	\$400.00	\$400.00
Conference & Meetings	\$1,000.00	\$700.00
Communication Fee	\$1,200.00	\$1,000.00
Travel	\$2,000.00	\$1,000.00
Honorarium	\$1,000.00	\$500.00
Totals	\$12,400	\$15,480

Attachment A: Schedule of pan-Canadian Examination events

The following color codes are used:

• Item writing committee members needed
• Exam committee members needed
• Steering committee members needed

Table 1. Key activities and dates for approval by Steering Committee for 2020

Activity	Date	Participants	Approval from Steering Committee
Clinical Case Study Examination Administration (Paper-based)	Saturday January 18, 2019		
Clinical Case Question Remote Item Writing Training for computer-based exam (3 hours remote)	January 7, 2020 (9 AM PST; 12pm EST) (online)	8 SMEs (8-10 SMEs; 4BC, 2AB, 4ON)	AB, ON, BC
Clinical Case Study Rating session (paper-based)	February 4-7, 2020 (4-days in-person)	16 SMEs (3 CAAA, 7 CTCMA, 6 CTCMPAO; 1 CTCMPANL)	AB, NL, ON, BC
Key Validation for Clinical Case Study paper-based exams (2 hours remote teleconference), if needed	February 13, 2020 1pm to 3pm PST / 4pm to 6pm EST (On-line)	Exam Committee Chair (Ben) and Vice-Chair (Joanna)	AB, ON, BC
Passing score recommendation for CCS (2 hr remote)	February 18, 2020 (9 AM PST; 12pm EST) (on-line/teleconference)	Examination Committee	AB, NL, ON, BC
Passing Score approval for CCS (1 hour remote)	February 18, 2020 (1pm PST; 4pm EST) (on-line/teleconference)	Steering Committee	AB, NL, ON, BC
Clinical Case Question item review <i>These new innovative items will be used in the first clinical component exam for CBT in the Fall of 2020</i>	February 24-28, 2020 (5-days in person)	Item Writing Committee (8-10 SMEs; 4BC, 2AB, 4ON)	AB, NL, ON, BC
Examination Committee meeting to validate TCM-P, TCM-A, TCM-H for Oct 2020 computer-based exam forms	March 9 – 13, 2019 (5-days in-person)	Examination Committee	AB, NL, ON, BC
Steering Committee to approve Oct 2020 computer-based exam forms (2 hours remote)	April 1, 2020 (teleconference; 1pm PST; 4pm EST)	Steering Committee	AB, NL, ON, BC
MCQ remote item writing training (3 hours remote)	May 5, 2020 (9 AM PST; 12pm EST) (online)	Item Writing Committee (10-12 SMEs; 4BC, 2AB, 4ON, 1NL)	AB, NL, ON, BC
MCQ Group Item Review and item writing session for written exams	June 15-19, 2020 (5-days in-person)	Item Writing Committee (10-12 SMEs; 4BC, 2AB, 4ON, 1NL?)	AB, NL, ON, BC
Examination Committee meeting to validate TCM-P, TCM-A, TCM-H for April 2021 computer-based exam forms	July 13 – 17, 2020 (5-days in-person)	Examination Committee	AB, NL, ON, BC
Steering Committee to approve April 2021 computer-based exam forms (2 hours remote)	July 22, 2020 (teleconference;)	Steering Committee	AB, NL, ON, BC

Activity	Date	Participants	Approval from Steering Committee
	1pm PST; 4pm EST)		
FALL Computer-based Administration	October 22 2020		
Key Validation for Oct 2020 computer-based exams (3-hour teleconference)	November 3, 2020 (9 AM PST; 12pm EST)	Exam Committee Chair and Vice-Chair	AB, NL, ON, BC
Examination Committee meeting to set standards on TCM-P, TCM-A, TCM-H Oct 2020 computer-based exams.	November 9 – 13, 2020 (5-days in person)	Examination Committee	AB, NL, ON, BC
Examination Committee meeting to approve pass marks on TCM-P, TCM-A, TCM-H Oct 2020 computer-based exams.	November 30, 2020 (teleconference; 9am PST; 12pm EST)	Examination Committee	AB, NL, ON, BC
Pass Mark approval by Steering Committee for Oct 2020 exams (4-hour teleconference)	December 2, 2020 (teleconference; 9am PST; 12pm EST)	Steering Committee	AB, NL, ON, BC
SPRING Computer-based Administration	April 15, 2021		
Key Validation for Oct 2020 computer-based exams (3-hour teleconference)	April 27, 2021 (9 AM PST; 12pm EST)	Exam Committee Chair and Vice-Chair	AB, NL, ON, BC
Examination Committee meeting to set standards on TCM-P, TCM-A, TCM-H Oct 2020 computer-based exams.	May 3 – 7, 2021 (5-days in person)	Examination Committee	AB, NL, ON, BC
Examination Committee meeting to approve pass marks on TCM-P, TCM-A, TCM-H Oct 2020 computer-based exams.	May 26, 2021 (teleconference; 9am PST; 12pm EST)	Examination Committee	AB, NL, ON, BC
Pass Mark approval by Steering Committee for Oct 2020 exams (4-hour teleconference)	May 27, 2021 (teleconference; 9am PST; 12pm EST)	Steering Committee	AB, NL, ON, BC

Attachment B: Excerpts from the Application for NOC for TCM/A

The five provincial regulators formed the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) in 2008 to advance the regulation of TCM in the public interest by creating mechanisms to standardize requirements in education, registration, and standards of practice. CARB-TCMPA was officially incorporated in August of 2012. We believe this profession's uniqueness in education, certification, and standards of practice; and the fact it is regulated as a distinct profession in five provinces, warrants an independent NOC code. The clarification will enhance public confidence in the regulation of health professions.

Enclosure 1: Proposed NOC for Traditional Chinese Medicine and Acupuncture

Lead statement

Traditional Chinese Medicine Acupuncturists, Traditional Chinese Medicine Herbalists and Traditional Chinese Medicine Practitioners combine modern scientific knowledge and techniques with traditional and natural forms of medicine to promote, maintain, and restore health, and prevent, assess and treat diseases, conditions, disorders or imbalances utilizing a holistic approach. They have comprehensive education and clinical experience necessary to perform the full spectrum of acupuncture techniques in both scientific and theoretical frameworks. They work in private practice, including group or team practices, hospitals, clinics, extended care facilities, rehabilitation centres and educational institutions.

Example Titles

Restricted Titles

The following titles are protected and restricted by provincial legislation and their regulatory bodies in Alberta, British Columbia, Ontario, Quebec and Newfoundland and Labrador.

- Doctor of Traditional Chinese Medicine (Dr. TCM)
- Doctor of Acupuncture (Dr. Ac.)
- Registered Acupuncturist (R.Ac.)
- Registered Traditional Chinese Medicine Herbalist (R.TCM.H)
- Registered Traditional Chinese Medicine Practitioner (R.TCMP)
- Acupuncturist (Ac.)

Other Titles

The following are additional titles that might be used in provinces that do not regulate traditional Chinese medicine acupuncture or traditional Chinese medicine herbology.

- Chinese Medicine Doctor (CMD)
- Chinese Medicine Herbalist (CMH)
- Chinese Medicine Practitioner (CMP)

Main duties

Traditional Chinese Medicine Practitioners and Traditional Chinese Medicine Acupuncturists share some or all of, the following duties:

- diagnose within the framework of Traditional Chinese Medicine the diseases, physiological disorders and injuries of patients;
- explain procedures, risks and benefits to clients;
- prescribe and administer treatment using acupuncture, electro-acupuncture, Transcutaneous Electrical Nerve Stimulation (TENS), scraping (Gua Sha), cupping therapy, moxibustion, acupressure, Chinese manipulative therapy (Tui Na), energy control therapy (Qi Gong), laser therapy, auriculotherapy, and point injection therapy;
- suggest home care instructions and provide information about life therapies including energy control therapy (Qi Gong), Chinese shadow boxing (Tai Ji Quan) and Chinese food cure recipes (Shi Liao);
- maintain records of treatments given; and
- may consult with other health care professionals such as physiotherapists, chiropractors, physicians and

psychologists when developing treatment plans for clients.

Additionally, Traditional Chinese Medicine Practitioners and Traditional Chinese Medicine Herbalists share some or all of the following duties:

- prescribe and administer treatment using raw or granule herbs and other medicines or dietary supplements

Traditional Chinese Medicine Practitioners and Traditional Chinese Medicine Acupuncturists may be trained in various adjunct Traditional Chinese Medicine and acupuncture techniques.

Employment requirements

Registration with a regulatory body is required for Traditional Chinese Medicine Acupuncturists in Alberta, British Columbia, Ontario, Newfoundland and Labrador, Quebec, which includes the following requirements:

- completion of a three- to four- year diploma or degree program in Traditional Chinese Medicine Acupuncture; and

• completion of an approved registration examination. Registration with a regulatory body is required for Traditional Chinese Medicine Practitioners in Ontario and British Columbia, which includes the following requirements:

- completion of a four- to five- year diploma or degree program in Traditional Chinese Medicine; and
- completion of an approved registration examination. Registration with a regulatory body is required for Traditional Chinese Medicine Herbalists in British Columbia, which includes the following requirements:
 - completion of a three- to four- year diploma or degree program in Traditional Chinese Medicine Herbology; and
 - completion of an approved registration examination.

Exclusions

- Massage therapists (3236)
- Midwives (in 3124 Allied primary health practitioners)
- Naturopathic physicians and doctors of osteopathic medicine (in 3125 Other professional occupations in health diagnosing and treating)
- Chiropractors (3122)
- Physiotherapists (3142)
- Physicians, dentists, and veterinarians (311)
- Other technical occupations in health care (323)

Enclosure: Entry level competencies for Traditional Chinese Medicine Practitioners, Acupuncturists and Herbalists in Canada.

Can be viewed on the College website www.Ctcmpanl.ca

Attachment C: Revised First Aid and CPR Policy



FIRST AID AND CPR POLICY

Policy category:

Registration and registration renewal requirement

Developed by:

The CTCMPANL Board

Approved by:

CTCMPANL Board

Date:

Nov. 20, 2014

Overview of policy:

The *Newfoundland and Labrador Acupuncturist Regulation 75/12*, and as well the CTCMPANL By-Laws, **do not** contain any reference to the CTCMPANL membership requirement for up to date training in CPR and First Aid. The CTCMPANL has simply published it in the College document “Registration Requirements” (Item #8 Proof of current First/Aid and CPR (Health Care Professional).) The CTCMPANL has however, required that the Newfoundland and Labrador Health Professionals Council (NLCHP) monitor and enforce this as a registration or registration-renewal requirement.

CPR and First Aid Continuing education:

Practicing and Non-Practicing members are required to accumulate and maintain 15 continuing education units (CEU's) in any calendar year. CPR and First Aid has been accepted as CE category “A” credit but is not specifically referenced in the “Continuing Education Guidelines” document.

Upon consultation with St. John Ambulance, it is understood that the requirement for annual renewal of CPR is “a decision of the institution”. Our requirement up to now has been in keeping with the requirement of health care professionals working in a high risk, institutional environment. Additionally, it is known that there is not any substantive proof of life saving efforts from the performance of CPR outside of the high risk, institutional environment.

Given that the requirement for emergency treatment would be rare in the office setting, given that, the majority of patients seeking care with TCM and Acupuncture are physician monitored; it may be considered that our treating environment is one of low risk. Therefore, it would not be considered a risk of

harm to the public if our CPR category and frequency requirement were changed. It would also allow bringing CPR and First Aid renewal into line with registration renewals and afford a more efficient monitoring by the NLCHP and public protection.

POLICY

Qualifications of the Instructors:

CPR and First Aid instruction MUST be taken at recognized institution such as St. John Ambulance or the Red Cross or be delivered by an individual designated by either of these institutions to instruct CPR and First Aid.

Continuing Education requirement:

Commencing with the 2014-2015 registration period, the TCMPANL requirement for First Aid and CPR, will be Standard First Aid and CPR Level C and will be renewable every third year.

Procedure:

Members shall be required to comply with CE policy and keep clear record of CPR/First Aid education in their CE, log book. Registrants are required to declare their CE. Current CPR is required to maintain registration. CPR and First Aid must be renewed prior to the certificate expiry date. Compliance with this requirement will be monitored by the NLCHP through a declaration specifying completion of a CPR/First Aid course within the previous 3 years. A false declaration will be subject to disciplinary action by the NLCHP.

Reference review:

The Newfoundland and Labrador Acupuncturist Regulation 75/12

Registration Requirements (Item #8 Proof of current First/Aid and CPR)

Policy History:

Original Policy: Nov. 20, 2014

Revised Jan. 7, 2016

Revised July 15, 2016

Revised Oct. 23, 2019

CTCMPANL Income Statement 2019

CTCMPANL INCOME STATEMENT 2019		
01/01/2019 - 12/31/2019		
Bank Balance December 31st,2019		
		2019
Revenue	<i>Deposits to Date</i>	15800.00
Cash	<i>Petty Cash on hand</i>	0.00
	Net Revenue	15800.00
Expenses	<i>Accounting</i>	0.00
	<i>Legal</i>	0.00
	<i>Courier & Postage</i>	0.00
	<i>Insurance</i>	2430.00
	<i>Interest & Bank Charges</i>	69.46
	<i>Office Supplies (paper, ink cartridges)</i>	743.68
	<i>Computer/Laptop</i>	0.00
	<i>Gifts</i>	0.00
	<i>Cell Phone</i>	1340.00
	<i>Conference & Meetings</i>	785.18
	<i>Website Maintenance</i>	455.00
	<i>Fees & Dues (CARB MEMBERSHIP)</i>	2000.00
	<i>Travel</i>	2284.15
	<i>Exam Work Honorarium</i>	
	<i>Exam Costs</i>	1540.00
	Subtotal Expenses	11647.47
Outstanding Payables		
	Total Expenses	11647.47

Newfoundland and Labrador College
Of Dental Hygienists



NEWFOUNDLAND & LABRADOR

COLLEGE OF
DENTAL HYGIENISTS INC.

Period: August 2019 to April 2020

Executive Members: Jeanie Bavis, Chair, Dan Mercer, Past Chair
Angela Hynes, Treasurer; Amanda Thomey, Kimberley Schmiedendorf,
Katherine Peddle, Patricia Murphy and Peggy Rice

Membership:

General Status Registration and Non-Practicing Status 226

Overview

The NLCDH meets every six to eight weeks throughout the year. This past year saw a required increase in the number of meetings due to several items in the college agenda requiring attention.

Since regulation of NL Dental Hygienists in 2013, the NLCDH has sought legislative recognition for its members through the Radiology Act. Final presentation by Dan Mercer was made to Service NL in January 2019, supporting the need for dental hygienists to be reflected in legislation. To date there has been no change in that status. Such inclusion would be consistent with NLCDH Scope of Practice and legislations across Canada regulating Dental Hygienists. With the uncertainty in provincial leadership and the current COVID -19 pandemic changes are not likely in the near future.

The NLCDH is very pleased to have developed and approved the Infection Control Policy, the bulk of the work spearheaded by Angela Hynes. The release of the policy has been posted on the NLCDH website, as it will be part of the NLCHP Quality Assurance Program, second phase, which is still in planning stage. In light of the COVID-19 Pandemic I anticipate a change in infection control not only in Dental Hygiene but other disciplines as well. COVID-19 will be a history defining time for all professions.

In March of this year it was alarmingly obvious that COVID-19 was becoming a public health crisis. As the number of cases increased in Canada it became critical to suspend all dental hygiene services across Canada. The services provided by dental hygienists are not considered essential. On March 16 the chair of NLCDH sent out a statement advising all dental hygienists in the province of Newfoundland and Labrador that effective immediately all dental hygiene services would be suspended and that it would be revisited in 2 weeks. The Chief Medical Officer issued a revised order further affecting practice of all non essential practitioners. Another statement was sent to registrants to suspend all dental hygiene services indefinitely.

The NLCDH has also revisited the CE/Pd Policy. A committee was formed that looked at policies across Canada. The total number of credits was changed from 10 to 15 per year beginning 2021. The new policy was voted and passed.

As in all previous years, the college had representation at the CDHA annual conference that was held in St. John's NL. It was well attended and as usual we did our province proud with a warm welcome to researchers , educators, dental hygienists vendors and students from across Canada and the US. This is necessary to allow the NLCDH to keep aligned with current and future trends within the industry and the Dental Hygiene profession.

The current Chair Jeanie Bavis attends meetings of Federation of Dental Hygiene Regulators(FDHRC). Katherine Peddle will attend meetings of National Dental Hygiene Certification Board (NDHCB). She has has been involved in NLCDH from the beginning and played a major role in developing the legislation and all necessary documents to support *self regulation*.

Finance Committee

Thank you to the dedication of Angela Hynes, Treasurer, for her continued hard work in organizing the NLCDH finances. Work was submitted to Mr. Richard Power, C.A. for our annual review. No inconsistencies were noted and a copy of his 2019 report has been reviewed and adopted by the NLCDH.

Conclusion

This has been a challenging year for the NLCDH. It has highlighted work for the years ahead as we see changes in our profession, challenges from the environment, that the college must deal with through its mandate of public protection, granted by the Health Professions Act (2010) and the Dental Hygiene Regulations (2013). Close support and direction from the NLCHP make progress possible. Thank you to Mrs. Alice Kennedy, Mrs. Janine O'Malley and Mrs. Lori Newhook.

This is my first report as chair and I am looking forward to the challenges that we face. I look to the continued support of my fellow executive to help guide me as we face the year ahead.

Respectfully submitted

Jeanie Bavis Chair

**THE NEWFOUNDLAND AND LABRADOR
COLLEGE OF DENTAL HYGIENISTS**

Financial Statements

Year Ended March 31, 2019

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

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Year Ended March 31, 2019

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of The Newfoundland and Labrador College of Dental Hygienists

I have reviewed the accompanying financial statements of The Newfoundland and Labrador College of Dental Hygienists, which comprise the statement of financial position as at March 31, 2019, and the statements of revenues and expenditures and changes in net assets and cash flows for the year then ended, 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of The Newfoundland and Labrador College of Dental Hygienists as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Statement of Financial Position

March 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 37,107	\$ 38,419
Prepaid expenses	1,372	1,367
	\$ 38,479	\$ 39,786
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 900	\$ 900
NET ASSETS	37,579	38,886
LIABILITIES AND NET ASSETS	\$ 38,479	\$ 39,786

ON BEHALF OF THE COLLEGE

_____ *Chairperson*

_____ *Treasurer*

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended March 31, 2019

	2019	2018
REVENUES	\$ 21,695	\$ 22,075
EXPENSES		
Insurance	1,350	1,357
Interest and bank charges	49	51
Legal fees	1,380	1,380
Meetings and conventions	-	156
Memberships and accreditation fees	2,719	1,645
Office	-	517
Website maintenance	750	750
Board honourariums	5,698	5,100
Travel and training	11,061	11,094
	23,007	22,050
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(1,312)	25
OTHER INCOME	4	2
NET EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(1,308)	27
NET ASSETS - BEGINNING OF YEAR	38,887	38,859
NET ASSETS - END OF YEAR	\$ 37,579	\$ 38,886

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Statement of Cash Flows

Year Ended March 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (1,308)	\$ 27
Change in non-cash working capital:		
Prepaid expenses	(4)	649
INCREASE (DECREASE) IN CASH FLOW	(1,312)	676
Cash - beginning of year	38,419	37,743
CASH - END OF YEAR	\$ 37,107	\$ 38,419

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Notes to Financial Statements

Year Ended March 31, 2019

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador College of Dental Hygienists (the "college") is incorporated under the Health Professionals Act of Newfoundland And Labrador. The college's principal business activity is to govern its members to serve and protect the public interest.

The College is exempt from income taxes as per Paragraph 149 (l) of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Accounting Standards for Not-for-Profit Organizations.

Purchase of capital assets

The College expenses the purchase of capital assets in the year of acquisition.

Revenue recognition

The Newfoundland and Labrador College of Dental Hygienists follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The college recognizes revenues when they are earned, specifically when all the following conditions are met:

- services are provided and delivered to its members
- there is clear evidence that an arrangement exists
- amounts are fixed or can be determined
- the ability to collect is reasonably assured.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Notes to Financial Statements

Year Ended March 31, 2019

3. CONTRIBUTED SURPLUS

Contributed surplus relates to funds from the Newfoundland and Labrador Dental Hygienist Association that were transferred to the College during its initial year.

Newfoundland and Labrador College
Of Medical Laboratory Sciences



**Newfoundland and Labrador
College of Medical
Laboratory Sciences**

NLCMLS Board of Directors 2019

Lisa Napier
President

Vacant
Past President

Colin Power
College Representative

Samantha Tiller
Secretary

Allison Beresford
Treasurer

Trevor Williams
Avalon Regional Director

Marley Boland
Eastern Regional Director

Stephanie March
Western Regional Director

Kristen Dyke
Central Regional Director

Jana Cole
Director of Marketing and Communications

Lorna Bradbury
Director of Professional Development

Ace Dyke
Student Representative

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

The NLCMLS was created out of the professional society (NLSMLS) in the summer of 2012. It was decided by the board of directors and ratified at our Annual General Meeting of October 2011 that we would suspend operation of the professional society and concentrate solely on the professional college.

The professional college (NLCMLS) came into existence on October 05, 2012 with the government's formal acceptance of the MLT regulations.

Just prior to the government's approval of the regulations, the College had to undergo its first registration for all practicing medical laboratory technologists in the province of NL. We are not a stand-alone entity as we are part of an umbrella organization – Newfoundland and Labrador Council of Health Professionals (NLCHP). The NLCHP currently represents seven (7) colleges of health professionals including NLCMLS.

Our current registration consists of 521 Medical Laboratory Technologists (MLT) and 11 Laboratory Health Professionals (LHP). The LHP's are registered to carry out specific duties as defined by the employer and are only registered to carry out these duties. These individuals had their education qualifications reviewed by the College of the North Atlantic and the NLCHP Registration Committee

The mandate of the NLCMLS is the protection of the public and a major focus for us is the continuing education and professional development of our members. In this light, our college has focused on developing continuing education programs and finding ways to help engage our members in this process.

The College has revived our past practice of symposiums and we will be holding two (2) symposia per year with varying locations with the intent of opening up our educational delivery to a wide audience and enable provincial participation. This will also allow our colleagues to present and showcase their expertise.

Our Spring Symposium and Fall Symposium and Annual General Meeting (AGM) were held in Marystown on April 13th, 2019 and St. John's from October 25-27th, 2019 respectively. At the AGM held on October 25, 2019, our by-laws were updated with a new format and updated appendixes. With participation numbers continually rising and MLT's signing in via streaming from across the province and even outside of Canada both symposiums were a success. The College would like to thank the organizing committees for both symposia for their hard work in making these such a worthwhile experience.

The Council is continuing to work on its strategic plan and focused on two main areas of importance for the College:

1. Developing a robust Quality Assurance Program
2. Council consulting with the Colleges to support processes that assist the work to align with Council legislated mandate.

With this Annual Report we take the opportunity as a professional body to highlight the opportunities and challenges that we as a professional college face.

Opportunities:

- To provide educational opportunities to our members to promote lifelong learning for our profession.
- To provide the public with an understanding and education of our profession and promote a dialogue between us.
- To share information and expertise with our fellow colleges in the Council.

Challenges:

- To find best practices and the creation and administration of quality education for our members and the public.



Lisa Napier
President, NLCMLS

**Newfoundland and Labrador College
of Medical Laboratory Science Inc.**

Financial Statements

(Unaudited - See Notice to Reader)

December 31, 2019

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Blagdon, Tilley and Company

Chartered Professional Accountants

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KEITH TILLEY CPA, CGA
KEVIN DWYER CPA, CGA

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Notice to Reader

On the basis of information provided by management, we have compiled the statement of receipts and investments for Newfoundland and Labrador College of Medical Laboratory Science Inc. as at December 31, 2019, and the statement of investments for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Blagdon, Tilley and Company
Chartered Professional Accountants

Conception Bay South, NL

May 12, 2020

Newfoundland and Labrador College of Medical Laboratory Science Inc.
 Statement of Receipts and Disbursements - Current Account
 (Unaudited - See Notice to Reader)
 For the Year Ended December 31, 2019

	2019	2018
Receipts		
Fees	\$ 33,942	\$ 32,432
Congress	18,120	12,950
Awards	1,450	350
	53,512	45,732
Disbursements		
Bank charges	45	38
Fees	2,723	3,788
Miscellaneous (Schedule 1)	8,249	6,812
Professional fees	863	863
Seminars, conventions and meetings	23,682	25,064
Telephone	27	431
Transfer to investments	25,000	25,000
	60,589	61,996
(Deficit) of receipts over disbursements	(7,077)	(16,264)
Bank balance, beginning of year	33,134	49,398
Bank balance, end of year	\$ 26,057	\$ 33,134

Newfoundland and Labrador College of Medical Laboratory Science Inc.
Statement of Investments
(Unaudited - See Notice to Reader
December 31, 2019

	2019	2018
Investments		
Bank of Montreal investment account	\$ 12,835	\$ 11,639
Bank of Montreal Guaranteed Investment Certificates	153,422	126,365
	\$ 166,257	\$ 138,004

Newfoundland and Labrador College of Medical Laboratory Science Inc.
Schedule 1
(Unaudited - See Notice to Reader
December 31, 2019

	2019	2018
Miscellaneous disbursements		
Advertising	\$ -	\$ 575
Student night	733	675
Website	4,944	3,097
Office supplies	722	615
Awards	1,850	1,850
	\$ 8,249	\$ 6,812

Newfoundland and Labrador College
Of Respiratory Therapists



Newfoundland and Labrador
College of Respiratory Therapists

Annual Report- January 1-December 31, 2019

It is my pleasure to present the annual report for the Newfoundland and Labrador College of Respiratory Therapists. As the Chair, I will summarize the challenges and successes of the past year.

Overview

On the provincial front, we have had our second and final graduating class from the program offered by Southern Alberta Institute of Technology (SAIT). In this class, 11 Respiratory Therapy students graduated with 8/11 successfully writing their CBRC national exam in July 2019. The College of the North Atlantic successfully completed their Accreditation readiness report and began their first intake of 12 students into the updated and improved Respiratory Therapy program in September 2019. NLCRT will continue to support the College of the North Atlantic as the program progresses over the next 3 years.

On the national level, the National Alliance of Respiratory Therapy Regulating Bodies (NARTRB) meetings were held in Niagara Falls, ON in May and in Calgary, AB in November. During 2019, the NARTRB signed on with Accreditation Canada to provide accreditation services to Respiratory Therapy programs across the country. Our College will participate on a national level at this time. It is unknown when accreditations will resume but talks are ongoing to establish a schedule among educational institutions.

The focus of the November meeting was the strategic plan of the NARTRB as well as initial planning for the review of the National Competency Framework (NCF) for Respiratory Therapy.

Part I of the 2016 NCF outlines the national standards of competencies required for entry-to-practice and therefore required for credentialing/licensing. It also includes evaluation criteria required for accreditation purposes.

Part II of the 2016 NCF provides guidelines for the Respiratory Therapy profession as we move forward in their career path. The commencement of review of this document is set to begin this upcoming year in preparation for an updated NCF in 2021.

The NLCRT executive held 5 formal meetings in 2019 with the focus on policy updating as well as planning of the AGM and educational days. Two educational events were offered to all Respiratory Therapists across the province in person or via webinar. The AGM and education day held on October 5, 2019 included several education sessions that catered to several aspects

of Respiratory Therapy including Care of the Caregiver, Smoking Cessation and update on the CNA Respiratory Therapy program. During the AGM, the position of Vice-Chair was up for nomination, where Erin Letto was re-elected.

The second educational event held on October 26, 2019, was sponsored by Boehringer Ingelheim, NLCRT and Eastern Health. Topics included ECMO, Difficult airway management, Lung Cancer management, Idiopathic Pulmonary fibrosis, and Hemodynamics in ventilation.

Executive (As of AGM October 5, 2019)

Cheryl Bailey, Chair	Joy Gallant, Secretary
Erin Letto, Vice Chair	Kristen McCrowe, Member at large
Julie Sheppard, Treasurer	Scott LeMessurier, Past Chair

The position of Elected member to Council, held by Roger Cook, was also vacated with his resignation from the board this year. It was decided not to fill this seat at this time due to reduction of members sitting on NLCHP Council and NLCHP Registrar attending NARTRB meetings. This position will be evaluated on an as needed basis. We thank Roger for his many years of service on the NLCRT executive, NLCHP Council and NARTRB board.

NLCHP Quality Assurance Committee

Tanya Gladney

NLCHP Disciplinary Panel

Erin Letto	Ken Costello
Julie Sheppard	Lori Gordon

For the coming year, the goals of the board are:

- Continue to review and update all existing policies and by laws to ensure they reflect the requirements of regulation. Develop new policies as required.
- Improve communication with College members to ensure all Respiratory Therapists are aware of educational opportunities and ongoing initiatives
- Update our current website to provide resources to College members
- Create/support educational opportunities as it relates to evolving trends within the RT profession
- Commit to being leaders within our profession.

Respectfully submitted,
Cheryl Bailey, RRT
Chair, NLCRT

Newfoundland and Labrador College of Respiratory Therapists
Financial Report
April 1, 2019 - March 31, 2020

Revenue

Membership Fees	\$	23,716.54
BICL Grant	\$	2,400.00
Donation	\$	231.41

Total Revenue \$ 26,347.95

Expenses

Bank Fees	\$	240.50
NLCRA Speaker Fees	\$	250.00
Hotel Rentals	\$	1,828.79
AGM	\$	852.30
Rentals	\$	870.80
Webinars	\$	100.00
Office Expenses	\$	1,595.43
Annual Reports	\$	40.00
NARTB Operation Dues	\$	3,000.00
NCF Dues	\$	4,500.00
CSRT Reg Fees	\$	908.50
Travel	\$	3,139.92
Insurance	\$	1,403.00
HSO	\$	1,802.00
Web Renewal	\$	437.00
Honoriums	\$	2,100.00
Training	\$	466.07

Total Expenses \$ 23,534.31

Net Income \$ 2,813.64



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