



ANNUAL REPORT  
2016-2017

College of Licensed Practical Nurses  
of  
Newfoundland and Labrador

## MISSION

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) protects the public through the promotion of efficient, ethical nursing care, regulation of licensed practical nursing practice, the licensure of Practical Nurses and setting the strategic direction for the organization.

## VISION

To foster a professional environment where Licensed Practical Nurses (LPNs) are respected, valued as integral members of the nursing team and provide quality health care services in Newfoundland and Labrador.

## VALUES

We Believe:

- ✓ Licensed Practical Nursing practice is founded on professionalism, compassion and caring;
- ✓ Licensed Practical Nurses are accountable for their actions;
- ✓ Licensed Practical Nurses take responsibility for lifelong learning aimed at building and maintaining professional competency; and
- ✓ Partnerships with key stakeholders are essential to enhancing the profession.

The CLPNNL has the legislative responsibility for regulating the practice of LPNs in Newfoundland and Labrador. In doing so, it serves to protect the public. It supports the Vision and promotes the Values of LPNs by providing leadership and supporting the integrity of the profession.



COLLEGE OF  
LICENSED PRACTICAL NURSES  
OF NEWFOUNDLAND AND LABRADOR  
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

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## Annual General Meeting

Date .....	June 15th, 2017
Time .....	1330 hrs.
Location .....	CLPNNL, 209 Blackmarsh Road, St. John's, NL

## Annual General Meeting Agenda

Call to Order
Approval of Minutes for 2015/16 Annual General Meeting
Presentation of the Annual Report for 2016/17
Approval of Auditor's Report for 2016/17
Appointment of Auditor for 2017/2018
Presentation of Awards
Adjournment

*LPNs: A Practical Approach to Quality Care*

## INTRODUCTION

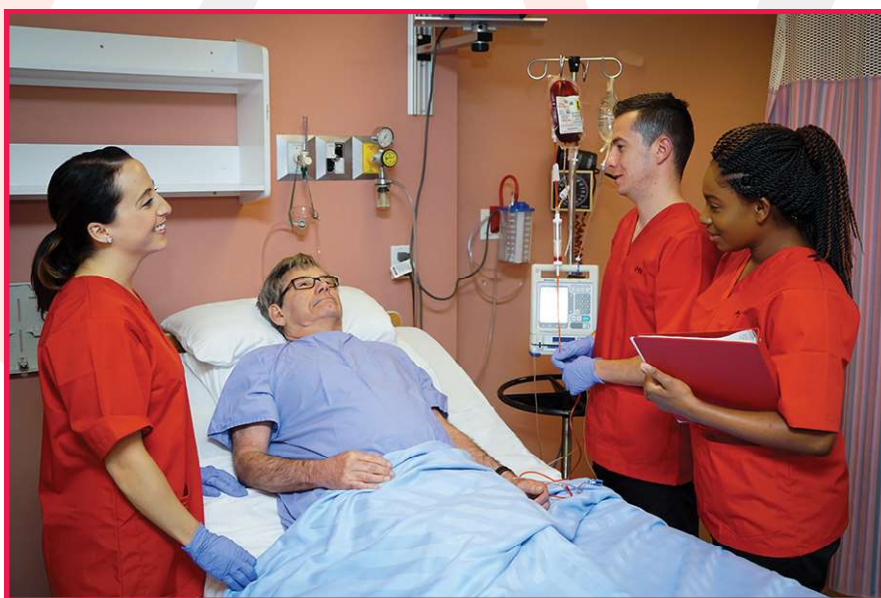
The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) is the regulatory organization for Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. CLPNNL is governed by a board that consists of six (6) elected LPNs, three (3) consumer representatives appointed by the Minister of Health and Community Services and one (1) representative appointed by the Centre for Nursing Studies (parent institution designed by the CLPNNL for Practical Nursing Education in the Province). The organization is funded through annual licensure renewal, examination, and other regulatory fees.

The CLPNNL regulates the profession of Practical Nursing and ensures protection of the public by setting entry-to-practice requirements; approving practical nurse education programs leading to licensure; establishing, promoting and enforcing standards of practice and a code of ethics; and conducting investigation and discipline. Under provincial regulation, persons who provide professional services to the public as a LPN must qualify and be licensed with the CLPNNL.

## ABOUT THE PRACTICAL NURSING PROFESSION

LPNs are professional nurses involved in the assessment, diagnosis, planning, implementation, and evaluation of nursing care. LPNs have been practicing as a regulated profession in Newfoundland and Labrador since 1984, with the LPN role changing over the years from assistant to professional nurse. The LPN profession has experienced many changes over the last past few decades. These changes have occurred in education, scope of practice and roles. Opportunities for LPNs have emerged in clinical and non-clinical environments, with new roles in non-traditional areas.

LPNs in Newfoundland and Labrador are responsible and accountable to work within the scope of practice of the LPN profession as defined by the CLPNNL. LPNs serve individuals, families and groups, assessing their needs and providing care and treatment as appropriate. With well-developed assessment and critical thinking skills, LPNs formulate nursing diagnoses, plan interventions, provide health education, and



evaluate response to treatment in collaboration with clients and other health care professionals. There are many roles within Newfoundland and Labrador in areas such as: acute care; long term care; community; clinics; education; occupational health and safety; public health; and leadership.

LPNs assume independent, interdependent, and often overlapping roles on the health care team. The level of independence for a LPN in practice may differ depending upon the needs and complexity of the client, skills of the LPN and the team around them, and supports available in the setting.

The Practical Nursing Program in Newfoundland and Labrador is a four (4) semester program that prepares graduates to care for clients across the lifespan in institutional and community based settings within the approved scope of practice. The program prepares its graduates to function as members of the health care team in the provision of independent and interdependent client care.

## **REPORT OF THE CHAIRPERSON AND EXECUTIVE DIRECTOR/ REGISTRAR**

We are pleased to present the annual report of the College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) for the period of April 1, 2016 – March 31, 2017.

This Annual Report highlights the commitment of the CLPNNL towards achieving its mission to regulate and lead the profession in a manner that protects and serves the public through excellence in Practical Nursing. It is the vision of the CLPNNL to foster a professional environment where LPNs are respected and valued as integral members of the nursing team, and provide quality health care services in Newfoundland and Labrador.

The fiscal year 2016/17 was another busy year for the CLPNNL, under the leadership of the Board and operational leadership provided by the Executive Director/Registrar, Paul D. Fisher. The Board focused on advancing the Strategic Plan for the organization.

This report also highlights some of the activities of the past year. The Board of the CLPNNL remains committed to the vision, mission, mandate and values of the organization. It works in collaboration with the government, educational facilities, employers, LPNs and other key stakeholders in focusing on initiatives to advance the profession and strive for excellence in the regulation of LPNs in Newfoundland and Labrador.

We have been entrusted with an immense responsibility in the profession's self-regulation of 2500 LPNs. The CLPNNL's role of ensuring safe, competent and quality care is supported by the authority established in legislation, by-laws and Board and operational policies. Guarding the public interest is a privilege – not a right – and is granted by government to the profession.

This Annual Report highlights activities towards meeting the goals and objectives of the Strategic Plan. The report outlines how the CLPNNL is “living its vision and mission” and meeting the strategic direction for 2016/17.

## ADVANCING OUR STRATEGIC DIRECTIONS

*Direction 1: Implement an assertive communication strategy designed to secure a strong identity for the profession and pride among members and stakeholders.*

LPNs are gaining respect throughout the province's health care system and among all stakeholders. This is founded in large part on the strong partnerships CLPNNL has nurtured over the years. The CLPNNL's identity and communication practices need to be updated and invigorated as a means to instilling even greater respect and pride in the LPN profession within the province. In turn, this will strengthen the profession and the career opportunities open to LPNs.



### Goals

- A. Develop and implement a communications strategy founded on three pillars: a refreshed visual identity; an empowered workplace identity; and a reliance on the use of social media tools.
- B. Engage at the national level, on both a Board and an organizational level, to exchange best practices and new partnerships that help position Newfoundland and Labrador's LPNs as being among the most progressive in the country.
- C. Create a new staff position or contract professional services to implement the communications strategy.

*Direction 2: Empower members to become leaders in their profession.*

The CLPNNL has achieved its goal to increase LPNs' scope of professional practice and to promote a strong, positive image of LPNs in the workplace and within the public eye. LPNs must now become leaders in their own careers and in the profession. As self-motivated leaders, they will influence others in recognizing the role of LPNs, create opportunities for their own advancement, and increase their leadership abilities in the workplace.

## Goals

- A. Widely communicate among LPNs the definition of leadership in today's evolving health care setting, and identify opportunities to apply leadership in the day-to-day work life of LPNs.
- B. Develop (or adopt existing) leadership courses to offer as part of CLPNNL's continuing education curriculum. Begin with a leadership basics workshop and, based on interest, expand to a more in-depth nursing leadership series.
- C. Recognize outstanding examples of LPN leadership to model and define leadership among the broad membership.

*Direction 3: Review and improve the CLPNNL's organizational capacity to ensure continued value to members and the province's health care profession.*

In recent years, the CLPNNL's work has changed and grown in multiple ways: from developing and overseeing new education standards; to introducing an expanded scope of practice; to enforcing the Code of Ethics and Standards of Practice. In this same period, few changes have been made to the organization's staffing and resource commitments. The CLPNNL must also have the capacity to deliver its full scope of services and to continue advancing the education and competencies of its membership.

## Goals

- A. Update the CLPNNL's staffing structure to reflect the current and emerging priorities and strategic directions, paying specific attention to the areas of communication and discipline. Included in this goal would be the assessment of the CLPNNL's areas of risk to ensure the organization is not at risk of losing key talent, organizational infrastructure, corporate knowledge and/or other capabilities.
- B. Revisit the CLPNNL's By-laws to determine if updates are needed to reflect the current governance and operating environment.
- C. Lay the groundwork, including a strategy and implementation plan, for a continued competency program for the province's LPNs.

## PROVINCIAL INITIATIVES

### CANADIAN PRACTICAL NURSE REGISTRATION EXAMINATION (CPNRE)

The CPNRE is developed by Assessment Strategies Inc. (ASI) in collaboration with Practical Nurse Regulators. Jurisdictions in Canada are responsible for ensuring those applying for licensure as a Practical Nurse meet an acceptable level of competence. This level of competence is measured in part by the CPNRE. The CPNRE is the final step in the licensure process and is administered three (3) times a year, in January, May and September.

A new Blueprint for the CPNRE was developed in 2014/15 and was implemented on January 1, 2017. The Blueprint was developed by the *Canadian Practical Nurse Registration Examination* (CPNRE) Competency and Blueprint Committee. This group was composed of representatives from provincial/territorial regulatory authorities that administer the examination, as well as from the areas of practice and education. This committee created the Blueprint to guide those involved in the development of the *Canadian Practical Nurse Registration Examination* and to provide the public with practical information about the CPNRE. The decisions of the committee were guided by the competencies, definitions, assumptions and results of a national validation survey.

Newfoundland and Labrador graduates continue to score among the top in the country, as evidenced through the three writings of the CPNRE this past year. The following table contains NL statistics as prepared by ASI for the period of April 1, 2016 to March 31, 2017:

**ASI Statistics for NL: Fiscal Year 2016/17**

Number of Candidates in Province	First Exam	Repeat Exam
Number Registered	196	1
Number Writing	194	1
Number Not Writing	2	0
Number Passing	186	1
Number Failing	8	0
<b>Percent Passing</b>	<b>96%</b>	<b>100%</b>

**PRACTICAL NURSING PROGRAM – CENTRE FOR NURSING STUDIES (CNS)**

The Centre for Nursing Studies (CNS), in accordance with *The Licensed Practical Nurses Regulations*, has been designated by the CLPNNL as the parent institution for delivery of Practical Nursing Education in the province. Based on a human resource need, identified in collaboration with employers, the CLPNNL grants permission to the CNS to broker the Practical Nursing Program through various sites of the College of the North Atlantic (CNA).

There were seventy-six (76) graduates from the Practical Nursing Program at the CNS in December 2016. There are currently ninety-one (91) students enrolled in the program at the CNS who are due to complete the program in December 2017. The CNS will have another intake of approximately ninety (90) students in September 2017.



***Practical Nursing Program - College of the North Atlantic – Corner Brook Campus***

There were forty-two (42) graduates from the Practical Nursing Program at this site in December 2016. There are currently twenty-eight (28) students enrolled in the program at this site who are due to graduate in December 2017. This site will have another intake of approximately forty (40) students in September 2017.

***Practical Nursing Program – College of the North Atlantic – Grand Falls-Windsor Campus***

There were twenty-five (25) graduates from the Practical Nursing Program at this site in December 2016. There are currently thirty (30) students in the program at this site who are due to graduate in December 2017. This site will have another intake of approximately fifty-five (55) students in September 2017.

***Practical Nursing Program – College of the North Atlantic – Clarenville Campus***

There were twelve (12) graduates from the Practical Nursing Program at this site in December 2016. There are currently eighteen (18) students in the program at this site who are due to graduate in December 2017. This site has been approved to have another intake of approximately twenty-four (24) students in September 2017.

***Practical Nursing Program – College of the North Atlantic – Happy Valley-Goose Bay Campus***

There were twelve (12) graduates from the Practical Nursing Program at this site in December 2016. This site will have an intake of approximately twenty (20) students for September 2017.

***Practical Nursing Program – College of the North Atlantic – Carbonear Campus***

There were twenty-six (26) graduates from the Practical Nursing program at this site in December 2016. There are currently twenty-two (22) students in the program at this site who are due to complete the program in December 2017. This site has been approved to have an intake of approximately thirty (30) students for September 2017.

***Practical Nursing Program – College of the North Atlantic – St. Anthony Campus***

There are currently fifteen (15) students in the program at this site that are due to graduate in December 2017.

***Designated Uniform Colours for LPNs***

Following requests from many LPNs across Newfoundland and Labrador, the CLPNNL underwent a process which determined that LPNs in NL were very supportive of a designated uniform colour as they felt it would clearly distinguish LPNs from other workers and would

promote professionalism. The colours chosen by LPNs were a red top with black pants. Wearing the designated uniform colours is not mandatory for LPNs, and is the decision of each individual LPN. The CLPNNL produced a series of television advertisements and carried out other activities to promote professionalism and scope of practice with LPNs wearing the designated colours. LPNs wearing red and black are evident in many institutions and agencies throughout the province.



### *Labour Mobility*

Regulators for practical nursing in Canada have been working with the federal and provincial governments to improve mobility of LPNs within Canada. The CLPNNL supports full mobility of LPNs and is working with other jurisdictional governments to enable labour mobility and to ensure compliance with the agreement without compromising the standards of practice for LPNs.

### *Pathway for Success for Internationally Educated Nurses*

The CLPNNL has seen a significant increase in the number of Internationally Educated Nurses (IENs) seeking licensure as Practical Nurses in this province. This is a result of increased employment opportunities for LPNs. Therefore, the CLPNNL and the Centre for Nursing Studies (CNS) have partnered with the College of Licensed Practical Nurses of Nova Scotia and the Nova Scotia Community College to purchase their Pathway to Success Program. The CNS is currently delivering this program based on need.

Pathway for Success is a program made up of three unique courses. Each course is designed to help IENs enhance their nursing education by focusing on the knowledge, skills, and abilities that are expected of Licensed Practical Nurses in Canada.

#### **Course 1 – Review of Practical Nursing Concepts and Competencies**

During this self-paced course, participants review practical nursing concepts and competencies including pathophysiology, pharmacology, health assessment, and maternal child health nursing concepts. Course length is sixty (60) hours over twelve (12) weeks, through online delivery.

#### **Course 2 – Introduction to the LPN Scope of Practice in Newfoundland & Labrador**

This four-day course helps IENs to better understand the roles and responsibilities of LPNs in Canada. With a focus on critical thinking, the course material is presented through discussion, case studies, practice tests, and simulated questions. Course length is twenty-four (24) hours over four (4) days, through online delivery.

#### **Course 3 – Canadian Practical Nurses Registration Exam Preparation (CPNRE)**

This six-hour course will help IENs as they prepare to write the (CPNRE). Course length is six (6) hours, through in-person delivery.

### *Professional Practice Consultations*

The staff of the CLPNNL continues to provide advice and guidance to support licensed practical nurses in their current and/or emerging roles and competencies. The CLPNNL, in conjunction with the ARNNL, held several education sessions within the regional health authorities on Scope of Practice, Accountability and Assignment of Care for LPNs and RNs. In addition, several information sessions were held with LPNs, practical nursing students and other key stakeholders pertaining to the Standards of Practice, Scope of Practice and Code of Ethics for LPNs.

The staff of the CLPNNL regularly collaborates with employers and other organizations, both provincially and nationally, to identify common issues and trends in health care which may have an impact on LPN practice and education. CLPNNL staff members have met with employers on numerous occasions this past year to discuss strategies and support endeavours regarding LPNs working toward full scope of practice.

### *Therapeutic Nurse-Client Relationship Interpretative Document*

The CLPNNL Practice Committee develops Interpretive Documents to provide direction, promote clarity and give further explanation to LPNs in relation to the expectations identified within the Standards of Practice and Code of Ethics (2013). The therapeutic nurse-client relationship is the fundamental means for providing safe, competent, compassionate and ethical nursing care. The Therapeutic Nurse-Client Relationship Interpretative Document provides direction and outlines LPNs' accountability and responsibilities in relation to the nurse-client relationship. Licensed Practical Nurses are responsible and accountable for establishing, maintaining and concluding the nurse-client relationship in a therapeutic manner in the best interest of the client. This document was approved by the Board in January 2017 and is available on the CLPNNL website, [www.clpnnl.ca](http://www.clpnnl.ca).

### *Documentation Practice Guideline*

The CLPNNL Practice Committee develops Practice Guidelines to outline the LPN's accountability in specific practice contexts. These guidelines reflect relevant legislation and are designed to assist LPNs to understand their responsibilities and legal obligations. The Documentation Practice Guideline describes the CLPNNL's expectations for LPNs throughout the documentation process in all practice settings, regardless of the method of documentation. Documentation is a vital component of safe, ethical and effective nursing practice, in every practice context and setting. This document was approved by the Board in January 2017 and is available on the CLPNNL website, [www.clpnnl.ca](http://www.clpnnl.ca).

### *Continuing Competency Program (CCP)*

In June 2016, the CLPNNL Board approved a Continuing Competency Program (CCP) for LPNs. Starting in April 2017, every LPN in every practice setting in Newfoundland and Labrador is required to participate in the CCP to maintain licensure. Participation in CCP is in addition to working the required number of practice hours.

The CLPNNL has the legislated responsibility to protect the public by promoting the provision of safe, competent, ethical and compassionate nursing care by LPNs. In keeping with this responsibility, the CLPNNL has implemented the mandatory CCP for LPNs.

The CCP is a formal method to assess the knowledge, skills and judgment of a professional practitioner and, consequently, promote safe, ethical and competent life-long nursing practice. CCP requires LPNs to identify opportunities to broaden their knowledge base, increase their skill capacity and enhance their individual scope of practice, ultimately achieving professional growth and continually improving competence throughout their nursing career.

Based on an annual self-assessment, LPNs will develop a learning plan to identify activities to meet their learning needs. LPNs will complete fourteen (14) hours of continuing education each year. When applying for licensure for 2018-2019, LPNs will be required to declare that they have completed the CCP requirements for the 2017-2018 licensure year. LPNs who declare compliance with the CCP will be issued a license and will be eligible to be selected for the annual audit. This past year, CLPNNL staff presented multiple education sessions to provide information and prepare LPNs to participate in the CCP.

### *PRACTICE Magazine*

PRACTICE magazine provides a wide array of information on nursing regulation, nursing licensure, nursing practice and many other health related topics. It is produced three (3) times annually by the CLPNNL staff and is distributed electronically to LPNs and key stakeholders in the province.

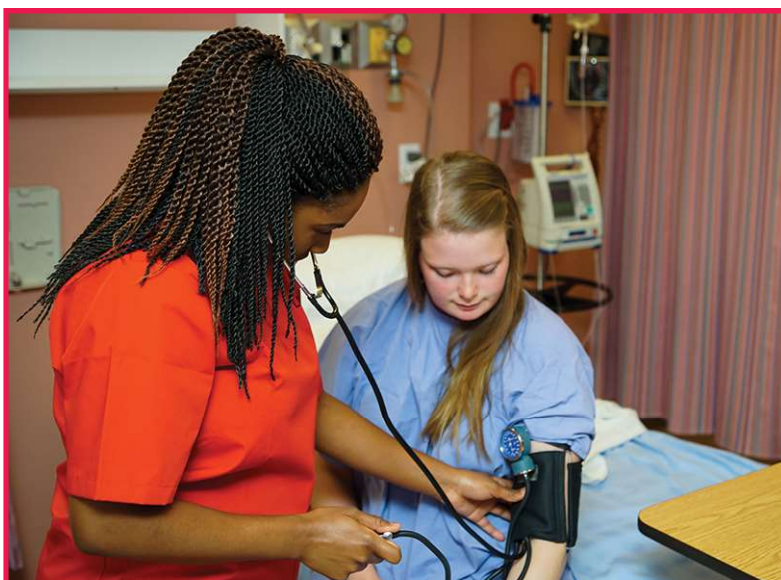
### *Development of Online Licensure Process for LPNs*

During this past year, the CLPNNL has been working with Blue Communications to update our database system and website to allow LPNs in the province to obtain initial and annual licensure renewal through an online process. It is anticipated that the online licensure process will be implemented during licensure year 2017/18.

### *Medical Assistance in Dying (MAiD)*

Legislation regulating the provision of Medical Assistance in Dying (MAiD) (Bill C-14) was

passed by the federal government on June 17, 2016. Bill C-14 allows for eligible individuals to receive medical assistance in dying. The legislation changed the Criminal Code to allow physicians and nurse practitioners (NPs) to provide eligible individuals with assistance in dying without the risk of criminal prosecution. The legislation outlines safeguards to ensure that those who ask for medical assistance in dying are eligible, can give informed consent, and are voluntarily requesting assistance. Health care workers, including LPNs, who aid physicians and NPs in providing MAiD are also permitted to do so without the risk of criminal charges.



In response to this legislation, the CLPNNL Practice Committee developed the Medical Assistance in Dying Practice Guideline to outline the LPN's accountability in this practice context. The Guideline reflects relevant legislation and is designed to assist LPNs to understand their responsibilities and legal obligations in relation to Medical Assistance in Dying (MAiD).

### *Communication & Public Awareness*

Increasing public and other key stakeholders understanding of the education preparation and role of LPNs is an important goal of the CLPNNL. Radio and television ads aired throughout the province during 2016/17. These ads are helping to build the public trust in the LPN profession and to garner a better understanding of the LPN scope of practice.

### *Discipline Review Process*

The CLPNNL is committed to resolving allegations against LPNs based on the principles of procedural fairness, transparency and due diligence. Each allegation received by the CLPNNL is taken seriously and reviewed thoroughly to determine the appropriate course of action. The *Licensed Practical Nurses Act* and *Regulations* set out the approaches for addressing unprofessional conduct to protect the public from incompetent or unethical practitioners. Less than one per cent (1%) of the membership are involved in the discipline process each year. The allegations being received by the CLPNNL are becoming more complex. There were approximately ten (10) new allegations of professional misconduct or conduct deserving of sanction filed with the CLPNNL against five (5) LPNs during 2016/17.

## NATIONAL INITIATIVES

### *Canadian Council for Practical Nurse Regulators (CCPNR)*

The CCPNR is a federation of provincial regulators responsible for the profession of Practical Nursing in Canada. The CCPNR provides a collective voice on matters affecting practical nurse regulation. The focus of CCPNR is promotion of regulatory excellence and continued harmonization of the LPN profession within member jurisdictions.

During this past year CCPNR continued with the implementation of the following five-year strategic plan, which outlines six strategies. These strategies are to:

1. harmonize information sharing for consistency of professional conduct actions/decisions;
2. harmonize the assessment of IENs;
3. seek opportunities to harmonize regulatory practices among three nursing groups;
4. harmonize practical nursing program standards, evaluation and approval;
5. harmonize intra-provincial registration/license verifications; and
6. harmonize the processes and requirements to register/license LPNs.

### *National Nursing Assessment Service (NNAS):*

The National Nursing Assessment Services (NNAS) is an incorporated non-profit organization whose members are the 22 regulatory bodies and associations of registered nurses, licensed practical nurses and registered psychiatric nurses across Canada (excluding Quebec and the Territories). NNAS members collectively developed a harmonized approach to the initial assessment of internationally educated nurses (IENs) applying for licensure in Canada. This national approach provides greater transparency, timeliness and predictability across Canadian jurisdictions, in addition to applying rigorous standards for qualification assessment in the interest of the public.

Since the implementation of the NNAS process (August 2014), CLPNNL has improved its ability to ensure that every nurse licensed is safe and competent to practice. This process has decreased the timeline for the registration decision for all IENs applying to Newfoundland and Labrador.

Each regulatory authority involved with NNAS continues to make the final decision to accept or refuse an applicant's request for licensure. With the implementation of the NNAS, the CLPNNL has seen an increase in the number of IENs seeking licensure as Practical Nurses in the province.

### *National Council of State Boards of Nursing (NCSBN)*

The NCSBN is a United States (U.S.) based organization which is an independent, not-for-profit organization through which boards of nursing act and counsel together on matters of common interest and concern affecting public health, safety and welfare. All nursing regulatory boards from the fifty (50) states, the District of Columbia and four (4) U.S. territories are members of the NCSBN and twenty-four (24) Canadian and international nursing regulatory boards belong as associate members. The CLPNNL is an active member of NCSBN. The NCSBN Associate Membership category is designed to provide a forum by which nursing regulatory bodies from around the globe can join NCSBN in a dialogue regarding issues of common concern, as well as share information and knowledge in a multicultural exchange of thoughts and ideas.

## **CLPNNL INVOLVEMENT WITH KEY STAKEHOLDERS**

The CLPNNL works extensively with stakeholders to protect the public through the promotion and delivery of efficient and ethical nursing care. We enjoy productive and collaborative relationships with our partners, including:

- Centre for Nursing Studies Advisory Committee – Practical Nursing Program
- Assessment Strategies Inc. Review Committee of the Practical Nurses Registration Examination, Client Advisory Group
- Assessment Strategies Inc. CPNRE Steering Committee
- Canadian Council for Practical Nurse Regulators
- ARNNL Advisory Committee on Nursing Administration
- Canadian Institute for Health Information LPN Database Development Project
- Canadian Network of National Association of Regulators
- Centre for Nursing Studies Recruitment Committee - Practical Nursing Program
- Health Professions Regulatory Network of NL
- National Nursing Assessment Service
- Internationally Educated Nurses Atlantic Collaborative Forum
- Chancellor Park Partnerships Advisory Council

## CONCLUDING COMMENTS

The CLPNNL is accountable for and has a duty to carry out its activities in a manner that serves and protects the public interest. The work of the staff, board and committee members in 2016/17 focused on continuing the implementation and execution of the Strategic Plan. It is with much gratitude and appreciation that we acknowledge the contributions of the CLPNNL Board and committee members. We are grateful to the CLPNNL staff for their hard work and dedication to the organization. We also acknowledge the valued positive collaborative working relationships with LPNs, the Department of Health and Community Services, the Centre for Nursing Studies, the College of the North Atlantic, the Association of Registered Nurses of Newfoundland and Labrador, and employers. Without the commitment of these stakeholders, we could not meet the expectations and obligations of a self-regulating profession.

While we have made significant progress on many fronts during the past year, we recognize that 2017/18 will present new challenges which, together, we can overcome. The CLPNNL is looking forward to building on the accomplishments of the past year and recognizes that there is still a great deal to accomplish related to the utilization of LPNs in many practice settings throughout the province. The CLPNNL will continue to advance the profession in the coming year.

Jane Parady, BSW, MBA, CMC  
Chairperson – Consumer Representative

Paul D. Fisher, LPN, CI, BAHSA  
Executive Director/Registrar





**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**  
**Financial Highlights**  
**from the Auditor's Report 2016/17**





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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Licensed Practical Nurses of NL

I have audited the accompanying financial statements of College of Licensed Practical Nurses of NL, which comprise the statement of financial position as at March 31, 2017 and the statements of revenue and expenditures - general fund, 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.

### Auditor's Responsibility

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of College of Licensed Practical Nurses of NL as at March 31, 2017 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.

St. John's, NL  
May 17, 2017

  
Brian T. Scammell Professional Corporation

ANNUAL REPORT 2016-2017

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**  
**Statement of Financial Position**  
**March 31, 2017**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 145,149	\$ -
Accounts receivable	3,609	3,390
Interest receivable	3,310	3,263
Prepaid expenses	23,170	25,107
	<b>175,238</b>	<b>31,760</b>
LONG TERM INVESTMENTS <i>(Note 3)</i>	<b>850,000</b>	<b>900,000</b>
CAPITAL ASSETS <i>(Note 4)</i>	<b>1,650,409</b>	<b>1,709,060</b>
	<b>\$ 2,675,647</b>	<b>\$ 2,640,820</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Bank indebtedness <i>(Note 5)</i>	\$ -	\$ 47,229
Accounts payable and accrued liabilities <i>(Note 6)</i>	112,951	106,634
Membership fees received in advance <i>(Note 7)</i>	678,758	655,185
Accrued vacation pay	103,451	65,837
	<b>895,160</b>	<b>874,885</b>
ACCRUED SEVERANCE PAY	<b>42,316</b>	<b>39,965</b>
	<b>937,476</b>	<b>914,850</b>
<b>NET ASSETS</b>		
General Fund	1,504,657	1,482,326
Discipline Fund (Schedule 2)	202,467	207,448
Education Fund (Schedule 1)	31,047	36,196
	<b>1,738,171</b>	<b>1,725,970</b>
	<b>\$ 2,675,647</b>	<b>\$ 2,640,820</b>

ANNUAL REPORT 2016-2017

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**  
**Statement of Revenue and Expenditures - General Fund**  
**Year Ended March 31, 2017**

	2017	2016
<b>REVENUE</b>		
Membership fees	\$ 731,420	\$ 710,125
Examinations	72,765	42,444
Rental income	36,627	37,919
Other	32,648	35,949
Interest	12,596	10,751
	<b>886,056</b>	<b>837,188</b>
<b>EXPENDITURES</b>		
Salaries and benefits	459,158	430,281
Amortization	75,098	73,980
Travel and meetings	71,083	60,339
Examinations	52,144	32,692
Public relations	29,454	19,644
Insurance	27,774	29,509
Municipal taxes	25,699	42,044
Office	20,755	26,735
Repairs and maintenance	16,113	18,418
IT support	15,280	6,601
Utilities	15,199	15,581
CLPN/ARNNL initiatives	15,000	-
Memberships	11,502	5,778
Seminars and workshops	7,447	3,659
Nursing week	7,381	18,142
Miscellaneous	5,105	5,603
Accounting and audit	4,895	4,323
Interest and bank charges	2,478	1,146
Newsletter	2,076	1,210
Publications	84	52
Legal	-	2,097
Loss on disposal of assets	-	1,858
	<b>863,725</b>	<b>799,692</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ 22,331</b>	<b>\$ 37,496</b>

ANNUAL REPORT 2016-2017

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2017**

	General Fund	Discipline Fund (Schedule 2)	Education Fund (Schedule 1)	2017	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,482,326	\$ 207,448	\$ 36,196	\$ 1,725,970	\$ 1,707,746
Excess of revenue over expenditures	22,331	-	-	22,331	37,496
Excess of expenditures over revenue	-	(4,981)	(5,149)	(10,130)	(19,272)
<b>NET ASSETS - END OF YEAR</b>	\$ 1,504,657	\$ 202,467	\$ 31,047	\$ 1,738,171	\$ 1,725,970

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

**Statement of Cash Flow**

**Year Ended March 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenditures	\$ 22,331	\$ 37,496
Items not affecting cash:		
Amortization of capital assets	75,098	73,980
Loss on disposal of capital assets	-	1,858
	<b>97,429</b>	<b>113,334</b>
Changes in non-cash working capital:		
Accounts receivable	(219)	-
Interest receivable	(47)	696
Accounts payable and accrued liabilities	6,317	(26,591)
Membership fees received in advance	23,573	14,413
Prepaid expenses	1,937	(8,323)
Accrued vacation pay	37,614	17,586
	<b>69,175</b>	<b>(2,219)</b>
Cash flow from operating activities	<b>166,604</b>	<b>111,115</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(16,447)	(49,181)
Proceeds from sale of investments	501,616	-
Purchase of investments	(451,616)	(200,000)
Cash flow from (used by) investing activities	<b>33,553</b>	<b>(249,181)</b>
<b>FINANCING ACTIVITY</b>		
Change in discipline fund	(4,981)	(12,552)
Change in education fund	(5,149)	(6,720)
Accrued severance pay	2,351	(7,611)
Cash flow used by financing activity	<b>(7,779)</b>	<b>(26,883)</b>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>192,378</b>	<b>(164,949)</b>
Cash (deficiency) - beginning of year	(47,229)	117,720
<b>CASH (DEFICIENCY) - END OF YEAR</b>	<b>\$ 145,149</b>	<b>\$ (47,229)</b>
<b>CASH FLOW SUPPLEMENTARY INFORMATION</b>		
Interest received	\$ 47	\$ (696)
Interest paid	\$ 2,478	\$ 1,146
Income taxes paid	\$ -	\$ -

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

**Notes to Financial Statements**

**Year Ended March 31, 2017**

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**1. PURPOSE OF THE ORGANIZATION**

College of Licensed Practical Nurses of Newfoundland and Labrador ("CLPNL", "College", or the "Organization") is a not-for-profit organization incorporated under the Licensed Practical Nurses Act of the Province of Newfoundland and Labrador, whose mandate is to regulate the practice of licensed practical nursing in Newfoundland and Labrador. The CLPNL is exempt from income taxes under the Income Tax Act due to its not-for-profit nature.

**2. SIGNIFICANT ACCOUNTING POLICIES**

*Basis of presentation*

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

*Fund accounting*

College of Licensed Practical Nurses of NL follows the deferral method of accounting for contributions.

The General Fund accounts for the Organization's program delivery and administrative activities. This fund reports unrestricted resources.

The Discipline Fund reports only internally restricted resources that are to be used for discipline purposes.

The Education Fund reports only internally restricted resources for the continuing education for licensed practical nurses.

*Cash and short term investments*

Short-term debt securities purchased with maturity of three months or less to are classified as cash equivalents.

*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.

Financial assets measured at amortized cost include cash, accounts receivable, interest receivable and long term investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, membership fees received in advance, accrued vacation pay and accrued severance pay.

*(continues)*

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**  
**Notes to Financial Statements**  
**Year Ended March 31, 2017**

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

*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:

Buildings	4%
Computer equipment	30%
Furniture and equipment	20%

The Organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

*Severance pay*

The liability for severance pay is recorded in the accounts for all employees who have vested right to receive such a payment. No provision for the ultimate severance pay liability is made in the accounts for any employee who has less than nine years of continual service.

*Vacation pay*

Accumulated vacation pay is accounted for on an accrual basis.

*Revenue recognition*

Revenues are recognized using the deferral basis of accounting whereby externally restricted contributions are deferred and recognized as revenue in the period which the related expenditure is incurred. Unrestricted contributions are recognized as revenue in the period received.

Membership fees are recognized as revenue proportionately over the fiscal period to which they relate.

Examination fees are recognized as revenue when the exam is held.

Interest is recognized as earned.

*Contributed services*

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

*Use of accounting estimates*

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenue and expenses during the reporting periods. Actual results could differ from those estimates.

**3. LONG TERM INVESTMENTS**

Long term investments consist of various term deposits totaling \$400,000 with interest rates of 2.625% and maturing June 24, 2017, a term deposit totaling \$50,000 with an interest rate of 1.125% and maturing February 8, 2022 and various term deposits totaling \$400,000 with interest rates of 1.125% and maturing March 8, 2022.



**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**  
**Notes to Financial Statements**  
**Year Ended March 31, 2017**

**4. CAPITAL ASSETS**

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Land	\$ 242,264	\$ -	\$ 242,264	\$ 242,264
Buildings	1,488,510	132,382	1,356,128	1,408,333
Furniture and equipment	119,855	85,377	34,478	35,137
Computer equipment	40,913	28,456	12,457	12,033
Online registration	15,576	10,494	5,082	11,293
	\$ 1,907,118	\$ 256,709	\$ 1,650,409	\$ 1,709,060

**5. CREDIT FACILITY**

The Organization has a credit facility with Newfoundland and Labrador Credit Union Limited which includes an approved operating line that can be drawn upon to a maximum of \$350,000. This line of credit bears interest at 4.45% This line of credit is secured by real property and a general security agreement. At March 31, 2017, the amount owing, which is due on demand, was \$0.

**6. GOVERNMENT REMITTANCES PAYABLE OTHER THAN INCOME TAX**

Government remittances (other than income taxes) include, for example, federal and provincial sales taxes, payroll taxes, health taxes, and workers' safety insurance premiums. The following government remittances were included in accounts payable and accrued liabilities at year-end.

	2017
HST taxes payable	93,477

**7. MEMBERSHIP FEES RECEIVED IN ADVANCE**

	2017	2016
Balance, April 1	\$ 655,185	\$ 640,772
Less amount recognized as revenue during the year	(655,185)	(640,772)
Plus amount received for the subsequent year	678,758	655,185
Balance, March 31	\$ 678,758	\$ 655,185

**8. FINANCIAL INSTRUMENTS**

The Organization is exposed to various risks through its financial instruments and monitors, evaluates and manages these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2017.

*(continues)*

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

**Notes to Financial Statements**

**Year Ended March 31, 2017**

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**8. FINANCIAL INSTRUMENTS (continued)**

*(a) Credit risk*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to credit risk from its members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Organization has a significant number of members which minimizes concentration of credit risk.

*(b) Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources and accounts payable.

*(c) Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Organization is mainly exposed to interest rate risk.

*(d) 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 Organization manages exposure through its normal operating and financing activities. The Organization is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

ANNUAL REPORT 2016-2017

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

**Statement of Internally Restricted Revenue and Expenditures - Education Fund**

*(Schedule 1)*

**Year Ended March 31, 2017**

	2017	2016
<b>REVENUE</b>		
EDF donations	\$ -	\$ 3,342
<b>EXPENDITURES</b>		
EDF scholarship	4,100	2,140
EDF facility	800	-
EDF meeting	149	968
EDF award of excellence	100	140
EDF conference salaries	-	250
EDF conference supplies	-	56
EDF presenters	-	300
EDF miscellaneous	-	752
EDF conference travel LPN	-	1,176
EDF meals and entertainment	-	4,280
	<b>5,149</b>	<b>10,062</b>
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>	<b>\$ (5,149)</b>	<b>\$ (6,720)</b>

ANNUAL REPORT 2016-2017

**COLLEGE OF LICENSED PRACTICAL NURSES OF NL**

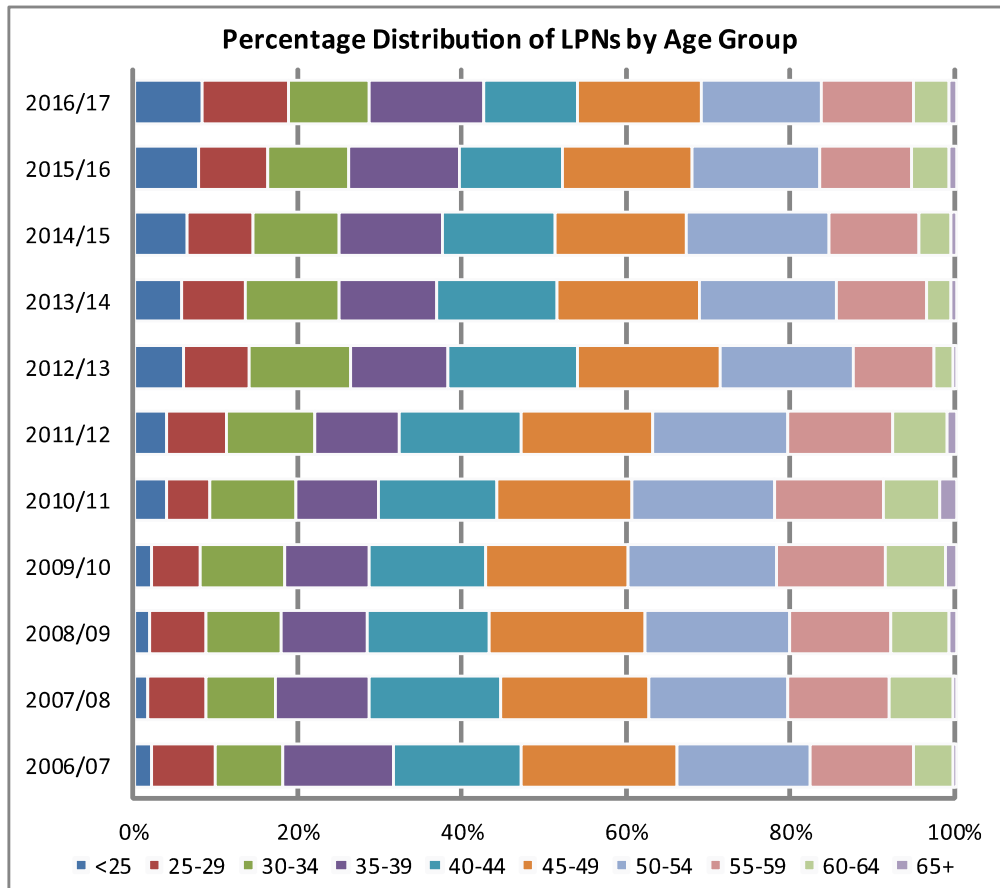
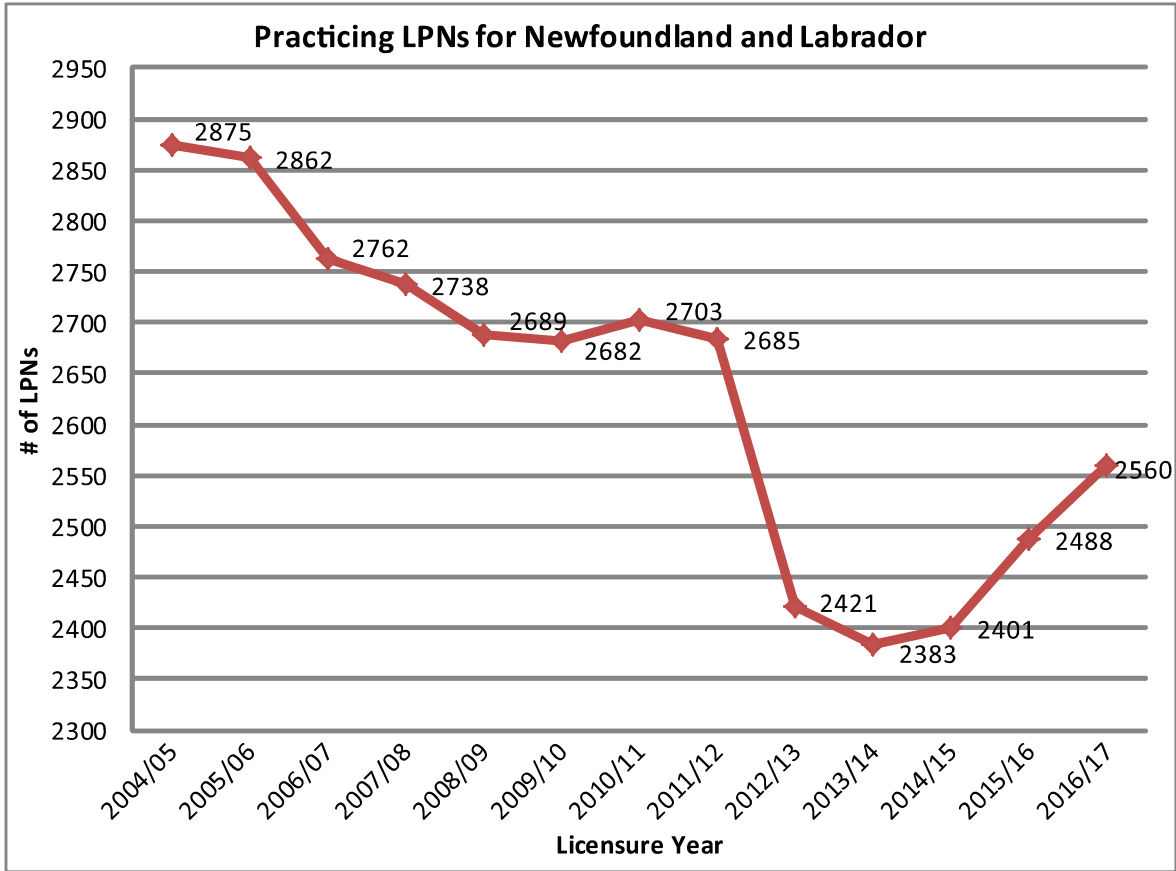
**Statement of Internally Restricted Revenue and Expenditures - Discipline Fund**

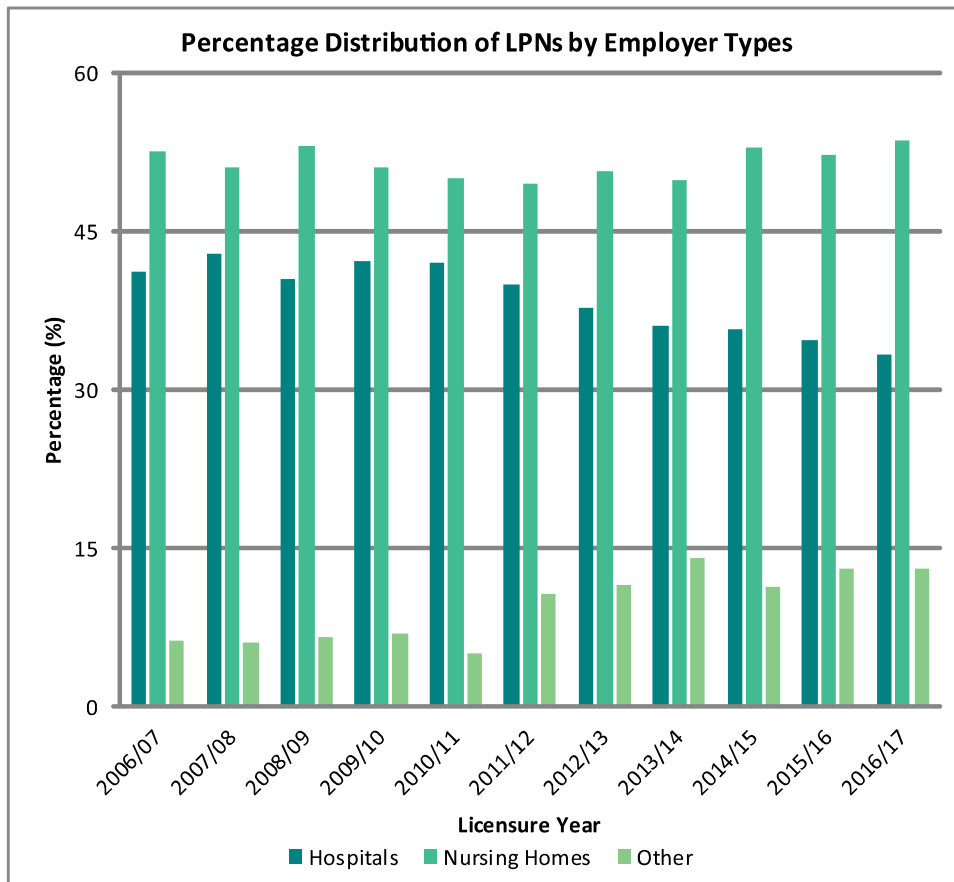
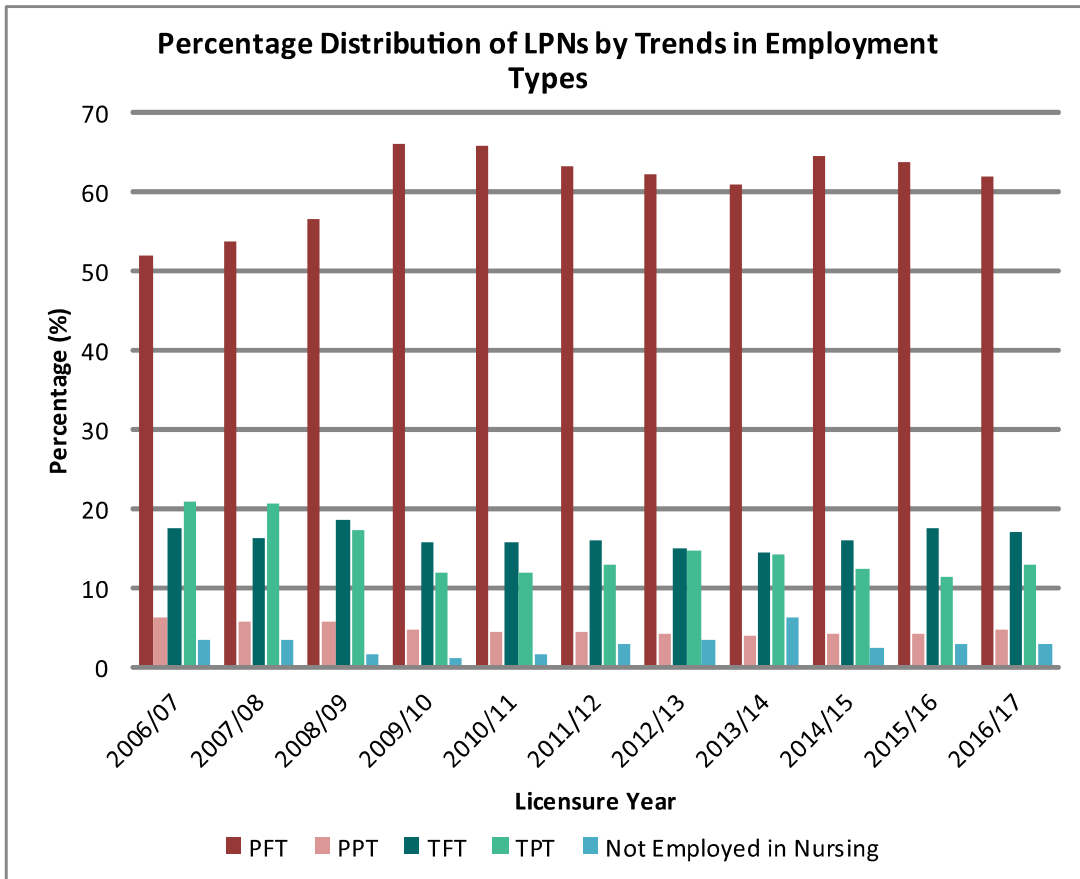
*(Schedule 2)*

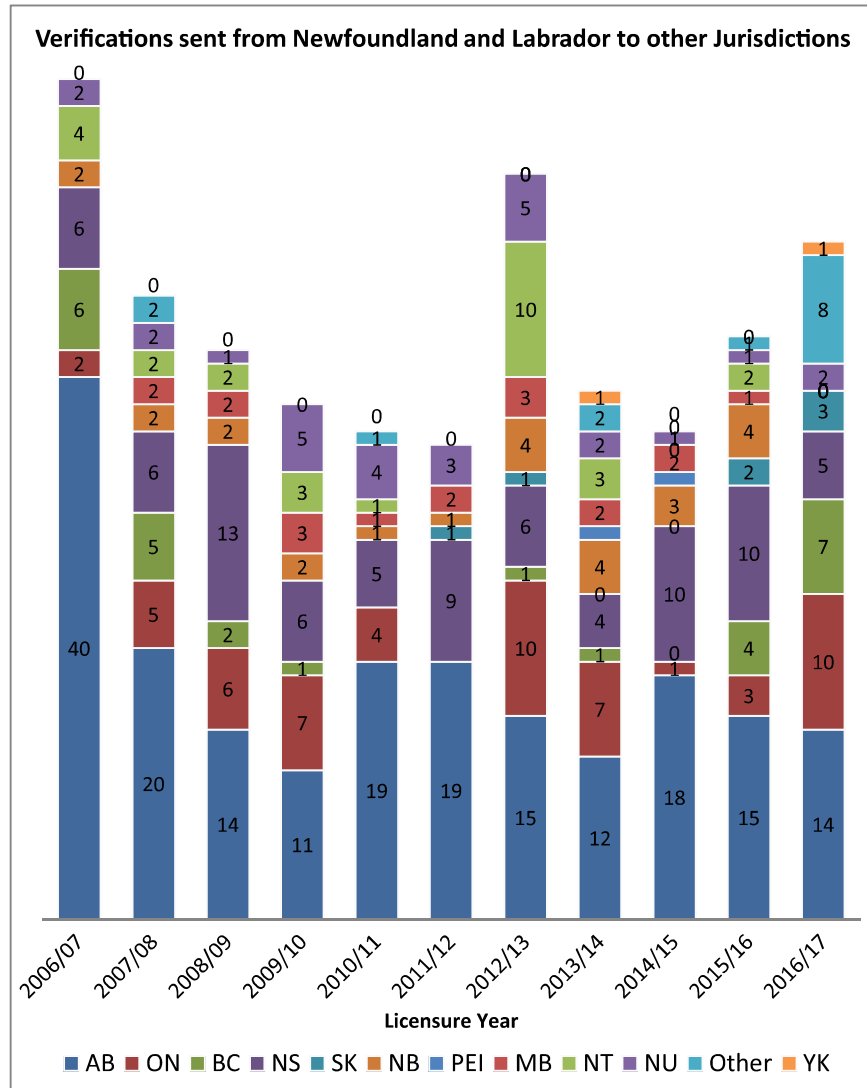
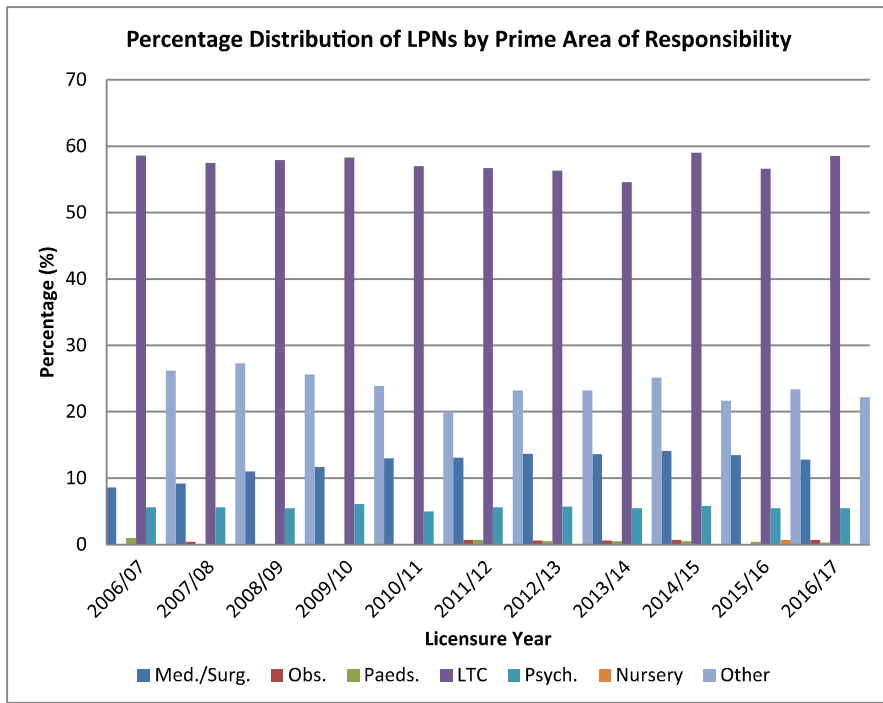
**Year Ended March 31, 2017**

	2017	2016
<b>EXPENDITURES</b>		
Discipline - Travel	\$ 2,864	\$ 7,534
Discipline - Legal	2,117	5,008
Discipline - Miscellaneous	-	10
<b>EXCESS OF EXPENDITURES OVER REVENUE</b>	<b>\$ (4,981)</b>	<b>\$ (12,552)</b>

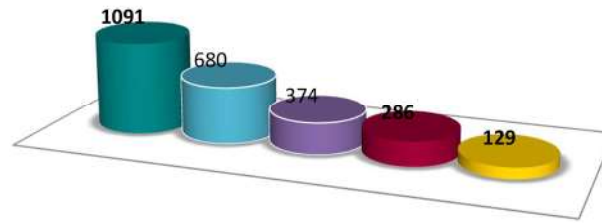
## Licensure Statistics for 2016-2017





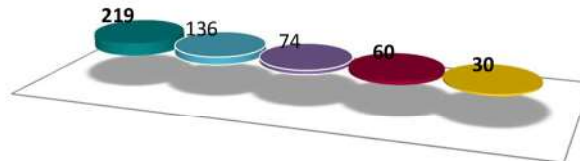


**Age distribution of LPNs currently licensed in Newfoundland and Labrador for 2016/17**



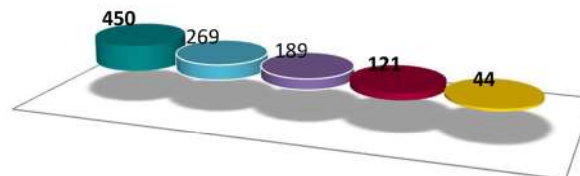
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

**Age distribution of LPNs currently licensed with Central Health for 2016/17**



- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

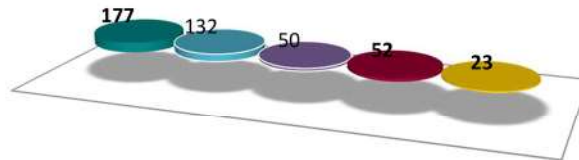
**Age distribution of LPNs currently licensed with Eastern Health for 2016/17**



- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

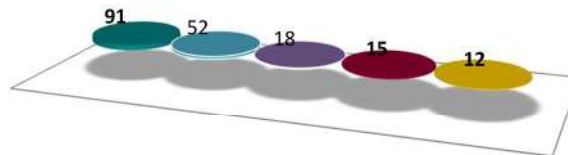


**Age distribution of LPNs currently licensed with Western Health for 2016/17**



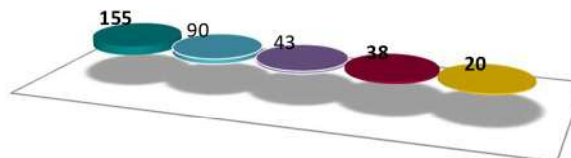
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

**Age distribution of LPNs currently licensed with Labrador Grenfell Health for 2016/17**

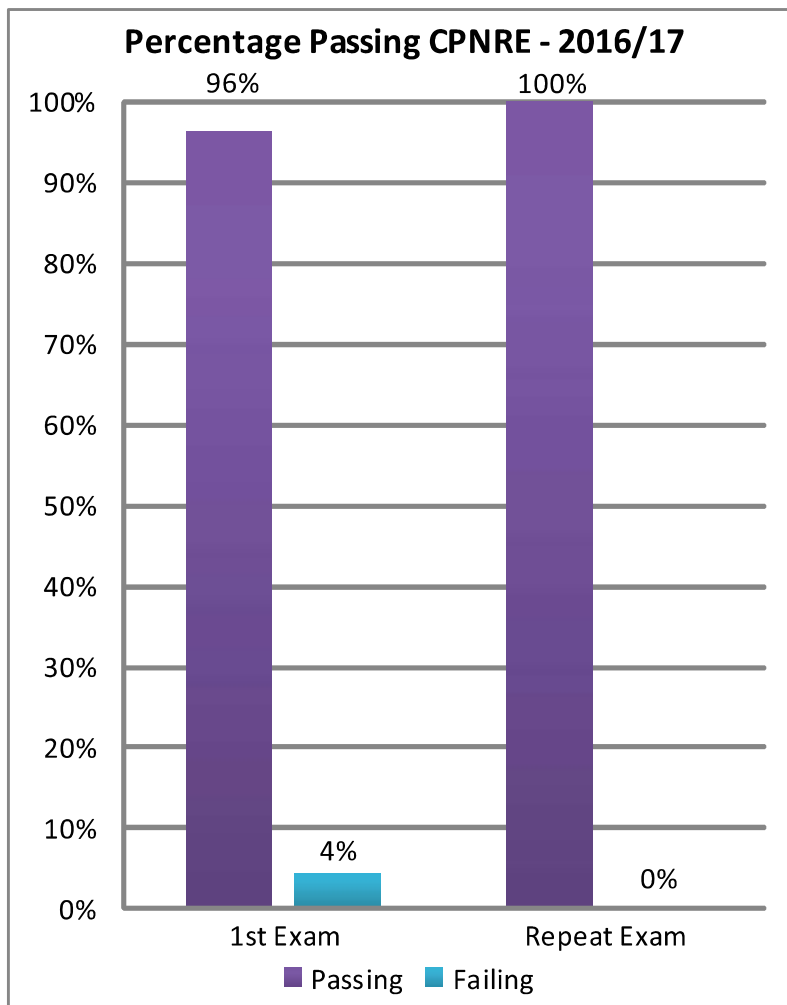
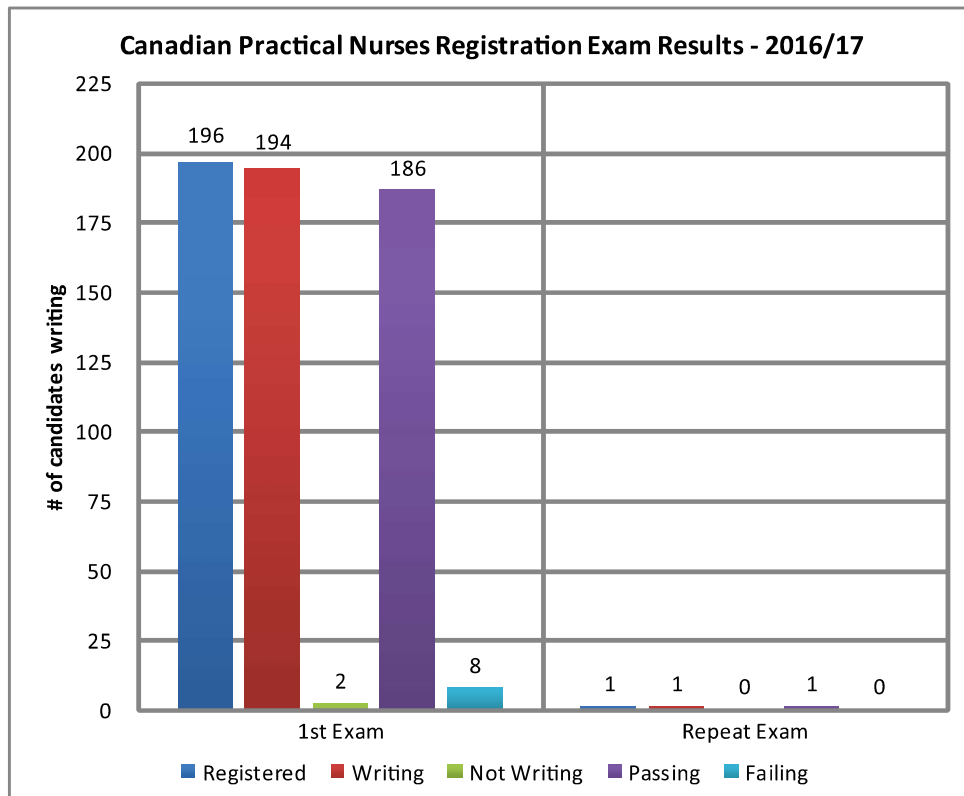


- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

**Age distribution of LPNs currently licensed with Private and Other Health for 2016/17**



- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older



## College of Licensed Practical Nurses of Newfoundland and Labrador

### Board Members

Jane Pardy	Consumer Representative, Chairperson
Patricia Barrett	Consumer Representative
Vacant	Consumer Representative
Dawn Lanphear	Centre for Nursing Studies
Tanjit Kaur	Licensed Practical Nurse - Zone 1
Dacia Wallace	Licensed Practical Nurse - Zone 1
Buffy Maloney	Licensed Practical Nurse - Zone 2
Christopher Janes	Licensed Practical Nurse - Zone 3
Ernest Green	Licensed Practical Nurse - Zone 4
Vacant	Licensed Practical Nurse - Zone 5
Paul D. Fisher	Executive Director/Registrar (non-voting member)

### Complaints Authorization Committee

Dawn Lanphear	Centre for Nursing Studies, Chairperson
Chris Matthews	Licensed Practical Nurse, Vice Chairperson
Patricia Barrett	Consumer Representative

### Education Committee

Mimajoan Saunders	Licensed Practical Nurse
Karen Rowsell	Licensed Practical Nurse
Chris Matthews	Licensed Practical Nurse
Scott Carroll	Licensed Practical Nurse
Tina Burton	Licensed Practical Nurse
Elizabeth Crawford	Consumer Representative
Sylvia Diamond-Freake	Employer Representative

Fran Abbott	PN Program, Centre for Nursing Studies
Denise English	Associate Director, Centre for Nursing Studies
Heather Hunt-Smith	Employer Representative
Wanda Squires	LPN Practice Consultant
Wanda Wadman	Director of Professional Practice & Policy

### **Finance Committee**

Dawn Lanphear	Board Member, Public Representative
Pearl Blake	Licensed Practical Nurse
Rod Hayward	Licensed Practical Nurse
Nadine Hedderson-Burton	Licensed Practical Nurse
Paul D. Fisher	Executive Director/Registrar

### **Practice Committee**

Connie Winter	Licensed Practical Nurse
Ernest Green	Licensed Practical Nurse
Melissa Colbourne	Licensed Practical Nurse
Kimberley Sheppard	Licensed Practical Nurse
Joanne Green	Licensed Practical Nurse
Dawn Warren	Licensed Practical Nurse
Beverly Smith	PN Program Representative - Rural
Tammy Coffey-Hickey	Employer Representative
Patricia Barrett	Board Representative
Jeanette Cronin	Centre for Nursing Studies
Wanda Wadman	Director of Professional Practice & Policy
Wanda Squires	LPN Practice Consultant

## CLPNNL Staff



Front Row (left to right)

Glenda Hayward – Administrative Assistant  
Wanda Squires – LPN Practice Consultant

Back Row (left to right)

Wanda Wadman – Director of Professional Practice & Policy  
Paul Fisher – Executive Director/Registrar  
Deborah Pantin – Administrative Officer



COLLEGE OF  
LICENSED PRACTICAL NURSES  
OF NEWFOUNDLAND AND LABRADOR  
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

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