



ANNUAL REPORT
2017-2018

College of Licensed Practical Nurses
of
Newfoundland and Labrador



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

Table of Contents

Introduction	2
Report of the Chairperson and Chief Executive Officer/Registrar	3
Financial Highlights from the Auditor’s Report 2017/18	14
Licensure Statistics	26
Board and Committee Membership Listings	32

Annual General Meeting

Date	June 15th, 2018
Time	1400 hrs.
Location	CLPNNL, 209 Blackmarsh Road, St. John’s, NL

Annual General Meeting Agenda

- Call to Order
- Approval of Minutes for 2016/17 Annual General Meeting
- Presentation of the Annual Report for 2017/18
- Approval of Auditor’s Report for 2017/18
- Appointment of Auditor for 2018/2019
- Presentation of Awards
- Adjournment

Licensed Practical Nurses – A Practical Approach to Quality Care

THE COLLEGE OF LICENSED PRACTICAL NURSES OF NEWFOUNDLAND AND LABRADOR (CLPNNL)

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) is the regulatory (licensing) body for Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. Under the *Licensed Practical Nurses' Act* (2005), CLPNNL's mandate is to promote safety and protect the public through the provision of safe, competent, compassionate, and ethical nursing care.

The 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 (the parent institution designated by the CLPNNL for Practical Nursing Education in the Province). The CLPNNL 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 the entry-to-practice requirements; approving practical nurse education programs leading to licensure; licensing LPNs; establishing 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.

The CLPNNL ensures LPNs have the necessary knowledge, skills, and judgement required to provide holistic nursing care to a diverse clientele in a variety of settings. The CLPNNL develops policies, interpretive documents and practice guidelines to provide direction to LPNs and support their practice; and investigates all written complaints against LPNs, ensuring the discipline process as outlined in the *Licensed Practical Nurses' Act and Regulations* is followed.



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 regulated professional 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. The LPN knowledge and skill have grown, with education at the diploma level as entry-to-practice. 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 work with 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.

REPORT OF THE CHAIRPERSON AND CHIEF EXECUTIVE OFFICER/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, 2017 – March 31, 2018.

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. The vision of CLPNNL is excellence in regulating practical nursing, resulting in 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 2017/18 was another busy one for the CLPNNL, under the leadership of the Board and the operational leadership provided by Executive Director/Registrar Paul D. Fisher, until July 2017, and Chief Executive Officer/Registrar Wanda Wadman beginning in August 2017.

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



The CLPNNL is entrusted with an immense responsibility in the 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 granted by government to the profession.

This Annual Report highlights activities toward meeting the goals and objectives of the Strategic Plan. The report outlines how the CLPNNL is "living its mission and vision."

ADVANCING OUR STRATEGIC PRIORITIES

STRATEGIC PLAN 2018 – 2020

In November 2017 the College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) reviewed its strategic plan and identified the College's new strategic priorities and goals to map its actions over the next two years.

Research was completed to gather information through a review of relevant documents, an online survey of members and of Board Directors, and interviews with CLPNNL staff and Board Chair. Board members were further consulted in a workshop to confirm the College's mission, vision and values, and to determine its strategic priorities and goals. As a result of the consultations and Board workshop, CLPNNL revised its vision and mission as follows:

Mandate – Promote safety and protection of the public through the provision of safe, competent, and ethical nursing care.

Mission – Protect the public by actively promoting safe, competent, and ethical nursing care.

Vision – Excellence in regulating licensed practical nurses.

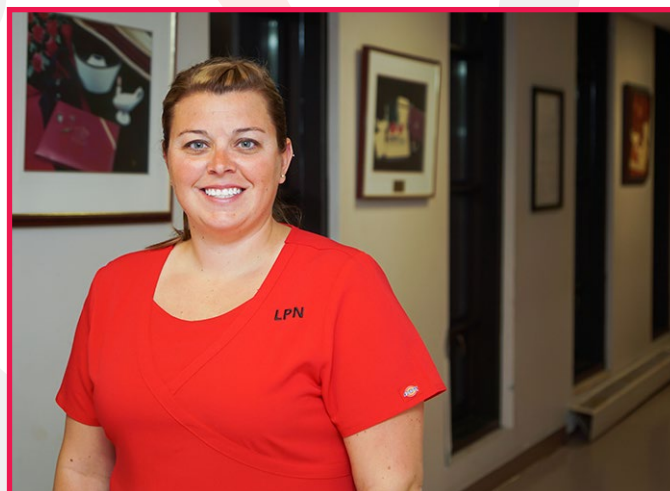
Values

Collaboration	Partner with others to protect the public.
Excellence	Commit to the highest standard of nursing care.
Accountability	Be responsible for what we do and don't do.
Fairness	Treat others with respect and without bias.
Innovation	Create positive outcomes.

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) strategic plan outlines the College's directions and priorities for 2018 – 2020.

Building on the strengths of the College and leveraging the opportunities, the Board identified three strategic priorities for 2018 - 2020: 1) support LPNs to grow into leadership roles; 2) educate about the LPN identity (role, competencies, education, scope of practice); and, 3) provide more education opportunities to support safe and competent care.

CLPNNL's 2018 – 2020 strategic plan builds on the strengths of the College and leverages opportunities to address the identified challenges. Current and future trends and priorities were considered by analyzing the strengths, weaknesses, opportunities and threats impacting regulation in Newfoundland and Labrador, and provided evidence to support CLPNNL's strategic plan. A key function of CLPNNL's Board is measuring the success of the strategic plan by evaluating the achievement of the key performance indicators identified for each priority.



2018 – 2020 CLPNNL STRATEGIC PLAN

PRIORITIES	GOALS	OUTCOMES	KEY PERFORMANCE INDICATORS
<p>1. Support LPNs to grow into leadership roles.</p>	<p>Educate LPNs to be leaders and about leadership. Recognize and acknowledge leaders. Promote LPNs as educators and leaders.</p>	<p>Understanding of leadership roles in work life of LPN Career opportunities for LPNs in education and management</p>	<ul style="list-style-type: none"> • Six (6) leadership webinars • Five (5) LPNs enrolled in leadership courses • Four (4) LPN leaders recognized • Two (2) LPNs as educators • Education to support the role of LPN as educator further defined
<p>2. Educate about the LPN identity (role, competencies, education, scope of practice).</p>	<p>Launch revised communication strategy. Launch stakeholder outreach strategy. Leverage technology to support education. Reach out to new audiences (RN, employers/managers). Explore jurisprudence assessment of LPNs. Educate about the LPN competency profile.</p>	<p>LPN working to full scope of practice</p>	<ul style="list-style-type: none"> • Communication strategy • Stakeholder outreach strategy • Educational platforms • Three (3) employer/manager meetings/seminars • Three (3) RN meetings/seminars • Practice consultations benchmarks
<p>3. Provide more education opportunities to support safe and competent care</p>	<p>Continue development of CCP courses in areas of need. Explore innovative delivery methods and timelines to address schedule and time issues.</p>	<p>Meet requirements of continuing competency.</p>	<ul style="list-style-type: none"> • Five (5) new CCP opportunities

PROGRAM APPROVAL FOR PN EDUCATION IN NL

The CLPNNL is responsible to approve entry-level education for practical nursing in NL. A major achievement in 2017 was the development of a new process for the assessment and approval of PN education in NL. “The Policies, Processes and Standards for the Approval of Practical Nursing Education Programs in Newfoundland and Labrador” and “Guidelines for the Preparation of a Self-Study Report: Process and Content” were approved by the CLPNNL Board for implementation in the 2018 approval process. All PN program delivery sites, including the CNS and campuses of the CNA, will undergo evaluation and assessment using this process in 2018/19. This well-designed, thorough and robust process will provide assurance of the ability of the program to deliver PN education and produce graduates who meet the entry-to-practice competencies for LPNs in Canada.



DEVELOPMENT AND IMPLEMENTATION OF ONLINE LICENSURE PROCESS FOR LPNS

The CLPNNL worked with Blue Communications to update the database system and website, and to design and implement a process for licensure of LPNs in the province to transition from a paper-based process to an online annual licensure renewal process. The online licensure renewal was implemented for the licensure year 2018/19.

PRACTICE AND EDUCATION COMMITTEES

Consistent with self-regulation, the CLPNNL embraces the input, guidance and support of provincial LPNs, employers, educators, public representatives and other stakeholders to inform and guide best practices in education and LPN practice. The CLPNNL Practice and Education Committees are highly valued by the CLPNNL Board for their dedication, hard work, and willingness to give generously of their time and efforts to contribute to the mandate of the CLPNNL.

CANADIAN PRACTICAL NURSE REGISTRATION EXAMINATION

The Canadian Practical Nurse Registration Examination (CPNRE) is developed by Yardstick Assessment Strategies (YAS) in collaboration with the Canadian Council of Practical Nurse Regulators (CCPNR). The exam contributes to public protection by ensuring that entry-level practical nurses possess the competencies required to practise safely and effectively. Regulatory bodies in Canada are responsible for ensuring that individuals applying for licensure meet an acceptable level of competence before they begin to practise. This level of competence is measured, in part, by the CPNRE. The exam is administered three (3) times a year, in January, May and September.

The CPNRE is constructed from the *CPNRE Blueprint* which outlines the content to be tested on the national exam and is consistent with the competencies that an entry-level practical nurse is required to possess to practise safely and effectively in a Canadian healthcare setting. The current *Blueprint* was developed in 2014/15 and implementation of the exam based on that *Blueprint* began in January 1, 2017.

The *CPNRE Blueprint* was developed by the CPNRE Competency and Blueprint Committee. This group is composed of representatives from provincial/territorial regulatory authorities that administer the examination, as well as from the areas of practice and education. The decisions of these subject matter experts were guided by the competencies, definitions, assumptions and the results of a national validation survey.

This past year the CLPNNL has worked closely with YAS to transition to a computer-based CPNRE in 2019.

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 YAS for the period of April 1, 2017 to March 31, 2018:

YAS Statistics for NL: Fiscal Year 2017/18

Number of Candidates in Province	First Exam	Repeat Exam
Number Registered	201	7
Number Writing	199	7
Number Not Writing	2	0
Number Passing	193	6
Number Failing	6	1
Percent Passing	97%	86%

PRACTICAL NURSING PROGRAM – CENTRE FOR NURSING STUDIES (CNS)

The Centre for Nursing Studies (CNS), in accordance with the *Licensed Practical Nurses Regulations (2011)*, has been designated by the CLPNNL as the parent institution for delivery of practical nursing education in the province. The CLPNNL grants permission to the CNS to broker the Practical Nursing Program to various sites of the College of the North Atlantic (CNA) based on a human resource need which is identified in collaboration with employers. Students enter the sixteen (16) month, four (4) semester program in September of each year and graduate in December of the following year. The Practical Nursing Program in Newfoundland and Labrador

prepares graduates to care for clients across the lifespan in institutional and community based settings within the approved scope of practice.

In December 2017 there were 199 graduates from the Practical Nursing Program in NL as follows: CNS (89); and CNA campuses in Carbonear (21); Clarenville (18); Grand Falls – Windsor (31); Corner Brook (25); and St. Anthony (15).

In September 2017 there were 266 students accepted in or returning to the Practical Nursing Program in NL as follows: CNS (96); and CNA campuses in Carbonear (36); Clarenville (29); Grand Falls – Windsor (51); Corner Brook (35); and Happy Valley – Goose Bay (20).

LABOUR MOBILITY

Canadian regulators for practical nursing in Canada continue to work 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 jurisdictions to enable labour mobility and to ensure compliance with the agreement without compromising the standards of practice for LPNs.

In the past year, the number of LPNs from other provinces applying for licensure in NL has decreased while the number of LPNs requesting verification of credentials to seek licensure in other provinces has increased by 35 percent.



PROFESSIONAL PRACTICE CONSULTATIONS

CLPNNL staff provide information, advice and guidance to support licensed practical nurses in their current and/or emerging roles and competencies. The CLPNNL, in conjunction with the Association of Registered Nurses of Newfoundland and Labrador (ARNNL), held education sessions with LPNs, RNs, managers, employers and educators on scope of practice, accountability, role clarity, and assignment of care. In addition, information sessions were held with LPNs, practical nursing students and other key stakeholders pertaining to scope of practice, standards of practice and the code of ethics for LPNs. In 2017 – 2018, more than 300 practice inquiries and consultations were responded to by the CLPNNL staff.

CLPNNL regularly collaborates with employers, educators and other organizations and stakeholders, both provincially and nationally, to identify common issues and trends in health care which may impact LPN practice and education.

CONTINUING COMPETENCY PROGRAM (CCP)

LPNs are accountable for their own practice and actions at all times and have a professional obligation to attain and maintain competence relevant to their area of practice. In keeping with this responsibility, the CLPNNL implemented mandatory CCP for LPNs. The goal is to protect the public by ensuring LPNs are competent in their practice.

Beginning April 1, 2017, every LPN in every practice setting in Newfoundland and Labrador was required to participate in the CCP annually to maintain licensure. To support competency, participation in the CCP is in addition to demonstrating currency of practice.

A CCP is a formal system of assessing the knowledge, skills and judgment of a professional practitioner. The CCP promotes safe, ethical and competent life-long nursing practice. It 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 develop a learning plan to identify the learning activities that they will participate in to meet their learning need. LPNs are required to complete fourteen (14) hours of continuing education each year. LPNs applying for licensure for 2018-2019 were required to declare that they had completed the CCP requirements for the 2017-2018 licensure year. LPNs who declared compliance with the CCP were issued a license and were eligible to be selected for the annual audit.

COMMUNICATION

The CLPNNL is committed to consistent and timely communication with LPNs using weekly or bi-weekly email, continuous review and updating of website content, *PRACTICE* journal and timely posts to Facebook.

***PRACTICE* Journal**

The CLPNNL produces *PRACTICE* journal for the profession in the province. Three (3) times annually, this journal is circulated to LPNs and key stakeholders in the province. The feedback on this publication is very positive.

Social Media

The CLPNNL is using social media to connect with LPNs and to provide information on education opportunities and important licensure information and deadlines. In 2017, CLPNNL joined Facebook and we see a consistent increase in the number of followers.

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 (2005)* and *Regulations (2011)* 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 is involved in the discipline process each year. The allegations received by the CLPNNL are becoming more complex. There were fifteen (15) new allegations of professional misconduct or conduct deserving of sanction filed with the CLPNNL against fourteen (14) LPNs during 2017/18.

NATIONAL INITIATIVES

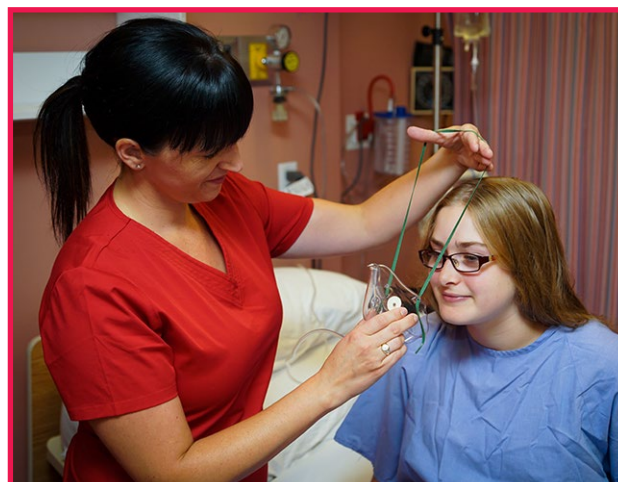
CANADIAN COUNCIL FOR PRACTICAL NURSE REGULATORS (CCPNR)

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 the promotion of regulatory excellence and continued harmonization of the LPN profession within member jurisdictions. The CCPNR supports the regulation of Licensed Practical Nurses through:

- collaborating collectively, internally and externally with other provincial/territorial regulatory organizations to maintain and enhance professional relationships;
- supporting provincial/territorial organizations with regard to decision-making, resource allocation, and management issues, and individual provincial/territorial regulatory laws and resources;
- supporting processes that allow for accountability and responsibility for decisions and which recognize the individuality of the jurisdiction; and
- promoting excellence in practical nursing regulation by demonstrating leadership, best practice, innovation and professional development.

National Nursing Assessment Service (NNAS):

The National Nursing Assessment Services (NNAS) is an organization of the 22 regulatory bodies and associations of registered nurses, licensed practical nurses and registered psychiatric nurses across Canada (excluding Quebec and the Territories). NNAS provides 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.



Each regulatory authority makes the final decision to accept or refuse an applicant's request for licensure. Following the establishment of the NNAS, the CLPNNL initially saw an increase in the number of IENs seeking licensure as practical nurses in the province. With the NNAS process, CLPNNL has great assurance 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.

In an era of globalization and labour mobility, NNAS has put the nursing profession in Canada on the leading edge. These outcomes are the direct result of the hard work and collaboration between NNAS and its member regulatory bodies in developing the necessary structures and processes that comprise NNAS. The CLPNNL looks forward to building on this work with NNAS in the year to come.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING (NCSBN)

The NCSBN is an independent, not-for-profit, United States based organization through which boards of nursing act and provide counsel on matters of common interest and concern affecting public health, safety and welfare. As well as the United States nursing regulatory boards that are members of the NCSBN, twenty-four (24) Canadian and international nursing regulatory boards, including the CLPNNL, also belong as associate members. This 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'S 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 have productive and collaborative relationships with our partners, including:

- Centre for Nursing Studies (CNS)
- Yardstick Assessment Strategies (YAS)
- Canadian Council for Practical Nurse Regulators (CCPNR)
- Association of Registered Nurses of Newfoundland and Labrador (ARNNL)
- Newfoundland and Labrador Council of Health Professionals (NLCHP)
- Advisory Committee on Nursing Administration (ACNA)
- Canadian Institute for Health Information (CIHI)
- Canadian Network of National Association of Regulators (CNAR)
- Health Professions Regulatory Network of NL
- National Nursing Assessment Service (NNAS)
- Chancellor Park Partnerships Advisory Council

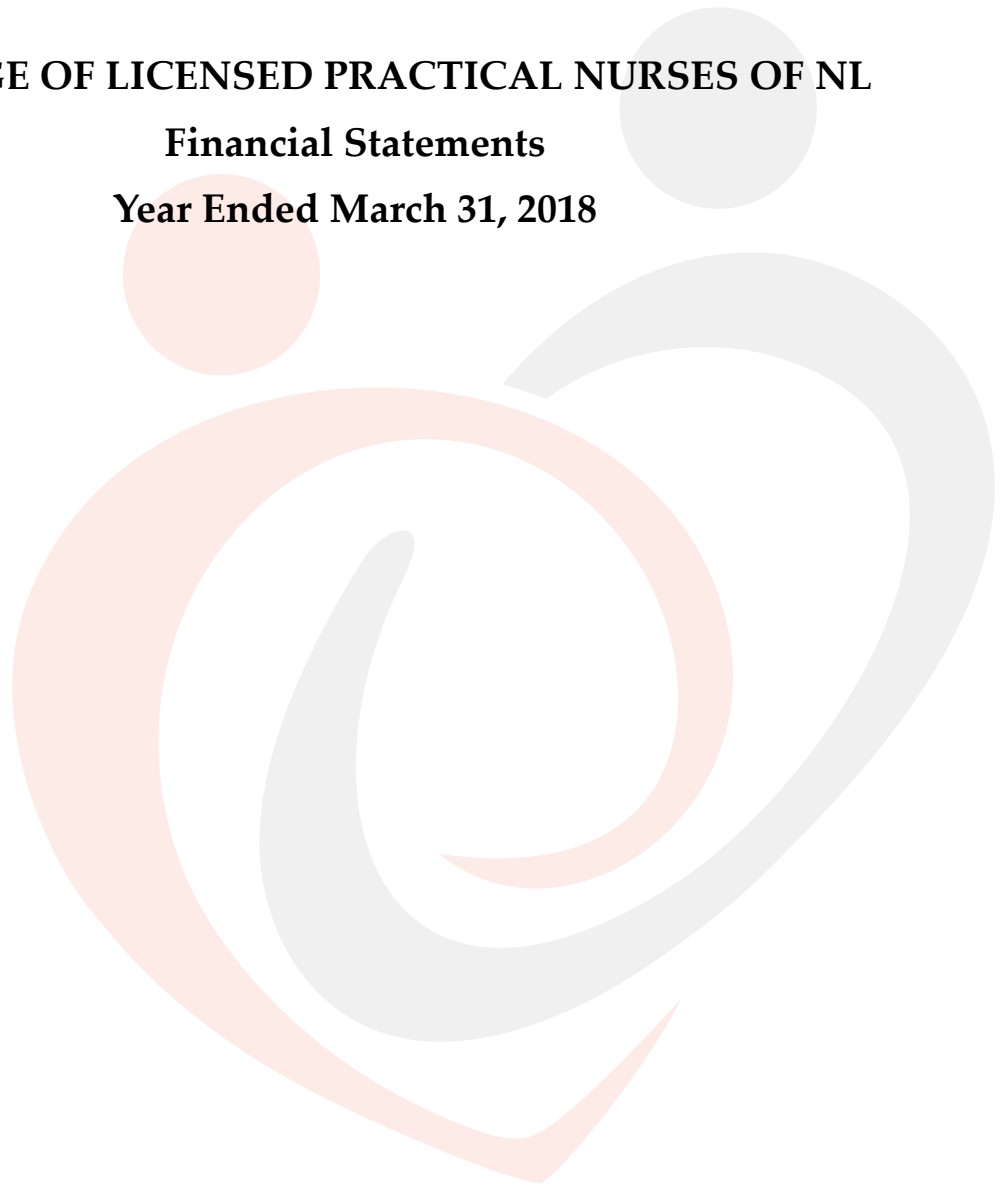
CONCLUDING COMMENTS

The CLPNNL is accountable for and has a duty to carry out its activities in a manner that protects the public and serves the public interest. 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. The commitment of these stakeholders supports the CLPNNL to meet the expectations and obligations of a self-regulating profession. The CLPNNL is looking forward to building on the accomplishments of the past year.

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

Wanda Wadman, RN, MN
Chief Executive Officer/Registrar

COLLEGE OF LICENSED PRACTICAL NURSES OF NL
Financial Statements
Year Ended March 31, 2018



INDEPENDENT AUDITOR'S REPORT

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, 2018 and the statements of revenues and expenditures, 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.

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, 2018 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.

St. John's, NL
June 8, 2018


Brian T. Scammell Professional Corporation
Chartered Professional Accountant

COLLEGE OF LICENSED PRACTICAL NURSES OF NL
Statement of Financial Position
March 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 164,684	\$ 145,149
Accounts receivable	3,508	3,609
Interest receivable	2,255	3,310
Prepaid expenses	13,792	23,170
	184,239	175,238
CAPITAL ASSETS <i>(Note 4)</i>	1,593,355	1,650,409
LONG TERM INVESTMENTS	950,000	850,000
	\$ 2,727,594	\$ 2,675,647
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 103,579	\$ 112,950
Deferred income	678,737	678,758
Accrued vacation pay	98,000	103,451
	880,316	895,159
ACCRUED SEVERANCE PAY	44,667	42,316
	924,983	937,475
NET ASSETS	1,802,611	1,738,172
	\$ 2,727,594	\$ 2,675,647

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Statement of Revenues and Expenditures

Year Ended March 31, 2018

	2018	2017
REVENUES		
Membership fees	\$ 740,473	\$ 731,420
Examinations	73,675	72,765
Other	18,723	32,648
Foreign credentials recognition program	16,200	-
Interest	10,052	12,596
	859,123	849,429
EXPENSES		
Salaries and benefits	441,642	459,158
Amortization	70,095	75,098
Travel and meetings	65,992	71,083
Examinations	45,623	52,144
Municipal taxes	29,049	25,699
Insurance	28,621	27,774
Public relations	26,120	29,454
Utilities	16,452	15,199
Office	15,690	20,755
IT support	13,078	15,280
Interest and bank charges	11,434	2,478
Memberships	11,155	11,502
Repairs and maintenance	9,969	16,113
Miscellaneous	8,861	5,105
Nursing week	8,441	7,381
CLPN/ARNNL initiatives	7,190	15,000
Accounting and audit	5,685	4,895
Seminars and workshops	2,893	7,447
Newsletter	1,940	2,076
Legal	875	-
Publications	-	84
	820,805	863,725
EXCESS OF REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES) FROM OPERATIONS	38,318	(14,296)
OTHER INCOME		
Rental income	36,250	36,627
EXCESS OF REVENUES OVER EXPENDITURES	\$ 74,568	\$ 22,331

COLLEGE OF LICENSED PRACTICAL NURSES OF NL
Statement of Changes in Net Assets
Year Ended March 31, 2018

	General Fund	Discipline Fund (Schedule 2)	Education Fund (Schedule 1)	Salary Surplus Fund	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 1,504,657	\$ 202,467	\$ 31,048	\$ -	\$ 1,738,172	\$ 1,725,971
Excess of revenues over expenditures	74,568	-	-	-	74,568	22,331
Excess of expenditures over revenue	-	(5,554)	(4,575)	-	(10,129)	(10,130)
Transfer from general fund	(15,842)	-	-	15,842	-	-
NET ASSETS - END OF YEAR	\$ 1,563,383	\$ 196,913	\$ 26,473	\$ 15,842	\$ 1,802,611	\$ 1,738,172

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Statement of Cash Flows

Year Ended March 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ 74,568	\$ 22,331
Item not affecting cash:		
Amortization of capital assets	70,095	75,098
	144,663	97,429
Changes in non-cash working capital:		
Accounts receivable	101	(219)
Interest receivable	1,055	(47)
Accounts payable and accrued liabilities	(9,372)	6,317
Deferred income	(21)	23,573
Prepaid expenses	9,378	1,937
Accrued vacation pay	(5,451)	37,614
	(4,310)	69,175
Cash flow from operating activities	140,353	166,604
INVESTING ACTIVITIES		
Purchase of capital assets	(13,040)	(16,447)
Proceeds from sale of investments	754,104	501,616
Purchase of investments	(854,104)	(451,616)
Cash flow from (used by) investing activities	(113,040)	33,553
FINANCING ACTIVITIES		
Change in discipline fund	(5,554)	(4,981)
Change in education fund	(4,575)	(5,149)
Accrued severance pay	2,351	2,351
Cash flow used by financing activities	(7,778)	(7,779)
INCREASE IN CASH FLOW	19,535	192,378
Cash (deficiency) - beginning of year	145,149	(47,229)
CASH - END OF YEAR	164,684	145,149
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	\$ 1,055	\$ -
Interest paid	\$ 11,434	\$ 2,478
Income taxes recovered	\$ -	\$ -

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Notes to Financial Statements

Year Ended March 31, 2018

1. PURPOSE OF THE ORGANIZATION

College of Licensed Practical Nurses of Newfoundland and Labrador ("CLPNNL", "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 CLPNNL 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.

The Surplus Salary Fund was established internally to help fund unanticipated salary expenses such as sick leave coverage.

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, 2018****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 fixtures	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.

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Notes to Financial Statements

Year Ended March 31, 2018

3. LONG TERM INVESTMENTS

Term deposits

Term deposits, interest of 2.625%, matured June 24, 2017	\$	-	\$	400,000
Term deposit, interest rate of 1.125%, maturing February 8, 2022		-		50,000
Term deposits, interest rates of 1.125%, maturing March 8, 2022		-		400,000
Term deposits, interest rate of 1.30%, maturing February 21, 2019		450,000		-
Term deposits, interest rate of 1.50%, maturing February 21, 2019		100,000		-
Term deposits, interest rate of 1.70%, maturing February 21, 2019		300,000		-
Term deposit, interest rate of 1.25%, maturing June 24, 2022		100,000		-
	\$	950,000	\$	850,000

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Land	\$ 242,264	\$ -	\$ 242,264	\$ 242,264
Buildings	1,488,510	186,627	1,301,883	1,356,128
Furniture and fixtures	127,702	93,429	34,273	34,478
Computer equipment	42,213	32,388	9,825	12,457
Online registration	19,470	14,360	5,110	5,082
	\$ 1,920,159	\$ 326,804	\$ 1,593,355	\$ 1,650,409

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, 2018, 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.

	2018
HST taxes payable	78,820

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Notes to Financial Statements

Year Ended March 31, 2018

7. MEMBERSHIP FEES RECEIVED IN ADVANCE

	2018	2017
Balance, April 1	\$ 678,758	\$ 655,185
Less amount recognized as revenue during the year	(678,758)	(655,185)
Plus amount received for the subsequent year	678,737	678,758
Balance, March 31	\$ 678,737	\$ 678,758

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, 2018.

(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.

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

Statement of Internally Restricted Revenues and Expenditures - Education Fund (Schedule 1)
Year Ended March 31, 2018

	2018	2017
EXPENDITURES		
EDF Scholarship	\$ 2,600	\$ 4,100
EDF meeting expense	950	149
Award of Excellence	1,025	100
EDF Facility expense	-	800
EXCESS OF EXPENDITURES OVER REVENUE	\$ (4,575)	\$ (5,149)

COLLEGE OF LICENSED PRACTICAL NURSES OF NL

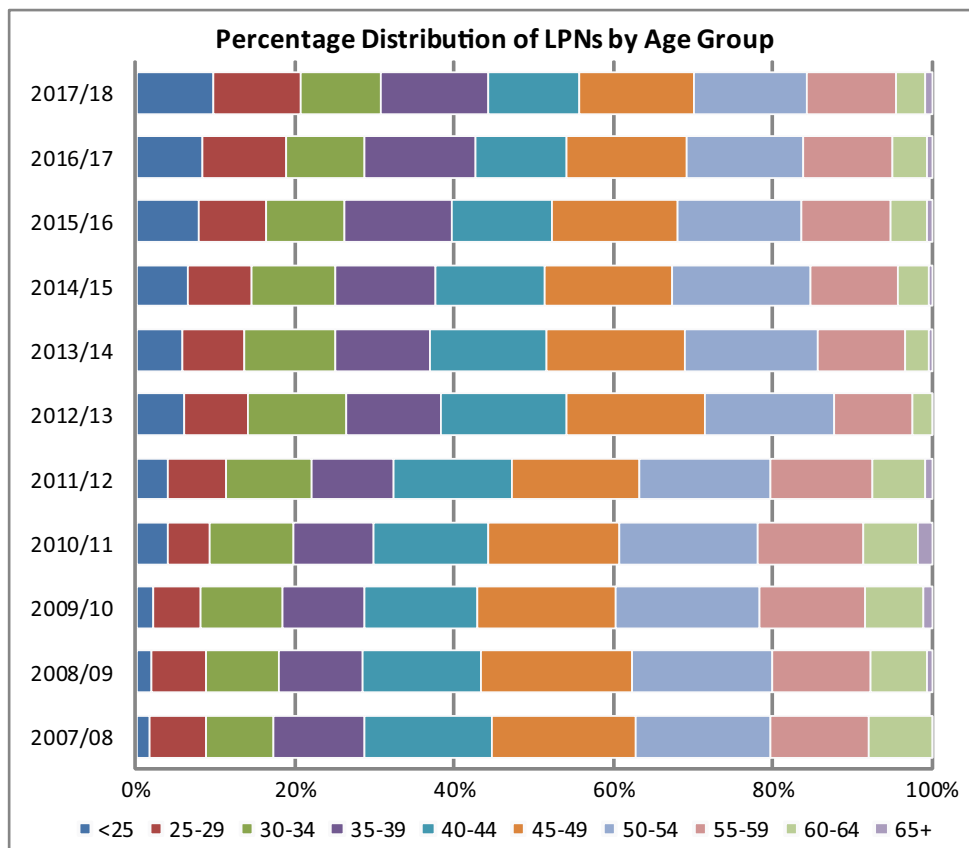
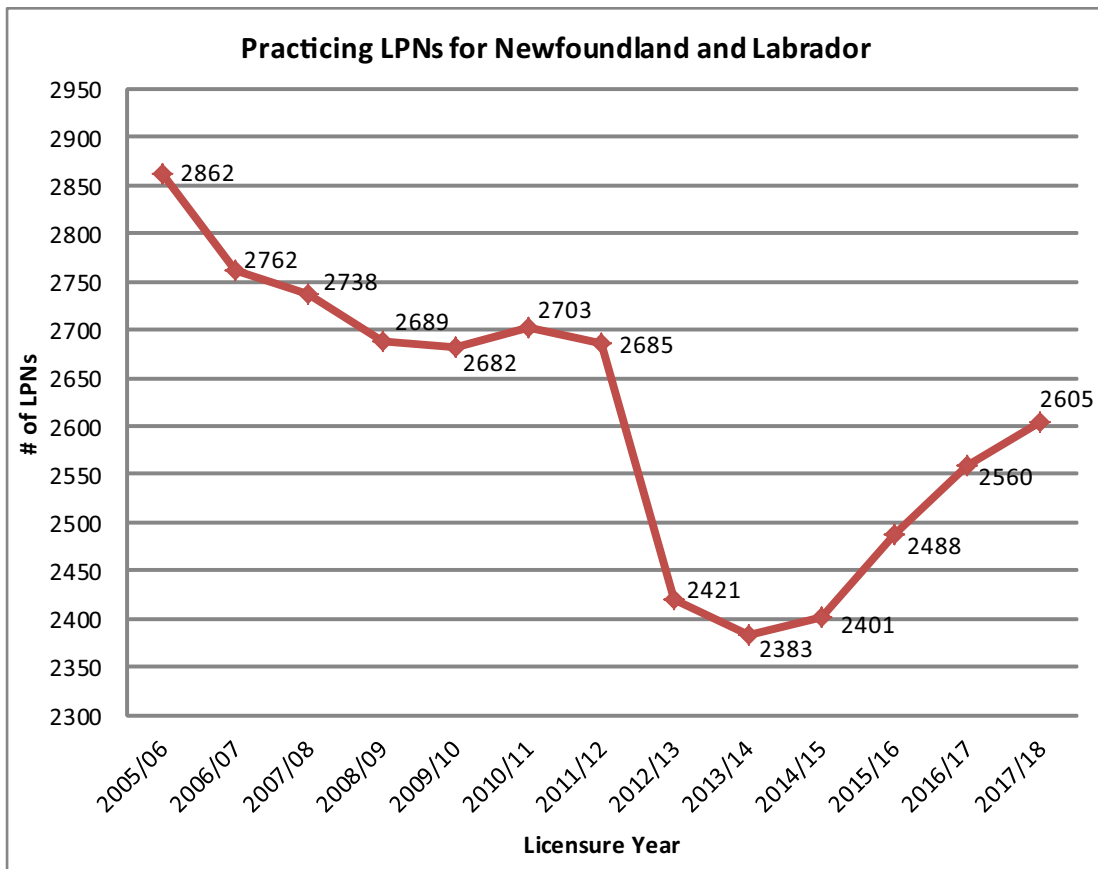
Statement of Internally Restricted Revenues and Expenditures - Discipline Fund

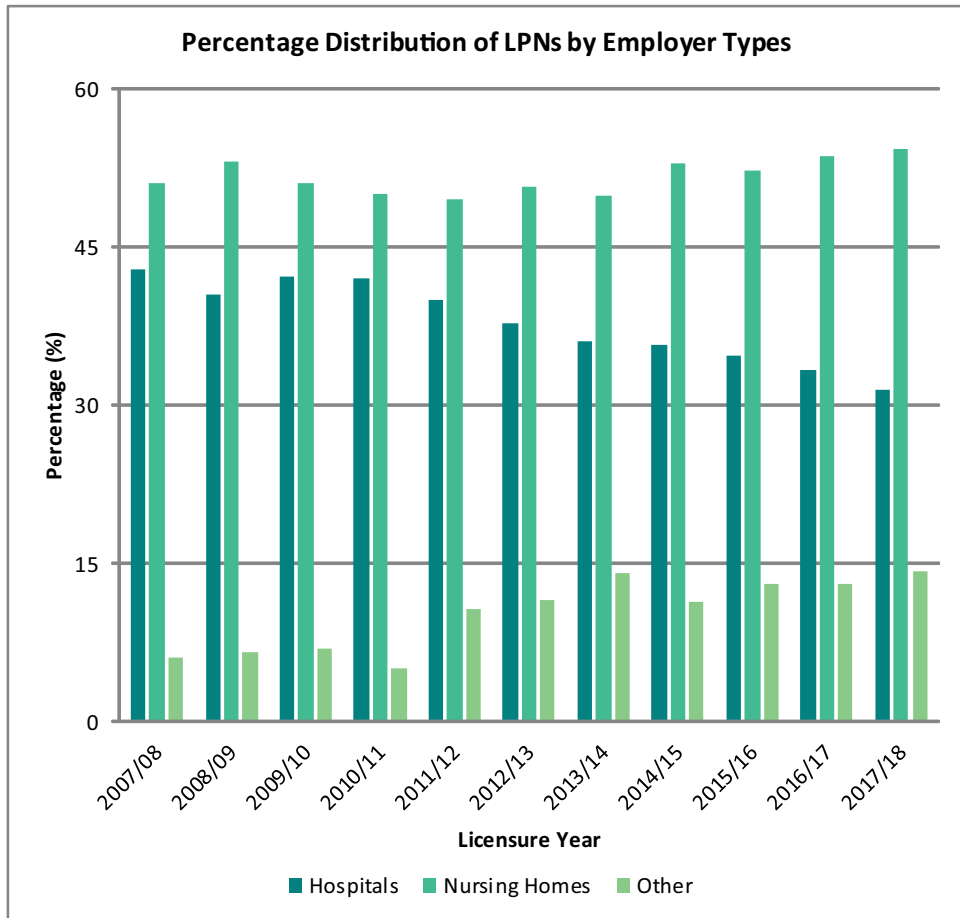
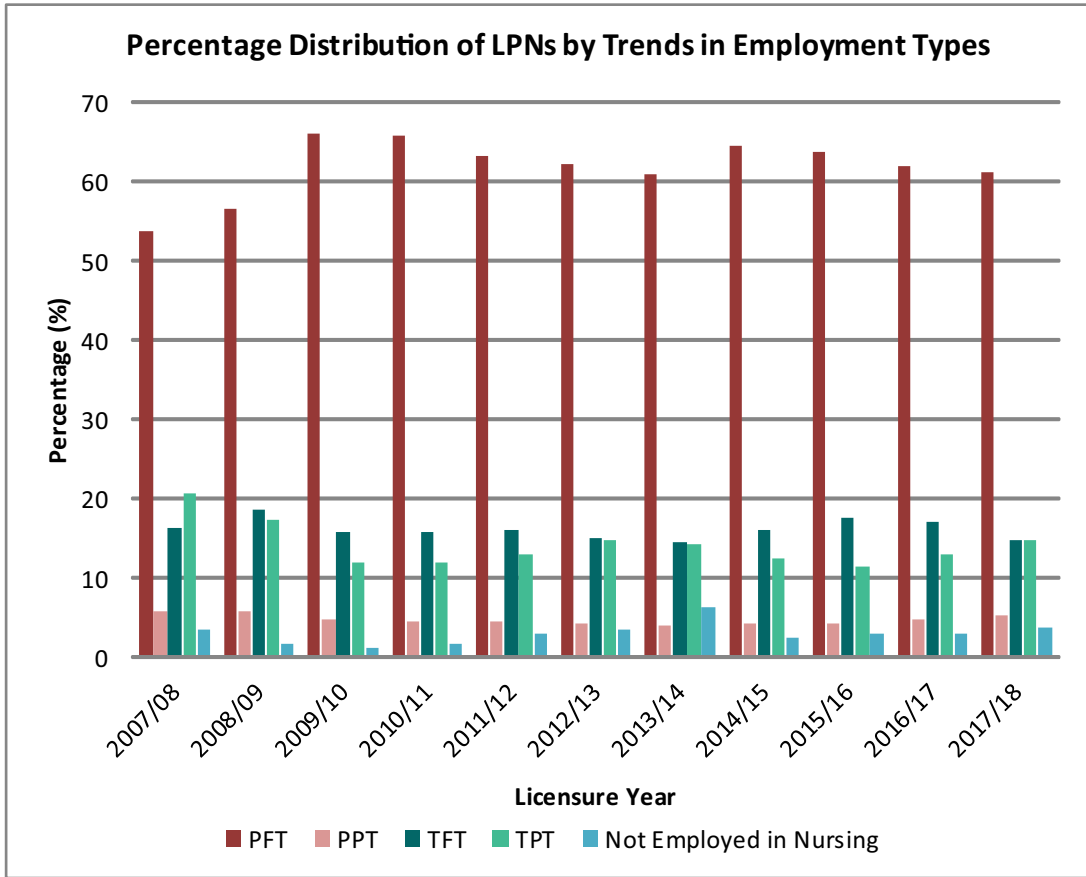
(Schedule 2)

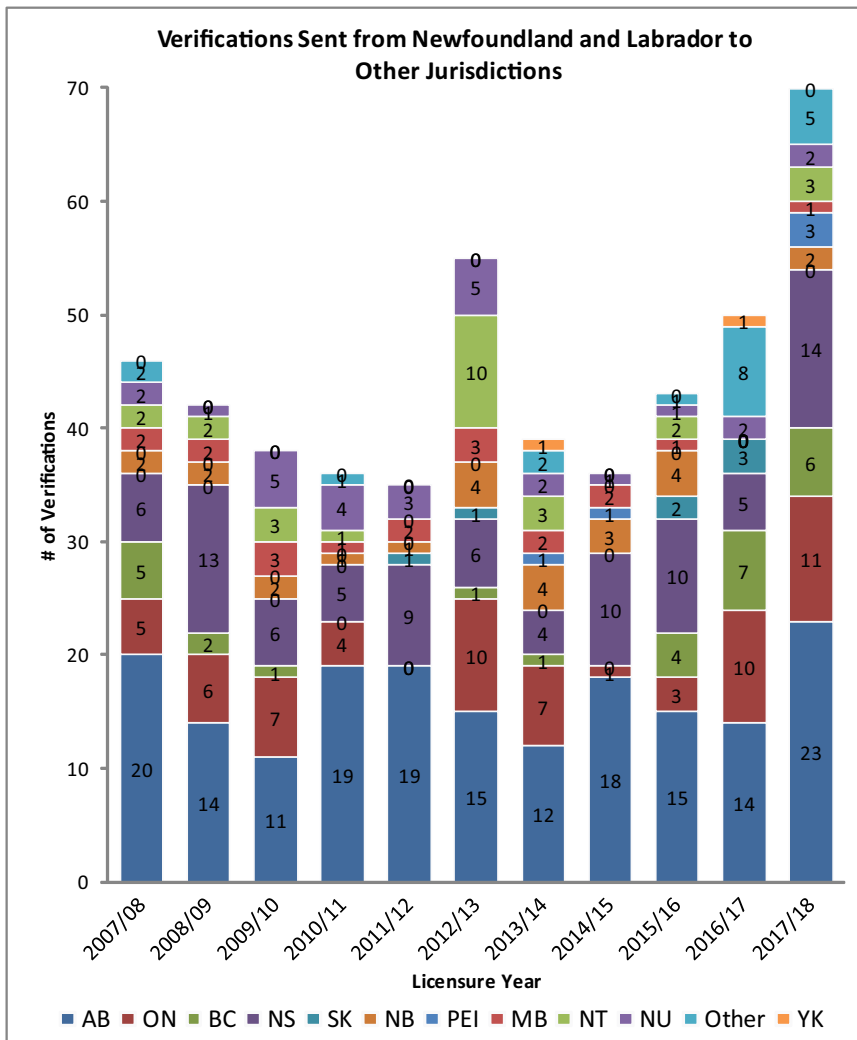
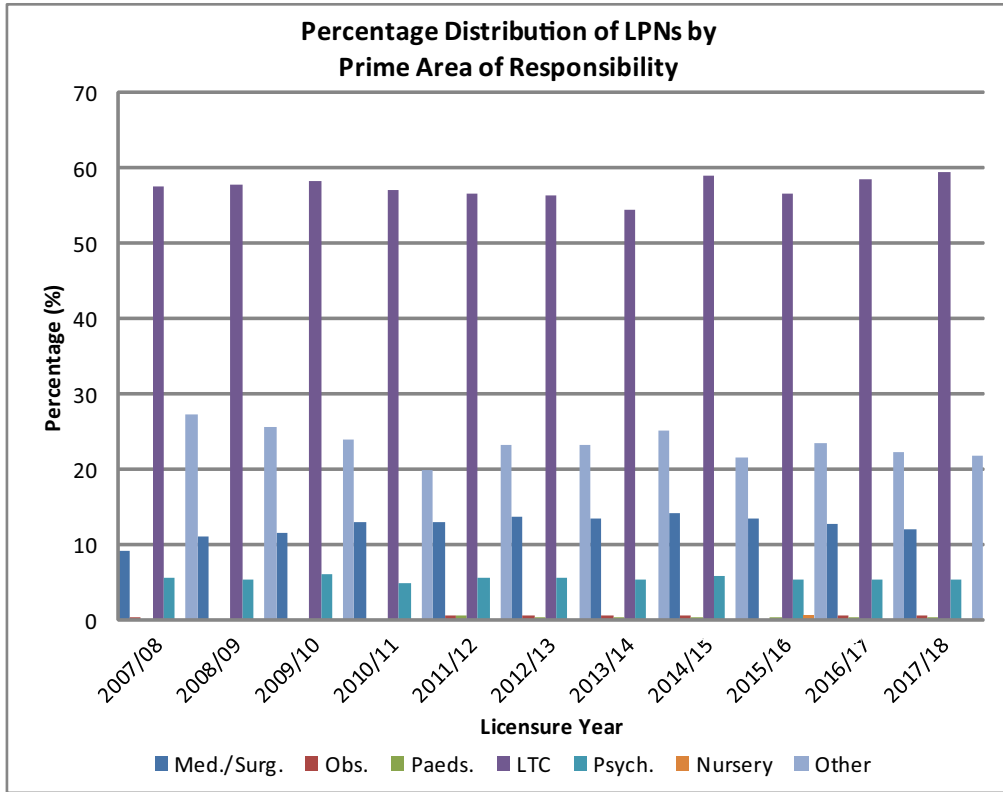
Year Ended March 31, 2018

	2018	2017
EXPENDITURES		
Discipline - Legal	\$ 3,412	\$ 2,117
Discipline - Travel	1,996	2,864
Discipline - Miscellaneous	146	-
EXCESS OF EXPENDITURES OVER REVENUE	\$ (5,554)	\$ (4,981)

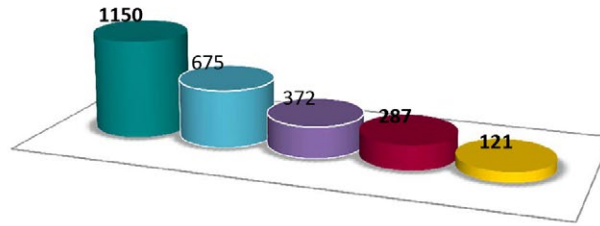
Licensure Statistics for 2017-2018





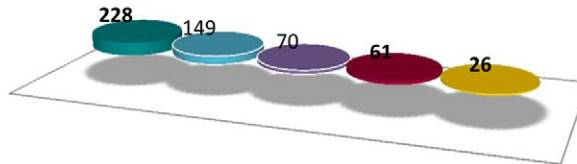


Age distribution of LPNs currently licensed in Newfoundland and Labrador for 2017/18



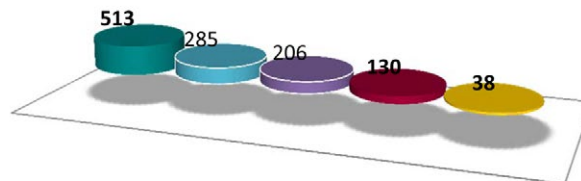
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

Age distribution of LPNs currently licensed with Central Health for 2017/18



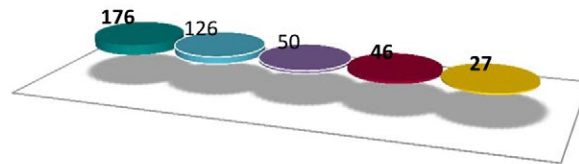
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

Age distribution of LPNs currently licensed with Eastern Health for 2017/18



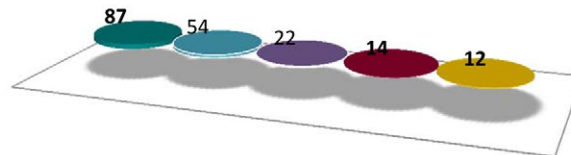
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

Age distribution of LPNs currently licensed with Western Health for 2017/18



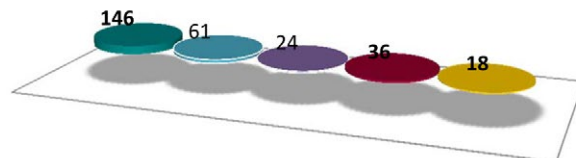
- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

Age distribution of LPNs currently licensed with Labrador Grenfell Health for 2017/18

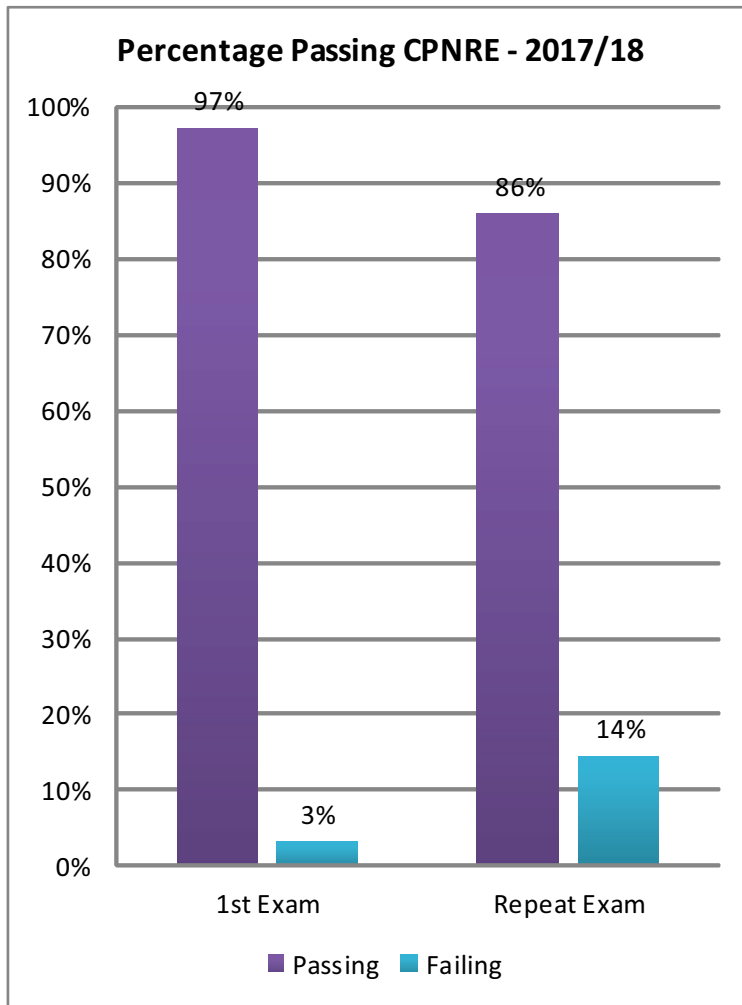
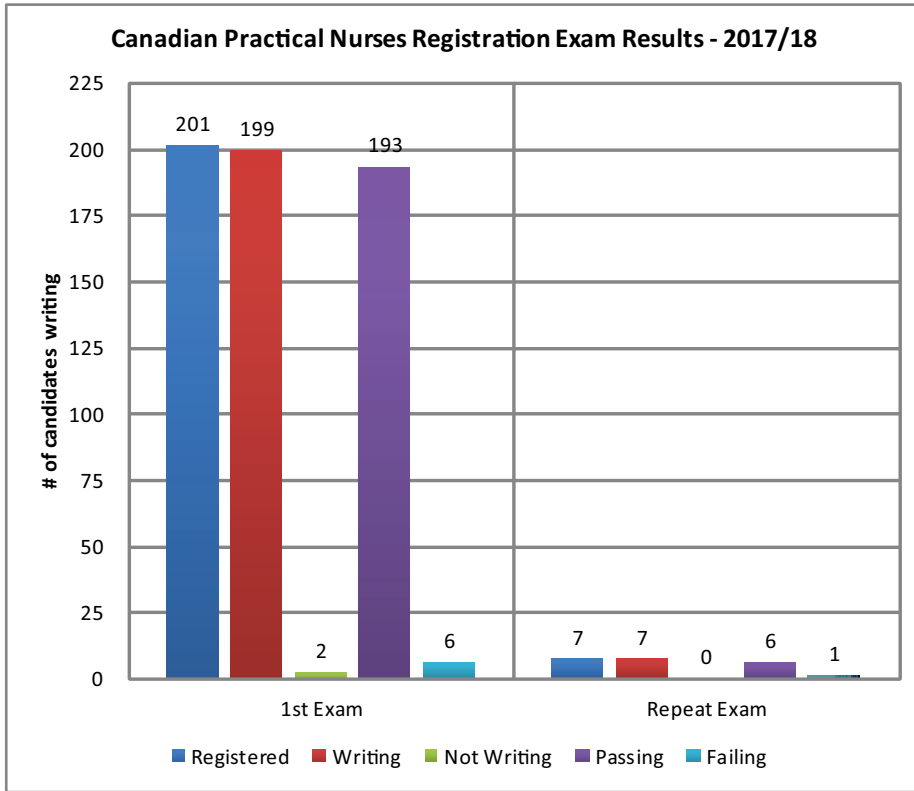


- Number of LPNs under 39 yrs of age
- Number of LPNs age between 40 and 49
- Number of LPNs age between 50 and 54
- Number of LPNs age between 55 and 59
- Number of LPNs 60 yrs of age and older

Age distribution of LPNs currently licensed with Private and Other Health for 2017/18



- 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
Sheila Fudge	Consumer Representative
Dawn Lanphear	Centre for Nursing Studies
Tanjit Kaur	Licensed Practical Nurse - Zone 1
Susan Langin	Licensed Practical Nurse - Zone 1
Buffy Maloney	Licensed Practical Nurse - Zone 2
Christopher Janes	Licensed Practical Nurse - Zone 3
Aimee Pennell	Licensed Practical Nurse - Zone 4
Una Davis	Licensed Practical Nurse - Zone 5
Wanda Wadman	Chief Executive Officer/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
Elizabeth Crawford	Consumer Representative
Heather Hunt-Smith	Employer Representative (Eastern Health)
Gina Woodard	Employer Representative (Labrador Grenfell Health)

Liz Granville	Employer Representative (Central Health)
Denise English	Associate Director, Centre for Nursing Studies
Fran Abbott	Faculty Representative, Centre for Nursing Studies
Elizabeth Kendell	Faculty Representative, College of the North Atlantic
Wanda Squires	CLPNNL Practice Consultant
Wanda Wadman	Chief Executive Officer/Registrar

Finance Committee

Dawn Lanphear	Board Member, Public Representative
Rod Hayward	Licensed Practical Nurse
Deborah Pantin	Administrative Officer
Nadine Hedderson-Burton	Licensed Practical Nurse
Wanda Wadman	Chief Executive Officer/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
Amanda Jennings	Employer Representative - Rural
Patricia Barrett	Board Representative
Jeanette Cronin	Centre for Nursing Studies
Wanda Squires	Practice Consultant
Wanda Wadman	Chief Executive Officer/Registrar

CLPNNL Staff



Front Row (left to right)

Glenda Hayward – Administrative Assistant
Wanda Squires – Practice Consultant

Back Row (left to right)

Wanda Wadman – Chief Executive Officer/Registrar
Paul Fisher – Executive Director/Registrar - Retired
Deborah Pantin – Administrative Officer



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

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