

2016

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2017



Annual Report

**NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH
PROFESSIONALS (NLCHP)**

209 BLACKMARSH RD, ST. JOHN'S A1E 1T1



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Please note that in this Annual Report:

Reference to “Council” is intended the Newfoundland and Labrador Council of Health Professionals governing members and committees;

References to “College” are those health professions colleges designated and legislated under the *Health Professions Act* (2010, Newfoundland and Labrador):

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

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

Newfoundland and Labrador College of Dental Hygienists (NLCDH)

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

Newfoundland and Labrador College of Respiratory Therapists (NLCRT)

College of Midwives Newfoundland and Labrador (CMNL)

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



The Newfoundland and Labrador Council of Health Professionals

Mission

We ensure that our registrants are competent health professionals providing quality care/service to the people of the province.

Vision

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

Values

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

Integrity:

We are honest and ethical in our interactions.

Commitment:

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

Respect:

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

Accountability and transparency:

We accept responsibility for achieving common goals and objectives.

Consensus:

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

Sustainability:

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

Introduction

In November 2014 the governing council (Council) of the NLCHP approved its first strategic plan. The strategic plan sets out the priorities of the NLCHP and has guided the work of the Council over the past year. In the 2015-2017 strategic plan Council identified 2 major priority strategic directions. These are: 1) to ensure policies and procedures support a robust quality assurance program for the NLCHP and 2) to optimize systems and processes to support the role and function of the NLCHP and its Colleges. In addition to working to achieve these directions, work has been ongoing with both the Council and the NLCHP office to fulfill the mandate set out in the *Health Professions Act*.

This report outlines our achievements with respect to the strategic plan, the work of the Council and office staff and provides information on our registrants and stakeholders. As per the requirements of the Act this report also contains the annual reports of the following colleges:

College of Speech Language Pathologists and Audiologist of Newfoundland and Labrador;

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

Newfoundland and Labrador College of Dental Hygienists;

Newfoundland and Labrador College of Medical Laboratory Sciences;

Newfoundland and Labrador College of Respiratory Therapists;

and,

The College of Midwives Newfoundland and Labrador.

Message from the Chair



I am pleased to present the annual report for the Newfoundland and Labrador Council of Health Professionals (NLCHP) for the period April 1, 2016-March 31, 2017. This report provides an opportunity to communicate progress and demonstrate our commitment to achieving excellence in professional regulation of the health professionals under the *Health Professions Act* (2010). The past year has been one of transition for NLCHP with the retirement of the founding CEO and Registrar, Ms. Louise Jones in December of 2016. Ms. Jones established a solid foundation for the Council and on behalf of the Council I would like to acknowledge her work. The Council undertook the recruitment of a new CEO/Registrar which was one of the Council's main focuses over the past year and appointed Ms. Alice Kennedy as the new CEO and Registrar on November 14, 2016. Ms. Kennedy joined the NLCHP following an extensive career in the NL health care system, bringing with her over 35 years of health care experience.

The Council continues to focus on its governance role while ensuring its mandate of protection of the public is at its core. Council has completed its second self-evaluation and I am pleased to report that feedback has been positive and indicates that Council members are focused on their governance role and are keenly aware of the mandate of the NLCHP, namely that of public of protection.

Council is in year three of implementation of its Strategic Plan and has achieved the targets established in its plan. Council continues to enhance and expand its quality assurance program and has seen improvement in the number of registrants that meet continuing education (CE) requirements. In its commitment to develop a robust quality assurance program, a Privacy and Confidentiality Manual was developed and adopted by the Colleges where all registrants are required to complete a self-assessment in the 2017-2018 registration cycles. As well work is ongoing to identify discipline specific practice for quality audit and an evaluation of the effectiveness of the quality assurance program will be undertaken in the next year.

The NLCHP database reporting has been improved that will enable the NLCHP to be in a position to provide more comprehensive reporting to the general public on our QA activities that aim to provide assurance that our registrants are competent clinicians. NLCHP staff continue to provide support to the Colleges and work collaboratively in development of policies required by the NLCHP to effectively carry out its mandate. I am pleased to see the consultative and amicable approach that has evolved between the Council and Colleges as this relationship is fundamental to the successful achievement of both mandates.

The Council values its relationship with the Department of Health and Community Services (DHCS). The DHCS has worked with the NLCHP in its amendments to the *Health Professions Act* (HPA) that was approved in March 2017. The key changes will result in a reduction in College Council representatives from two (2) to one (1) in view of anticipated growth of professional groups that may become regulated through NLCHP; and provide for the registrar to perform duties assigned by the registration committee. We were extremely pleased to have the proclamation of regulations for midwives in September 2016 and look forward to the proclamation of regulations for medical radiation technologists in the near future.

I would like to thank the Council, its Committees, the Health Professional Colleges, as well as the Association of Midwives of Newfoundland and Labrador (AMNL) and the Newfoundland and Labrador Association for Medical Radiation Technologists (NLAMRT) for their continued work and support. I also wish to acknowledge the NLCHP staff for their work and commitment.

Colin Power B.Sc. MLT,
NLCHP Chair

Message from the CEO



I am pleased to provide my first Annual Report since taking on the role of CEO and Registrar of NLCHP. As I reflect on the activities during my first 4 months as the CEO and Registrar for the period of April 1 2016-March 31, 2017, I am pleased to report that work has continued to progress around fulfilling the mandate and current Strategic Directions of NLCHP as well as exploring opportunities to further enhance operations and services. This report will also cover the work from April 2016- December 2016 that was overseen by the former CEO and Registrar, Ms. Louise Jones, who retired in December 2016.

I would like to acknowledge the former CEO and Registrar, Ms. Louise Jones for the great work and leadership she has provided the NLCHP Council, Staff and Colleges. As the founding CEO and Registrar she has positioned the NLCHP to be a leader in regulatory work. I am also very grateful for the comprehensive orientation she provided to enable a smooth transition.

During this past year staff completed registrations and renewal of registration for 7 health professions and as of March 31, 2017 the NLCHP had 1119 registrants on its health professional register. All registrants completed the online education modules in the *Newfoundland and Labrador Personal Health Information Act* (PHIA) and NLCHP Jurisprudence for their health profession and will now complete a mandatory self-assessment in Privacy and Confidentiality in 2017-2018 renewal registration years as part of the registration process. NLCHP staff is currently working to enable registrants to complete the assessment online and submit to NLCHP.

In carrying out its mandate of ensuring regulated health professionals are registered, the NLCHP identified one (1) individual who returned to work in the province who had failed to change their registration status from non-practising to full practising. The Registrar contacted the individual and they ceased working immediately and changed their status to full practising and complied with NLCHP policy.

NLCHP works closely with the Colleges regulated under the *Health Professions Act* to provide information and research on topics and practices in other jurisdictions, access to legal opinions and support and advice when necessary. Work has continued with the Colleges and the Registration Committee to strengthen college policy and guidelines for mentorship/supervision of registrants as it may be required by their registration. Over the past year the Registrar has worked on a number of initiatives that included providing advice to the NLCDH regarding the development of a policy on supervision for registrants in independent practice and identifying and clarifying with NLCMLS positions that are required to be registered and the status of registration required. The NLCHP staff provided orientation sessions on the role of the NLCHP for graduating students of the Respiratory Therapy and Medical Laboratory Technology programs at the College of the North Atlantic (CNA).

The NLCHP was pleased that the regulations for midwives came into force on September 30, 2016. NLCHP staff worked closely with the Association of Midwives to prepare the foundational documents for practice of midwifery in NL. A transitional College for Midwives was established October 3, 2016 and an executive elected. The Registrar has also continued to participate in the Provincial Midwifery Implementation Committee. In preparation for the registration of midwives, the NLCHP entered into a data sharing agreement with the Newfoundland and Labrador Center for Health Information (NLCHI) to provide demographics on midwifery registrants as they will be required to be included in the NL Provider Registry. We anticipate that we will have our first registered midwife in the fall of 2017.

The NLCHP continues to make progress in the development of a robust QA program. In addition to the Privacy and Confidentiality Manual, NLCHP staff developed an Infection Prevention and Control Manual as a second area of common standard for consideration by the Colleges. The NLCHP staff are currently exploring the area of peer review to determine if this can be developed as an area for discipline specific standard for all professional groups within NLCHP. In addition, the NLCHP is in the process of conducting the 2016 QA Continuing Education (CE) Audit of its registrants to determine compliance with their college CE requirements. These results will be reported in the 2017-2018 Annual Report.

As a result of the Health Canada funded project for Internationally Educated Health Professionals (IEHP) on-line education modules for respiratory therapists in anesthesia management, pediatric management and a preparation guide for the national certification were completed and became available in April 2017 through CNA for purchase by individuals. In addition, on-line jurisprudence education modules were developed for midwives and medical radiation technologists. The module for midwives was made available when the regulations were proclaimed in September 2016. The medical radiation technologists' module will be available once the regulations are proclaimed.

The NLCHP was successful in receiving funding in March 2017 under the Foreign Qualifications Recognition initiative provided by the Government of Canada to complete a project that will enhance exiting foreign qualifications recognition resources established in a previous initiative for IEHP seeking registration/licensure with NLCHP. This initiative will specifically develop a post-registration survey to evaluate the transition of IEHP who registered with NLCHP.

The NLCHP staff have continued to communicate with registrants through the "Making Connections" publication which over the past year has addressed topics on complaints management, the impact of apologizing and causes of complaints and unprofessional conduct. NLCHP continues to solicit feedback on topics for future editions and ways to make it more meaningful for registrants. In addition to formal communication with registrants, staff have also received multiple e-mails and telephone calls from registrants, potential applicants, employers and the general public with requests for information. The NLCHP staff have also worked with the database developer to create new reports to improve the functionality of the registration process and the ability to collect and provide information on our registrants. We will be exploring the potential to move to an on-line registration system over the next year.

During the past year there was one formal complaint lodged in April 2016 against a registrant of the NLCHP. This complaint was followed up by the Registrar and an investigation completed as per Section 37 of the *Health Professions Act*. The Registrar was successful in resolving the complaint using alternate dispute resolution. Although there was only one formal allegation received there have been a number of inquiries from individual registrants regarding issues such as scope of practice, conduct deserving of sanction and the responsibility of a self-regulated health professional.

The Registrar has worked closely with the Department of Health and Community Services (DHCS) staff on a number of initiatives such as the amendments to the *Health Professions Act* which will come into force in September 2017. The Registrar also represented the Provincial Health Regulators Network as liaison with the DHCS regarding changes to the Patient Safety Act with respect to the ability of Regulators to access quality assurance information from regional health authorities for investigation of complaints against registrants.

The Registrar has continued to build and enhance relationships with national regulators of the professions under NLCHP. The Registrar participates as a Board Member of the Canadian Alliance of

Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) and Canadian Alliance of Audiology and Speech Language Pathology (CAASLP). The Registrar also is a member of the Registrars of the Canadian Alliance of Audiology and Speech Language Pathology Regulators (CAASPR) and Canadian Midwifery Regulators Council. This has provided opportunity to learn what is happening across the country and participate in national initiatives.

The Council and NLCHP operations continue to evolve as can be evidenced with the development and revision of policies and practices, additions to the reporting capability of the NLCHP registration database, enhancements to the quality assurance program and the development of on-line education modules for registrants. The model of “Umbrella Legislation” and the NLCHP is unique in the country and has attracted interest from other jurisdictions. I would like to recognize the work and commitment of the staff and the active involvement of the members of the Council. Without dedicated and competent staff and a committed Council, NLCHP could not achieve the progress it has in fulfilling its mandate. I look forward to continuing to enhance the role of NLCHP to support our registrants and to ensure protection of the public.

Alice Kennedy BN MBA FFCHL FCHSRF
CEO and Registrar

Legislation Mandate of the NLCHP and the Colleges

To provide context to this report it is important to understand that the NLCHP's focus is on registration of individual health professionals, conducting quality assurance (QA) of a health professional's practice and responding to allegations or complaints about a health professional's practice. The health profession colleges focus on standards for the profession and have a responsibility to establish the standards for registration, articulating the standards of practice, scope of practice and code of ethics. Ultimately whether it is the duties/responsibilities/activities carried out by the NLCHP or the Colleges, the goal is to ensure that there are competent health professionals providing quality care to the public.

Governance

The NLCHP is governed by an 18 member council (Council) including 6 public representatives named by government through the Department of Health and Community Services (DHCS). This year saw 5 College members' terms of office on Council expire and two public members resign. We thank these members for their support of the Council and wish them well. A full list of Council membership for 2016-2017 is found at the end of this section.

The NLCHP Council has 4 standing committees: the Registration Committee; Quality Assurance Committee (QA); Complaints Authorizations Committee (CAC); and the Finance and Human Resources Committee. The Council updated the terms of reference for committees to allow for committee members to include members of the College who may not be members of Council.

A number of initiatives undertaken this year were identified in the NLCHP Strategic Plan and focused the work of the Council and NLCHP staff. The Council receives quarterly updates from staff and is pleased to report that the NLCHP is on target in its progress operationalizing the initiatives identified in the strategic plan. With the Council's Strategic Plan ending in 2017, the Council will proceed with a Strategic Planning session in June 2017 to develop a new strategic plan that will set the directions for the next three (3) years. **See Appendix A** for the NLCHP Strategic Plan.

Amendments to the *Health Professions Act* were approved in March 2017 and will come into force September 29, 2017. The amendments will result in one College member being appointed to Council versus two (2) and provide for the Registration Committee to delegate power to the Registrar. Council established an ad hoc By-Law Review Committee with a mandate to review the NLCHP by-laws and provide recommendations to Council on changes to ensure consistency with the HPA. The changes will be provided to the Minister of Health as required under Section 17(3) of the Act 60 days prior to the amendments being adopted.

Council continues to evaluate its effectiveness as a governance council and completed its second annual member's evaluation survey in December 2016. The results of the survey which were very positive were shared with the Council.

The Council has continued to monitor progress on the Quality Assurance program and revised targets to reflect the resources available at both the NLCHP staff level and the Colleges to move from the common standards to discipline specific standards for quality review. The NLCHP staff are exploring the potential to move to peer review for disciplines within the NLCHP. Council will evaluate the QA program in the coming months to determine if the activities undertaken continue to maintain or enhance a health professional's clinical competence.

The Council met four (4) times during the past year and lists the following major accomplishments as a result of its work.

Highlights and Accomplishments 2016-2017

- Appointed a Search Committee to oversee the recruitment and hiring of a new CEO/Registrar for the NLCHP;
- Developed an Orientation Manual for new Council members;
- Approved a health insurance plan for NLCHP staff;
- Initiated a review of the NLCHP By-Laws, to reflect the amendments to the *Health Professions Act* that were approved in March of 2017;
- Completed a survey on the Council's effectiveness;
- Approved the regulations for Medical Radiation Technologists;
- Revised terms of reference for standing committees to enable members of the College who may not be members of Council to participate in committee work.



Who We Are

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

Mr. Chris Murphy, R. S-LP
Ms. Judy Davidson, R. S-LP
Ms. Jane Bowering, R.AUD*

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

Ms. Ethne Munden, R. Ac
Mr. Kenneth Clarke, R. Ac
Ms. Gloria Penny, R.Ac*

Newfoundland and Labrador College of Dental Hygienists

Mr. Dan Mercer, R.DH
Ms. Kimberly Schmiedendorf , R.DH

Newfoundland and Labrador College of Medical Laboratory Sciences

Mr. Colin Power, MLT / Chair
Mr. Curtis Martin, MLT

Newfoundland and Labrador College of Respiratory Therapists

Mr. Scott LeMessurier, R. RT
Mr. Roger Cook, R. RT
Ms. Bonnie O'Leary, R. RT*

Newfoundland and Labrador College of Midwives

Ms. Tracy Pittman, R.M
Ms. Cara Begg Reid, R.M
Ms. Pearl Herbert*
Ms. Kay Matthews*

Public Members

Mr. Douglas Wright
Ms. Elizabeth Whitten
Mr. Dave Phillips
Ms. Gladys Dunne
Mr. Jason Riddle*
Ms. Donna Strong*

NLCHP Staff

Ms. Alice Kennedy, CEO / Registrar
Ms. Cindy Holden, Deputy Registrar
Ms. Lori Newhook, Administrative Assistant

*Members term completed.

Registration Committee

What We Do

The Registration Committee develop registration policies and oversee the registration process of the Council

2016-2017 HIGHLIGHTS

- **Midwifery Regulations proclaimed in House of Assembly and came into force on September 30, 2016;**
- **Midwifery application available online August 2016;**
- **Pathology Assistants were registered under MLT regulations July 2016;**
- **Further classification for MLT registration identified;**
- **Approved policy to address Practicing a Health Profession without a Valid Registration.**

During this past year the Committee continued to focus its attention on reviewing NLCHP policies with respect to registration requirements and supervision of registrants. The NLCHP approved 59 new applications and renewed 1062 licenses.

A review of duties and responsibilities of a group of Pathology Assistants (PA) within the regional health authorities was initiated by the Registrar and the NLCMLS and identified as practicing at least 30% of a MLT scope of practice. This group's registration under the MLT regulations of the *Health Professions Act* was completed on July 22, 2016.

Additionally, there are categories of staff that work in the laboratory that are highly specialized and Ph.D. level trained working in labs that are not registered with the NLCHP or other regulatory body and may be carrying out specialized functions or roles that may fall within the scope of practice of a MLT. The Committee reviewed the areas of practice and approved a brief that identified the need to expand the MLT scope of practice. Preliminary discussions with government have been initiated by the Council to identify options to increase flexibility in the regulations to recognize non-traditional roles and/or pathways for education in the MLT professions for registration purposes.

Who We Are

Colin Power (C)
Judy Davidson
Gloria Penney
Roger Cook
Nikki Curlew
Douglas Wright
Gladys Dunne
Nicole Jenkins
Alice Kennedy*
(c) Chair
* Ex Officio

There was a review of the duties of Laboratory Health Professionals to determine if they could move to another area of the laboratory and take on some additional duties. A legal review of the terms of the agreement was completed and it was determined that the scope of work identified in the contract for these positions when they were originally registered could not be altered.

During the registration renewal of MLTs a number of registrants that had been registered as Full Practicing status indicated they would be changing to Non- Practicing status. The NLCHP staff followed up with the registrants and/or their employers and reviewed the job descriptions with the NLCMLS. All registrants that were identified as requiring Full Practicing status changed their status and registered except one individual who was working outside of a laboratory. The NLCMLS reviewed and updated their “NLCMLS Guidelines for Acceptable Practice Hours for MLT Registration” to clarify that when MLTs are not working directly with human specimens but their area of practice has been identified as acceptable for approved work hours, they must have full General Status registration with NLCHP.

Government released its midwifery regulations in the House of Assembly on April 29, 2016. As anticipated the midwifery regulations came into force on September 30, 2016. The NLCHP established a contract with Ryerson University to complete an initial assessment for midwives in the province supported by funding from the Department of Health and Community Services (DHCS). Two individuals were approved and completed the initial assessment but were unable to participate in the bridging program due to timing.

The Committee continues to work with the College (CMNL) to prepare for the registration of practicing and honorary members. It is anticipated that we will have our first registered midwife in the fall of 2017.

In preparation for the initial registration of MRT’s, a member of the NL Association of Medical Radiation Technologists was invited to participate in the NLCHP Registration Committee to provide advice on educational training programs and certification exams. NLCHP staff worked with the Association Chair

to develop the application form and registration categories for MRTs.

This year the Registrar identified one (1) individual who commenced working without a practicing registration. The Registrar worked through this situation on an individual basis and resolved according to NLCHP policy.

The Committee met three (3) times during the past year.



Quality Assurance Committee

What We Do

The Quality Assurance Committee develop and administer the Quality Assurance Program of the Council as well as investigate a concern that is referred to it from the Registrar, the Complaints Authorization

2016-2017 HIGHLIGHTS

- **Privacy and Confidentiality set first common standard to be assessed in Fall 2017: Focus #2 of NLCHP QA Framework;**
- **NLCHP QA Audit 2016-97% compliance with college criteria CE/PD;**
- **QA Audit Confirmation policy updated.**

The Quality Assurance (QA) Committee is working on Focus #2 of the April 2015 approved Framework: Assessment of Health Professional Standards. With a few years assessing registrant portfolios for continuing competency activity fulfilling Focus #1, this year resumed work on common standards for health professionals: privacy and confidentiality.

The NLCHP Privacy, Confidentiality and Consent Resource Manual approved in November 2015

contains two (2) self-assessment tools for Custodian and non-Custodian health professionals along with a number of resources for registrants to use. Colleges have been

presenting the document to their membership and educating on its use with the intent that privacy and confidentiality self-assessments would be a registration renewal requirement beginning the fall 2017.

Who We Are

Chris Murphy (C)
Dan Mercer
Cheryl Bailey
Barb Draper
Curtis Martin
Cindy Holden*
Alice Kennedy*

(c) Chair
* Ex Officio

Completing the NLCHP QA Audit 2016 for submission of 2015 CE/PD activity, 97% had successfully met the College criteria for CE/PD.

The QA Committee received a request from NLCMLS for the NLCHP QA 2017 Audit to include all remaining members who had not yet been selected. This increased the total number of NLCHP registrants to be assessed from approximately 260 to 420. Results of the 2017 Audit will be reported in the next NLCHP Annual Report for 2017-18.

NLCHP staff are exploring the potential to focus on profession specific standards using peer review. The QA Committee met three times in the past year and held orientation for NLCHP QA-CE Assessors.

Complaints Authorization Committee

What We Do

The CAC assists the Health Professions Council in its objective of protecting the public by providing a mechanism for allegations to be investigated related to professional misconduct and /or incompetence.

2016-2017 HIGHLIGHTS

- Initiated a review of the CAC Manual;
- Revised Terms of Reference;
- To conduct education session for its disciplinary panel.

The NLCHP Professional Conduct Review Manual (“CAC Manual”) is a guide that provides general direction with respect to complaints investigation and management.

Members of the Complaint Authorization Committee (CAC) initiated a review of the CAC Manual to more appropriately follow the steps of a complaints and disciplinary procedure. This will be completed in the Fall of 2017.

The committee is also responsible for providing education to its Disciplinary Panel members. The CAC will plan an education session for Disciplinary Panel members this coming fall. As well the CAC will convene to revisit Disciplinary Panel membership to ensure timely replacement members whose terms are expiring.

The CAC met once this past year.

Who We Are

Ethne Munden (C)

Colin Power

Kim Schmiedendorf

Scott LeMessurier

Douglas Wright

Alice Kennedy*

(c) Chair

* Ex Officio

Finance and Human Resource (HR) Committee

What We Do

The Finance and Human Resource Committee work to ensure that the NLCHP has sufficient funds to discharge its duties under the *Health Professions Act*. During this past year the NLCHP continued to maintain a positive cash flow position and increase its reserve funds for disciplinary processes.

2016-2017 HIGHLIGHTS

- Revised policies Travel, Spending Limits and Collection of Fees;
- Identified options and recommended an approach for professional liability insurance for midwives who will be registered with the NLCHP;
- Developed the draft budget for 2016-2017 for approval by Council;
- Recommended the approval of a renewal of a three year lease with the College of Licensed Practical Nurses;
- Recommended a 50/50 cost sharing agreement for employees to purchase a health insurance plan;
- Approved the move to HIROC for Directors and Officers liability Insurance;

- Oversaw the recruitment and participated as the interview committee for the hiring of the CEO and Registrar;
- Oversaw the development of the capital equipment budget and recommendation for the exploration of moving to an online registration system;
- Oversaw the 2016-2017 financial audit on behalf of Council;
- Oversaw the RFP process for audit services for 2017- 2020;
- Increased the financial reserve for disciplinary hearings.

Who We Are

Dave Phillips (C)
Elizabeth Whitten
Roger Cook
Leona Lewis
Alice Kennedy*

(c) Chair
* Ex Officio

The Committee continues to develop and revise existing finance and human resource policies (i.e. travel policy, spending limits and fees).

The NLCHP became a sponsoring member of the Health Insurance Care Reciprocal of Canada (HIROC) in June of 2016 enabling midwives who register with NLCHP to purchase professional liability Insurance (PLI).

The Committee developed the 2017-2018 budget for Council approval that saw no increase in fees for registrants while continuing to maintain a small projected positive cash flow position. The committee also oversaw the

development of the capital equipment budget and made a recommendation to the Council to explore options to move to an online registration system. During the year the Committee revised the budget to reflect additional cost with respect to the recruitment of a CEO/ Registrar and the development of the database to prepare for the midwives coming onboard.

The NLCHP has contracted with a 3rd party for a limited array of bookkeeping services including monthly reconciliation of the financial statements. The Committee recommended a review of the current financial processes and to explore moving more of the data entry and processing of payments to a third party.

The Committee oversaw preparation for 2016-2017 financial audit process and we are pleased to report that the audit did not reveal any issues or recommendations for the Council. **(See appendix B)**

The Finance and Human Resources Committee met on three (3) occasions during this past year.

The Committee saw significant change in membership this past year with the departure of Jason Riddle and Pearl Herbert from Council in December 2016. The Committee thanks them for their significant contributions and commitment.



Left to Right: Jason Riddle, Colin Power, Pearl Herbert

Registration Statistics

Given that the NLCHP currently registers seven (7) health professions, Council recommended that NLCHP registration, college membership and professional liability insurance certificates carry the same expiry date. Based on this recommendation the registration periods for each of the disciplines are as follows:

Medical Laboratory Technologists (MLT)	January 1- December 31
Laboratory Health Professional (LHP)	January 1- December 31
Midwives (RM)	January 1 – December 31
Registered Respiratory Therapists (RRT)	April 1- March 31
Traditional Chinese Medicine Acupuncturists (R. Ac.)	June 1-May 31
Registered Speech-Language Pathologists (R.S-LP)	July 1- June 30
Registered Audiologists (R. Aud.)	July 1- June 30
Registered Dental Hygienists (RDH)	December 1-November 30

As registration numbers change from month to month with new registrants entering the profession at any time and others not renewing registrations for any number of reasons, the NLCHP utilizes March 31 for trending and compilation of its yearly statistics.

The following table lists the five year comparison of registrants as of March 31. Given that we have a number of individuals who are registered in more than one category of registration (i.e. LHP and MLT) the number used for comparison purposes is the number of **individuals** who hold a registration with the NLCHP.

Registrations by Health Profession as of March 31					
Health Profession	2013	2014	2015	2016	2017
LHP	33 ^{*1}	26 ^{*2}	22 ^{*3}	20 ^{*3}	14 ^{*4}
MLT	525	509	509	517	517
R. Ac.	36	33	33	35	33
R. Aud.	-	30	33	39	38
RDH	-	196	207	215	225
RRT	130	136	141	150	150
R.S-LP	-	138	136	142	142
RM	-	-	-	-	0
Total	716 (724)	1068 (1074)	1076 (1081)	1118 (1123)	1119 (1121)

*1 - includes 8 LHP who are also MLT

*2 - includes 6 LHP who are also MLT

*3 - includes 5 LHP who are also MLT

*4 - includes 3 LHP who are also MLT

In comparing the registration statistics for the seven health professions over the past year we have seen little increase of individuals (less than 1% increase overall) indicating a trend of more people at the age of exit than entry.

As we collect information for registration, renewal or inactivation of registration, the NLCHP is now able to provide profiles of registrants and the health professions regulated by the NLCHP.

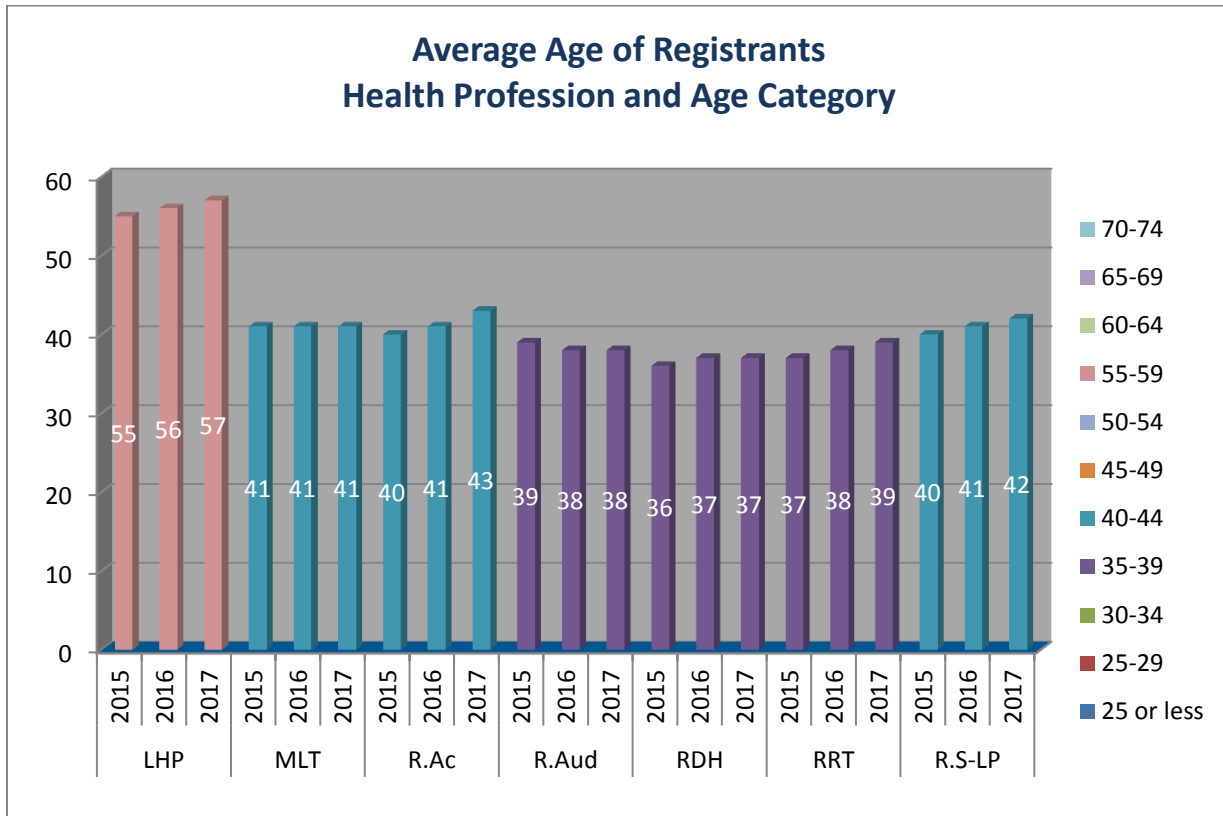
The following table provides information regarding initial or new registrations with the NLCHP during 2016-2017. As can be seen in the table, below 66 % (39/59 registrants) are new graduates who are registering for the first time.

New Registrations by Discipline for the Period April 1, 2016-March 31, 2017

NEW REGISTRATIONS BY DISCIPLINE - APRIL 1, 2016 - MARCH 31, 2017			
Discipline	New Registrations		Total
	New Grads	Other	
Medical Laboratory Technologists (MLT)	19	10	29
Respiratory Therapists (RRT)	4	3	7
Traditional Chinese Medicine Acupuncturists (R. Ac)	0	0	0
Speech-Language Pathologists (R.S-LP)	3	0	3
Audiologists (R. Aud)	1	2	3
Dental Hygienists (RDH)	12	5	17
Midwives	-	-	-
Total New Registrations	39	20	59

The table following contains the average age of registrants in each health profession. The average age of health professionals that we register is less than 42 years of age, except for Laboratory Health Professionals (LHP) which has an average age of 57 years. It should be noted that the LHP designation is a closed classification of registration with the NLCHP with a 67% attrition rate (14/21) in this classification over the past 3 years. It is anticipated that this trend will continue given the age profile of LHPs.

Average Age by Health Professional



The tables on the following pages provide data on the individual health professions including the information for the period April 1, 2016- March 31, 2017.

Laboratory Health Professionals – Total Registrants - 14

Data Elements	Category	As of March 31, 2017
Age Profile	Average Age	57
Gender	M	5
	F	9
Employer	Eastern Region Health Authority (EH)	0
	Central Region Health Authority (CH)	10
	Labrador-Grenfell Region Health Authority (LH)	2
	Western Region Health Authority (WH)	1
	Other	1
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	2
	Retired	5

Medical Laboratory Technologists – Total Registrants - 517

Data Elements	Category	As of March 31, 2017
Registration Designation	General Status	477
	General Status – Subject Registered	40
	➤ Clinical Genetics	12
	➤ Diagnostic Cytology	17
	➤ Clinical Chemistry	3
	➤ Hematology	4
	➤ Microbiology	4
Age Profile	Average Age	41
Gender	M	91
	F	424
	Unspecified	2
Employer	Eastern Region Health Authority (EH)	296
	Central Region Health Authority (CH)	87
	Labrador-Grenfell Region Health Authority (LG)	31
	Western Region Health Authority (WH)	69
	Other	21
	Non-Practicing registrations	13
New Graduates		19
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	14
	Retired	20

Registered Acupuncturists – Total Registrants - 34

Data Elements	Category	As of March 31, 2017
Age Profile	Average Age	43
Gender	M	7
	F	27
New Graduates		0
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	4
	Retired	0

Registered Audiologists – Total Registrants - 38		
Data Elements	Category	As of March 31, 2016
Age Profile	Average Age	38
Gender	M	9
	F	29
Employer	Eastern Region Health Authority (EH)	10
	Central Region Health Authority (CH)	5
	Labrador-Grenfell Region Health Authority (LH)	1
	Western Region Health Authority (WH)	3
	Other	18
	Non-Practicing Registration	1
New Graduates		1
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	3
	Retired	1

Registered Dental Hygienists – Total Registrants - 225		
Data Elements	Category	As of March 31, 2016
Registration Designation	General Status	156
	General Status with Additional Skills:	66
	➤ Local Anesthetic	46* ¹
	➤ Orthodontic Procedures	19* ²
	➤ Restorative Procedures	1* ³
Age Profile	Average Age	37
Gender	M	9
	F	216
Employer	Eastern Region Health Authority (EH)	
	Labrador-Grenfell Region Health Authority (LH)	3
	Other	222
New Graduates		12
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	10
	Retired	0

*¹ - (2) combined registrations with Orthodontic Procedures

*² - (3) combined registrations with Restorative Procedures

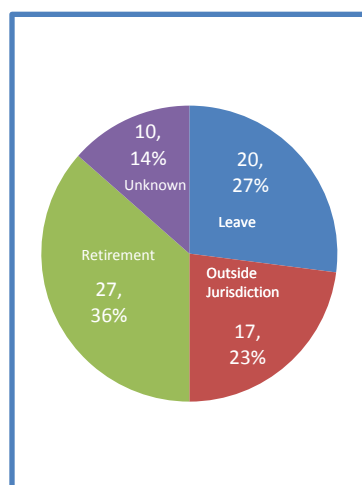
*³ - (1) combined registrations with Orthodontic Procedures

Registered Respiratory Therapists – Total Registrants - 150		
Data Elements	Category	As of March 31, 2016
Age Profile	Average Age	38
Gender	M	37
	F	113
Employer	Eastern Region Health Authority (EH)	85
	Central Region Health Authority (CH)	19
	Labrador-Grenfell Region Health Authority (LH)	5
	Western Region Health Authority (WH)	8
	Other	30
	Non-Practicing Registration	3
New Graduates		4
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	6
	Retired	1

Registered Speech-Language Pathologists – Total Registrants - 142		
Data Elements	Category	As of March 31, 2016
Age Profile	Average Age	42
Gender	M	3
	F	139
Employer	Eastern Region Health Authority (EH)	46
	Central Region Health Authority (CH)	9
	Labrador-Grenfell Region Health Authority (LH)	2
	Western Region Health Authority (WH)	12
	Other	70
	Non-Practicing Registration	4
New Graduates		3
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	7
	Retired	1

Reviewing the 1119 health professional registrants with the NLCHP, it can be noted that the majority of registrants are female (86%).

As we continue to gather more information regarding attrition, we are able to create a clearer picture of who is leaving their profession and in some cases for what reason. During this past year there have been 74 registrants who did not renew their registration with the NLCHP.



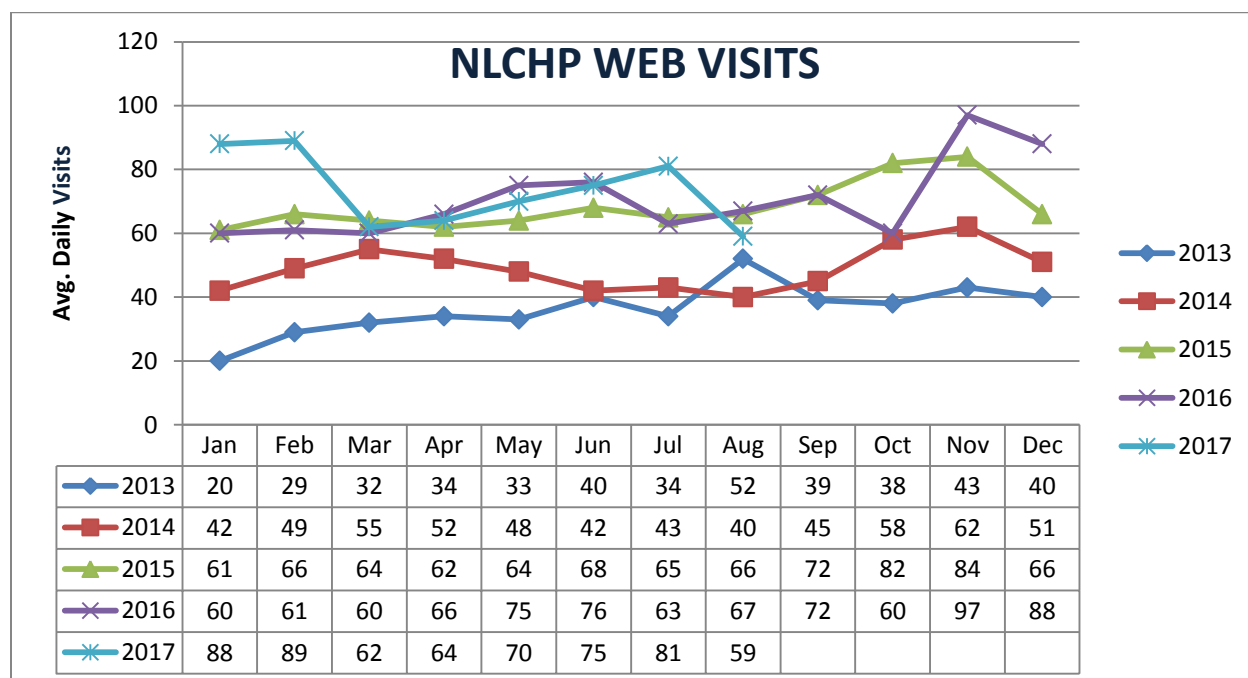
In the past year 36% (27/74) retired from their profession, 23% (17/74) indicated they left the province, 27% (20/74) indicated they were on leave from the workplace, and 14% (10/74) did not renew and did not provide a reason other than no longer working.

Although we have only started collecting information on attrition in the past 4 years, and even with 14% of registrants not providing information for not renewing their registration, the number of registrants who indicated they retired or were leaving the province remains consistent. The number of registrants on leave (Sick, Parental, Personal, Other) has increased in the past year (3/10 on leave from the workplace) while retirements remain the highest reason for not renewing registration with the NLCHP.

The NLCHP Website

The NLCHP operates a web site at www.nlchp.ca. The site contains information about the NLCHP, its strategic plan, registration processes and forms, policies to support the registration process, how to make a complaint, the complaint management processes of the NLCHP, education for registrants and the general public, as well as copies of the NLCHP registrant newsletters. As per the requirement under the Act the website also provides access to the health professional college websites.

Similar to the previous report, access to the website by visitors (unique IP addresses) has remained steady throughout the year with increased numbers corresponding to time of registration. It should be noted that registrants are directed to the website to download registration and registration renewal information. There has been a small percentage increase in visits to the web site in 2016 with on average more than 70 visitors per day accessing the website. Listed below are the monthly average visits to the website.



*data for 2017 for March -May is an average based on monthly visits for 2015 and 2016 due to data lost during website modification.

YEAR	VISITS PER YEAR	AVG VISITS PER DAY
2013	13020	36
2014	17610	49
2015	24820	68
2016	25350	70
2017	17640	49

In addition to website access, the NLCHP staff respond to 2 dedicated e-mail accounts (secretary@nlchp.ca and contact@nlchp.ca) and e-mail directly received by the Registrar, Deputy Registrar and Administrative Assistant. Through these and many telephone inquiries, staff respond to

requests for information and/or clarification of issues on registration, insurance coverage, continuing education requirements, college membership, as well as the roles and duties of Council and the colleges.

1 The Webalizer © - A web server log file analysis

Copyright 1997-2013 by Bradford L. Barrett

Allegations/Investigations

During this past year one (1) health professional (MLT) was identified as not having registered with the NLCHP. This was a registrant who had been registered as Non-Practising status and had returned to work without changing their status to full General Status. The Registrar addressed the issue with the registrant as well as the employer. The employer has instituted a process within their organization to ensure that employees returning from leave have an active registration.

The Registrar and Deputy Registrar have been consulted by employers and registrants on a number of occasions in the past year to discuss issues of scope of practice for various health professionals within its jurisdiction. In exploring the potential issues staff sought additional information from employers, consulted with the respective colleges, reviewed the applicable legislation and sought legal opinion when necessary. Once the investigation was completed the registrants and employers were contacted.

During the registration renewal for MLTs, NLCHP staff identified a number of registrants that were renewing as Non-Practising versus Full Practising status. Additional information was sought for the registrants, their employers, and NLCMLS was consulted to review the job duties and scope of practise. Once the investigation was completed the registrants and employers were contacted. All MLTs identified to require Full Practising registration subsequently registered with NLCHP. During this review one MLT managerial position was identified that had not been registered that required registration with NLCHP.

During the past year there was one formal complaint lodged in April 2016 against a registrant of NLCHP. This complaint was followed up by the Registrar and an investigation completed as per Section 37 of the Health Professions Act. The Registrar was successful in resolving the complaint using alternate dispute resolution. Although there was only one formal allegation received there have been a number of inquiries from individual registrants regarding issues such as scope of practice, conduct deserving of sanction and the responsibility of a self-regulated health professional.

Opportunities and Challenges

The work of the NLCHP during the past year has been focused on achieving the directions of the Council's strategic plan. The NLCHP-QA Program and the work of the QA Committee has been aimed at ensuring registrants of the NLCHP are competent clinicians.

As a regulatory body, the NLCHP with its authority granted under the *Health Profession Act*, is in a great position to capitalize on a number of opportunities that are aimed to ensure registrants are competent and provide a quality service to the general public. Although NLCHP is a relatively new organization it is recognized by government, the system and by regulators as a very successful model. Some of the most significant opportunities for Council include:

- Ability to share information and expertise and harness the diversity of the various disciplines under NLCHP to enhance and accelerate development of both College and Council processes;
- To provide education to the general public and offer the public a forum and opportunity to make an allegation or complaint regarding a practitioner's practice;
- Increase the understanding of registrants regarding their obligations and responsibilities as a regulated health professional;
- Continue to explore validated approaches to assessing clinical competency;
- Continue to establish and enhance relationships with national regulatory bodies to share best practices and develop common standards to reduce barriers for registrants moving to other jurisdictions.

Challenges

There are a number of challenges that the NLCHP will face in the upcoming year. Currently the DHCS is in the process of a regulatory review in which the implications for NLCHP are unknown at this time. This review has the potential to expand scopes of practice for current professional disciplines and regulation of additional health professional groups in the future. As more disciplines are added and to provide for more efficient use of resources the registration periods of each of the disciplines are needed to be streamlined and unified.

In the short term it is anticipated that government will approve regulations for medical radiation technologists. Registering another new profession (approximately 400 registrants) will increase registrations by 35% and require the dedicated attention of NLCHP staff and Council. The in-house technology capacity is limited by a manual system that utilizes spreadsheets to track information. As the number of registrants grows the database will need to provide for on-line registration and a more robust technology.

Along with the short term challenge noted above there are a number of challenges that the NLCHP will continue to face as it moves forward with the most significant being:

- To continue to operationalize the NLCHP-QA Program elements as a means to ensure that clinicians maintain competence;
- To prepare/enhance operations and systems to be able to respond to anticipated future growth;
- To educate the public and registrants on the respective roles of the NLCHP and the Colleges, particularly to ensure the public is aware of its role in the protection of the public;
- To maintain a pool of disciplinary panel members who are adequately prepared to deal with a complaint in a timely manner;
- Planning for current and future operations while a regulatory review is ongoing ;
- To ensure transparency and accountability for activities of the NLCHP and the governing Council.



Appendices

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

A. The NLCHP Strategic Plan



Newfoundland and Labrador Council of Health Professionals Strategic Plan

January 2015-December 2017



Approved November 2014

MESSAGE FROM THE CHAIR

I am so pleased our Council members were able to come together on September 20th, 2014 to develop its first strategic plan for the years 2015-2017. This followed a member and stakeholder survey and interview process that helped us understand our challenges, opportunities, strengths and weaknesses. During our facilitated day-long retreat, there was a great deal of synergy as we considered issues and trends and formulated our response to strategic issues that we all agree must be addressed.

We approached our planning process understanding that:

- Our strategic plan should focus on ‘make or break’ issues. These are issues or conditions that must be addressed for us to remain relevant and responsive. Our responses to these ‘make or break’ issues are referred to as our *strategic directions*.
- Our “make or break” issues resulted from our analysis of the opportunities and challenges facing us. A synopsis of our situational analysis is included in this plan.
- Our strategic directions begin to live when they are accompanied by goals and time frames which articulate accountability for implementation. While we have articulated goals and timeframes in this plan, on an annual basis we will also be developing an operational plan that further details how we will achieve our strategic directions and goals.

Our strategic directions are:

1. Further develop a robust quality assurance program for NLCHP.
2. Implement systems and processes that optimize and support the role and function of Council and its Colleges.

I am confident we have chosen the right areas of focus for us for the next three years. I am also confident that Council will now take these strategic directions and will move forward to achieve success in our plan. At each of our Council meetings, we have agreed to review our progress and on an annual basis we will assess new internal and external conditions to ensure our strategic plan remains meaningful and relevant. As well, as a component of our annual reporting process, we will formally report on progress achieved in our strategic plan.

Strategy is about establishing direction, passion and momentum. We are already on the right road. Now we must travel and navigate forward together.

Colin Power BSc, MLT

THE NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

The Newfoundland and Labrador Council of Health Professionals (NLCHP) is an independent body established by legislation under the *Health Professions Act* (2010). As of October 2014 the Council is responsible for governing the regulation of eight health professional groups of:

- Acupuncturists
- Audiologists
- Dental Hygienists
- Medical Laboratory Technologists
- Medical Radiation Technologists
- Midwives
- Respiratory Therapists
- Speech-Language Pathologists

Our broad areas of responsibility are to:

- Support the quality and safety of health services;
- Enhance public protection;
- Improve client/patient safety and to strengthen the regulatory system;
- Facilitate client/patient-centered inter-professional collaboration and care.

1 MISSION

We ensure that our registrants are competent health professionals providing quality care/service to the people of the province.

2 VISION

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

3 VALUES

Integrity:

We are honest and ethical in all our interactions.

Commitment:

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

Respect:

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

Accountability and Transparency:

We accept responsibility for achieving common goals and objectives.

Consensus:

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

Sustainability:

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

SITUATIONAL ANALYSIS

Today's health care system is under tremendous financial pressure to deliver high quality health care services within finite resources. New models of care are being implemented at a time when there is a growing imperative for inter-professional team practices. Health professionals are working in an environment where exclusive scopes of professional practice are being challenged. Health professionals also work in a variety of settings including the public sector, private sector in both solo and team-based practice. This represents a challenge for health professionals who are expected to not only provide comprehensive care/service to the public, but to do so within the context of collaboration and overlapping scopes of practice. These trends also challenge regulators who must work with registrants and other regulatory bodies on the development of appropriate common standards to address issues such as complaints.

Technologies: Emerging new technologies are also shaping how health care is delivered and how clients/patients access information that addresses their health care needs. There is also an ever-increasing public demand for accountability and improved access. With the explosion in social media, there is an insatiable demand for instant response: “in a moment” has taken on a new meaning. These changes require awareness by the Council in partnership with the regulated profession to develop policies to ensure best practices for enhanced public safety.

Labor Mobility: On both the federal and provincial government levels, there is a drive to reduce barriers to labour mobility across all provincial jurisdictions through a common set of competencies for each profession. Given the tight labour demand for some health professions, federal and provincial governments are also pushing for a streamlined approach for competency assessment of internationally educated graduates. These are processes that will impact the future work of NLCHP.

Population Changes: The impact of the aging baby-boomer population is upon us. The number of health professionals anticipating retirement within the next five to ten years will continue to escalate. Regulatory bodies must be engaged partners with employers, government, and education and training providers to ensure a sufficient supply of graduates to meet health care needs.

Mandate Challenges: The NLCHP's mandate is unlike other regulatory authorities in the country in that Council works in collaboration with the health profession Colleges to register and oversee practice for multiple health professions. Many regulatory bodies are interested in how the NLCHP operationalizes and works within its legislated mandate. Key challenges are:

- What is the appropriate role and function of a unifying Council that consists of discreet professional regulatory colleges having relatively low numbers of registrants?
- How best should Council work in collaboration with the Colleges in carrying out the registration, quality assurance and complaint management processes?
- How do the volunteer College members who also serve as Council members carry both roles in a way that honours the needs and requirements of both organizations?

While the NLCHP has successfully navigated many start-up issues with the hiring of staff, capacity issues remain at the College level that at times impacts the NLCHP's efficiency in carrying out its own mandate. We know we must address the issues of staffing of the NLCHP as well as the Colleges' capacity to respond in a timely fashion to the requests for decisions within their mandate. The Colleges' capacity to respond will become more critical, especially given the provincial government's desire for the NLCHP to regulate additional professional groups in the future. Indeed, with the addition of Medical Radiation Technologists and Midwives, the NLCHP will have approximately 1500 registrants and will be one of the three largest health regulatory authorities within the province (behind Registered Nurses and Licensed Practical Nurses, and with Social Workers also having approximately 1500 registrants).

The distinct and separate role and function of the NLCHP and the Colleges is yet to be well understood by individual members. Additional efforts will be required to ensure college members understand our regulatory function and that advocacy is not within our mandate or the mandate of the Colleges. In the future, there is also a need to ensure the public understands the role and mandate of the NLCHP.

Survey Results: In August 2014, through an independent body, the NLCHP surveyed Council members, College Board members and members of the Health Professionals' Regulatory Network. We achieved an exceptionally high response rate¹. The Council/College executive member survey results illustrate some of our significant strengths:

- 100% stated they understand the role and mandate of NLCHP;
- 94% state they either completely agree or mostly agree NLCHP communicates well with them;
- 84% state they either completely agree or mostly agree NLCHP communicates well with its stakeholders;
- 100% state they either completely agree or mostly agree NLCHP appropriately respects its own role;
- 100% state they either completely agree or mostly agree NLCHP respects the role of Colleges under the *HPA*;
- 100% state they either completely agree or mostly agree NLCHP is performing well in meeting its legislated mandate;
- 96% state they either completely agree or mostly agree NLCHP efficiently manages its resources.

¹ Council/College Board member survey response rate was 72% and the Health Professionals' Regulatory Network response rate was 60%.

The above findings are also very much reflective of survey results from the Health Regulators' Network and of interviews held with several officials at the Department of Health and Community Services.

Conclusion: Taken together, the key issues and challenges identified through stakeholder surveys and interviews as well as through the NLCHP's strategic planning retreat, fall within the following major themes:

- Implement a governance model that supports a successful and sustainable transition from start-up operations to strategic governance;
- Develop capacity to address current and future needs of Colleges and the NLCHP, including future growth in the number of professions regulated through the NLCHP;
- Develop the ways and means of ensuring the Colleges and the NLCHP have effective processes, policies and procedures to ensure compliance with professional standards and continuing education requirements;
- Ensure the public are aware of the role and mandate of the NLCHP in assuring public protection;
- Ensure succession planning and corporate knowledge transfer and processes exist at both the College and NLCHP levels.

Based upon the situational analysis the NLCHP identified a number of areas for focus that it will prioritize over the next 3 years. Recognizing that Council has limited manpower and limited resources, the strategic plan sets out the priorities but work will be ongoing in many areas by both the Council and the NLCHP office to fulfil the mandate as set out in the *Health Profession Act*.

STRATEGIC DIRECTION 1:

Ensure policies and procedures support a robust Quality Assurance Program for the NLCHP.

Our collective efforts in developing and implementing a robust quality assurance program are instrumental in providing assurance to the public and our partners that our health professionals are competent and able to meet high standards of practice. The NLCHP is in the process of developing a phased approach in the establishment of a Quality Assurance Program. Phase 1 is already implemented and is focused on audits of continuing education requirements. Phase 2 will focus on audits of common areas of practice across health professions. Finally, Phase 3 will focus on specific areas of practice that are profession-specific. When fully implemented, the NLCHP-Quality Assurance Program will be one of the ways to assure the public that registrants are qualified and continue to carry out their practice within the standards for the profession. A comprehensive evaluation of the Quality Assurance Program will be conducted to ensure that our quality assurance activities are relevant and evidence-informed.

Goal	By When
1. Develop a comprehensive three-phased quality assurance program	March 2016
2. Develop and commence implementation of the program	As components are developed
3. Evaluate the quality assurance program for effectiveness	Beginning March 2017

Expected Outcome:

- Registrants of the NLCHP are competent and meet the standards of practice for their profession

Indicators:

- Approved QA Program
- Number of registrants on initial registration who have condition on their registration
- % of registrants who meet CE requirements on renewal of registrations
- % of registrants who meet CE requirements on random audit per audit cycle
- % of registrants who meet QA performance requirements on audit (other than CE)
- Number of practice investigations conducted by the QA committee/per year
- Number of allegations per health profession/per year
- Developed tools and processes for phase 2 (privacy and confidentiality) audit processes
- Colleges identify at least one specific practice area for audit
- QA program spending within allocated budget

STRATEGIC DIRECTION 2:

Optimize systems and processes to support the role and function of both the NLCHP and its Colleges.

The aim of this strategic direction is to honour the autonomy and role of the regulated Colleges while optimizing capacity of these Colleges to meet their legislated mandate. Success will also mean additional Council capacity through effective communication and decision-making channels and a governance model that enables Council's focus on strategic and policy issues of importance (versus operational matters that are within the day-to-day scope of our staff). Thus, optimizing our potential capacity and processes are considered a critical success factor for NLCHP, both now and as other professions are regulated under the the *Health Professions Act*.

Goal	By When
1. Implement a governance model that enables NLCHP's members to focus on strategic/governance issues and for staff to focus on operations	January 2015
2. Ensure NLCHP committees are supported to meet their legislated mandate	Ongoing
3. Where possible, ensure Council staff support Colleges in meeting their obligations under the <i>Health Professions Act</i>	Ongoing
4. Develop and implement a communications plan that helps registrants understand the role and function of the NLCHP and Colleges	Commencing April 2015

Expected Outcome:

- Council has the capacity and the appropriate tools/resources to fulfil its legislative mandate;
- Registrants understand their responsibilities as a self-regulated health professional.

Indicators:

- Approved NLCHP shared governance model;
- Redeveloped Council agenda and reporting schedules for committees;
- % attendance at Council meetings;
- Yearly board evaluation completed;
- Number of requests from Colleges for council support;

- Average response time by Colleges to Council request for input/direction;
- Number of policies and procedures developed and /or revised/per year;
- Office Operations Manuel completed;
- Approved communication plan for registrants;
- % increase in number of hits to the web site/per year;
- The NLCHP operates within approved budget.

OPERATIONALIZING OUR PLAN

The process of fully developing and implementing Council’s Quality Assurance Program and of optimizing our current systems and processes will represent significant Council work over the next three years. In adopting these directions as an area of focus, Council is also aware that many of the primary functions i.e. registration of health professionals will continue to evolve and require ongoing overview by the Council.

In adopting the strategic plan that identifies the “make and or break issues” for the Council, the Council commits to monitor its plan though the regular review of the measures identified with each of the strategic directions. Monitoring of the plan will be conducted though CEO and committee reports to the Council.

Staff and committees will identify the resources required to achieve the objectives as set out in the strategic plan. Council through its yearly budget development process must ensure that it allocates resources based upon the mandate of the Council and the priority directions adopted by the Council. This strategic plan will be enabled by an annual operational plan that ensures Council staff are equipped and supported to achieve success in both our strategic directions and in ongoing day-to-day matters.

As we travel our implementation path, we will annually assess success and make prudent mid-course corrections as new opportunities and challenges arise. These measures will help sustain the momentum we collectively aim to harness.

B. Audited Financial Statements

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Financial Statements

Year Ended March 31, 2017

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

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Year Ended March 31, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Directors of Newfoundland and Labrador Council of Health Professionals

I have audited the accompanying financial statements of Newfoundland and Labrador Council of Health Professionals, which comprise the statement of financial position as at March 31, 2017 and the statements of revenues and expenditures and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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 Newfoundland and Labrador Council of Health Professionals as at March 31, 2017 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.



Clareville, Newfoundland and Labrador
June 21, 2017

Chartered Professional Accountant
Richard K Power, FCPA, Professional Corporation

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**Statement of Financial Position****March 31, 2017**

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 269,676	\$ 300,925
Term deposits (Note 2)	472,187	312,220
Accounts receivable	-	65,353
Prepaid expenses	4,760	1,796
	746,623	680,294
CAPITAL ASSETS (Note 3)	7,599	9,950
	\$ 754,222	\$ 690,244
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 4)	\$ 25,810	\$ 22,417
Deferred income (Note 5)	48,875	49,500
	74,685	71,917
NET ASSETS	679,537	618,327
	\$ 754,222	\$ 690,244

ON BEHALF OF THE COUNCIL_____
*Council Chair*_____
Chair of Finance and Human Resource Committee

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**Statement of Revenues and Expenditures and Changes in Net Assets****Year Ended March 31, 2017**

	2017	2016
REVENUES		
Registration fees	\$ 398,469	\$ 402,037
Provincial Midwifery Committee funding	25,000	-
Interest income	10,337	6,870
Other	3,275	2,575
International Educated Health Project grant	-	118,926
	437,081	530,408
EXPENSES		
Salaries and wages	245,935	262,233
Rent	41,040	40,680
Provincial Midwifery Committee expense (recovery)	27,675	(370)
Professional fees	11,436	69,158
Office	8,435	9,557
Interest and bank charges	7,540	7,928
Quality assurance assessment	6,650	6,350
Telephone	6,591	4,886
Internationally Educated Health Professionals expense	5,292	6,950
Meetings	4,558	2,041
Insurance	3,351	2,332
Amortization of capital assets	2,503	3,366
Repairs and maintenance	1,942	1,035
Travel	1,639	3,252
Advertising and promotion	1,047	-
Training	237	-
	375,871	419,398
NET EXCESS OF REVENUES OVER EXPENSES	61,210	111,010
NET ASSETS - BEGINNING OF YEAR	618,327	507,317
NET ASSETS - END OF YEAR	\$ 679,537	\$ 618,327

The accompanying notes are an integral part of these financial statements

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**Statement of Cash Flows****Year Ended March 31, 2017**

	2017	2016
OPERATING ACTIVITIES		
Excess Of Revenues Over Expenses	\$ 61,210	\$ 111,010
Item not affecting cash:		
Amortization of capital assets	2,503	3,366
	63,713	114,376
Changes in non-cash working capital:		
Accounts receivable	65,353	(3,607)
Accounts payable and accrued liabilities	3,393	(26,850)
Deferred income	(625)	(22,909)
Prepaid expenses	(2,964)	163
	65,157	(53,203)
Cash flow from operating activities	128,870	61,173
INVESTING ACTIVITY		
Purchase of capital assets	(152)	(1,179)
Cash flow used by investing activity	(152)	(1,179)
INCREASE IN CASH FLOW	128,718	59,994
Cash - beginning of year	613,145	553,151
CASH - END OF YEAR	741,863	613,145
CASH CONSISTS OF:		
Cash	\$ 269,676	\$ 300,925
Term deposits	472,187	312,220
	\$ 741,863	\$ 613,145

The accompanying notes are an integral part of these financial statements

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2017

1. NATURE OF OPERATIONS

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

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Investments

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

Capital assets

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

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

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

Revenue recognition

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

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

(continues)

NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS

Notes to Financial Statements

Year Ended March 31, 2017

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

Financial instruments policy

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

Use of estimates

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

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Computer equipment	\$ 11,379	\$ 8,730	\$ 2,649	\$ 3,632
Computer software	7,718	6,217	1,501	2,145
Furniture and fixtures	4,262	1,807	2,455	3,069
Website	1,683	689	994	1,104
	\$ 25,042	\$ 17,443	\$ 7,599	\$ 9,950

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2017	2016
Accounts payable and accrued liabilities	\$ 6,935	\$ 22,417
Fees payable to Colleges	18,875	-
	\$ 25,810	\$ 22,417

5. DEFERRED REVENUE

Deferred revenue relates to registration fees collected in advance as of March 31, 2017.

	2017	2016
Deferred registration revenue	\$ 48,875	\$ 49,500

C. College Reports



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

ANNUAL REPORT

NEWFOUNDLAND AND LABRADOR COLLEGE FOR MEDICAL LABORATORY SCIENCE (NLCMLS)

January 1, 2016 – December 31, 2016



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

Board of Directors

Marina Kennell
Treasurer

Curtis Martin
President (College Chair)

Jaclyn Williams
Secretary

Colin Power
College Representative to NLCHP

Trevor Williams
Avalon Regional Director

David Rowsell
Eastern Director

Lisa Napier
Central Regional Director

Stephanie March
Western Regional Director

Lorna Bradbury
Professional Development

Jana Cole
Director of Marketing
And Communications

Chelsea Lewis
Student Representative

Trent Pennell
President Elect

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

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

The professional college (NLCMLS) came into existence on October 5, 2012 with the government's formal acceptance of the MLT regulations.

Just prior to the government's approval of the regulations, the College had to undergo its first registration for all practicing medical laboratory technologists in the province of NL. We are not a stand-alone entity as we are part of an umbrella organization – Newfoundland and Labrador Council of



Newfoundland and Labrador College for Medical Laboratory Science
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www.nlcmls.ca

Health Professionals (NLCHP). The NLCHP (Council) currently represents seven (7) colleges of health professionals, including NLCMLS. Information on the Council and the other professions within its jurisdiction can be found on the NLCHP website www.nlchp.ca.

Our current registration consists of 547 Medical Laboratory Technologists (MLT) and 21 Laboratory Health Professionals (LHP). The LHP's are registered to carry out specific duties as defined by the employer and are only registered to carry out these duties. These individuals had their education qualifications reviewed by the College of the North Atlantic and the NLCHP Registration Committee. It was determined that 6 of the 33 required practice assessments and these assessments were carried out by consultants who were contracted for this purpose.

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

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

In the spring we held our Symposium in Corner Brook on April 16, 2016. By indications it was a success with participation across the province via the Internet and a large turnout of our members in person. The College would like to thank Stephanie March and her organizing committee for their hard work and determination.

Our Fall Symposium and Annual General Meeting were held in Clarenville on October 14-16, 2016. The College would like to thank the Board of Directors and the Clarenville committee for their hard work, creativity and determination.

We have also developed a number of policies which can be found on the college website. www.nlcmls.ca. Please take the time to review these policies.



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www.nlcmls.ca

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

1. Developing a robust Quality Assurance Program.
2. Council consulting with the Colleges to support processes that assist the work to align with the Council legislated mandate. This is one of our challenges as outlined below.

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

Opportunities

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

Challenges

- To complete the policies and procedures to support the NLCMLS and the Council.
- To find best practices for the creation and administration of quality education for our members and the public.

Curtis J Martin
President (Chair)
NLCMLS



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P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

Newfoundland and Labrador College
of Medical Laboratory Services Inc.
Financial Statements
(Unaudited)
December 31, 2016

Blagden, Tolley and Company
Chartered Professional Accountants



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

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Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

Blagden, Tilley and Company

Chartered Professional Accountants

CLAUDE BLAGDON CPA, CGA
KEITH TILLEY CPA, CGA
KEVIN DWYER CPA, CGA

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Clareville, NL
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(709) 466-2644 Fax: (709) 733-3160
E-mail: blc.dar@eastlink.ca

Review Engagement Report

To the Board of Directors
Newfoundland and Labrador College
of Medical Laboratory Science Inc.

We have reviewed the accompanying statement of receipts and disbursements of Newfoundland and Labrador College of Medical Laboratory Science Inc. as at December 31, 2016 and the statement of investments for the year ended December 31, 2016. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures, and discussion related to information supplied to us by the company.

A review does not constitute an audit, and consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for private enterprises.

Blagden, Tilley and Company
Chartered Professional Accountants

Conception Bay South, NL

April 13, 2017



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

4.

Newfoundland and Labrador College of Medical Laboratory Science Inc.
Statement of Receipts and Disbursements - Current Account
(Unaudited)
For the Year Ended December 31, 2016

	2016	2015
Receipts		
Fees	\$ 43,807	\$ 29,471
Congress	13,765	17,810
Transfer from savings account	-	2,606
Awards	3,245	-
	<u>60,817</u>	<u>49,887</u>
Disbursements		
Bank charges	9	80
Fees	-	2,036
Miscellaneous (Schedule 1)	5,478	6,109
Professional fees	763	565
Seminars, conventions and meetings	27,839	22,013
Telephone	443	1,300
	<u>34,532</u>	<u>32,103</u>
Excess of receipts over disbursements	26,285	17,784
Bank balance, beginning of year	44,365	26,581
Bank balance, end of year	\$ 70,650	\$ 44,365

Blayden, Tilly and Company
Chartered Professional Accountants



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

Newfoundland and Labrador College of Medical Laboratory Science Inc.
Statement of Investments
(Unaudited)
December 31, 2016

5.

	2016	2015
Investments		
Bank of Montreal investment account	\$ 11,401	\$ 10,891
Bank of Montreal Guaranteed Investment Certificates	73,696	72,876
	\$ 85,097	\$ 83,767

Blyden, Tilley and Company
Chartered Professional Accountants



Newfoundland and Labrador College for Medical Laboratory Science
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Newfoundland and Labrador College of Medical Laboratory Science Inc.
Schedule 1
(Unaudited)
December 31, 2016

6.

	2016	2015
Miscellaneous disbursements		
Fee refunds	\$ -	\$ 240
Advertising	456	1,732
Student night	593	485
Website	2,638	970
Office supplies	241	232
Awards	1,550	2,450
	\$ 5,478	\$ 6,109

Blayden, Tilley and Company
Chartered Accountants

NLCRT

Annual Report 2016

1. MESSAGE FROM THE CHAIR

It is my pleasure to present the annual report for the Newfoundland and Labrador College of Respiratory Therapists (College). This report highlights the activities of the College for the period of January 1st, 2016 to December 31st, 2016. During this time, the College Executive met 6 times and we are pleased with the accomplishments of the College in 2016.

The College is a stakeholder/member in national groups, such as the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB), which comprises regulators from other jurisdictions in Canada, The Canadian Board of Respiratory Care (CBRC) which is a Canadian not for profit organization tasked to produce the national credentialing exam used as part of the entry to practice examination of graduates of accredited schools of respiratory therapy in Canada. The CBRC implemented the first electronic version of the traditional paper exam in the July 2016 writing.

The College is also a stakeholder/member of the Council on Accreditation for Respiratory Therapy Education (CoARTE). The CoARTE accreditation process provides a tool to assist respiratory therapy schools and regulatory bodies in assuring the public that the national education standards for entry-level respiratory therapy have been met.

Several projects undertaken in the last couple of years are now nearing completion. These projects were funded by Health Canada and include three modules to assist the internationally educated health professional (IEHP) preparing for practice in Newfoundland and Labrador. The modules include Neonatal / Pediatric and Anaesthesia which have been identified as common deficit areas with the internationally educated applicant as well as a Prep Guide for IEHP's preparing to challenge the CBRC national competency exam.

2. EXECUTIVE MEMBERS

By-law changes were approved at last year's AGM that changed the composition of the board and will assist with succession planning. A new position Director-at-Large was created and that position was elected at the October 15th, 2016 AGM and election of officers.

Executive January 1st – October 15th, 2016

Chair	Bonnie O’Leary
Vice Chair	Scott LeMessurier
Secretary	Edna Cahill
Treasurer	Wanda Dollard
Past Chair	Jessie Cox
Elected member to Council	Roger Cook

New Executive October 15th, 2016 – December 31st, 2016

Chair	Scott LeMessurier
Vice Chair	Ken Costello
Secretary	Jessica Downey
Treasurer	Lorelei Brushett
Past Chair	Bonnie O’Leary
Elected member to Council	Roger Cook

Two new disciplinary panel members were approved as the initial two year terms came to an end. Two new members (Ken Costello and Julie Sheppard) were provided with education on the disciplinary panel member role and the complaint process and all members will be provided with “just in time education” in the event of a complaint requiring an adjudication tribunal.

Disciplinary Panel Members as of December 31st, 2016

Julie Sheppard	3 years March 1, 2013- February 29, 2019
Ken Costello	3 years March 1, 2013- February 29, 2019
Danielle Fitzgerald	3 years March 1, 2015 -February 29, 2018
Erin Letto	3 years March 1, 2015 -February 29, 2018

3. MEMBERSHIP CATEGORIES

Total Registrants	150	(as of December 31 st , 2016)
General Status	150	
Non-Practicing	0	
Honorary	0	
Associate	0	
Student	0	

In June 2016 the College of the North Atlantic graduated four Respiratory Therapy students who were eligible to register as General Status Temporary members. These registrants were issued general status certificates following successful completion of the CBRC examination.

4. MAJOR ACCOMPLISHMENTS OF THE COLLEGE

Awards

Dan Sudworth Memorial Award

This award is given to the graduating respiratory therapy student who demonstrates clinical excellence in the critical care environment. Clinical Instructors, in consultation with respiratory therapy staff in the critical care area of Eastern Health General Site, where Dan Sudworth worked, select the student who most exemplifies the qualities of caring, compassion and exceptional patient care that was characteristic of Dan. The recipient for 2016 was Mary Claire McGrath.

CAREstream Award of Excellence

The recipient of the CAREstream Award of Excellence for 2016 was Mark Peckford. This Award recognizes a student in each Respiratory Therapy program who has successfully completed the national certification exam and has made a substantial achievement as a student.

Education

Two applicants were awarded paid registration to the Canadian Society of Respiratory Therapists (CSRT) National Educational Forum in Ottawa in May 2016 as well the College AGM in October 2016 included four education sessions that were well attended.

Website

The NLCRT website was updated as necessary. Mandatory CE requirements were posted on the website for ease of access for the membership.

Quality Assurance

In the spring of 2016 the second official CE audit took place , the results are continuing to improve but again, indicates the need for improvement in documentation. Feedback from the Council continues to be helpful for the college going forward.

Also, in discussion with the QA assessors and the Council, changes were made to policies regarding follow up documentation time lines to assist the assessors in completing the audits in a timely manner.

As we move to the next part of the QA process the colleges agreed to the assessment of standards that are common to all, the first being the Standards of Privacy, Confidentiality and Consent. The document and resource manual was prepared by the NLCHP staff and adopted by the College. The members were required to review these standards that were available on the website as part of the mandatory CE requirements for 2016. In addition an education session was provided at the AGM in October for all members present and via webinar.

National Alliance of Respiratory Therapy Regulatory

The last year has been a busy year nationally, with the main focus on the continued development of a replacement for the 2011 National Competency Profile. This new document, the National Competency Framework (NCF) has been in process for over 2 years.

There were numerous meetings (teleconference and face to face) during the last 12 months with the consultants to assess and integrate feedback obtained from various working groups, workshops held in May 2016, and from the national validation survey, which culminated in the development of the National Competency Framework (NCF), a document comprised of an entry to practice component (part one) and experienced practitioner (part two). The NCF document was presented to the NARTRB board/ each regulated jurisdiction/and CSRT board, and was approved by NARTRB (Alliance) at the recent October 2016 meeting. The NCF will replace the current 2011 National Competency Profile (NCP), with an implementation date of September 2017.

The NCF document will be available on the NLCRT, NARTRB, and the CSRT websites. Though the NCF has been completed there still remains work on this process as the next steps require the development of a framework to be used with the accreditation process and the national certification examination (CBRC examination) as NCF is integrated into these processes.

The Alliance has also strengthened its affiliation with the National Exam Credentialing Body, the Canadian Board for Respiratory Care (CBRC) and the Council on Accreditation Respiratory Therapy Education (CoARTE). To ensure a transparent and equitable process while providing for the protection of the public, while following the principles of fairness legislation across Canada, as well as compliance with Labour mobility legislation (Chapter 7 of the *Agreement on Internal Trade*).

Communication

We continue to communicate with the membership several times per month, providing notice of educational opportunities such as webinars, online learning, symposiums and upcoming conferences; changes in continuing education requirements, feedback from the Council committees and changes in registration requirements and updates on current projects. NLCRT continues to reinforce the role of the College in protection of the public.

Policy Development

We continue to review and revise policies as well as create new ones as the need arises. As in previous years, the NLCHP staff have offered to assist the colleges by sharing any college appropriate policies that the Council office has completed. This is a great help to us as the research and leg work has been completed and it reduces unnecessary duplication of work.

5. OPPORTUNITIES

We continue to collaborate at the council table and take advantage of the opportunity to share solutions to common issues and challenges. Regulation has assisted our College in holding our members to the highest standard of care to ensure protection of the public.

Challenges

The volume of work for a volunteer board continues to be a challenge. The assistance that the NLCHP office provides certainly makes the burden lighter.

The major challenge for 2016 has been the creation of a Refresher / Re-entry program or process. There may be opportunity to participate in a national process that is currently under development with the National Alliance of Respiratory Therapy Regulatory Bodies.

Summary

I would again this year like to thank the NLCHP office staff who have always made themselves available to assist us in any way possible. A special thank you to past CEO Louise Jones and CEO Alice Kennedy who have made such tremendous efforts to assist the college in fulfilling our mandate of public protection and quality of care.

Respectfully submitted,
Scott LeMessurier
Chair NLCRT

Income

Mentorship	400.00
Assessment fee	1,099.02
Transfer to close NLART account	1,843.71
Membership Dues	26,752.76
Total Income	30,095.49

Expenses

Accounting Fee - donation in lieu of payment	100.00
Alliance Fees - NARTRB	4,500.00
Annual General Meeting of NLCRT Costs - Meeting Room, AV, Travel	1,729.53
Bank Fees	107.13
Dan Sudworth Memorial Award	100.00
Engraving	55.71
Liability Insurance	1,220.00
Mailbox - Rental Fee	176.28
Projector and Audio-visual Accessories	648.44
Travel - NCF Meetings	2,501.35
Travel and Registration Costs - CSRT Conference May 2015	1,866.47
Travel Costs - Airfare for CSRT Conference May 2016	477.14
Travel Costs - NARTRB Meeting October 2015	2,216.35
Travel Costs - NARTRB Meeting with CoARTE March 2015	1,566.99
Travel Costs - Simulation Working Group Meeting November 2015	1,326.11
Webinars - NLCMLS	150.00
Website Costs	694.55
Total Expenses	19,436.05

Net Income **10,659.44**

Balance Sheet**Assets**

Bank Balance March 31, 2016	18,531.45
GIC	10,000.00
Total Assets	28,531.45

Capital

Balance April 1, 2015	17,872.01
Net Income	10,659.44
Balance March 18, 2016	28,531.45

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



2016 Annual Report

Email: info@ctcmpanl.ca
Website: www.ctcmpanl.ca

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Definitions:

Meaning of acronyms used in this report:

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

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

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

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

Newfoundland and Labrador College of Dental Hygienists (NLCDH)

Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)

Newfoundland and Labrador College of Respiratory Therapists (NLCRT)

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

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

CTCMA - College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC

CAAA - College and Association of Acupuncturists of Ab.

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

OAQ - Ordre des Acupuncteurs of Quebec

CTCMPANL - College of Traditional Chinese Medicine Practitioners and Acupuncturists of NL.

ASI ----- Assessment Strategies Inc. the Canadian firm of expert psychometricians responsible for the development, validation and security of the National TCMP, TCM Herbalist and TCM Acupuncturist examinations

Other References

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

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

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

Mission

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

We align with the vision and values of NLCHP

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

Vision

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

Values

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

Integrity:

We are honest and ethical in our interactions.

Commitment:

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

Respect:

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

Accountability and transparency:

We accept responsibility for achieving common goals and objectives.

Consensus:

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

Sustainability:

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

Introduction

The College of Traditional Chinese Medicine and Acupuncturists of Newfoundland and Labrador (CTCMPANL “the College”) functions in union with the Newfoundland and Labrador Council of Health Professions (NLCHP “the Council”) in regulating the practice of Acupuncture in accordance with Traditional Chinese Medicine (TCM) in this province. The collaboration of the professions within the Council and its’ dedicated group of professionals who represent the public voice, have led us forward into a stability of professional governance. It is this union that will continue to help frame the directives that command excellence in practice from our Members and through which the College will continuously improve on its’ mandate to protect the public.

The primary focus of the College is to establish the educational programs required for practitioners to meet and continue to meet the registration and registration renewal requirements of the profession, to further develop professional practice standards.

The public is served and protected by the College by:

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

Message from the Chair

It is my pleasure to again present the annual report for the the College for the period of Jan. 1, 2015 to Dec. 31, 2016

The years following the proclamation of the *Health Professions Act NL 2010* and the *Acupuncturists Regulations 2012* were years of immersion in the establishment of the Council and its professional oversight Committees for Quality Assurance, Registration and Complaints Authorization. Simultaneously the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB) was immersed in the development of the TCM Practitioner, TCM Herbalist and TCM Acupuncturist national examinations. The College, through its' representatives in these organizations has had an enormous but rewarding burden of work.

The 2015-2016 year has seen the operationalization of the governance framework for the Council. This completed, the College is now able to focus on the furtherance of its specific role under the *HPA* and thereby continually evolve the standards which generate practice excellence, professionalism and protection of the public.

Throughout the year there has been a change in direction for CARB "the Alliance". A new agreement was established between the Members of the Alliance to shift the administrative oversight of the national examinations from the Alliance to the individual Member provinces. As such, independent of the Alliance, a new contract agreement has been signed between the College and Assessment Strategies Inc. (ASI) for the ongoing participation of the College in the development of the national examinations and the administration of the examinations in Newfoundland.

Going forward we envision that the Alliance may focus on directions such as national parity in all levels of educational qualifications, and standardized registration requirements. We also envision a more prominent focus on international collaboration, international agreements and a portal for the Member Colleges, for the self-evaluation and facilitation of required education of those with foreign credentials wishing to practice in Canada. We envision a higher level of inter-professional collaboration and education across the health professions and for the public regarding the profession. The international agreements for foreign trade and the mobility of professionals and as well the changing face of Human Rights Legislation, are all requiring a level of integration. Initiatives will continue to evolve.

As the *Acupuncturist Regulations 2012* under the *HPA 2010* are in fact regulations of the Council, we have discussed with Council the request to pursue regulation for the full profession of TCM. The Council, given its mandate of public protection, supports the efforts of the College in seeking regulations for the full profession of TCM and will participate in our process. The College has been working with staff of the department of Health and Community Services and has submitted all of the required responses for the formulation of TCM regulations. We anticipate a further meeting in the very near future where we hope to begin formulation of such regulations and gain an understanding of a proclamation timeline. Given the overlap in scope for the TCM Practitioner, TCM Herbalist and TCM Acupuncturist, we present to Government that in the interest of public protection that this can only be assured through regulation of the full profession and the practice of TCM should only be provided by regulated health professionals who meet the qualifications and abide by the standards of practice for the profession.

On the home front:

We have noted that our governance model continues to be difficult to fully comprehend amongst the membership and we will continue to educate our members with regard to the independent but co-operative roles of the Council and the College. We have noted also that further education is required regarding the different roles of College and Association.

In 2015-2016 we see that we have successfully conquered challenges that face all Boards, Committees and groups. There is a continual learning arising from our work with the Council, the Alliance and our

Government. Given this, we must understand there will be continual performance evaluation and improvement.

New challenges:

Committees are integral to the optimal function of the College and continued progress, adding discussion and perspectives to projects, leading to excellence in outcomes. In this area, we have fallen short. Our College is small, (with only 35 Members), but with the legislated mandate to perform identically to any other/larger professional body. Smaller professional groups are known to lack volunteers for Committee work, a deficiency we would like to tonify!

Committee work can be inspiring and rewarding, a foundational stepping stone to College leadership! Your College needs you!! Let's hear your voice!! Aspire to "become involved".

I wish to thank the members of the Board who have devoted time and energy to College, Council, Committee and Alliance work throughout the year. We have benefitted from their like-minded and also challenging views and discussions, ensuring that resolutions to issues are borne from great deliberation. They are each and every one true to and excellent in their service to the profession.

"May we not forget the infinite possibilities that are born of faith in ourselves and others."

Chair CTCMPANL
Ethne Munden

Report from the Board

The College Board Members have met frequently throughout the past year and collaborated respectfully towards the positive management of many projects, developments and changes.

College Board Activities completed in 2016:

1. Development of policy and guidelines for the mentoring or supervision of registrants.
2. Developed the requirements for refresher and re-entry back to the profession.
3. Increased the requirements for Continuing Education and Professional Development to meet national standards.
4. Reviewed and enhanced existing College policies related to standards in practice.
5. Collaborated with the Council in the development of guidelines for adoption by the Colleges of the Council, for common standards, namely in the area of privacy, confidentiality and consent.
6. Collaborated with the Council in further developing a robust Quality Assurance program with a College directive to educate our Members on it's requirements.
7. Developed policies and guidelines for conducting business of the College
8. Collaborated with the Member Colleges of the Alliance for a new process of administration for the National examinations
9. Collaborated with ASI to the conclusion of a College & ASI contract for the further development and administration of the National examinations
10. Re-designed the College website for improved interaction with our College Members
11. Worked with the accounting firm of Grant Thornton on the first financial audit of the College
12. Worked with Government Representatives on the application for the Regulation of the full scope of TCM. All College submissions for this are completed
13. The third administration of the national examination by CTCMPANL

Recommendations of the Board going forward

1. Education regarding the legal requirements of Boards for non-profit organizations with Board change over, to include such topics as:
 - Annual General meetings
 - Annual accounting and audited accounting reports as recommended for the organization
 - Annual maintenance of Board insurances and registration
 - Maintenance of Annual returns for the registration of the organization
 - Maintenance of D&O/E&O Insurance
 - Striving for cohesion and consensus
 - Notices to Members
2. Call for an ad-hoc Committee to review and suggest amendments of the By-Laws in keeping with the possibilities of this organization, it's Committees, unions and alliances.
 - By-Law provisions for the evergreening and stability of the Board
 - By-Law provisions for reasonable continuity of participants in activities related to the national examinations
 - By-Law provisions for continuity of participants in Alliance activities in exceptional circumstances that may extend beyond the term of the Board of the representative
 - Re-structuring roles and responsibilities of College Committees
3. Ongoing review of CTCMPANL educational programs

4. Education in professional governance, ethics, standards and malpractice.
5. Development of a newsletter
6. Schedule the CTCMPANL Annual General Meetings for after the end of the calendar year.
7. Further development of the members section of the CTCMPANL website.

We wish thank all of our CTCMPANL representatives at Council:

Ethne Munden and Gloria Penny – Board
Barbara Draper – Quality Assurance Committee
Ethne Munden – Complaints Authorization Committee
Gloria Penny – Registration Committee
Michele Collett, Valerie Genge, Kenneth Clarke – Quality Assurance Assessors
John Shieh, Shelly Reid, Bengie Munden, Cheryl Oldford – Disciplinary Panel

We extend a most sincere and special thankyou to our Council Registrar Louise Jones who has truly been our beacon. We wish to thank also our Council Deputy Registrar Cindy Holden and Office Manager Lori Newhook, who have always been ready to assist us with research and needed documents. Thank you also to the Council members for the “many minds” that assist our work.

We wish to thank our Membership for voiced contributions made throughout the year that have upheld the standards of our profession

What we think, we become.

All that we are arises with our thoughts.

With our thoughts, we make the world.

- [The Buddha](#)

Members of your CTCMPANL Board

Ethne Munden (Chair)
Barbara Draper (Vice-Chair)
Kenneth Clarke (Treasurer)
Cheryl Oldford (Secretary)
Gloria Penney (Board Member - Members Representative to Council)

Treasurer's Report 2016

This year, like the years in the past, our board has consciously worked hard to conserve and maximize the limited funds coming in to our college. Only expenses considered necessary for daily operations or further advancement of our cause have been approved.

We have had a few additional expenses this year, most notably are the changes on a national front to the nation wide exam development. Provincial Colleges no longer qualify for funding for attendance of national exam sessions. As a result our board had decided to reduce our attendance to national meetings to sessions that have been deemed most advantageous for our College to attend. In light of all this it has increased our expenses in this area.

We have begun a financial audit with Grant Thornton. Our College by-laws state a financial audit must be completed on College finances once every three years. This is an extra expense that the College has had to bear this year as well.

It has been an honor to serve as your treasurer again this year. I would like to thank you for your continued support. I hope 2017 is a joyful and prosperous year for everyone.

Respectfully

Kenny Clarke
CTCMPANL- Treasurer

CTCMPANL Income Statement 2016

CTCMPANL INCOME STATEMENT 2016		
01/01/2016 - 28/10/2016		
Bank Balance Jan. 1 2016	24789.28	
		2016
Revenue	<i>Deposits to Date</i>	17500.00
Cash	<i>Petty Cash on hand</i>	0.00
	<i>Exam Costs-Outstanding</i>	350.00
	Net Revenue	17850.00
Expenses	<i>Accounting</i>	0.00
	<i>Legal</i>	0.00
	<i>Courier & Postage</i>	0.00
	<i>Insurance</i>	2430.00
	<i>Interest & Bank Charges</i>	66.38
	<i>Office Supplies (paper, ink cartridges)</i>	1446.51
	<i>Computer/Laptop</i>	0.00
	<i>Gifts</i>	0.00
	<i>Cell Phone</i>	1226.28
	<i>Conference & Meetings</i>	141.25
	<i>Website Maintenance</i>	2070.00
	<i>Fees & Dues</i>	2000.00
	<i>Travel</i>	3125.53
	<i>Travel Honorarium</i>	3000.00
	<i>Exam Costs</i>	1540.00
	Subtotal Expenses	17045.95
Outstanding Payables	None	0.00
	Total Expenses	17045.95

CTCMPANL Budget 2016

CTCMPANL PROPOSED BUDGET 2017

Prepared September 2016

REVENUE		2016	Notes
Currently in Account	As of Sept 30, 2106	\$23,850.76	
2017 Dues (approx)		\$13,600.00	

EXPENDITURES	2017 Projected	2016 Projected	2016 Actual
CARB/ACOR Dues	\$2,000.00	\$2,000.00	\$2,000.00
Insurance	\$2,430.00	\$2,430.00	\$2,430.00
Website Maintenance	\$700.00	\$500.00	\$2,070.00
Interest & Bank Charges	\$100.00	\$100.00	\$66.38
Legal Fees	\$1,000.00	\$1,000.00	\$0.00
Committee Support	\$1,000.00	\$1,000.00	\$0.00
Accounting Fees	\$1,000.00	\$500.00	\$0.00
Postage/Office Supplies	\$100.00	\$500.00	\$0.00
Printing & Copying Services	\$400.00	\$300.00	\$1,446.51
Conference & Meetings	\$1,000.00	\$750.00	\$141.25
Communication Fee	\$1,200.00	\$1,200.00	\$1,226.28
Travel		\$0.00	\$3,125.53
Honorarium	\$3,000.00	\$3,000.00	\$3,000.00
Total	\$13,930.00	\$13,280.00	\$15,505.95

Report from Members Representative to Council 2016

It has been an incredible educational experience to sit at council in a multi-disciplinary environment and speak for our Members in the governance development process of the Council. As well I am privileged to represent our profession on the Registration Committee of Council. Over the 2016 year much has been accomplished through the cooperative action of representatives from 7 health care professions and expert public representatives. I am quoting and noting some highlights here and we have included the short report from Council as an appendix to our CTCMPANL Annual report.

NLCHP Highlights and Accomplishments 2015-2016

Over the past year Council and its committees have been involved in the following activities:

- Completed a review of the NLCHP By-Laws, the *Health Professions Act* and associated regulations;
- Completed a survey on the Council's effectiveness;
- Approved the first Quality Assurance framework for the NLCHP;
- Approved the first NLCHP Communication Plan for registrants;
- Approved the regulations for midwives;
- Approved being the sponsoring organization for midwives professional liability insurance;
- Established a Search Committee to make recommendations to Council for a new CEO and Registrar;

Accomplishments of the Registration Committee:

- Revised terms of reference for the Committee
- Set policy direction with respect to 3rd party review of credentials and work experience as required;
- Approved policies and process for practicing without a valid registration, confirmation of eligibility to register, and re-entry applications to include supervision of registrants;
- Developed an approach to review initial applications where a caution is noted from another regulated jurisdiction.

Exam Committee Report 2016

The Pan Canadian Written Examination, consisting of two exams, was invigilated by the Exam team. Currently the exam dates are set in October and January. We had five people from out of province write in October, with one candidate doing the CTCMPANL OSKE stations. The candidates will return in January to complete the written clinical portion of the Pan Canadian Exams.

Barb Draper
Chair – Exam Committee

Report from Members CE/PD Auditor at Council 2016

It was a privilege and positive experience to be the Auditor for our Membership at Council for the 2016 audit of Continuing education and professional development compliance (CE/PD). As you know there is a random audit annually of 25% of our full membership. I am pleased that our Members are compliant with the submission of their documented portfolios. In this years audit we did notice that the CE/PD requirements, met our College's existing requirements but these are not in keeping with current requirements in other Regulated provinces. This would mean that in transferring registration from one province to another under the Labor Mobility Act, a Member may find that they would have to upgrade their CE/PD before registration would be accepted. More importantly, it signified our CE/PD standards and requirements needed review and improvement.

Given this, in keeping with our legislated and regulated mandate to protect the public and develop educational requirements, the Board undertook revision of our CE/PD policy and requirements. We have increased our annual requirement of hours from 9 to 15 and developed a clear and simple outline of what is acceptable. We have as well developed a simple method of recording those hours and a self-evaluation tool to help our Members in their own personal review. This will come into force for the 2017 year. We have as well identified a safety issue in our CPR /First Aid Policy and edited this Policy to exclude on-line education in CPR and First Aid.

Kenneth Clarke
CE/PD Auditor at Council

A note from the CTCMPANL Secretary

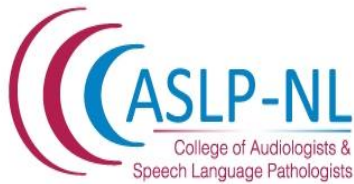
During my time spent on the CTCMPANL Board as Secretary, I have spent countless hours preparing and organizing the College's documentation of Board meeting Minutes and Agendas from 2012 to 2016. I have helped edit/review and develop College policies, review/edit By-Laws, and developed our College's Exam Candidate Checklist for entry into our profession.

These are just a few highlights of the amount of work that goes into and is required to keep our profession in a forward progressive momentum. The future of our profession 'lies in the hands' of its College Executive Board and members. It is imperative that the emphasis of our College endeavors be focused on the future growth, development of our profession in both keeping current and maintaining a 'greenify' approach to the future momentum of our profession.

I can honestly say that these past few years has been a great learning curve into the past, present and future development of our profession and I hope to continue to serve our Profession by being actively involved in its future.

Thank each of you for taking time out of your busy schedules to attend our College's 2016 Annual General Meeting.

Cheryl Oldford
CTCMPANL Secretary



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

Annual Report

With the proclamation of the Health Professions Act in June 2010, the professions of Audiology and Speech-Language Pathology were designated for self-regulation in the province of Newfoundland and Labrador. The Act allows for the governance of multiple health professions under one Health Professions Council in combination with profession specific colleges. The Health Professions Council has the responsibility for the regulation of all professions captured by the legislation including provisions of registration, quality assurance and discipline. The Act provides for the creation of profession specific colleges which would be a source of professional expertise to assist and guide the council in the establishment of criteria for registration, entry to practice and continued competency matters. The Act authorizes profession specific colleges to establish by-laws, scope of practice, standards of practice and a code of ethics for the profession it represents.

2016 was the third full year of regulation for Speech-Language Pathology and Audiology in the province. Significant preparatory work had been completed in prior years, and most notably in 2013. However, there is still work ongoing to ensure the smooth running of the College.

The third Annual General Meeting was held on May 16, 2016. For the second time, Members participated exclusively via webinar. The College executive felt that a webinar was the fairest way to allow members from across the province to both attend and participate in the AGM. Participation numbers were up from the previous year.

Executive (after the AGM May 16, 2016)

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

NLCHP Disciplinary Panel

- Irene Doody Speech-Language Pathologist, Eastern Health
- Ashleigh Noel Speech-Language Pathologist, Private Practice

- Janice McKay Speech-Language Pathologist, English School District
- Kim Lawlor Speech-Language Pathologist, English School District
- Karla Tucker Audiologist, Private Practice
- Christine Simms Audiologist, Western Health
- Beverly Bursey Audiologist, Central Health
- Erin Squarey Audiologist, Private Practice

Membership Categories (as of Dec 31, 2015)

- General Status: 174 (138 SLP + 36 Aud)
- General Status Temporary: 0
- Non-practicing: 4 (3 SLP + 1 Aud)

Major Accomplishments

- After several years of inquiring, the College/Council were invited to become members of the Canadian Association of Audiology and Speech Pathology Regulators (CAASPR). Newfoundland and Labrador becomes the 8th province to join CAASPR. Currently, CAASPR has received federal funding to develop a national set of competencies for SLP and Audiology, and we are excited to be part of that project.
- Completed all necessary policies, standards and processes to support Registration
- Continued work on Policies and Guidelines, including review and revision of some.
- Third Annual General Meeting was held on May 16, 2016
- In conjunction with the Council, a successful third renewal registration was held in June of 2016.
- The College Website was completely revised, to make it more informative and useful (for both members and the public).
- A Continuing Education Audit was conducted for the second time, where 25% of members had to submit proof of CE to trained auditors acting on behalf of the College and Council. All audited members were found to be in compliance with the CE requirements. Auditors noted that nearly all members audited had full and complete portfolios, with only two members requiring additional questions

Finances

The Board continues to work with an accountant in all matters related to the financial operations of the College. It has established a reserve fund to ensure the College remains able to conduct its legislated activities. At the AGM, the executive informed members that due to the healthy financial status of the College, a temporary fee reduction (of \$50) would be started with the 2017 registration renewal. As seen from the financial statement, revenue is sufficient to

support the ongoing activities of the CASLPNL. Please find the Financial Review for the College appended to this report.

Summary

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

The College would like to acknowledge the continued and excellent support from the Council of Health Professions. In particular, we wish to acknowledge the diligent hard work of our Registrars, Louise Jones and Alice Kennedy. Louise retired in 2016, and our College thank her for her excellent work, starting before our College was formed. We were excited to learn that Alice would be her replacement, and have found her to be an excellent Registrar. We also thank Lori and Cindy at the Council office, who are quick to help in any of our requests.

The achievements to date have been the result of the ongoing commitment of numerous volunteers who recognize the fundamental importance of public protection and quality care. Sincere thanks are extended to all who have contributed to the progress of the College and the enhancement of services provided to the people of our province. In particular, we would like to thank Jennifer Kryszak, who was our Council representative until leaving the province, and Rayleen Rice, who had been our Secretary since the College was formed. We also welcome our new executive members to the College.

COLLEGE OF MIDWIVES
NEWFOUNDLAND AND LABRADOR
Annual Report 2016

COLLEGE OF MIDWIVES OF NEWFOUNDLAND AND LABRADOR

Annual Report 2016

Section 1

Name of the Organization: College of Midwives of Newfoundland and Labrador (CMNL)

Executive Members (Transitional Leadership): Chair Tracy Pittman RM
Vice Chair Edie Posca RM
Secretary & Treasurer Melissa Roberts RM
NLCHP Representative Cara Begg-Reid RM

Membership Numbers and Categories: 4 Transitional Members
0 General Registrants
0 Honorary Associate Members

Major Accomplishment (s) for the year: College of Midwives of NL formed on October 3rd, 2016

Section 2

General Status Update

Midwifery implementation planning is ongoing, however there are no registered midwives currently in NL, neither are there any pending applications to date. The College (CMNL) is very pleased positive work is continuing in new and progressive directions for midwifery, and we appreciate everyone involved in supporting the regulated midwifery profession in our province.

Significant Dates

September 30th, 2016, midwifery regulations came into effect in Newfoundland and Labrador.

Oct 3rd, 2016, the College of Midwives of NL, along with members of AMNL, held an inaugural CMNL meeting at the office of the Newfoundland and Labrador Council of Health Professions (NLCHP), St. John's and by teleconference. Executive members were elected at this time and CMNL officially came into existence.

October 25th, 2016, two members of CMNL, Tracy Pittman RM and Cara Begg-Reid RM, officially replace Pearl Herbert and Kay Matthews (AMNL), representing regulated midwifery on the NLCHP Board. Both are currently registered midwives in other Canadian provinces.

Oct 24th, 2016, Tracy Pittman, Chair of CMNL, attended the annual Canadian Midwives Regulators Council meeting via teleconference, from Victoria, British Columbia.

Oct 25th, 2016, the chair of CMNL attended an orientation meeting via teleconference for the NLCHP, kindly provided by Louise Jones, NLCHP CEO and Register. The roles of the NLCHP

and CMNL in regulating midwifery in the province were discussed. Support and guidance for the newly formed College was extended from the Council.

Nov 16th, 2016, the chair of CMNL attended the College of Midwives of Ontario member education day in person at Ryerson University in Toronto. The meeting discussed the changes to legislation and regulation the CMO is currently planning. According to the CMO, the proposed changes aim to “improve the effectiveness and efficiency of its programs, to respond to best practices in regulation, to remove barriers to the delivery of safe, timely and quality midwifery care, and to improve client experience in the health care system.” As outlined by the CMO, their meeting reviewed “all legislation and regulations that define and inform the practice and regulation of midwifery”. This educational opportunity was valuable to CMNL in keeping informed on the strategic direction for professional midwifery regulation in Ontario, which currently has the largest number of practicing midwives of any Canadian province.

Nov 21st, 2016, the CMNL website went “live”. The site contains the CMNL’s policy and standard documents, and is available for both the public and for professional reference. These are currently working documents, meaning some have been fully approved by CMNL and some are approved as drafts only at this point in time. Members of the College of Midwives of NL are currently revising both the approved core CMNL documents as well as the draft CMNL documents. These working documents were kindly provided to CMNL by the Association of Midwives of NL at the time of the formation of the College, and were originally developed for the provincial Government’s Midwifery Implementation Committee 1999-2001, and updated in 2010. They can be found on the CMNL website here <http://www.cmnl.ca>. CMNL anticipates the revision of our many policy and standard documents will be a lengthy process for our voluntary membership.

In 2016, a provincial midwifery Jurisprudence Module was also developed, with support from CMNL Vice Chair Edie Posca. The module may be accessed through the NLCHP.

Nov 28th, 2016, the Chair of CMNL met with Louise Jones via telephone to discuss and clarify fees for CMNL membership and midwifery registration in NL. Midwifery registration and related fees have been currently set as follows:

CMNL

General Registrant \$500

Transitional College Members \$25

Honorary Associate Members \$10

NLCHP

General Registration \$350

Processing Fee \$60

The four current transitional college members of CMNL will be the first to go through the NL registration process pending development of appropriate NLCHP forms for registering midwives. This initial CMNL membership is a one-time special category put in place for the first members of the regulated profession in NL and the founding members of CMNL. These members will not be joining the provincial profession as general midwifery registrants in NL at this time, or practicing in the province in the coming year, as midwifery implementation planning is an ongoing process. All transitional members continue to hold full midwifery registration in other Canadian provinces.

December 22nd, 2016, Chair of CMNL, Tracy Pittman, accepted an invitation to join the Provincial Midwifery Implementation Committee.

Immediate Action Items

Insurance

CMNL is currently working to obtain Directors and Officers Insurance for CMNL. Cindy Holden is providing the College support in this process. There has been some delay in clarifying with the insurance company what specific coverage is needed by CMNL. The chair has been put in contact with other colleges of NLCHP for reference and guidance on this ongoing matter.

Banking

A CMNL banking account will be set up soon, however there is yet to be any income for CMNL, except for the anticipated four transitional membership fees of 25 dollars, to be paid to the NLCHP at the time of registration of the CMNL transitional members, along with the NLCHP processing fee.

The fiscal year end date for CMNL has been set to March 31st to coincide with the NLCHP fiscal year.

Committees

Quality Assurance & Registration

A member of CMNL will join the NLCHP QA committee, whom this will be is yet to be decided at next meeting. A registration committee member is not yet indicated.

Section 3

Financial Statement

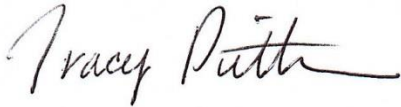
Not applicable as there have yet to be any registered members and therefore there is no income for CMNL for 2016. Some funds have been made available to the NLCHP for use by CMNL, to cover cost of initial website set up, D&O insurance and CMRC membership.

Section 4

Concluding Statement

This is an exciting time for midwifery in NL, and the College of Midwives of Newfoundland and Labrador is pleased the provincial government is moving forward with steps toward the implementation of midwifery in this province. The ongoing support and guidance from the NL Council of Health Professionals for CMNL is greatly appreciated. CMNL would also like to extend gratitude to members of the Association of Midwives NL, whom provided much assistance towards the writing and revising of documents required for initial midwifery regulation in NL, their efforts and work have been truly outstanding. We look forward as the new College of Midwives of Newfoundland and Labrador to serving and protecting the public and ensuring the ongoing development of safe and effective professional midwifery standards for the province in the coming years.

Signed:

A handwritten signature in black ink that reads "Tracy Pittman". The signature is written in a cursive, flowing style.

Tracy Pittman, Chair CMNL

Date: January 25th, 2017



NEWFOUNDLAND & LABRADOR

**COLLEGE OF
DENTAL HYGIENISTS** INC.

January 01, 2016
- December 31, 2016

Submitted:
April 31, 2017

Section 1 Overview

Period: January 01, 2016 – December 31, 2016

Executive Members: Dan Mercer, chair; Angela Hynes, treasurer; Amanda Thomey, Kimberley Schmiedendorf, Jeanie Bavis, Victoria Colbourne, Katherine Peddle and Patricia Murphy.

Membership:

General Status Registration	225
Non-Practicing Status	1
General Status-Additional Skills	64
Local Anesthetic	47
Orthodontic	20
Restorative	3
Total	290

Accomplishments/Activities

January The NLCDH released it's policy on Interim Stabilization Therapy (IST). Mrs. Nikki Curlew had attended a CE course in August of 2015, presented at the CDHA Convention in Vancouver. The NLCDH policy is closely modeled on the CDHBC.

April Discussion at college regarding QA policy requirements from the QA committee of the NLCHP. Review of the NLCHP Privacy and Confidentiality Policy. NLCDH to begin looking nationally at infection control policies.

The NLCDH conducted a review of the National Dental Hygiene Certification Exam blue print. This exercise was at the request of the Executive Director, Doris Lavoie, for all regulatory authorities in Canada to participate. The session was open to all NL dental hygienists. We would like to thank Ms. Cindy Holden for joining us with her insightful contribution to the review.

April/May	Financial Year end. Information/statements collected by Angela Hynes in preparation for Financial Review by Richard Power, CA.
May	The NLCDH executive met with Mrs. Louise Jones and Ms. Cindy Holden regarding concerns with the Mentoring Policy. The NLCDH discussed further strategy to entice participation in the college. A review of finances, number of executive members required to adequately serve the membership and overall succession planning for the college was undertaken. Policies and bylaws developed and amended to support.
June	Chair represented NLCDH at National Dental Hygiene Certification Board and Federation of Dental Hygiene Regulators meeting in Ottawa.
September	The Third Annual General Meeting was held at the NLCHP boardroom in St. John's. It was well attended by the membership both in person and via teleconference. Four members put their name forward to serve on the NLCDH. This would see the college at it's full compliment of eight executive members. (Yeah!!)
October	Chair represented the NLCDH at the NDHCB and FDHRA meetings in Toronto.
November	NLCDH meeting. There was further discussion and planning regarding NLCHP Privacy and Confidentiality Policy presentation; Mentoring Policy. Attendance at an upcoming College of Dental Hygienists of Ontario mentoring training session considered. It was agreed that this would be valuable in establishing the NLCDH mentoring program. Two members will attend in the spring.

The NLCDH holds regular executive meetings at least every four to six weeks.

Finance Committee

The finance committee is entirely made up of the college executive and meets regularly every 4-6 weeks during the regular NLCDH executive meeting. The committee has developed and edited policy regarding travel per diems, expenses and honorariums for college executive. As indicated earlier, finances were presented to Richard Power for review. No inconsistencies were reported. Mr. Power's financial report can be found in Annex 1.

Conclusion

As was stated last year, participation of the college membership is a concern. It is felt that the membership is beginning to understand the important work that is being done by the NLCDH and NLCHP. It is very encouraging to see increased participation at NLCDH AGM and the presentation of members to serve on the NLCDH.

At present, there is growing concern amongst NL RDH's regarding the Radiology Act and how it currently impacts the profession. Both Mrs. Louise Jones, Mrs. Alice Kennedy (on behalf of the NLCDH) and the Newfoundland and Labrador Dental Hygiene Association have been requesting a resolution to this matter from the NL Government. The matter was initially brought to governments' attention four years ago. The NLCDH, as does all Newfoundland and Labrador Dental Hygienists, continue to wait for a response.

Ms. Nikki Curlew has respectfully resigned from her term with the NLCDH. Nikki was a dedicated and energetic charter member of the NLCDH and NLCHP. She will be missed. We wish her luck with her future endeavors.

Respectively Submitted,

Dan Mercer,
chair NLCDH

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Financial Statements

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Index to Financial Statements

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

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Notes to Financial Statements	6 - 7



Richard Power, FCPA, FCA

221E Memorial Drive
Clareville, NL
A5A 1R3

Tel 709.466.1000
Fax 709.433.3166

REVIEW ENGAGEMENT REPORT

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

I have reviewed the statement of financial position of The Newfoundland and Labrador College of Dental Hygienists as at March 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the college.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Clareville, Newfoundland and Labrador
May 30, 2016

Chartered Professional Accountant
Richard K Power, FCPA, Professional Corporation

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Statement of Financial Position

March 31, 2016

(Unaudited - See Review Engagement Report)

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 38,514	\$ 29,607
Prepaid expenses	1,437	1,437
	\$ 39,951	\$ 31,044
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 900	\$ 900
NET ASSETS		
Unrestricted net assets	29,701	20,794
Contributed surplus <i>(Note 3)</i>	9,350	9,350
	39,051	30,144
	\$ 39,951	\$ 31,044

ON BEHALF OF THE COLLEGE

_____ *Chairperson*

_____ *Director*

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS**Statement of Revenues and Expenditures****Year Ended March 31, 2016***(Unaudited - See Review Engagement Report)*

	2016	2015
REVENUES		
College registration fees	\$ 21,607	\$ 20,554
Other	-	400
	21,607	20,954
EXPENSES		
Advertising and promotion	-	250
Capital asset	-	732
Insurance	1,165	1,165
Interest and bank charges	51	70
Professional fees	2,603	1,781
Meetings and conventions	1,375	1,394
Memberships and accreditation fees	700	1,710
Office	591	527
Travel and training	5,465	5,490
Website maintenance	750	750
	12,700	13,869
EXCESS OF REVENUES OVER EXPENSES	\$ 8,907	\$ 7,085

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Statement of Changes in Net Assets

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

	Unrestricted Net Assets	Contributed Surplus	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 20,794	\$ 9,350	\$ 30,144	\$ -
	-	-	-	-
Excess of revenues over expenses	8,907	-	8,907	7,085
NET ASSETS - END OF YEAR	\$ 29,701	\$ 9,350	\$ 39,051	\$ 7,085

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Statement of Cash Flows

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

	2016	2015
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 8,907	\$ 7,085
Changes in non-cash working capital:		
Accounts payable	-	(900)
Prepaid expenses	-	(907)
	-	(1,807)
INCREASE IN CASH FLOW	8,907	5,278
Cash - beginning of year	29,607	24,329
CASH - END OF YEAR	\$ 38,514	\$ 29,607

The accompanying notes are an integral part of these financial statements

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

1. DESCRIPTION OF BUSINESS

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Purchase of capital assets

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

Revenue recognition

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

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

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

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

Measurement uncertainty

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

Contributed services

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

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited - See Review Engagement Report)

3. CONTRIBUTED SURPLUS

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



May 18, 2016

The Newfoundland and Labrador College of Dental Hygienists
390 Topsail Road
St. John's NL A1E 5Y7

Attention: Mr Dan Mercer, Chair

Dear Dan:

The purpose of this letter is to outline the terms of my engagement to review the financial statements of The Newfoundland and Labrador College of Dental Hygienists for the year ending March 31, 2016.

Objective, Scope and Limitations

This review engagement does not constitute an audit, and therefore, does not provide assurance that I will become aware of any or all significant matters that might be identified in an audit. For example, it does not contemplate a study and evaluation of internal control, tests of accounting records and responses to inquiries by obtaining audit evidence through inspection, observation or confirmation, or other procedures ordinarily performed during an audit.

Accordingly, this review is not intended to, and will not, result in the expression of an audit opinion or the fulfilling of any statutory or other audit requirement. In addition, each page of the financial statements will be conspicuously marked "unaudited".

This engagement cannot be relied upon to prevent or detect fraud and error as well as other irregularities. The control over and responsibility for the prevention and detection of fraud and error remain solely with management.

My Responsibilities

I will conduct the review, consisting primarily of inquiry, analytical procedures and discussion of The Newfoundland and Labrador College of Dental Hygienists's financial statements, in accordance with Canadian generally accepted standards for review engagements.

In performing a review engagement, the public accountant communicates with those having oversight responsibility for the financial reporting process. Since the scope and objectives of a review are different from those of an audit, there is less likelihood that the public accountant will become aware of all matters to communicate to those having oversight responsibility for the financial reporting process. The public accountant uses professional judgment in determining with whom to communicate and uses the guidance in Section 8200.69 of the *CPA Canada Handbook - Assurance* for performing review engagements in determining the substance of the communications.

Form of Report

Unless unanticipated difficulties are encountered, my report will be substantially in the following form:

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

I have reviewed the statement of financial position of The Newfoundland and Labrador College of Dental Hygienists as at March 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the college.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Management's Responsibilities

My review will be conducted on the basis that management [*and, where appropriate, those charged with governance*] acknowledge and understand that they are responsible for:

- a) The preparation and fair presentation of the financial statements in accordance with the Canadian accounting standards for not-for-profit organizations;
- b) Such internal control as management determines is necessary for the prevention and detection of fraud and error; and
- c) Providing me with:
 - i) Complete financial records and related data;
 - ii) Copies of all minutes of meetings of shareholders, directors and committees of directors;
 - iii) Information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
 - iv) Information relating to any illegal or possibly illegal acts, and all facts related thereto;
 - v) A listing of all related parties and related-party transactions and information relating to measurement and disclosure of transactions with those related parties;
 - vi) An assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
 - vii) Any plans or intentions that may affect the carrying value or classification of assets or liabilities;
 - viii) An assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with MEASUREMENT UNCERTAINTY, Section 1508 of the *CPA Canada Handbook –Accounting*;
 - ix) Information relating to claims and possible claims, whether or not they have been discussed with The Newfoundland and Labrador College of Dental Hygienists's legal counsel;
 - x) Information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which The Newfoundland and Labrador College of Dental Hygienists is contingently liable;
 - xi) Information on whether The Newfoundland and Labrador College of Dental Hygienists has satisfactory title to assets, liens or encumbrances on assets exist, and assets are pledged as collateral;
 - xii) Information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
 - xiii) Information concerning subsequent events.

At the conclusion of my review, I will require certain written representations from you [*and, where appropriate, those charged with governance*] about the financial statements and related matters.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, I will not provide any third party with confidential information concerning the affairs of The Newfoundland and Labrador College of Dental Hygienists unless:

- I have been specifically authorized with prior consent;
- I have been ordered or expressly authorized by law or by the Rules of Professional Conduct/Code of Ethics; or
- The information requested is (or enters into) public domain.

Use and Distribution of My Report

My review engagement report on the financial statements has been issued solely for the use of The Newfoundland and Labrador College of Dental Hygienists and those to whom my report is specifically addressed by me. I make no representations of any kind to any third party in respect of these financial statements, and I accept no responsibility for their use by any third party.

I ask that my name be used only with my consent and that any information to which I have attached a communication be issued with that communication, unless otherwise agreed to by me.

If you require my consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for my review prior to the issuance of the review engagement report.

Reproduction of Review Engagement Report

If reproduction or publication of my review engagement report (or reference to my report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to me in sufficient time for my review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the review engagement report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that I have reviewed.

I am not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by me during the course of the engagement are the property of my firm, constitute confidential information and will be retained by me in accordance with my firm's policies and procedures.

File Inspections

In accordance with professional regulations (and by my firm's policy), my client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that I am adhering to professional and my firm standards. File reviewers are required to maintain confidentiality of client information.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Newfoundland and Labrador. The Province of Newfoundland and Labrador will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that:

- a) Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b) You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Any mediation initiated as a result of this engagement shall be administered within the Province of Newfoundland and Labrador and any ensuing litigation shall be conducted within such province, according to provincial law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Indemnity

The Newfoundland and Labrador College of Dental Hygienists hereby agrees to indemnify, defend (by counsel retained and instructed by me) and hold harmless my firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of):

- a) The breach by The Newfoundland and Labrador College of Dental Hygienists, or its directors, officers, agents or employees, of any of the covenants made by The Newfoundland and Labrador College of Dental Hygienists herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, my engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by my firm.
- b) The services performed by me pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of my firm. In the event that the matter is settled out of court, I will mutually agree on the extent of the indemnification to be provided by your college.

Time Frames

I will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, I shall not be liable for failures or delays in performance that arise from causes beyond my control, including the untimely performance by The Newfoundland and Labrador College of Dental Hygienists of its obligations.

Fees at Regular Billing Rate

My professional fees will be based on my regular billing rates, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

Billing

My fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. I reserve the right to suspend my services or to withdraw from this engagement in the event that any of my invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to me, you agree to reimburse us for my costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event I am required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information I obtained and/or prepared during the course of this engagement, you agree to compensate me at my normal hourly rates for the time I expend in connection with such response and to reimburse me for all of my out-of-pocket costs (including applicable HST) incurred.

Other Services

In addition to the review services referred to above, I will, as allowed by the *Rules of Professional Conduct /Code of Ethics* of the Chartered Professional Accountants of Newfoundland and Labrador, prepare your charity returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Use of Information

It is acknowledged that I will have access to all personal information in your custody that I require to complete my engagement. My services are provided on the basis that:

- a) you represent to me that management has obtained any required consents for collection, use and disclosure to me of personal information required under applicable privacy legislation; and
- b) I will hold all personal information in compliance with my Privacy Statement.

Communications

In connection with this engagement, I may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, I cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by me in connection with the performance of this engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

Termination

If I elect to terminate my services for nonpayment or for any other reason provided for in this letter, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all my out-of-pocket costs, through to the date of termination.

Not Liable For Any Failures or Delays Beyond My Control

I will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, I shall not be liable for failures or delays in performance that arise from causes beyond my control, including the untimely performance by your college of its obligations.

Other Terms of Engagement

In addition to the review services referred to above, I will, as allowed by the *Rules of Professional Conduct /Code of Ethics*, carry out such bookkeeping as I find necessary prior to the review of the financial statements; prepare your federal and provincial income tax returns; and prepare any special reports as required. Management will provide the information necessary to complete the returns / reports and will file them with the appropriate authorities on a timely basis.

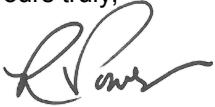
Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with me. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to me.

I appreciate the opportunity of continuing to be of service to your college.

Yours truly,



Richard K Power, FCPA, FCA
Chartered Professional Accountant

Richard Power, FCPA, Professional Corporation

Acknowledged and agreed to on behalf of The Newfoundland and Labrador College of Dental Hygienists by:

Mr Dan Mercer, Chair

Ms Angela Hynes, Treasurer

Date signed

Date signed

The Newfoundland and Labrador College of Dental Hygienists

Year End: March 31, 2016

Adjusting Journal Entries

Date: 2015-04-01 To 2016-03-31

Prepared by	Reviewed by
HG 2016-05-18	RKP 2016-05-30

5D

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	2016-03-31	Savings Bank Account	1055	40		0.83		
1	2016-03-31	Registration fees	4100	40	270.63			
1	2016-03-31	New Hygienist Registrants Revenue	4410	40		270.63		
1	2016-03-31	Interest Revenue	4440	40	0.83			
1	2016-03-31	Conventions and meetings	5450	40		6,840.37		
1	2016-03-31	Professional fees	5470	40		382.50		
1	2016-03-31	Accounting & Legal	5610	40	382.50			
1	2016-03-31	Office Supplies	5700	40	97.50			
1	2016-03-31	Miscellaneous Expenses	5740	40		97.50		
1	2016-03-31	College incurred costs AGM, courses	5782	40	1,375.46			
1	2016-03-31	Travel College Business/Course	5786	40	6,840.37			
1	2016-03-31	Travel College Business/Course	5786	40		1,375.46		
To reallocate balances to the correct account at year end.								
2	2016-03-31	Cash on Hand	1010			277.86		
2	2016-03-31	Chequing Bank Account-Scotia Bank	1060			29,272.14		
2	2016-03-31	Chequing Bank Account-Scotia Bank	1060		5,220.85			
2	2016-03-31	Prepaid membership	1400		907.35			
2	2016-03-31	Accrued liabilities	2200		900.00			
2	2016-03-31	Contributed Surplus	3550			9,350.00		
2	2016-03-31	Retained Earnings	3560		9,350.00			
2	2016-03-31	Retained Earnings	3560		14,701.29			
2	2016-03-31	Retained Earnings	3560		9,350.00			
2	2016-03-31	Retained Earnings	3560			900.00		
2	2016-03-31	Retained Earnings	3560			907.35		
2	2016-03-31	Retained Earnings	3560		277.86			
To record prior years AJE's								
3	2016-03-31	Savings Bank Account	1055	A	3,000.00			
3	2016-03-31	Chequing Bank Account-Scotia Bank	1060	A		3,000.00		
To record transfer to savings account in Sept 2015								
					52,674.64	52,674.64		

Net Income (Loss) 8,906.91

Approved By

Date

**THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL
HYGIENISTS**
390 Topsail Road
St. John's, NL
A1E 5Y7

May 30, 2016

Confidential

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

Attention: Richard K Power, FCPA, FCA

Dear Sir:

Re: Client representation letter

We are providing this letter in connection with your review of the financial statements of The Newfoundland and Labrador College of Dental Hygienists for the year ended March 31, 2016, which we acknowledge you performed in accordance with Canadian generally accepted standards for review engagements.

We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for the design and implementation of internal control to prevent and detect fraud and error.

We understand that your review procedures consisted primarily of inquiry, analytical procedures and discussion, which are not designed to identify, nor can they necessarily be expected to disclose, fraud, shortages, errors or other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm that:

Financial Statements

The financial statements referred to above present fairly, in all material respects, the financial position of the college as at March 31, 2016 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.

Completeness of Information

- We have responded fully to all inquiries made to us and have made available to you all financial records and related data and all minutes of the meetings of members, directors and committees of directors.
- There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
- We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions and transactions for no consideration.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

Recognition, Measurement and Disclosure

- We believe that the significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
- We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- All related-party transactions have been appropriately measured and disclosed in the financial statements.
- The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
- All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- The college has satisfactory title to all assets, and there are no liens or encumbrances on the college's assets.
- We have disclosed to you, and the college has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
- There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements.
- A list of uncorrected misstatements that have been identified is attached to this representation letter. The effects of these uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- We have reviewed, approved and recorded all of the following:
 - Account codes you determined or changed;
 - Transactions you classified; and
 - Accounting records you prepared or changed.

General

1. We have reviewed, approved and recorded all of the following:
 - a) Adjusting journal entries you prepared or changed;
 - b) Account codes you determined or changed;
 - c) Transactions you classified; and
 - d) Accounting records you prepared or changed.
2. We have disclosed to you all significant customers and/or suppliers of the college who individually represent a significant volume of transactions with our college. We are of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the college with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the college.
3. There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
4. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
 - a) The measurement methods used are permitted under Canadian accounting standards for not-for-profit organizations and appropriate in the circumstances;
 - b) The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
 - c) The method of valuation has been applied consistently;
 - d) The assumptions are consistent with management's intended courses of action; and
 - e) Financial statement disclosures are in accordance with Canadian accounting standards for not-for-profit organizations.

Other

1. None of the members were in debt to the college, other than in the ordinary course of business at the year-end or at any time during the year.
2. The college did not make any related party transactions during the year that have not been disclosed to you.

Yours truly,

THE NEWFOUNDLAND AND LABRADOR COLLEGE OF DENTAL HYGIENISTS

Mr Dan Mercer, Chair

Ms Angela Hynes, Treasurer

Date signed

Date signed