

# Annual Report | 2017-2018



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

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

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## Introduction

The governing Council of the Newfoundland and Labrador Council of Health Professionals (NLCHP) has been in place since 2010. The NLCHP is currently governed by an 18-member Council including six public representatives and two representatives from each of the colleges. With the changes to the *Health Professions Act 2010* that came into effect in September 2017 in the future each college will have one representative on Council. The NLCHP Council has four standing committees including: the Registration Committee; the Quality Assurance Committee; the Complaints Authorization Committee; and the Finance and Human Resources Committee.

As the regulator, the NLCHP continues to focus on the 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. Each health profession college remains focused on the standards for the profession and has a responsibility to establish the standards for registration, articulating the standards of practice, scope of practice and code of ethics. Together the NLCHP and the colleges ensure that there are competent health professionals providing quality care to the public.

In June of 2017 the governing Council of the NLCHP approved its second strategic plan for the period of June 2017 – June 2019. This strategic plan builds on the experience of the first strategic plan which helped shape the organization. It identifies four strategic directions to guide the work of the Council and ensure that it continues to fulfill its mandate and evolves for the future. The four strategic directions include: 1) Further optimize systems and processes to support the current and future roles and functions of NLCHP and colleges; 2) Harmonize all aspects of registration and credentialing in a way that best supports the colleges; 3) Enhance and expand the existing Quality Assurance program at the Council, college and registrant level; and 4) Build upon and strengthen NLCHP's communications plan to ensure full understanding of the NLCHP and college roles and mandate.

This report outlines our achievements with respect to the strategic plan, the work of the Council and NLCHP staff and provides information on our registrants and stakeholders. As per the requirements of the *Health Professions Act 2010* this report also contains the annual reports of the following colleges:

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);

and,

College of Midwives of Newfoundland and Labrador (CMNL).

# NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS



## OUR MISSION

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

## OUR VISION

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

## OUR VALUES

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

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

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

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

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



Standing (left to right): Colin Power, Lisa Napier, Doug Wright, Judy Davidson, Patty Murphy, Chris Murphy, Roger Cook.  
 Front (left to right): Dan Mercer, Dave Phillips, Ethne Munden, Liz Whitten, Gladys Dunne.  
 Missing from Photo: Scott LeMessurier, Kenny Clarke, Cara Begg-Reid, Tracy Pittman.

**Who We Are**

**Health Professional Members (as of March 31, 2018)**

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

Mr. Chris Murphy, R. S-LP  
 Ms. Judy Davidson, R. S-LP

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

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

**Newfoundland and Labrador College of Dental Hygienists**

Mr. Dan Mercer, RDH  
 Ms. Patricia Murphy RDH

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

Mr. Colin Power, MLT/Chair  
 Ms. Lisa Napier, MLT

**Newfoundland and Labrador College of Respiratory Therapists**

Mr. Scott LeMessurier, RRT  
 Mr. Roger Cook, RRT

## **College of Midwives of Newfoundland and Labrador**

Ms. Tracy Pittman, RM

Ms. Cara Begg-Reid, RM

### **Public Members**

Mr. Douglas Wright

Ms. Elizabeth Whitten

Mr. Dave Phillips

Ms. Gladys Dunne

### **NLCHP Staff**

Ms. Alice Kennedy, CEO/Registrar

Ms. Pam King-Jesso, Deputy Registrar

Ms. Lori Newhook, Administrative Assistant

The NLCHP would like to thank former Council members, Curtis Martin, MLT and Kimberly Schmiedendorf, RDH for their contributions and dedication to the Council.

## 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 of April 1, 2017 to March 31, 2018. 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)*. This past year has been one of continued evolution for the NLCHP and our Council as we enhance our services and further develop plans to ensure continued success into the future.

This past year has also been one of transition with the hiring of a new Deputy Registrar. Council is pleased to welcome Ms. Pam King-Jesso who joined the NLCHP in March of 2018 after an extensive career in the health care system and in the regulatory environment. We look forward to working with Pam.

The Council continues to focus on its governance role while ensuring its mandate of public protection remains at its core. In June 2017, Council undertook the development of its second Strategic Plan. This plan was built on the foundation established in the initial plan and it provides four clear priorities for the next two years that will ensure NLCHP remains relevant and responsive. One of Councils' key roles is overseeing the implementation of this plan to ensure achievement of the set strategic directions.

We are pleased that an internal operational review was completed and has resulted in some realignment of duties resulting in more efficient and enhanced operations. Although over the past year there continues to be improvements to the current NLCHP database, Council is very pleased with their decision to move to an online database. The implementation of this new database will position the Council to provide a more robust and user-friendly registration process to our registrants and will ensure that we have the capacity to manage any future growth.

Another key focus of Council continues to be enhancing and expanding the existing Quality Assurance Program. A review of this program and the audit results saw the reduction in our audit percentage from 25% to 10% based on the high rate of compliance of our registrants. Also, we implemented the NLCHP Privacy, Confidentiality and Consent Standard of Practice and Resource Manual module for all registrants on renewal. We remain committed to continue to explore quality assurance activities that will ensure our registrants are competent clinicians.

NLCHP staff continue to provide support to each of the colleges and work collaboratively in development of policies required by the NLCHP to effectively carry out its mandate. A review of all NLCHP policies has been initiated.

With communication being the key to ensuring that there is an understanding of the roles and mandates of the colleges and the NLCHP, initiatives to raise awareness of both registrants and the public are underway to raise the NLCHP profile. I am pleased to see the ongoing consultative and amicable approach between the Council and colleges as this relationship is fundamental to the successful achievement of both mandates.

Council is looking forward to welcoming Medical Radiation Technologists to the NLCHP and continuing its collaboration with the Newfoundland and Labrador Association for Medical Radiation Technologists (NLAMRT) and the Department of Health and Community Services (DHCS) on moving forward the regulations for the Medical Radiation Technologists.

The Council values its relationships with all our stakeholders. I would like to personally thank our registrants, the Council, its committees, the health professional colleges 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 report on my first full year as CEO/Registrar with the NLCHP. The past year has been very exciting and busy, with many achievements and some challenges. The development of a new Strategic Plan in June of 2018 set the direction for the NLCHP for the next two years. This report will provide an update on the achievements from April 1, 2017 to March 31, 2018.

During the past year NLCHP staff completed registrations and renewals of registration for eight health professions and as of March 31, 2018 the NLCHP had 1126 registrants on its health professional register. This year, on registration renewal, all registrants completed the online NLCHP Privacy, Confidentiality and Consent Standard of Practice and Resource Manual.

With a focus on achieving the four Strategic Directions, an operational plan with goals and actions was developed with targeted outcomes. Progress is reported to Council on a quarterly basis. There has been significant progress over the past year as highlighted below:

The completion of an operational review was key to continuing to optimize systems and processes to support and enhance the functions of NLCHP and the colleges. Roles and responsibilities of each staff member were reviewed and realigned and there were enhancements to the level of bookkeeping services and information technology services provided. The Deputy Registrar position was vacant for approximately six months and the recruitment and hiring of a new Deputy Registrar position was a major focus. We are delighted to have Pam King-Jesso join our team as the Deputy Registrar. Pam started her position in March and brings a wealth of experience and expertise from the health and regulatory system. The enhancements to operational staffing and services have positioned the NLCHP to improve efficiency and effectiveness and focus on enhancing key areas such as policy development, quality assurance and research.

There have also been significant technological upgrades to the database as well as to the equipment to improve operations and reporting. The approval to move forward to engage a firm to develop an online registration database is a significant decision that will position the NLCHP to provide a robust service to our current registrants and provide the necessary capacity for future growth. Proposals were received and reviewed and a decision to move into contract negotiations with a company was made by NLCHP Council.

To continue to evolve and harmonize the registration and credentialing process, there has been ongoing communication and engagement with provincial and national counterparts regarding best practices, benchmarks, and regulatory processes. As Registrar, I am involved with several national regulatory bodies including the professions of Speech/Audiology (CAASPR), Midwifery (CMRC), and Acupuncture (CARB-TCMPA). Opportunities to engage with the discipline for Dental Hygienists are ongoing and future opportunities with Medical Laboratory Technology and Respiratory Therapy are being explored. NLCHP remains an active participant in the provincial Health Profession Regulator Network.

The NLCHP was also involved with a project under the Foreign Qualifications Funding initiative. This included completing a survey of registrants to receive feedback from international registrants as well as all registrants on their experience with the NLCHP process. We are currently reviewing the survey results.

Another key focus continues to be on the enhancement and expansion of the Quality Assurance Program. The quality assurance audit results indicated that 98% of registrants complied with their CE requirements. This year saw the implementation of the Privacy, Confidentiality and Consent Standard of Practice and

Resource Manual module as a quality assurance initiative which all colleges agreed should be completed by all registrants. Work is ongoing to explore the potential of peer review as a discipline- specific quality assurance initiative.

The NLCHP staff continue to communicate with registrants, the colleges, and the public through responding to inquiries, and through the NLCHP website and “Making Connections” newsletter. Work has been ongoing to find more creative ways to communicate with registrants and colleges including the use of Twitter and the development of a new template for the newsletter that enables colleges to share information. The staff have had ongoing communication with registrants, employers, potential applicants and the general public regarding inquiries and requests for information.

The NLCHP standing committees continue to support the work of the NLCHP and Council and ensure that decisions are made in a timely manner. Their work over the past year is highlighted in this report. This year the CAC committee had its first allegation referred for consideration and decision.

The Registrar continues to work closely with the Department of Health and Community Services on the development of regulations for future disciplines that will come under NLCHP as well as provide information as requested. The NLCHP staff have continued to work with the Provincial Midwifery Advisory Committee to develop standards and the framework for practice.

As the Registrar, I also had the opportunity to work with the College of the North Atlantic (CNA) and the Southern Alberta Institute of Technology (SAIT) to help facilitate the Respiratory Program being delivered to the second and third year students affected by the loss of program accreditation. NLCHP also has active representation on the Medical Laboratory and the Respiratory Therapy Advisory Committees of the CNA.

The Council and the NLCHP have continued to evolve and significant progress has been made with respect to streamlining and standardizing the registration process. The creation of a master list of all policies has been completed and a schedule for review of all policies developed. We are very excited that we will be moving to an online database for registration over the next year and look forward to the enhancements that this will provide to our current operations and website and our registrants.

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

Alice Kennedy BN MBA FFCHL FCHSRF  
CEO and Registrar

## Registration Committee

### What We Do

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

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 Committee met five times during the past year.

The NLCHP approved 72 new applications and renewed 1054 licenses. NLCHP was pleased to register its first midwife in September 2017.

### 2017-2018 HIGHLIGHTS

- First midwife was registered with the NLCHP;
- Registration processes were reviewed and standardized;
- Several registration policies were reviewed and updated (Practicing a Health Profession without a Valid Registration; Visiting Lecturers; Registering Applicants from Unregulated Provinces; Registration Categories and Work Hours);
- 100% of registrants met continuing education requirements on renewal of registration;
- On registration renewal all registrants completed the Privacy, Confidentiality and Consent Standard of Practice and Resource Manual;
- NLCHP staff participated as observers in the accreditation review of the Respiratory Therapist Program delivered by SAIT at the CNA.

### WHO WE ARE:



Colin Power, Chair

Roger Cook  
Judy Davidson  
Gladys Dunne  
Patricia Murphy  
Tracy Pittman  
Douglas Wright

### Non-Council Member(s):

Nicole Jenkins  
Gloria Penney

Alice Kennedy (Registrar)

The Committee continues to focus on refining the registration process and updating policies. A master list of registration policies was completed. This year the Registrar identified a MLT who was working without a valid license. The policy on “Working Without a Valid License” was implemented for the first time since Council’s formation. The individual and the employer were notified that the individual could not continue to work. They were removed from their position until they met the registration requirements.

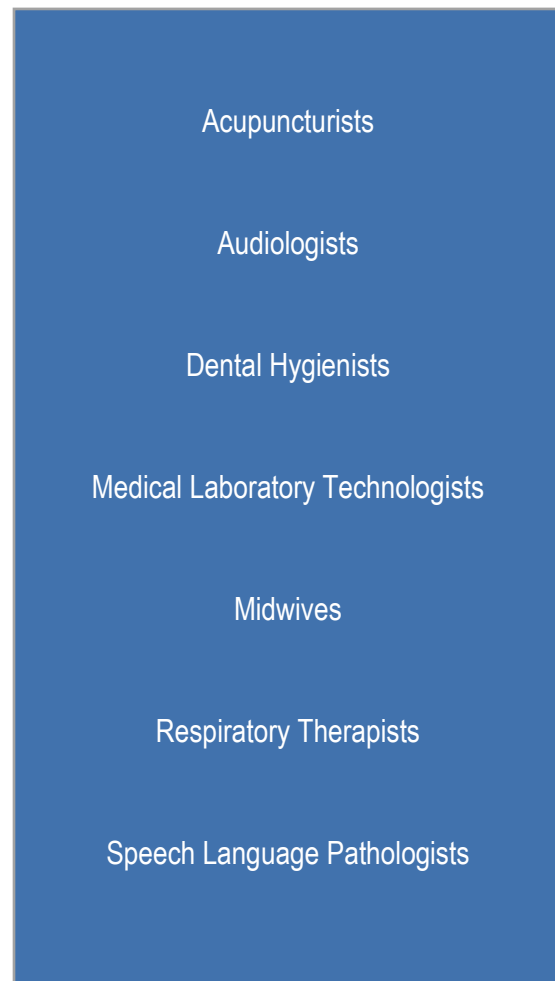
Consultation with the colleges regarding questions related to scope of practice, requirements for continuing education and other related registration requirements were reviewed by the committee and direction was provided.

The Committee was pleased to have the Chair of the Association of Medical Radiation Technologists (MRTs) participate in the committee. NLCHP staff continue to work with the Association Chair and significant work has been approved regarding the registration requirements and categories for the MRTs and the combined MRT/MLT candidates. The NLCHP staff have continued to consult with Department of Health and Community Services officials to finalize the regulations and registration requirements for MRTs.

The Registrar worked with the NLCRT, the College of the North Atlantic (CNA) and the Southern Alberta Institute of Technology

(SAIT) to facilitate a solution for the completion of the Respiratory Therapy (RT) Program at CNA for those second and third year students affected by the loss of accreditation for the Program. NLCHP staff subsequently participated in the Accreditation Review for the Respiratory Therapy Program as observers.

The Committee also considered several requests from individuals seeking registration with the NLCHP who were currently working in unregulated provinces. Policies and requirements were approved regarding registration requirements.



## Quality Assurance Committee

### What We Do

The Quality Assurance Committee develops and administers the Quality Assurance Program of the Council as well as investigates any concerns that are referred to it from the Registrar or the Complaints Authorization Committee and/or its own initiative.

### 2017-2018 HIGHLIGHTS

- **Over 94% of registrants completed the NLCHP Privacy, Confidentiality and Consent Standard of Practice and Resource Manual;**
- **Over 34% of registrants were included in this year's QA audit process;**
- **Over 98% of registrants successfully met the College criteria for Continuing Education and Professional Development.**

In the 2017 registration renewal period, over 1061 registrants completed the NLCHP Privacy, Confidentiality and Consent Standard of Practice and Resource Manual.

The Quality Assurance Committee met three times this year. This year the colleges continued to work towards the development and adoption of an Infection Prevention and Infection Control Manual. As well, the QA Committee continued to

explore the potential to focus on profession specific standards related to peer review.

The Quality Assurance Committee updated the Quality Assurance Audit Policy as well as the Quality Assurance Manual for Assessors. In this year's audit over 388 registrants submitted their portfolios for review by the QA assessors. Over 98% of registrants successfully met the College criteria for Continuing Education and Professional Development. Overall audit feedback from the registrants and the QA assessors was positive.

### WHO WE ARE



Chris Murphy, Chair

Dan Mercer  
Lisa Napier  
Cara Begg-Reid  
Douglas Wright

Non-Council Member(s):  
Cheryl Bailey  
Barb Draper

Alice Kennedy, Ex-Officio  
Pam King-Jesso, Ex-Officio

Advancing  
Quality Assurance

## 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.

### 2017-2018 HIGHLIGHTS

- Received and reviewed its first allegation;
- Initiated a review of the CAC Manual;
- Revised Committee Terms of Reference;
- Participated in Health Regulators Education Session “Decision Making and Writing”.

The Complaints Authorization Committee (CAC) met twice with the focus on reviewing the Professional Conduct Review Manual (“CAC Manual”) to more appropriately align with the steps of a complaints and disciplinary procedure.

A subcommittee was formed to assist with the manual review and has met twice to continue to revise the manual.

The committee is also responsible for providing education to its Disciplinary Panel members. The Health Regulators Education Session “Decision Making and Writing” was held in February 2018 and 21 Disciplinary Panel and Council members participated. Notice of vacant Disciplinary Panel membership has been provided to Government for appointment.

The CAC received its first allegation in October 2017. The Committee reviewed the allegation and rendered a decision. The complaint was dismissed, and the decision was communicated. During the review of the allegation the Committee determined a need to add a second public representative to the CAC membership to provide an alternative member in case of potential conflict of interest.

### WHO WE ARE



Ethne Munden, Chair

Kenny Clarke  
Scott LeMessurier  
Colin Power  
Liz Whitten  
Doug Wright

Alice Kennedy, Ex-Officio

## Finance and Human Resource (HR) Committee

### What We Do

The Finance and Human Resource Committee works 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.

### 2017 -2018 HIGHLIGHTS

- Developed the draft budget for 2017-2018 for approval by Council;
- Oversaw the development of the capital equipment budget and recommendation to engage a consultant to develop an online registration system;
- Oversaw the 2017-2018 financial audit on behalf of Council;
- Approved the RFP process for the hiring of an Auditor for 2018-2020;
- Oversaw and approved the processes for cheque signing and invoice and payment verification;
- Approved a budget to engage a consultant to develop an online database.

The Finance and Human Resources Committee met on four occasions during this past year.

The Committee developed the 2017-2018 budget for Council approval. The budget 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 approved a budget to engage a consultant to develop an online database. During the year the committee revised the budget to reflect additional costs with respect to the increased operational costs with the enhancement of bookkeeping services and information technology support, as well as to address operational costs related to staffing.

The Committee oversaw preparation for 2017-2018 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).

### WHO WE ARE



Dave Phillips, Chair

Roger Cook  
Lisa Napier  
Liz Whitten

Non-Council Member(s):  
Leona Lewis

Alice Kennedy, Ex-Officio

## Registration Statistics

The NLCHP currently registers eight (8) health professions. 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 (predominantly outside jurisdiction and retirement), 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	2014	2015	2016	2017	2018
LHP	26 <sup>*1</sup>	22 <sup>*2</sup>	20 <sup>*2</sup>	14 <sup>*3</sup>	13 <sup>*3</sup>
MLT	509	509	517	517	511
R. Ac.	33	33	35	33	38
R. Aud.	30	33	39	38	39
RDH	196	207	215	225	225
RRT	136	141	150	150	154
R.S-LP	138	136	142	142	145
RM	-	-	-	0	1
<b>Total</b>	<b>1068 (1074)</b>	<b>1076 (1081)</b>	<b>1118 (1123)</b>	<b>1119 (1122)</b>	<b>1126 (1129)</b>

\*1 - includes 6 LHP who are also MLT

\*2 - includes 5 LHP who are also MLT

\*3 - includes 3 LHP who are also MLT

The NLCHP classifies registrations as initial, renewal and reinstatement. The initial application collects basic personal information, formal post-secondary information and certification credentials. Renewal applications are submitted by current registered health professionals maintaining registration for the upcoming registration year. A reinstatement application or change of status is submitted by a health professional whose registration with the NLCHP has lapsed and is seeking to reinstate their licensure to



practice in their designated health profession. The NLCHP captures data elements on all three types of registration types and is 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 2017-2018. As can be seen in the table below, 75 % (50/66 registrants) are new graduates who are registering for the first time. The remaining 25% comprises mainly of health professionals coming to the province from other jurisdictions.

New Registrations by Discipline for the Period April 1, 2017-March 31, 2018

NEW REGISTRATIONS BY DISCIPLINE - APRIL 1, 2017 - MARCH 31, 2018			
Discipline	New Registrations		Total
	New Grads	Other	
Medical Laboratory Technologists (MLT)	23	2	25
Respiratory Therapists (RRT)	11	3	14
Traditional Chinese Medicine Acupuncturists (R. Ac)	1	3	4
Speech-Language Pathologists (R.S-LP)	5	3	8
Audiologists (R. Aud)	2	3	5
Dental Hygienists (RDH)	13	3	16
Midwives (RM)	-	-	-
<b>Total New Registrations</b>	<b>55</b>	<b>17</b>	<b>72</b>

Figures 1, 2, 3 summarize age demographic data for the 2017 – 2018 year and historical years to highlight trends in the designated health professions of the NLCHP. The average age of health professionals that are currently registered is 40 years of age, except for Laboratory Health Professionals (LHP) which has an average age of 58 years. It should be noted that the LHP designation is a closed classification of registration with the NLCHP with a 65% attrition rate 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 Profession

Figure 1: 2018 Average Age of each designated Health Profession of the NLCHP

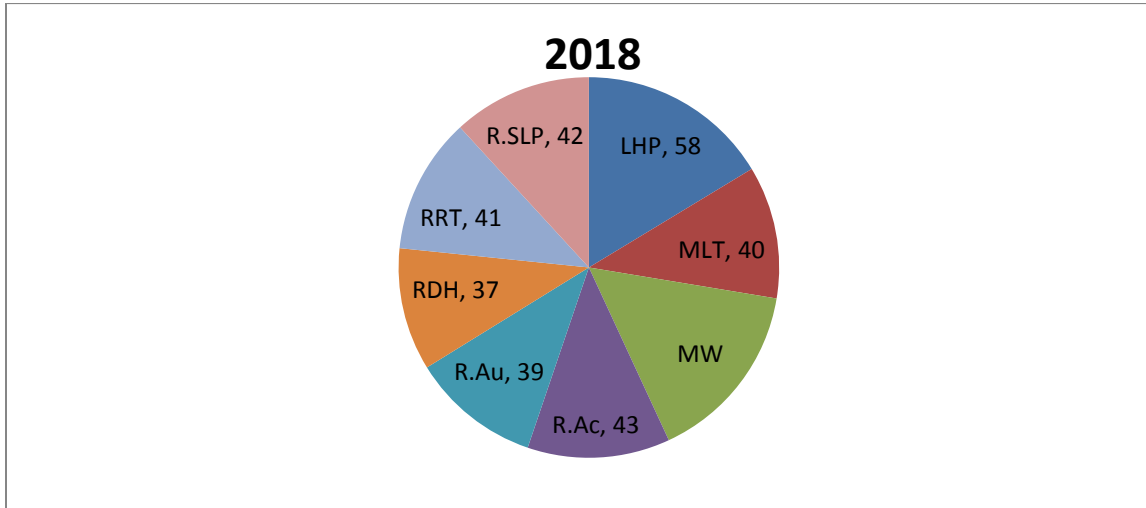
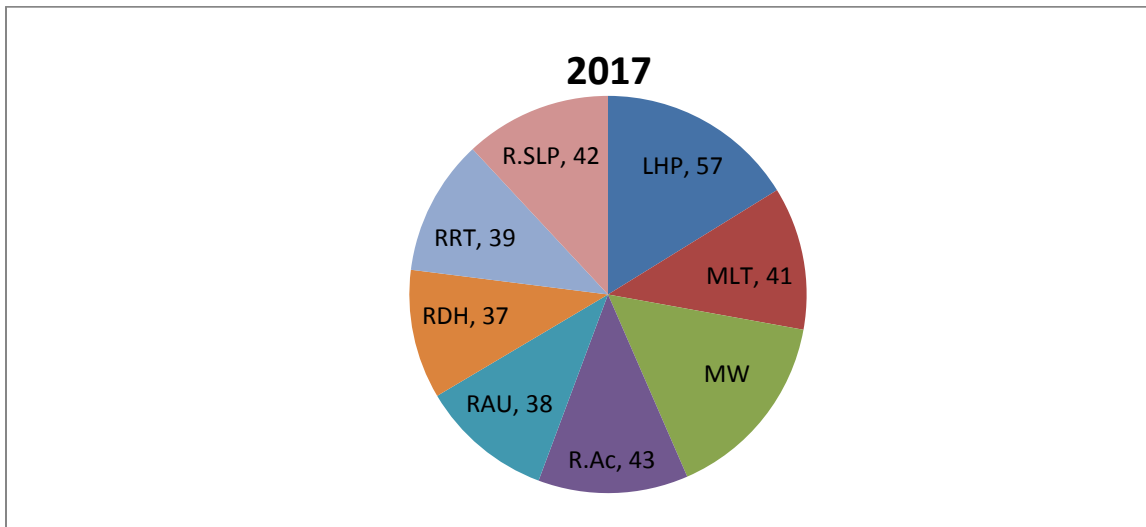


Figure 2: 2017 Average Age of each designated Health Profession of the NLCHP



The following tables provide registration statistics of the individual health professions of the NLCHP for the period April 1, 2017- March 31, 2018.

<b>Laboratory Health Professionals – Total Registrants - 13</b>		
<b>Data Elements</b>	<b>Category</b>	<b>As of March 31, 2018</b>
<b>Age Profile</b>	Average Age	58
<b>Gender</b>	M	8
	F	5
<b>Employer</b>	Eastern Region Health Authority (EH)	1
	Central Region Health Authority (CH)	8
	Labrador-Grenfell Region Health Authority (LH)	2
	Western Region Health Authority (WH)	1
	Other	1
<b>Attrition</b>	Employee Specified Leave (Sick, Parental, Personal, Other)	0
	Retired	1

<b>Medical Laboratory Technologist – Total Registrants - 511</b>		
<b>Data Elements</b>	<b>Category</b>	<b>As of March 31, 2018</b>
<b>Registration Designation</b>	General Status	470
	General Status – Subject Registered	29
	➤ Clinical Genetics	8
	➤ Diagnostic Cytology	15
	➤ Clinical Chemistry	0
	➤ Hematology	4
	➤ Microbiology	2
	Non Practicing	12
<b>Age Profile</b>	Average Age	40
<b>Gender</b>	M	87
	F	422
	Unspecified	2
<b>Employer</b>	Eastern Region Health Authority (EH)	297
	Central Region Health Authority (CH)	82
	Labrador-Grenfell Region Health Authority (LG)	30
	Western Region Health Authority (WH)	74
	Other	16
<b>New Graduates</b>		23
<b>Attrition</b>	Employee Specified Leave (Sick, Parental, Personal, Other)	3
	Retired	18
	Outside Jurisdiction	7
	Other	7

Registered Acupuncturists – Total Registrants – 38		
Data Elements	Category	As of March 31, 2018
Age Profile	Average Age	43
Gender	M	8
	F	30
New Graduates		1
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	1
	Retired	0

Registered Audiologists – Total Registrants - 39		
Data Elements	Category	As of March 31, 2018
Age Profile	Average Age	39
Gender	M	9
	F	30
Employer	Eastern Region Health Authority (EH)	12
	Central Region Health Authority (CH)	5
	Labrador-Grenfell Region Health Authority (LH)	2
	Western Region Health Authority (WH)	3
	Other	16
	Non-Practicing Registration	1
New Graduates		2
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	1
	Retired	1
	Outside Jurisdiction	2

Registered Dental Hygienists – Total Registrants - 225		
Data Elements	Category	As of March 31, 2018
Registration Designation	General Status	149
	General Status with Additional Skills:	66
	➤ Local Anesthetic	46* <sup>1</sup>
	➤ Orthodontic Procedures	19* <sup>2</sup>
	➤ Restorative Procedures	1* <sup>3</sup>
	Non-Practicing Status	10
Age Profile	Average Age	37
Gender	M	9
	F	216
Employer	Labrador-Grenfell Region Health Authority (LH)	2
	Other	223
New Graduates		13
Attrition	Employee Specified Leave (Sick, Parental, Personal, Other)	0
	Retired	0
	Outside Jurisdiction	18
	Other	0

\*1 - (2) combined registrations with Orthodontic Procedures

\*2 - (2) combined registrations with Restorative Procedures

\*3 - combined registrations with Orthodontic Procedures

<b>Registered Respiratory Therapists – Total Registrants - 154</b>		
<b>Data Elements</b>	<b>Category</b>	<b>As of March 31, 2018</b>
<b>Age Profile</b>	Average Age	41
<b>Gender</b>	M	40
	F	114
<b>Employer</b>	Eastern Region Health Authority (EH)	88
	Central Region Health Authority (CH)	18
	Labrador-Grenfell Region Health Authority (LH)	4
	Western Region Health Authority (WH)	8
	Other	33
	Non-Practicing Registration	3
<b>New Graduates</b>		11
<b>Attrition</b>	Employee Specified Leave (Sick, Parental, Personal, Other)	4
	Retired	1
	Outside Jurisdiction	2
	Other	0

<b>Registered Speech-Language Pathologists – Total Registrants – 145</b>		
<b>Data Elements</b>	<b>Category</b>	<b>As of March 31, 2018</b>
<b>Age Profile</b>	Average Age	42
<b>Gender</b>	M	3
	F	142
<b>Employer</b>	Eastern Region Health Authority (EH)	47
	Central Region Health Authority (CH)	9
	Labrador-Grenfell Region Health Authority (LH)	6
	Western Region Health Authority (WH)	8
	Other	70
	Non-Practicing Registration	5
<b>New Graduates</b>		5
<b>Attrition</b>	Employee Specified Leave (Sick, Parental, Personal, Other)	3
	Retired	1
	Outside Jurisdiction	1

**Registered Midwives - Total Registrants - 1**

## Summary of Member Statistics

### Total membership by gender

GENDER	% MEMBERSHIP	TOTAL
Female	85%	962
Male	15%	164
	<b>100%</b>	<b>1126</b>

### Total membership by member type

MEMBER TYPE	% MEMBERSHIP	TOTAL
General	96%	1081
Provisional	1%	13
Temporary	0%	0*
Non Practicing	3%	32
	<b>100%</b>	<b>1126</b>

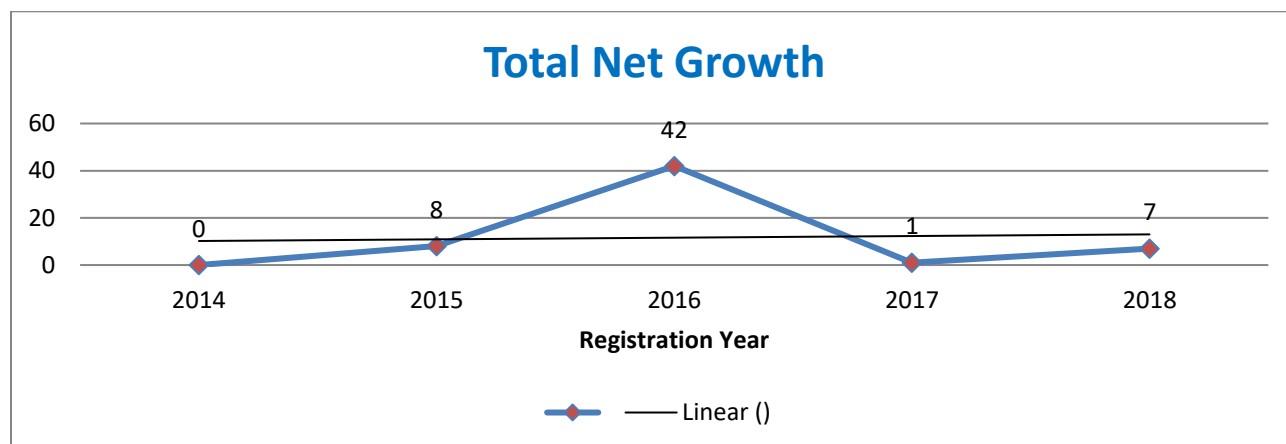
\*at March 31, 2018 (32 temporary registrations throughout year)

### Total percentage of membership exits

ATTRITION	LEAVE	RETIREMENT	OUTSIDE JURISDICTION	OTHER	TOTAL
LHP	0	1	0	0	1
MLT	3	18	7	7	35
R.AC	1	0	0	0	1
R.AU	1	1	2	0	4
RDH	0	0	18	0	18
RRT	4	1	2	0	7
R.SLP	3	1	1	0	5
TOTAL	12	22	30	7	71
<b>%</b>	<b>17%</b>	<b>32%</b>	<b>42%</b>	<b>9%</b>	<b>100%</b>

### Net growth of membership

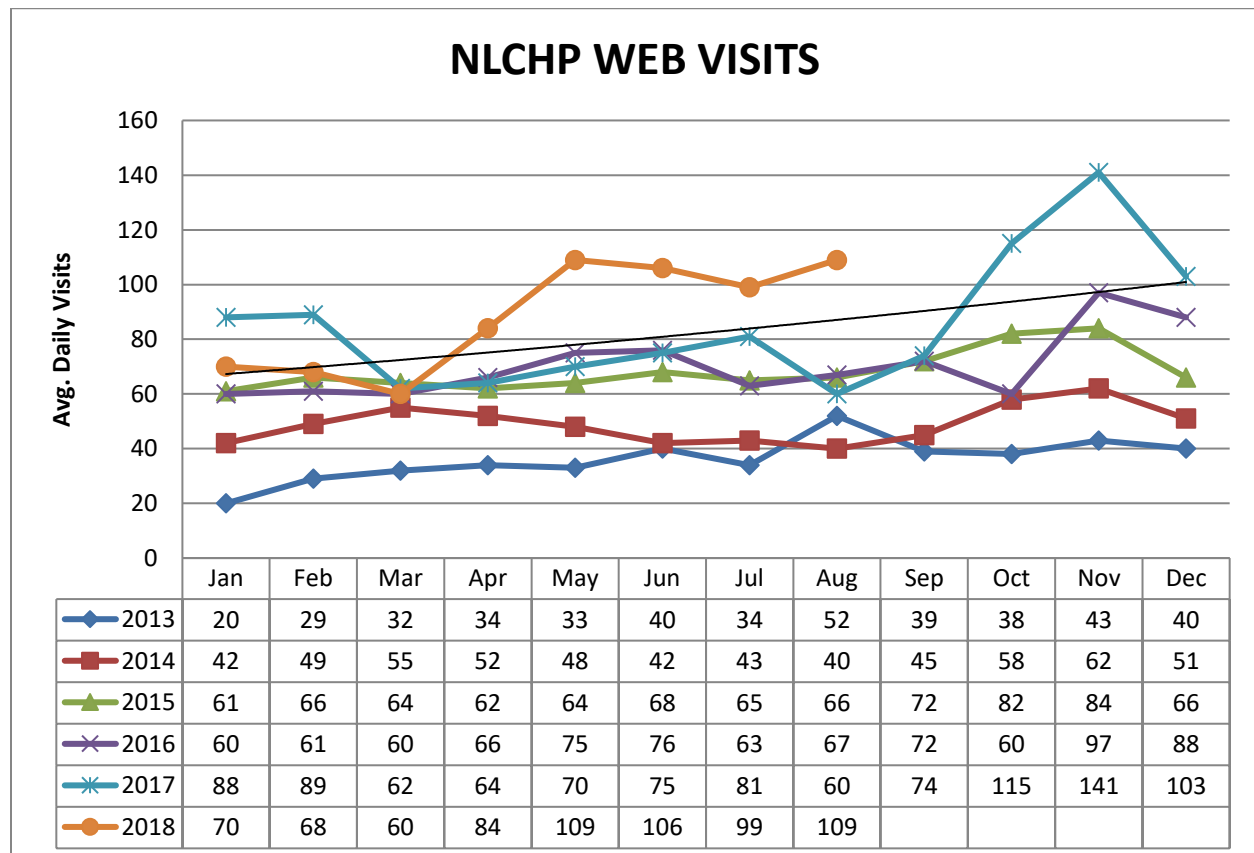
MEMBERSHIP REGISTRATION ACTIVITY	TOTAL
New Admissions	72
Membership Exits	-71
Re-Activations/Change of Status	6
<b>Total Net Growth</b>	<b>7</b>



## The NLCHP Website

The NLCHP operates a website at [www.nlchp.ca](http://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 forms and registration renewal information. There has been a percentage increase of 18% in visits to the website in 2017 with on average more than 85 visitors per day accessing the website. Listed below are the monthly average visits to the website.



YEAR	VISITS PER YEAR	AVG VISITS PER DAY
2013	13020	36
2014	17610	49
2015	24820	68
2016	25350	70
2017	17640	85
2018	21150	59

In addition to website access, the NLCHP staff respond to two dedicated e-mail accounts ([secretary@nlchp.ca](mailto:secretary@nlchp.ca) and [contact@nlchp.ca](mailto: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.

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**1 The Webalizer © - A web server log file analysis**

**Copyright 1997-2013 by Bradford L. Barrett**



## **Appendices**

- A. Audited Financial Statements
- B. College Reports

**A. Audited Financial Statements**

**NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**  
**Financial Statements**  
**Year Ended March 31, 2018**

**NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**

**Index to Financial Statements**

**Year Ended March 31, 2018**

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<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	2
Statement of Revenues and Expenditures and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 6

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## INDEPENDENT AUDITOR'S REPORT

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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, 2018 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, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.


Clarenville, Newfoundland and Labrador  
June 20, 2018

  
Chartered Professional Accountant  
Richard K Power, FCPA, Professional Corporation

**NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**  
**Statement of Financial Position**  
**March 31, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 308,171	\$ 269,676
Term deposits	480,082	472,187
Prepaid expenses	4,760	4,760
	<b>793,013</b>	<b>746,623</b>
<b>CAPITAL ASSETS (Note 3)</b>	<b>8,889</b>	<b>7,599</b>
	<b>\$ 801,902</b>	<b>\$ 754,222</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 28,326	\$ 25,810
Employee deductions payable	9,653	-
Deferred income	61,010	48,875
	<b>98,989</b>	<b>74,685</b>
<b>NET ASSETS</b>	<b>702,913</b>	<b>679,537</b>
	<b>\$ 801,902</b>	<b>\$ 754,222</b>

**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, 2018**

	2018	2017
<b>REVENUES</b>		
Registration fees	\$ 393,333	\$ 398,469
Interest income	8,645	10,337
Other	3,275	3,275
Government grants	1,248	-
Provincial Midwifery Committee funding	-	25,000
	<b>406,501</b>	<b>437,081</b>
<b>EXPENSES</b>		
Salaries and wages	262,678	245,935
Rent	41,928	41,040
Professional fees	25,628	11,436
Office	11,953	8,435
Quality assurance assessment	9,725	6,650
Interest and bank charges	6,753	7,540
Telephone	6,131	6,591
Meetings	4,515	4,558
Insurance	4,311	3,351
Travel	4,245	1,639
Amortization of capital assets	3,031	2,503
Repairs and maintenance	1,274	1,942
Advertising and promotion	660	1,047
Training	293	237
Provincial Midwifery Committee expense	-	27,675
Internationally Educated Health Professionals expense	-	5,292
	<b>383,125</b>	<b>375,871</b>
<b>NET EXCESS OF REVENUES OVER EXPENSES</b>	<b>23,376</b>	<b>61,210</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>679,537</b>	<b>618,327</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 702,913</b>	<b>\$ 679,537</b>

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, 2018**

	<b>2018</b>	<b>2017</b>
<b>OPERATING ACTIVITIES</b>		
Excess Of Revenues Over Expenses	\$ 23,376	\$ 61,210
Item not affecting cash:		
Amortization of capital assets	3,031	2,503
	<b>26,407</b>	<b>63,713</b>
Changes in non-cash working capital:		
Accounts receivable	-	65,353
Accounts payable and accrued liabilities	2,518	3,393
Deferred income	12,135	(625)
Prepaid expenses	-	(2,964)
Employee deductions payable	9,653	-
	<b>24,306</b>	<b>65,157</b>
<b>Cash flow from operating activities</b>	<b>50,713</b>	<b>128,870</b>
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	(4,323)	(152)
<b>Cash flow used by investing activity</b>	<b>(4,323)</b>	<b>(152)</b>
<b>INCREASE IN CASH FLOW</b>	<b>46,390</b>	<b>128,718</b>
Cash - beginning of year	741,863	613,145
<b>CASH - END OF YEAR</b>	<b>788,253</b>	<b>741,863</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 308,171	\$ 269,676
Term deposits	480,082	472,187
	<b>\$ 788,253</b>	<b>\$ 741,863</b>

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, 2018

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### 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

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### 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)*

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**NEWFOUNDLAND AND LABRADOR COUNCIL OF HEALTH PROFESSIONALS**

**Notes to Financial Statements**

**Year Ended March 31, 2018**

**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	2018 Net book value	2017 Net book value
Computer equipment	\$ 15,046	\$ 10,625	\$ 4,421	\$ 2,649
Computer software	7,867	6,712	1,155	1,501
Furniture and fixtures	4,768	2,349	2,419	2,455
Website	1,683	789	894	994
	<b>\$ 29,364</b>	<b>\$ 20,475</b>	<b>\$ 8,889</b>	<b>\$ 7,599</b>

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2018	2017
Accounts payable and accrued liabilities	\$ 10,869	\$ 6,935
Fees payable to Colleges	17,457	18,875
	<b>\$ 28,326</b>	<b>\$ 25,810</b>

**5. DEFERRED REVENUE**

Deferred revenue relates to registration fees collected in advance as of March 31, 2018.

	2018	2017
Deferred registration revenue	\$ 53,900	\$ 48,875
Deferred foreign qualifications recognition funding	7,110	-
	<b>\$ 61,010</b>	<b>\$ 48,875</b>

## **B. College Reports**

COLLEGE OF MIDWIVES  
NEWFOUNDLAND AND LABRADOR  
*Annual Report 2017*

# COLLEGE OF MIDWIVES OF NEWFOUNDLAND AND LABRADOR

## Annual Report 2017

### Section 1

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

Executive Members: 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  
1 General Status Registrant  
0 Honorary Associate Members

Major Accomplishment (s) for the year: College of Midwives of NL Standards Update initiated  
First NL Registered Midwife, Gisela Becker

### Section 2

#### General Status Update

Midwifery implementation is ongoing. We welcomed our first General Registrant Midwife, Gisela Becker, who is working diligently as our Provincial Midwifery Consultant, and CMNL continues to collaborate with her and the Provincial Midwifery Implementation Committee (MIC) to bring the profession to our province. At this time, there are no further pending midwifery registration applications. The College (CMNL) is very pleased with the positive work that is continuing in new and progressive directions for midwifery, and we appreciate everyone involved in supporting the regulated midwifery profession in our province. We look forward to seeing registered NL midwives actively practicing in the coming year.

#### Significant Dates & CMNL activities

February 2017, CMNL is very pleased applications for the provincial midwifery consultant have been received and are under review.

March, 2017, CMNL application forms for general and honorary associate membership were revised. CMNL began discussion on incorporating. CMNL was kindly invited to join AMNL.

April, 2017, CMNL supports AMNL request to rejoin the MIC. Edie joins MIC as a second representative for CMNL, and the Association of Midwives of Newfoundland and Labrador (AMNL) representation is reestablished on the MIC committee to increase our midwifery voice.

The CMNL officially sent written request to join the Canadian Midwifery Regulators Council (CMRC), to become a full, paying member of our national regulatory organization.

May, 2017, the need for specific membership forms for transitional CMNL members, and to create a category for inactive practice members, was brought to the attention of the NLCHP for collaboration. Our vice, Edie joined the AMNL meetings; the College appreciates AMNL's ongoing midwifery efforts, and we are grateful to continue to be welcomed to join AMNL.

May 16, 2017, the Honorable John Haggie, Minister of Health and Community services, announces a major midwifery milestone is reached in NL, the hiring of our new provincial midwifery consultant Gisela Becker! CMNL is very pleased with the wonderful news!

May 19, 2017, CMNL welcomes Ms. Gisela Becker to the MIC, along with other provincial midwifery implementation committee members.

June, 2017. The College of Midwives of Ontario (CMO) shares some of their ongoing work regarding the major shifts to their midwifery standards in Ontario, with the CMRC, and CMNL. Our College plans to stay up to date with changes across the country and with the leading midwifery colleges, as we undertake our own standards review process in preparation for practicing midwives in the province. The CMRC held regulatory meetings in Toronto this month, CMNL is continuously updated via email communications, but sent regrets regarding in person attendance to these meetings.

July, 2017, the CMNL began reviewing and approving our standards of practice documents in blocks. These documents were written by the AMNL and provided to us at initial formation of the College in 2016. This month of July included the review of eight CMNL documents by our transitional college members. Our vice, Edie, facilitated the review process and distributed the documents to members, updated and reformatted documents accordingly, and posted the revisions to our CMNL website. The first reviewed documents included, continuing education and professional development, midwifery continuing competencies, midwifery by-laws, and midwifery guidelines for advertising and media relation. The second set of documents reviewed included, CMNL midwifery guidelines for breastfeeding, midwifery code of ethics, midwifery conduct deserving of sanction, and midwifery emergency transport. We recognize the immense task ahead in updating our standards, and we thank our vice chair Edie for the many hours spent updating documents and maintaining the CMNL website.

August 2017, the CMNL standards review continued. The third set of documents reviewed include midwifery care outside scope of our practice, the CMNL midwifery competencies to practice, midwifery complementary therapy, and a revisit of the midwifery code of ethics. The fourth set of standards reviewed included, midwifery consultation and transfer of care, midwifery equipment, supplies and medications, and a revisit of the midwifery conduct deserving of sanction, and emergency transport.

September, 2017, the CMNL welcomes Ms. Gisela Becker onboard at the MIC meeting. She began her mandate on the 5<sup>th</sup> of this month. The College continued reviewing our policies, the fifth set of documents to be undertaken included midwifery fetal health surveillance, midwifery

guidelines for social media, and continued work on the midwifery equipment, supplies and medication, and our guidelines for breastfeeding. The CMNL standards review process slowed down for fall season, due to the competing work obligations of our members. Ms. Becker has also connected with CMNL regarding the midwifery standards review and updating process. Special attention to the need to revise our policy on second birth attendance is acknowledged and the policy is currently under review. The CMNL received response from CMRC regarding officially joining the organization, and the process of CMNL becoming a fully recognized and paying member of the CMRC has begun. The CMNL now awaits further instruction from the CMRC, and the applicable membership documentation for signing. The NLCHP is to cover our CMRC fee from our CMNL grant.

September 26<sup>th</sup>, 2017, there is a media release on Gisela Becker beginning work as our provincial midwifery consultant; the CMNL congratulates Ms. Becker and we extend our support and solidarity in midwifery efforts for NL.

September 30<sup>th</sup>, 2017, marks the one-year anniversary of midwifery regulations coming into effect in Newfoundland and Labrador.

Oct 3<sup>rd</sup>, 2017, marks one year, since the College of Midwives of NL, along with the 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. CMNL has agreed our next election is due to be held Oct 3<sup>rd</sup>, 2018, when our executive members have held office for two completed years.

October 25<sup>th</sup>, 2017, two members of CMNL, Tracy Pittman RM and Cara Begg-Reid RM, have represented regulated midwifery on the NLCHP Board for one year. Both are currently registered midwives in other Canadian provinces, and continue to hold their positions on the board. Ms. Reid attends meetings as representative for CMNL.

October, 2017, the CMRC held their annual meeting in Halifax, N.S. Alice Kennedy of the NLCHP attended; but the CMNL sends regrets regarding attendance, and we kindly received CMRC updates via email.

December, 2017, our provincial midwifery consultant does a piece on CBC radio for the public, entitled "N.L. midwifery consultant on the job". The CMNL is very proud of her ongoing efforts and we look forward to continuing to work with Ms. Becker and the MIC in the coming year.

#### Action items

#### Insurance

The CMNL is currently working to obtain Directors and Officers Insurance for the College. The NLCHP 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 continues to

work with the NLCHP for reference and guidance on this ongoing matter, as we prepare for active midwifery practice in the province.

## Banking

A CMNL banking account has been established with The Bank of Nova Scotia, our home branch is located in St. Anthony, NL.

The fiscal year end date for CMNL has been set to March 31<sup>st</sup> 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. The chair of CMNL, Tracy Pittman, sits on the NLCHP registration committee.

## Section 3

### Financial Statement

The CMNL's business account with The Bank of Nova Scotia holds \$600.00 to date.

These funds are derived from the \$500.00 fee of our one Registered Midwife for the current year of 2017-2018, paid in December of 2017 to the NLCHP and forwarded to the CMNL home address in NL, for deposit. This amount also includes the four \$25.00 fees paid by our transitional college members in the summer of 2017.

A government grant was also made available to CMNL, and these funds are in holding with the NLCHP for use by CMNL, to continue to cover the cost of our website, D&O insurance, CMRC membership, and any cost related to the updating of our standards of practice. The amount of our remaining CMNL grant is to be determined by the NLCHP executive membership.

Midwifery registration and related fees are as follows:

### CMNL

General Registrant \$500

Transitional College Members \$25

Honorary Associate Members \$10

Inactive Registrant – to be determined

### NLCHP



General Registration \$350

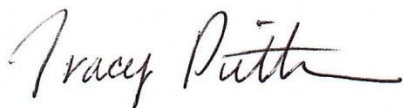
Processing Fee \$60

#### Section 4

#### Concluding Statement

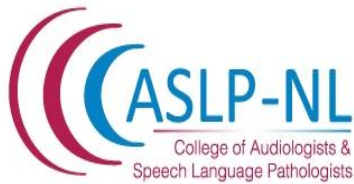
This is an exciting time for midwifery in NL, and the College of Midwives of Newfoundland and Labrador is pleased the provincial government is moving forward with the implementation of midwifery in the province. We are very thankful for the excellent work done by our provincial midwifery consultant Gisela Becker, and we continue to extend our solidarity in our professional midwifery efforts. The ongoing support and guidance from the NL Council of Health Professionals for CMNL is greatly appreciated. The College would also like to extend our ongoing gratitude to the members of the Association of Midwives NL, whom provided much efforts, towards the writing and revising of documents required for initial midwifery regulation in NL; their dedication and work is truly outstanding. We continue to look forward as the 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. We eagerly anticipate our first registered and practicing NL midwives in the coming year of 2018, and we are working diligently, alongside our provincial midwifery partners, to prepare for their arrival to the public service.

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: June 20<sup>th</sup>, 2018



## 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.

2017 was the fourth 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 fourth Annual General Meeting was held on May 29, 2016. 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 29, 2017)**

- 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, 2016)**

- General Status: 175
- General Status Temporary: 0
- Non-practicing: 2

### **Major Accomplishments**

- The College/Council completed the first full year of being members of the Canadian Association of Audiology and Speech Pathology Regulators (CAASPR). Newfoundland and Labrador becomes the 8<sup>th</sup> 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 three-year project.
- Completed all necessary policies, standards and processes to support Registration;
- During 2017, the College executive completed a review of every Policy, and several Guidelines, including the revision of some;
- Fourth Annual General Meeting was held on May 16, 2016;
- In conjunction with the Council, a successful fourth 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 third 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 one member 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, the temporary fee reduction (of \$50) that started with

the 2017 registration renewal would be continued for 2018. The financial statements of the College will be available for review in October.

### **Summary**

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

The College would like to acknowledge the continued and excellent support from the Council of Health Professions. In particular, we wish to acknowledge the diligent hard work of our Registrar, Alice Kennedy. Alice has played an important role in CAASPR, attending many meetings with other provincial registrars. We also thank Lori at the Council office, who is quick to help in any of our requests.

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

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



## **2017 Annual Report**

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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).

College of Midwives of Newfoundland and Labrador

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

Member Regulatory Colleges of the Alliance:

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

**CAAA** - College and Association of Acupuncturists of Alberta.

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

**OAQ** - Ordre des Acupuncteurs of Quebec

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

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

### **Other References**

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

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

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

## Mission

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

### We align with the vision and values of NLCHP

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

## Vision

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

## Values

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

***Integrity:***

*We are honest and ethical in our interactions.*

***Commitment:***

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

***Respect:***

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

***Accountability and transparency:***

*We accept responsibility for achieving common goals and objectives.*

***Consensus:***

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

***Sustainability:***

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



## Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL “the College”) functions in union with the Newfoundland and Labrador Council of Health Professions (NLCHP “the Council”) in regulating the practice of Acupuncture in accordance with Traditional Chinese Medicine (TCM) in 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 has been to establish a code of ethics and to approve the educational programs, continuing education, standards of practice and registration requirements for licensure to practice in the profession. The College aligns with Pan-Canadian initiatives through its work as a member province of CARB-TCMPA to help in development and timely review of pan-Canadian entry level competencies for TCM Practitioners, TCM Herbalists and TCM Acupuncturists. The College as well works alongside the psychometricians of Yardstick and Assessment Strategies Inc. in the continuing development, delivery and security of the pan-Canadian examinations for those same levels of the TCMA profession.

### **The public is served and protected by the College by:**

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

## Message from the Chair

It is my pleasure to present again the annual report for the College for the period of Jan. 1, 2017 to Dec. 31, 2017

Throughout 2017, the College has continued to grow in insight into the regulatory framework. This has been through the ongoing, challenging but rewarding work of its' representatives on the Council Board of Directors and the oversight Committees for Quality Assurance, Registration and Complaints Authorization and By-Laws. While the 2015-2016 year completed the operationalization of the governance framework for the Council; its' staff, Board and Committees continue strive for excellence in timed review of its' strategic plan, policies, terms of reference and program development. New challenges and change are perpetual.

Research and development for the pan-Canadian examinations have continued through 2017. In March of 2017, the College entered into a contract agreement with Assessment Strategies Inc, (ASI) outlining provincial roles for continued participation in the development and security of the pan-Canadian examinations and also the delivery of the examinations in Newfoundland and Labrador. In August of 2017, an amalgamation of two psychometric analysis and exam development firms (ASI and Yardstick). As a result, contract revision was necessary. In October of 2017 a new contract was signed with Yardstick and ASI. During 2017 the item bank of questions was extended and arrangements for the on-line delivery of the examinations was begun. We anticipate on line delivery of the examinations will start in 2018. Our contract with ASI and Yardstick (YASI) will extend through to the year 2020. We have worked steadily towards the continued participation of our College in this historic and essential work for the profession.

The Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA – “the Alliance”) maintains its 2016 vision to focus on directions that create national parity in all levels of educational qualifications and standardized registration requirements. A more prominent focus on international collaboration and agreements is anticipated and requires:

- a. Further development of the Alliance website
- b. Development of a web portal to assist foreign trained individuals compare their skills to skills required to practice in Canada.

A higher level of inter-professional collaboration and education across the health professions and for the public regarding the profession should result. The international agreements for foreign trade and the mobility of professionals and 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 pursuit of regulation for the full professional scope of TCM. The Council, given its mandate of public protection, supports the efforts of the College in seeking regulations for the full scope 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. In Sept. of 2017 we have received correspondence from Dr. John Haggie Minister of Health and Community Services, informing us there is a review process underway to identify means to allow professionals to work to their full scope of practice and that TCMA will be included in this review.

Changes in the HPA came into force Sept.29, 2017. These changes were to influence efficiency in the operations of the Council and do not influence our Acupuncturist Regulations. These changes will however require amendment to both Council and College By-Laws.

### **On the home front:**

The College embraces its mandate under the *HPA* with regard to education. In June of 2017 a meeting with the Ontario College of Traditional Chinese Medicine began discussions on the delivery of a modular format of advanced educational programs, preparing members for the pan Canadian examinations leading to the designations of TCM Herbalist and TCM Practitioner in Newfoundland and Labrador. There have also been discussion regarding a refresher and evaluation process for College members already trained at the TCM Herbalist and Practitioner levels. The College will continue with program development initiatives towards the intended outcome.

Other work ahead:

- Promoting further understanding of our governance model -- the independent but co-operative roles of College and Council.
- Public education initiative.
- A full review of College By-Laws:  
For this an Ad-Hoc Committee will be required. In the past we have acknowledged that with a relative consistency of 32-35 members and we face a shortfall for voluntary work. This is known to most/all small professional groups. As Committees are integral to the optimal function of the College and our continued progress, ways and means for the encouraging and sustaining of Committee membership will be reviewed.

The fullness of discussion and perspectives arising from our work with the professions of the Council, the provinces of the Alliance and our Government lead to excellence in outcomes. We have risen to challenges that are common to all Colleges, Boards, Committees, groups. Together and with each of you, we can prevail.

I wish to acknowledge and thank the members of the Board who have worked alongside of each other and have devoted time and energy to College, Council, Committee and Alliance work throughout the year. We have all 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.

I wish to extend sincere gratitude to our Council Registrar / CEO and Office Manager and to each of the Council Board members, for the “many minds” that assist our work.

Chair CTCMPANL  
Ethne Munden

*Change is inevitable - But “May we not forget the infinite possibilities that are born of faith in ourselves and others”*

## Report from the Board

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

### Highlights for 2017:

1. Collaborated with the Council in:
  - The development of guidelines to be adopted by the Colleges in: Common standards, in the area of privacy, confidentiality and consent.
  - The development of a mandatory continuing on-line education in the area of privacy, confidentiality and consent  
AND in
  - Development of policy and procedure and materials for the Honorary level of College Membership
  - Formulating direction and support for regulations for the full scope of TCMA  
AND through
  - Participating in the development of the 2017- 2019 strategic plan of the Council
  - Participating in Council Board and Committee meetings and activities
2. Collaborated with the Member Colleges of the Alliance:
  - To finalize a contract to formalize the administration process for the pan-Canadian examinations.
  - To finalize a contract with ASI and Yardstick regarding College involvement in Pan-Canadian examination development activities
  - To finalize a contract for the review of *“the pan-Canadian competency profile for the entry level competencies for TCM Acupuncturists, Herbalists and Practitioners”*
  - To assist the development of the competency survey for members  
AND through
  - Participation in Committees for pan-Canadian examination development
  - Participation in Board meetings of the Alliance
3. Continued collaboration with the Dept. of Health and Wellness for the regulation of the full scope of TCMA.
4. Collaboration with Ontario College of Traditional Chinese Medicine regarding modular education for the TCM Herbology and TCM Practitioner program and in NL

### Recommendations of the Board going forward

1. 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 ever-greening 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
2. Ongoing review of CTCMPANL educational programs
3. Education in professional governance, ethics, standards and malpractice.
4. Development of a newsletter

Gratitude to our CTCMPANL representatives at Council:

*Ethne Munden and Kenneth Clarke– Board*

*Barbara Draper – Quality Assurance Committee*

*Ethne Munden- – Complaints Authorization Committee*

*Gloria Penny – Registration Committee*

*Kenneth Clarke- By-Law Review Committee*

*Michele Collett, Valerie Genge, Kenneth Clarke – Quality Assurance Assessors*

*John Shieh, Shelly Reid, Bengie Munden, Cheryl Oldford – Disciplinary Panel*

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

**Members of your CTCMPANL Board**

Ethne Munden (Chair)  
Gloria Penney (Vice-Chair)  
Kenneth Clarke (Treasurer)  
Cheryl Oldford (Secretary)  
Bengie Munden  
Marc-Alexandre Mestres  
Kayla Westcott

## Treasurer's Report 2017

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.

The financial expectations of our college have changed substantially in the past 2 years. Continued participation in the national Pan Canadian exam development has come with substantial financial burden as participating provinces have been expected to bear much more of the cost of exam development. In addition to this our recent financial audit proved eye opening into the cost for completion. After all invoices were paid the cost for the audit by Grant Thornton was more than \$6000.00. This may pose issue in the future as our college works on a very limited budget. Consideration into the frequency of full extensive audits may need to take place at some point.

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 2017

### CTCMPANL INCOME STATEMENT 2017

**01/01/2017 – 11/02/2017**

<b>Bank Balance October 31, 2017</b>	11,131.97	
		2017
<b>Revenue</b>	Deposits to Date	\$13185.00
<b>Cash</b>	Petty Cash on hand	0.00
	Exam Costs-Outstanding	0.00
	<b>Net Revenue</b>	<b>\$13185</b>
<b>Expenses</b>	Accounting	\$4183.70
	Legal	\$871.70
	Courier & Postage	\$0.00
	Insurance	\$2430.00
	Interest & Bank Charges	\$66.38
	Office Supplies (paper, ink cartridges)	\$324.53
	Computer/Laptop	0.00
	Gifts	\$550
	Cell Phone	\$867.19
	Conference & Meetings (AGM)	\$927.87
	Website Maintenance	\$380.00
	Fees & Dues	\$2000
	Travel	\$1717.63
	Travel Honorarium	\$0.00
	Exam Costs	\$337.15
	<b>Subtotal Expenses</b>	<b>\$13834.20</b>
<b>Outstanding Payables</b>	None	\$0.00
	<b>Total Expenses</b>	<b>\$13834.20</b>

## CTCMPANL Budget 2017

<b>PROPOSED BUDGET 2017 EXPENDITURES</b>	
<b>CARB/ACOR Dues</b>	\$2000.00
<b>Website Maintenance</b>	\$ 500
<b>Interest &amp; Bank Charges</b>	\$ 100.00
<b>Legal Fees</b>	\$1000.00
<b>Related cost to involvement in Pan Canadian exam development</b>	\$3000.00
<b>Accounting Fees</b>	\$1500.00
<b>Postage/Office Supplies</b>	\$300.00
<b>Printing &amp; Copying Services</b>	\$400.00
<b>Conference &amp; Meetings</b>	\$ 700.00
<b>Communication Fee</b>	\$1000.00
<b>Travel</b>	\$3000
<b>Honorarium</b>	\$1000
	<u>Total \$14 500</u>



## Report from Members Representative to Council 2017

It has been a great honor serving the CTCMPANL membership as the Members representative to the NLCHP. It was an excellent learning experience and a busy year. I would like to thank all NLCHP board members, staff, and our current CEO and registrar, Alice Kennedy. They have been very welcoming and patient, making the transition into this position very enjoyable. In only a few months I have been able to partake in a strategic planning session to outline the direction of the NLCHP for the future and serve on the Ad Hoc by-law committee for a complete by-law review. It has been an incredible experience thus far and I look forward to my continued involvement in 2018.

Respectfully

Kenny Clarke  
Members Rep - NLCHP

## Exam Committee Report 2017

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 three people from out of province write in October. The candidates will return in January to complete the written clinical portion of the Pan Canadian Exams, with one candidate doing the CTCMPANL OSKE stations.

Barb Draper  
Chair – Exam Committee

## Report from Members CE/PD Auditor at Council 2017

### Feedback from QA Assessors CTCMPANL 2017

The results of the CE carried out in **March-May 2017** are contained in this report.

The report contains the overall comments as well as the feedback provided by the QA Assessors for your College. The College is encouraged to meet with the QA Assessors to receive additional feedback and based upon that feedback the College may wish to again consider clarification or changes to their exiting CE/PD requirements. Additionally the feedback provided may assist your members in completing and/or ensuring that their CE/PD documentation is appropriate and meets your College's requirements.

Number of CE portfolios requested:

Registrants were asked to submit CE portfolios for **activity completed in the 2016 calendar year**. There were a **total of 9 CTCMPANL registrant portfolios submitted for this audit**.

CTCMPANL CE/PD Audit results:

- 9/9 CE/PD portfolios met the criteria as set by the College. Only one member was contacted by the NLCHP for additional documentation. The NLCHP would also normally follow-up with registrants who did not meet criteria as per the NLCHP policy.
- There was a suggestion to review [CTCMPANL] criteria for self-study. It was offered that more idea[s] of accepted sources of self-study such as medical journals could be introduced with perhaps the appropriate corresponding documentation for verification with Assessors.

Kenneth Clarke  
Member Rep -  
NLCHP



NEWFOUNDLAND & LABRADOR

**COLLEGE OF  
DENTAL HYGIENISTS** INC.

January 01, 2017  
- December 31, 2017

Submitted:  
June 15, 2018

## Section 1 Overview

**Period:** January 01, 2017 – December 31, 2017

**Executive Members:** Dan Mercer, chair; Angela Hynes, treasurer; Amanda Thomey, Kimberley Schmiedendorf, Jeanie Bavis, Katherine Peddle, Patricia Murphy and Peggy Rice

### **Membership:**

General Status Registration:	225
Non-Practicing Status:	10
General Status-Additional Skills:	
Local Anesthetic	48
Orthodontic	21
Restorative	3

### **Total**

## **Overview**

The NLCDH met six times during the reporting period including our AGM which was held on September 13, 2017. The meetings agendas included reviewing and updating NLCDH policies.

The NLCDH did adopt a new policy regarding tooth whitening, as can be performed by dental hygienists in the clinical setting. The development of Tooth Whitening Guidelines, was necessary in keeping with updated practice in effect across Canada. The document can be viewed on [www.nlcdh.com](http://www.nlcdh.com).

The NLCHP had asked all colleges to provide additional education to registrants surrounding the NLCHP Privacy and Confidentiality Policy. A power point presentation (thank you to Jeanie Bavis and Katherine Peddle for developing; Katherine for presenting) was given to RDH's who attended the NL Dental Hygienists Association AGM in June 2017. The NLCDH would like to thank the NLDHA for the opportunity to present. This presentation was recorded and then made available (on the college website) for those RDH not in attendance.

A discrepancy existed between the CPR policy and the guidelines concerning CPR, in the CE/PD Policy. New wording was proposed and adopted to bring the two policies

into line. The updates were presented to the membership and posted on the college website.

As in other years, the college had representation at the CDHA annual conference. This is necessary to allow the NLCDH to keep aligned with current and future trends within the industry and the Dental Hygiene profession. The college executive who attended, gave a presentation to the college regarding their experience.

The Quality Assurance Committee of the NLCHP had mandated the colleges to develop an Infection Control Policy. Our thanks to Angela Hynes who has been spearheading this initiative, noting it's development has required much in depth discussion and back ground work. This initiative would dominate the work of the college well into 2018.

### **Finance Committee**

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

### **Conclusion**

This has been a successful year for the NLCDH. The AGM was fairly well attended. There are no vacancies on the college executive. Ms. Victoria Colbourne has respectfully resigned from her term with the NLCDH. Vikki has returned to Ontario to practice. 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, 2017**

*(Unaudited - See Review Engagement Report)*

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

**Index to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited - See Review Engagement Report)*

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## **REVIEW ENGAGEMENT REPORT**

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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, 2017 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  
August 21, 2017

Chartered Professional Accountant  
Richard K Power, FCPA, Professional Corporation

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

**Statement of Financial Position**

**March 31, 2017**

*(Unaudited - See Review Engagement Report)*

	2017	2016
<b>ASSETS</b>		
CURRENT		
Cash	\$ 37,744	\$ 38,514
Prepaid expenses	2,016	1,437
	<b>\$ 39,760</b>	<b>\$ 39,951</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable and accrued liabilities	\$ 901	\$ 900
NET ASSETS		
Unrestricted net assets	29,509	29,701
Contributed surplus (Note 3)	9,350	9,350
	<b>38,859</b>	<b>39,051</b>
	<b>\$ 39,760</b>	<b>\$ 39,951</b>

**ON BEHALF OF THE COLLEGE**

\_\_\_\_\_ *Chairperson*

\_\_\_\_\_ *Treasurer*

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, 2017***(Unaudited - See Review Engagement Report)*

	2017	2016
<b>REVENUES</b>	<b>\$ 21,816</b>	<b>\$ 21,509</b>
<b>EXPENSES</b>		
Board honorariums	5,981	-
Insurance	1,268	1,165
Interest and bank charges	51	50
Meetings and conventions	724	1,375
Memberships and accreditation fees	2,400	700
Office	579	494
Professional fees	1,356	2,603
Travel and training	8,903	5,465
Website maintenance	750	750
	<b>22,012</b>	<b>12,602</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>(196)</b>	<b>8,907</b>
OTHER INCOME	4	-
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ (192)</b>	<b>\$ 8,907</b>

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, 2017**

*(Unaudited - See Review Engagement Report)*

	Unrestricted Net Assets	Contributed Surplus	2017	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 29,701	\$ 9,350	\$ <b>39,051</b>	\$ 30,144
	-	-	-	-
Deficiency of revenues over expenses	(192)	-	<b>(192)</b>	8,907
<b>NET ASSETS - END OF YEAR</b>	\$ 29,509	\$ 9,350	\$ <b>38,859</b>	\$ 39,051

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, 2017**

*(Unaudited - See Review Engagement Report)*

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ (192)	\$ 8,907
Changes in non-cash working capital:		
Accounts payable	1	-
Prepaid expenses	(579)	-
	(578)	-
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(770)</b>	<b>8,907</b>
Cash - beginning of year	<b>38,514</b>	29,607
<b>CASH - END OF YEAR</b>	<b>\$ 37,744</b>	<b>\$ 38,514</b>

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, 2017

(Unaudited - See Review Engagement Report)

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### 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.

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### 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.

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

**Notes to Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited - See Review Engagement Report)*

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3. CONTRIBUTED SURPLUS

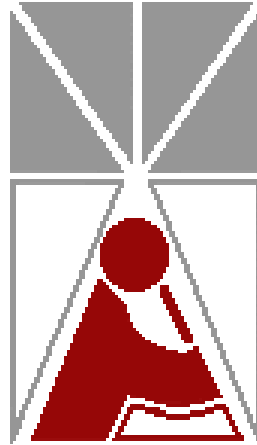
Contributed surplus relates to funds from the Newfoundland and Labrador Dental Hygienist Association that were transferred to the College during its initial year.

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Newfoundland and Labrador College for Medical Laboratory Science  
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[www.ncmls.ca](http://www.ncmls.ca)

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## **Annual Report**

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

**January 01, 2017 – December 31, 2017**

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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 of Medical Laboratory Sciences (NLCMLS) Board of Directors 2018:**

**Lisa Napier**  
President

**Curtis Martin**  
Past President

**Colin Power**  
College Representative

**Samantha Tiller**  
Secretary

**Allison Beresford**  
Treasurer

**Trevor Williams**  
Avalon Regional Director

**Marley Boland**  
Eastern Regional Director

**Stephanie March**  
Western Regional Director

**Kristen Dyke**  
Central Regional Director

**Jana Cole**  
Director of Marketing and Communications

**Lorna Bradbury**  
Director of Professional Development

**Breanna Hall**  
Student Representative

### **Newfoundland and Labrador College of Medical Laboratory Sciences (NLCMLS)**

The NLCMLS (known as the College) was created out of the former Newfoundland and Labrador Society of Medical Laboratory Sciences (NLSMLS) in the summer of 2012. It was decided by the board of directors and ratified at our Annual General Meeting of October 2011 that we would suspend operation of the NLSMLS and concentrate solely on the professional college. With this ratification, the professional college (NLCMLS) came into existence on October 05, 2012 with the government's formal acceptance of the MLT regulations.

Just prior to the government's approval of the regulations, the College had to undergo its first registration for all practicing medical laboratory technologists in the province of NL. We are not a stand-alone entity as we are part of an umbrella organization – Newfoundland and Labrador Council of Health Professionals (NLCHP). The NLCHP (known as the Council) currently represents seven colleges of health professionals including NLCMLS. Information on the Council and other professions within its jurisdiction can be found on the NLCHP website [www.nlchp.ca](http://www.nlchp.ca)

Our current registration consists of 544 Medical Laboratory Technologists (MLT) and 14 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.

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The mandate of the NLCMLS is the protection of the public and a major focus for us is the continuing education and professional development of our members. In this light, our college has focused on developing continuing education programs and finding ways to help engage our members in this process. The College has revived our past practice of symposiums and we will be holding two (2) symposia per year at varying locations with the intent of opening up our educational delivery to a wide audience and enable provincial participation. This will also allow our colleagues to present and showcase their expertise.

On April 29, 2017 we held our Spring Symposium in Gander and our Fall Symposium and Annual General Meeting was held in St. John's from October 13-15, 2017. With participation numbers continually rising and MLT's signing in via webinar and teleconference from within and outside of the province both symposia were a success. The College would like to thank the organizing committees for both symposia for their hard work in making these such a worthwhile experience.

In 2017 NLCMLS updated our website ([www.nlcmls.ca](http://www.nlcmls.ca)) to fit the College's needs and to provide up-to-date information to our members. This platform now includes About Us, Registration, Professional Practice, Professional Development, Members, Contact Us, and Links tabs.

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

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

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

**Opportunities:**

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

**Challenges:**

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

Lisa Napier  
President  
NLCMLS

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[www.nlcmls.ca](http://www.nlcmls.ca)

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**Newfoundland and Labrador College  
of Medical Laboratory Science Inc.**  
Financial Statements  
(Unaudited - See Notice to Reader)  
December 31, 2017

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*Blayden, Filley and Company*  
Chartered Professional Accountants

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

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*Blagdon, Tilley and Company*

*Chartered Professional Accountants*

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

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(709) 466-2844 Fax: (709) 433-3160  
E-mail: btc.clar@eastlink.ca

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#### Notice to Reader

On the basis of information provided by management, we have compiled the statement of receipts and investments for Newfoundland and Labrador College of Medical Laboratory Science Inc. as at December 31, 2017, and the statement of investments for the year then ended.

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

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

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Chartered Professional Accountants

Conception Bay South, NL

April 17, 2018

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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 Receipts and Disbursements - Current Account  
(Unaudited - See Notice to Reader)  
For the Year Ended December 31, 2017

4.

	2017	2016
<b>Receipts</b>		
Fees	\$ 21,986	\$ 43,807
Congress	16,125	13,765
Awards	1,200	3,245
	<u>39,311</u>	<u>60,817</u>
<b>Disbursements</b>		
Bank charges	40	9
Fees	2,712	-
Miscellaneous (Schedule 1)	8,140	5,478
Professional fees	834	763
Seminars, conventions and meetings	23,453	27,839
Telephone	384	443
Transfer to investments	25,000	-
	<u>60,563</u>	<u>34,532</u>
(Deficit) surplus of receipts over disbursements	(21,252)	26,285
Bank balance, beginning of year	70,650	44,365
Bank balance, end of year	\$ 49,398	\$ 70,650

*Blaylock, Tilley and Company*  
Chartered Accountants



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5.

Newfoundland and Labrador College of Medical Laboratory Science Inc.  
Statement of Investments  
(Unaudited - See Notice to Reader  
December 31, 2017

	2017	2016
<b>Investments</b>		
Bank of Montreal investment account	\$ 12,093	\$ 11,401
Bank of Montreal Guaranteed Investment Certificates	99,800	73,696
	\$ 111,893	\$ 85,097

*Blaylock, Felley and Company*  
*Chartered Accountants*



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6.

Newfoundland and Labrador College of Medical Laboratory Science Inc.  
Schedule 1  
(Unaudited - See Notice to Reader)  
December 31, 2017

	2017	2016
<b>Miscellaneous disbursements</b>		
Advertising	\$ 211	\$ 456
Student night	1,589	593
Website	3,744	2,638
Office supplies	496	241
Awards	2,100	1,550
	<b>\$ 8,140</b>	<b>\$ 5,478</b>

*Blaylock, Tilley and Company*  
Chartered Accountants



# NLCRT

## Annual Report 2017-2018

### 1. Message from the Chair

The year started with some perspectives that appeared to be positive, but over the course of the year proved to be otherwise.

The College of the North Atlantic (CNA) was trying to reschedule a previously cancelled Advisory committee meeting, now booked for February.

The new and old executive met at the end of January to do a handover of ongoing tasks and provide new members insight to the various positions and responsibilities. The meeting in February with CNA was cancelled again, with a future booking to be set in May or June.

The college holds a draw annually for a grant to help support two Respiratory Therapists to attend our National conference, which this year was held in Halifax. We had two successful applicants, who are able to attain significant education and networking.

Both our Registrar, Roger Cooke and I attended the National Alliance of Respiratory Therapy Regulatory Boards (NARTRB) meetings in Halifax, scheduled to coincide with the Canadian Society of Respiratory Therapists (CSRT). During these meetings, we were to learn from Council on Accreditation of Respiratory Therapists (COARTE) that the program offered at CNA was in very dire straits of losing accreditation, this was proven correct in June when COARTE performed their mandatory revisit and the accreditation for the school was withdrawn. This was the first time ever for this to happen in COARTE's 20-year history. This opened floodgates of discussions, conference calls and meetings that would continue through the remainder of the year, in an attempt to protect the 46 students already started in their educational program.

This situation was resolved in late August following the offer of Alberta's Southern Alberta Institute of Technology (SAIT) extending an olive branch to CNA and the Government of Newfoundland and Labrador to provide their satellite program, operating initially under their current accreditation and to then graduate the 46 students in 2 cohorts from an accredited program. The program was assessed and aligned with prior learning and future alignment with the different SAIT program. This created an appropriate graduation for the existing students, with significant workloads

accomplished to filter into the SAIT curriculum. All students from the 2017 graduating cohort successfully graduated and passed their national registry exam.

## **2. Executive Members**

Our AGM was held in October with an election of some new executive, new members;

Vice Chair; Ken Costello

Treasurer; Lorelei Brushett

Secretary; Jessica Downey

Member at Large; Julie Sheppard

Subsequent to the AGM, the Dan Sudworth award was presented to Cora Lee for outstanding performance in the ICU at the Health Sciences Centre.

The year ended with attendance at the new SAIT Advisory Committee meeting and Council meeting in December.

Respectfully Submitted,

Scott LeMessurier RRT

Chair NLCRT

Newfoundland and Labrador  
College of Respiratory Therapists  
Financial Report  
**April 1, 2017 - March 31, 2018**

**Income**

Interest on GIC	50.39
Membership Dues	26,212.33
<b>Total Income</b>	<b>26,262.72</b>

**Expenses**

Alliance Fees - NARTRB	6,000.00
Annual General Meeting of NLCRT Costs - Meeting Room, Meals, Travel	1,704.16
Bank Fees	108.00
Dan Sudworth Memorial Award	100.00
Directors' Liability Insurance	1,403.00
Mailbox - Rental Fee - 2 Years	382.95
Registration Costs - CSRT Conference May 2017	733.12
Travel Costs - NARTRB meetings May, Oct 2017, May 2018	8,259.17
Website Costs	445.74
<b>Total Expenses</b>	<b>19,136.14</b>

**Net Income** **7,126.58**

**Balance Sheet**

**Assets**

Bank Balance March 31, 2018	17,441.52
GIC	10,128.99
Total Assets	27,570.51

**Capital**

Balance April 1, 2017	20,443.93
Net Income	7,126.58
Balance March 31, 2018	27,570.51