

Annual Report

March 1, 2017 - February 28, 2018



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ANNUAL GENERAL MEETING

Membership Year March 1, 2017 - February 28, 2018

The Board of Directors of the Newfoundland & Labrador Occupational Therapy Board is pleased to announce that the 2017-2018 Annual General Meeting (AGM) will be held as follows:

DATE: June 13, 2018

12:00 noon to 1:30 pm

Via teleconference

Teleconference Information: 1-800-613-5223

Participant code: 5208092#

The Newfoundland Labrador Occupational Therapy Board regulates the profession of occupational therapy in the province of Newfoundland and Labrador. The Board is responsible for setting conditions for entry to practice (licensure) and to monitor members to ensure adherence to the laws, regulations and standards that govern practice.

Regulation is aimed at preventing harm to the public by setting compulsory rules of conduct and standards of practice within the profession.



2017-2018 BOARD OF DIRECTORS

Glenda Cokes, Chairperson

Ashley Walsh, Registrar

Maria Rotondi, Treasurer

Tammy Priddle, Secretary

Patricia Moores, Member at Large

Blair Patrick, Public Representative

Patricia Grainger, Public Representative

Chairperson's Report Glenda Cokes, Chairperson

Self-regulation is a privilege grounded in the premise of public protection. The Newfoundland and Labrador Occupational Therapy Board of Directors, along with the Executive Director, strives to effectively regulate the practice of occupational therapy in the province and promote continuous quality improvement as we align with provincial and national mandates.

The Board and Executive Director continuously demonstrate commitment and dedication to supporting the safe practice of occupational therapy in our province. We have two 3 year terms ending at this AGM. Maria Rotondi has agreed to stay on for another 3 year term. The Board would like to thank Tammy Priddle for her commitment over the past three years; her experience as a clinician and leader in the public health care system has brought great value to the operations of the Board. We have put forth a call for nominations with some interest but no active nominations at this time. We continue to lobby government to appoint public members for the Board. Our current public members, Patricia Grainger and Blair Patrick, are continuing with the Board despite expired terms. Both have expressed interest to continuing with the Board and we are waiting for government's response.

Discipline: The terms for five of the occupational therapists on the disciplinary panel will be ending in 2018. New members will be appointed before the end of the year. The public members terms expired in 2016 and we are currently awaiting government to appoint new members. The three individuals that are expired can continue to serve until appointed or replaced in accordance with section 14(7) of the Occupational Therapy Act.

As per the Occupational Therapy Act (2009) all allegations are received by the chairperson and based on the review it is determined if the matter can be resolved at the level of the chairperson or referred on to the Complaints Authorization Committee (CAC). Over the past year the Board has received two complaints, both were referred to CAC. One has been resolved and the other ongoing.

Executive Director's Position: The part time executive director position was created by the Board in 2013. The contract was reviewed in November 2017 for a two year period with a 10% in lieu of benefits added to the compensation package.

The activities of the ED position continue to be extensive and far reaching as Kim regularly partners with the Board of Directors and various external partners. Please review the executive director's report where activities related to registration, continued competency, governance, provincial and national partnerships and education are outlined.

Future Directions: To meet the mandate of self regulation and protection of the public the Board of Directors of the Newfoundland and Labrador Occupational Therapy Board is committed to the following key activities:

- Continued partnerships with stakeholder groups including ACOTRO, CIHI, The Health Regulator's Network, the Department of Health and Community Services, The Office of the Privacy Commissioner, educational institutions and NLAOT as we strive to align our policies and practices with current trends and requirements of self-regulation.
- The Board has recently purchased a software/database platform and entered into a contract with Guild, a Nova Scotia based company. In the coming year the plan is to complete a website redesign and move to an online registration process. This new platform and available features will serve to improve communication with the membership.
- The Board has adopted a framework to guide the development of the Continued Competency Program. The Board recognizes this as a priority; work plans are in place to help guide this development. In 2018-2019 the goal is to introduce learning modules to help guide competency maintenance.
- Review and updating of the task assignment guidelines of occupational therapy support personnel.
- Ongoing review and update of regulatory documents and policy and procedures.
- Ongoing education of Board Directors and Disciplinary Panel members.

Registrar's Report Ashley Walsh, Registrar

I am pleased to report that the 2017-2018 licensing year has been both a busy and productive one for the board. The partnership between the board of directors and the executive director has continued to ensure an effective and active presence both provincially and nationally in areas of health regulation and quality assurance. In particular, the board has been busy ensuring an active presence with groups such as the Health Regulators Network and The Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO). The dedicated work of our board, and especially that of the executive director, has also lent itself to partnerships within Atlantic Canada that have been crucial in advancing board goals of effective governance, communication and education. One of the focuses of the board over the last year has been development of a new regulatory database including a new upcoming website to facilitate and support communication, education and registration for our membership. This has led to the exploration of new ways we can offer effective and regular communication. Additionally, it supports the responsibilities of the board such as registration and renewals and allows new endeavours for the board in supporting education opportunities through learning modules that encourage the continued competence of our members. Please see the executive director's report for further information on this exciting development.

Registration and renewals for 2017 – 2018 was a success again this year. For the first time, completion of the Personal Health Information Act (PHIA) Training was a requirement for renewal. We would like to take this opportunity to thank the membership for embracing this added requirement and helping to ensure the efficient completion of the renewal process. The additional requirement of PHIA training is in keeping with the board's mandate of public protection and to our ongoing commitment to self-regulation. We are excited at the prospect of being able to offer further learning modules and opportunities to the membership as part of our new website in the coming months. During the 2017-2018 licensing year, there were 199 license renewals. Additionally, there were a further 14 licenced within the province as new applicants and as those re-entering practice for a total of 213 registered occupational therapists within the 2017-2018 licensing year.

The registration committee has continued to support the registration process throughout this licensing year. We would like to thank our committee members for their prompt, thorough and ongoing support to the board. In particular, the support of the committee in responding to and supporting several re-entry to practice candidates throughout their re-entry to practice program has been invaluable. We look forward to working on policy development, as well as, supporting ongoing registration requests in the coming year.

Registration Committee Members for the 2017-2018 Licensing Year:

Ashley Walsh, Committee Chairperson

Martina Hickey, NLOTB Member Representative

Andrea Pittman, NLOTB Member Representative

Jennifer Bouzane, NLOTB Member Representative

Patricia Grainger, NLOTB Public Representative

Kim Doyle, Executive Director

Executive Directors Report Kim Doyle, Executive Director

I am very pleased to advise our membership that we are finally in a position to move to online registration and renewal!

In the course of working with our Atlantic counterparts on our continuing competency program, College of Occupational Therapists of Nova Scotia (COTNS) completed a request for proposals to develop a new database and online platform to accommodate new initiatives such as hosting learning modules and a competency assessment. We have been able to piggy back on their project and hence purchase an affordable database/registration platform. The project has started and will be available to members in the fall. Members will have individual profiles which will allow registration/renewal, review and updating of membership profiles and the ability to upload/store licensing related documents. This new system will save on administration time for tasks such as processing renewals, submission of data to CIHI and updating member profiles as well as enhancing communication with members.

We are continuing to work with COTNS on the development of a continuing competency program. Our first learning module will be available in the fall 2018 and will address the topic of Ethics. See Continuing Competency section on page 8.

Under our public protection mandate, NLOTB receives complaints re: the practice of occupational therapy. The number of allegations received by the board have increased over the past 5 years, with 1-2 allegations processed annually. The allegations have included release of information without proper consent, biased opinion giving and failure to maintain the essential competencies of occupational therapy practice. One of the goals of our continuing competency program will be to support members in maintaining the essential competencies of practice.

NLOTB is a member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). Through ACOTRO, regulators collaborate to promote the best regulatory practices, enhance public accountability, build consistency across the country, and support each other in our efforts to respond to changes in occupational therapy practice and regulation. In practical terms, this means that we work together to streamline processes, advocate, and facilitate change in the

regulatory environment. I continue to represent NLOTB at the ACOTRO table and this work is substantial and accounts for a significant portion of my work hours.

ACOTRO is currently working on:

- A Memorandum of Understanding addressing cross-jurisdictional follow up occupational therapy practice.
- An agreement with CAOT re: administration of the National Occupational Therapy Certification Exam (NOTCE).
- The CoreCom Project: working with CAOT and ACOTUP to develop one competency document for the country.

ACOTRO continues to:

- Administer the SEAS program, the Substantial Equivalency Assessment System (SEAS), which evaluates the extent to which an Internationally Educated OT's (IEOT) education, qualifications and competencies are substantially equivalent to those of a Canadian educated OT.

On a provincial level, we have the Health Professions Regulatory Network. This network's mandate is to share best practices in self-regulation; share resources, information, trends and issues in health profession legislation; and to address issues of shared concern. I will be concluding my term as co-chair in the fall but will maintain active participation in the network.

I look forward to the coming year with plans to continue to improve our efficiencies with respect to service administration and to define/develop our policies and processes.

Treasurers Report

Submitted by Maria Rotondi, Treasurer
and Kim Doyle, Executive Director

NLOTB continues to operate in a fiscally conservative and prudent manner. The annual Audited Financial Statements for NLOTB year 2017-2018 were completed by Noseworthy and Chapman Chartered Accountants and will be available on the NLOTB website for review.

In the 2017-2018 membership year, membership fees collected totaled approximately \$72,800.00. Our expenses for the same membership year were \$69,380.00 spending slightly less than our revenue. NLOTB maintains investment funds of approximately \$160,000.00. These funds are to handle complaint hearings and large projects. We will be utilizing close to \$20,000.00 of this fund to purchase our new database/online registration system and a new website. More detailed financial information is available upon request.

Expense Category	2017-2018 Budget	Actual Year End
Teleconference	\$ 00.00	\$ 213.78
Insurance	\$ 4,500.00	\$ 4,200.00
Legal (non-complaint)	\$ 1,000.00	\$ 316.25
Legal (complaints)	\$ 7,000.00	\$ 1,983.75
Accounting	\$ 3,000.00	\$ 2,645.00
Office supports	\$ 2,000.00	\$ 1,096.80
IT	\$ 2,000.00	\$ 3,469.35
ACOTRO meetings	\$ 7,500.00	\$ 4,558.61
ACOTRO Membership fee/other	\$ 650.00	\$ 1,162.01
Bank charges	\$ 120.00	\$ 103.61
Education (fees)	\$ 2,000.00	\$ 2,321.19
Education (hotel/travel)	\$ 2,000.00	\$ 1,271.04
Advertising	\$ 1,000.00	\$ -
Salaries	\$ 41,600.00	\$ 45,319.16
Continuing Competency	\$ 5,000.00	\$ -
Dal Book Prize	\$ 250.00	\$ 250.00
OTHER	\$ 5,000.00	\$ 100.05
Overpayment of fees	\$ -	\$ 360.00
TOTAL	\$ 72,120.00	\$ 69,370.60
REVENUE		
Renewal	\$70,000.00	\$69,322.68
Licensing	\$5,000.00	\$3,486.00
Total Budgeted	\$75,000.00	\$72,808.68
Revenue over Expenses		\$72,808.68
		-\$ 69,370.60
		\$3,438.08

Continuing Competency

NLOTB determined in late 2013, that independent development of a full Continuing Competency Program (CCP) was not feasible based on our resources. Three of the Atlantic OT regulators have partnered, with the College of OT's of NS (COTNS) taking the lead, to develop a program that can be used in part or whole by NLOTB.

In June 2013, COTNS passed a competency framework that consisted of three components: Competence Maintenance, Competence Evaluation and Competence Improvement. Following research and consultations, COTNS decided to explore creating a unique and specific COTNS blueprint for competence review. A consultant was hired to develop evidence based recommendations for the assessment and improvement of continuing competence, including recommendations for structure and tools. Details of the COTNS framework are available on their website. Annual learning modules will be available as part of competence maintenance. Kim Doyle, ED, represents NLOTB on the regional development committee.

In the fall of 2018, NLOTB will be re-establishing a Continuing Competency Committee to finalize our framework and to develop an implementation plan based on the work completed by COTNS and the committee to date.

Complaints and Discipline

The Occupational Therapists Act, 2005 states that “the board shall appoint at least 10 licensed occupational therapists who are not directors, one of whom shall be appointed to serve as chairperson, and the minister shall appoint at least 3 persons who are not licensed occupational therapists to represent the public interest, who shall constitute the disciplinary panel”.

The following list outlines our current Discipline Panel Representatives:

<u>OT Reps: 2015-2018</u>	<u>OT Reps: 2016-2019</u>	<u>Public Reps 2013-2016</u>
Krista Wade	Susan Penney	Ron Sheppard
Phil Gushue	Michelle Ryan	Jim Courtney
Shelley Di-Nur	Alison Carter	Margaret (Pegi) Earle
Sherri Randell	Lisa Heale	
Melissa Greene	Nancy Hull	

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NL Occupational Therapy Board

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Canada

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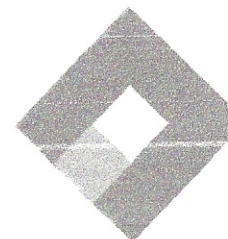
**NEWFOUNDLAND & LABRADOR
OCCUPATIONAL THERAPY BOARD**

Financial Statements

Year Ended February 28, 2018

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
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Year Ended February 28, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Members of Newfoundland & Labrador Occupational Therapy Board

We have audited the accompanying financial statements of Newfoundland & Labrador Occupational Therapy Board, which comprise the statement of financial position as at February 28, 2018 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Newfoundland & Labrador Occupational Therapy Board as at February 28, 2018 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

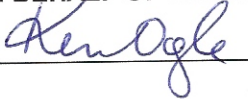
Noseworthy Chapman

Chartered Professional Accountants
St. John's, NL
July 13, 2018

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
Statement of Financial Position
February 28, 2018

	2018	2017
ASSETS		
CURRENT		
Cash (Note 4)	\$ 242,878	\$ 247,443
Prepaid expenses	1,662	1,662
	\$ 244,540	\$ 249,105
LIABILITIES		
CURRENT		
Accounts payable	\$ 11,827	\$ 12,258
Deferred income	44,051	56,573
	55,878	68,831
NET ASSETS		
General fund	188,662	180,274
	\$ 244,540	\$ 249,105

ON BEHALF OF THE BOARD

 Executive Director
 _____ Director

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
Statement of Revenues and Expenditures
Year Ended February 28, 2018

	2018	2017
REVENUES		
Membership fees	\$ 96,811	\$ 95,042
Interest	816	1,649
	97,627	96,691
EXPENDITURES		
Advertising	272	167
Bank charges	89	103
Conference and travel	9,092	7,661
Continuing competency profile	-	1,022
Fees and dues	-	121
Insurance	4,200	4,203
NLAOT	21,985	24,563
Office and administration	5,139	1,559
Professional fees	4,008	10,128
Registrar fees	44,223	41,250
Telephone	231	641
	89,239	91,418
EXCESS OF REVENUES OVER EXPENDITURES	\$ 8,388	\$ 5,273

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
Statement of Changes in Net Assets
Year Ended February 28, 2018

	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 180,274	\$ 175,001
Excess of revenues over expenditures	8,388	5,273
NET ASSETS - END OF YEAR	\$ 188,662	\$ 180,274

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**Statement of Cash Flow****Year Ended February 28, 2018**

	2018	2017
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 85,105	\$ 105,309
Cash paid to suppliers	(89,581)	(84,742)
Bank charges paid	(89)	(103)
INCREASE (DECREASE) IN CASH	(4,565)	20,464
Cash - beginning of year	247,443	226,979
CASH - END OF YEAR (Note 4)	\$ 242,878	\$ 247,443

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2018

1. DESCRIPTION OF BUSINESS

In Newfoundland and Labrador, the provincial legislature delegated the regulatory authority over Occupational Therapy to the Newfoundland & Labrador Occupational Therapy Board (the "Board"). Regulation is aimed at preventing harm to the public by setting compulsory rules of conduct and standards of practice within the profession.

The objectives of the Board are to set conditions for entry into the profession and to monitor members to ensure adherence to the laws, regulations and standards that govern practice.

The Board is a not-for-profit organization and, as such, is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

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.

Revenue recognition

Revenue from membership fees is recognized in the year to which they relate. Membership fees received in advance of the related membership year are recorded as deferred income in the year received.

Interest income is recognized on the accrual basis as earned.

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.

3. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of February 28, 2018.

(continues)

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2018

3. FINANCIAL INSTRUMENTS *(continued)*

Market risk

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

4. CASH

	2018	2017
Bank account	\$ 135,029	\$ 86,118
Guaranteed investment certificates	107,849	161,325
	\$ 242,878	\$ 247,443