

Annual Report

March 1, 2018 - February 28, 2019



NLOTB

Newfoundland & Labrador
Occupational Therapy Board

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 for monitoring members to ensure adherence to the laws, regulations and standards that govern practice.

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ANNUAL GENERAL MEETING

2018 - 2019 Licensing Year

The Board of Directors of the Newfoundland & Labrador Occupational Therapy Board is pleased to announce that the 2018-2019 Annual General Meeting (AGM) will be held:

**September 18, 2019
12:00 noon to 1:30 pm
Via teleconference**

**Teleconference Information: 1-800-613-5223
Participant code: 5208092#**

**Reference documents will be posted on the NLOTB website prior to the AGM.
<http://www.nlotb.ca/about-us/annual-general-meeting>**

2018-2019 Board of Directors

Glenda Cokes, Chairperson
Ashley Walsh, Registrar
Maria Rotondi, Treasurer
Susan Penney, Secretary
Patricia Moores, Member at Large
Patricia Grainger, Public Representative
Blair Patrick, Public Representative
Kim Doyle, Executive Director

Chairperson's Report Glenda Cokes

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 (ED) strives to meet the mandate of public protection by effectively regulating the practice of occupational therapy in the province. NLOTB promotes continuous quality improvement as we align with provincial and national mandates.

Board of Directors

NLOTB Board of Directors consists of five elected occupational therapists and two appointed public representatives. All work is completed on a volunteer basis with the assistance of our part time ED, which is a paid position. The Board demonstrates commitment and dedication to supporting the safe and ethical practice of occupational therapy in our province.

Board Directors may serve a maximum of nine consecutive years (3 x 3 year terms). At the AGM, Ashley Walsh, Registrar and myself, Chairperson, will have served the board for nine years, leaving two vacancies. A call for nominations was completed and two new board members will be announced at the annual general meeting on September 18, 2019.

Blair Patrick joined NLOTB in June 2014 as a Public Member. Mr. Patrick resigned from his position in March of 2019 in line with his professional retirement, following 5 years of service with the Board. We would like to extend our thanks to Mr. Patrick for his commitment and service to NLOTB over this time. We continue to lobby government to appoint public members for the Board to replace Mr. Patrick. Patricia Grainger is our current Public Member who will continue with NLOTB in her second, three year term (ends in 2020).

Executive Director Position

The part time ED position was created by the Board in 2013. The contract was most recently reviewed in November 2017 and renewed for a two year period. The activities of the ED position continue to be extensive and far-reaching. The position reports to the Board of Directors and represents NLOTB nationally at the Association of Occupational Therapy Regulators (ACOTRO) table, as well as various external partners. Please review the ED's report where activities related to registration, continued competency, governance, provincial and national partnerships and education are outlined.

My term on the Board is coming to an end; it has been a very rewarding 9 years providing me an opportunity to work with a committed team and guide the work related to self-regulation of our profession. Provision of quality client centered care and protection of the public is of utmost importance; as therapists we need to ensure competency to guide our daily practice to meet this goal. I am confident NLOTB will continue to do great work to support the profession.

Executive Director's Report Kim Doyle

The past licensing year ended with the launching of our new website and the introduction of our online registration and renewal system. The timing of the launch coincided with license renewal and meant working out the glitches and bugs during renewal which was less than ideal but we worked through it! Registrants, for the most part, were very understanding and patient as we worked through a few issues. The new website is accessible, user friendly and houses the link to the member sign in section. The website and database are linked which allows for the listing of licensed OT's ("You and Your OT" – "Is Your OT Licensed") to automatically update with changes in licensing. The resource section includes the legislation, guiding documents, forms and resources that all OT's in NL are accountable to.

On the website there is a link to the "Members log in" section. Here all of your registration/licensing information is available for review and some sections may be updated. It is the responsibility of all registrants to update their profile if there are changes or additions to employment and/or contact information. The "Supporting Documentation" section is a place where registrants upload required documentation for licensing and renewal but can also be a place to house continuing competency documents, resumes and other professional documentation. You are able to download and print a copy of your license, review your payments, print receipts, review e-learning modules, print module certificates and update credit card information. In relation to competency maintenance, we are able to host eLearning modules. For renewal this year we developed and hosted a module on Ethics. In addition to the eLearning modules, there is a section titled "Learning Log" which was included with our system. Members are welcome to use this section but this is not mandatory for NLOTB registrants to date. The members section has Tech Support via email or phone. The Guild Tech Support team is very knowledgeable and helpful and typically return contact within a couple of hours during the workday.

From a financial investment perspective, our new website and database cost approximately \$24,000. We did dip into our financial reserves to fund this project. We were approximately \$17,500.00 in expenditures over revenue for this licensing year.

We are very fortunate to have had two very dedicated board members over the past 9 years. Glenda Cokes and Ashley Walsh both joined NLOTB in 2010 and will be finishing their terms at the AGM. Glenda joined as a new board member and immediately took on the Chairperson position. Ashley initially joined as a non-voting member while on maternity leave to assist the Continuing Competency Committee introduce the Competency Portfolio Binders. Both Glenda and Ashley have contributed extensively to the growth of NLOTB to where we are today. They have worked through the complaints review process, the hiring of an Executive Director, the development of an online registrant system, a new website, several re-entry to practice programs, policy development, and a continuing competency framework to name a few. They are both highly valued board members and will be missed. We hope to keep them involved with the NLOTB via committee support and/or projects and of course they have both agreed to do so. On a personal note, I would like to say thank you for your dedication, professionalism, support and tireless energy to support the work of the board.

NLOTB is a member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). Through ACOTRO, regulators collaborate to promote 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. Please see the link below to review the annual ACOTRO ANNUAL REPORT and activities for the past year. https://www.acotro-acore.org/sites/default/files/uploads/acotro_annual_report_2018_final.pdf

Due to the timing of our annual general meeting, we are well into the 2019-2020 licensing year. The fall and early 2020 will focus on day to day business while bringing our new board members up to date and orienting some of our current board members to new positions. We also will be working with government and the appointment process to obtain for public members for our board and discipline panel.

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 creation of 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.

Development of web based learning modules is a part of Competence Maintenance. This year an eLearning module on the topics of Ethics was developed and hosted on our renewal. The Executive Director represents NLOTB on the regional continuing competency and learning module development committees. In the fall of 2019 we are aiming to formally adopt the COTNS framework and develop a Continuing Competency Committee.

Registrar's Report Ashley Walsh

The 2018 – 2019 licensing year has been an exciting and productive one for the Board. We have been busy with policy development, re-entry programs, registration and renewals. During the 2018-2019 licensing year, there were 204 license renewals. Additionally, there were a further 10 new registrants, 1 re-entering practice and 2 temporary licenses for a total of 217 registered occupational therapists within the 2018-2019 licensing year

In December 2018, we were very pleased to introduce our new website and online registration/renewal process. Our ongoing partnership with the College of Occupational Therapists of Nova Scotia (COTNS) has played an integral role in making this new development a reality. We were able to use COTNS's database platform as a starting point for our platform which made the project cost effective for NLOTB. Using our new registration platform, we were pleased to include an "Ethics in Practice," eLearning Module as a requirement for renewal this year. We look forward to offering more eLearning modules in the future and see this as an excellent way to bolster our commitment to self-regulation. We would like to thank our membership for your support and patience during the registration and renewal process as we navigated some challenges associated with this transition.

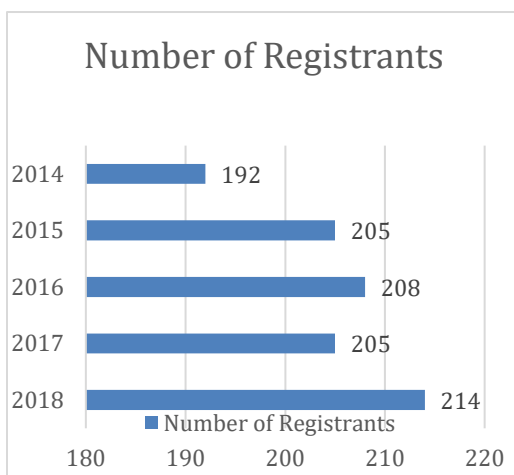
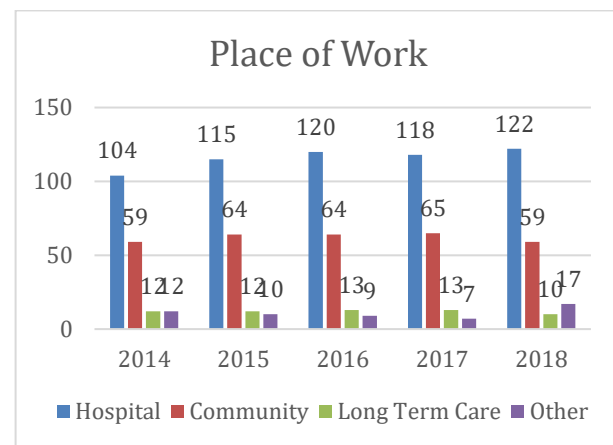
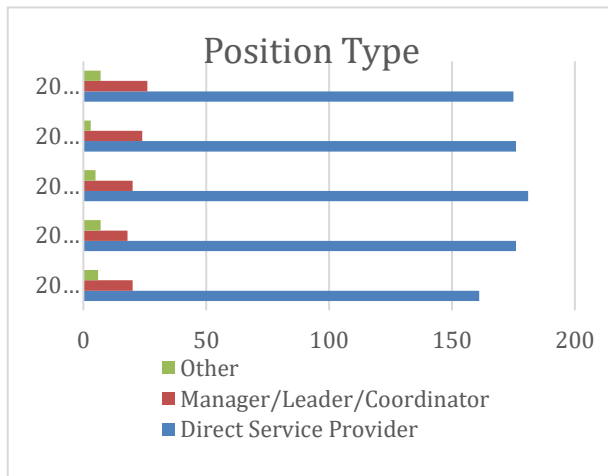
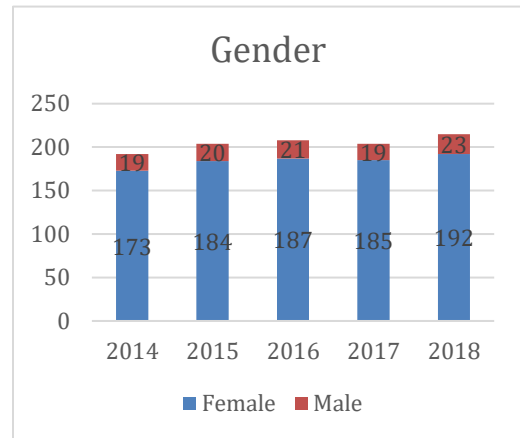
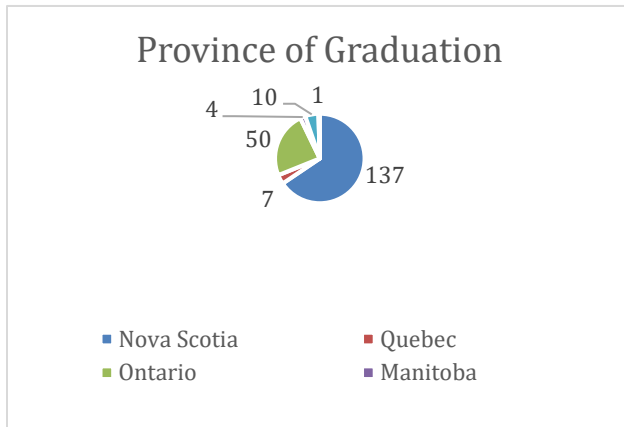
NLOTB continues to utilize the Substantial Equivalency Assessment System (SEAS), administered by Association of Canadian Occupational Therapy Regulatory Organizations, to assess internationally educated occupational therapists considering registration in Canada. This program has been very successful and is an asset to our registration process.

The work of the registration committee is crucial to the registration process and plays an integral role in supporting board activities such as policy development. The Registration Committee has been meeting regularly over the last year. Our priority has been developing policies to support the registration process, as well as, supporting the board in matters relating to registration, renewals and re-entry to practice. The committee has drafted policies for: Professional Liability Insurance, Language Proficiency and Currency. Once approved, these will be posted on the NLOTB website for reference. The committee also supported a re-entry to practice candidate who was successful in re-entering OT practice.

Since our last board report, we have had some changes to the Registration Committee membership. We would like to officially welcome and thank our two new newest committee members, Susan Penney and Courtney Vokey. We would like to thank Martina Hickey for her commitment and dedication to the Registration Committee. As a committee, we look forward to maintaining our commitment to supporting the registration process and policy development in the coming year.

I would like to extend thanks for the opportunity to serve the board over the past 9 years. Being a self-regulated profession is a privilege and I feel grateful to have worked with such a dedicated team in the promotion of public protection and quality improvement. I am certain that the board is well positioned to continue this important work in the year to come.

NLOTB submits registration data to the Canadian Institute for Health Information on an annual basis. Here is a sampling of registration data available for NLOTB.



Registration Committee Members 2018-2019:

- Ashley Walsh, Chairperson
- Susan Penney, NLOTB Secretary
- Courtney Vokey, NLOTB Member Representative
- Andrea Pittman, NLOTB Member Representative
- Jennifer Bouzane, NLOTB Member Representative
- Patricia Grainger, NLOTB Public Representative
- Kim Doyle, Executive Director

Treasurer's Report Maria Rotondi

NLOTB continues to operate in a fiscally conservative and prudent manner. The annual Audited Financial Statements for NLOTB year 2018-2019 were completed by Noseworthy and Chapman Chartered Accountants are available on the NLOTB website for review prior to the AGM. The auditors provided the opinion *that "the financial statements present fairly, in all material respects, the financial position of NLOTB as of Feb 28, 2019 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"*.

In the 2018-2019 membership year, membership fees collected totaled approximately \$73,900. Our expenses for the same membership year were \$91,400.00 spending approximately \$17,500 more than our revenue. This expense was associated with the website and database. NLOTB maintains investment funds of approximately \$109,000.00. These funds are to process complaint hearings and large projects. With the new registration system, we moved from PayPal to a credit card payment system.

Fees

Registration fees for 2019-2020 licensing year were \$360.00. No increase in fees is being recommended for 2020-2021.

Expense Category	2018-2019 Budget	Actual Year End	Budget for 2019-2020
Teleconference	\$350	\$165	\$200
Insurance	\$4500	\$4200	\$4200
Legal (non-complaint)	\$1500	\$0	\$1000
Legal (complaints)	\$7000	\$3705	variable
Accounting	\$3000	\$2645	\$2800
Office Supports	\$2000	\$1477	\$2800
IT	\$2000	\$24276	\$4000
ACOTRO meetings	\$7500	\$5270	\$7000
ACOTRO Fee	\$1500	\$846	\$850
Bank Charges	\$120	\$97	\$150
Education (fees)	\$2000	\$299	\$1500
Education (hotel/travel)	\$2000	\$0	\$2000
Advertising	\$1000	\$0	\$0
Salaries	\$47,000	\$47,598	\$47,000
Continuing Competency	\$5000	\$562	\$1000
Dalhousie Book Prize	\$250	\$250	\$250
Other	\$5000	\$0	\$0
Expense totals	\$91,720	\$91,393	\$74,750
Revenue			
Renewal and Licensing	\$74,000	\$73,898	\$72,100.*
			*renewal fees only
Revenue over Expenses		-\$17,494	

2018 Fieldwork

Completion of 1000 hours of supervised fieldwork is a licensing requirement for NLOTB. Preceptorship of OT and OTA students is a necessary role for OTs. With increasing demands on our OTs we recognize the challenges in supporting students, however it is a vital component to training and in ensuring a supply of OTs to serve the public. Preceptorship is a very valuable way to keep current regarding education trends, OT theory and evidence based practice, all of which is crucial in furthering the development of our profession. We would like to recognize and thank those who volunteered as preceptors to OT's and OTA's in the 2018 calendar year.

Sheri-Lynn Ash	Nadine Beresford	Diane Bouwman(2)	Sarah Burt
Heather Callahan	Alison Carter	Bryan Cater	Keri Chambers
Jennifer Clarke	Kimberly Connolly	Amy Cooke	Christina Crane
Cathy Davis	Vivian Doody	Kelly Doucet	Jennifer Douglas
Deanne Dyke	Emily Eaton(2)	Alison Eustace	Carla Evans
Jennifer Fahey	Jennifer Forward	Victoria Freeborn	Trudy Lynn Gill
Jane Gosse	Philip Hang	Lori Harte	Lisa Heale
Martina Hickey	Renee Hillier	Sarah Hodder	Deborah Kean
Stuart Layton	Kelly Littlejohn	Meghan Mahoney	Pamela Mallay
Joanne Martin (OTA)	David Mercer (2)	Laura Middleton	Pamela Moulton
Michelle Mullaley	Maire NicNiocail	Deborah O'Brien	Ashley Peach
Kathy Pennell	Audra Pitcher	Patti O'Keefe (2)	Renee Ryan
Felicia Slaney	Jane Simmons	Dana Snedden	Nicole Sussex
Joanne Thorne (2)	Samatha Troake	Jennifer Wall	Dawn Walsh
Vikki Wheeler	Glen Wiseman (OTA)	Jennifer Wyeth	

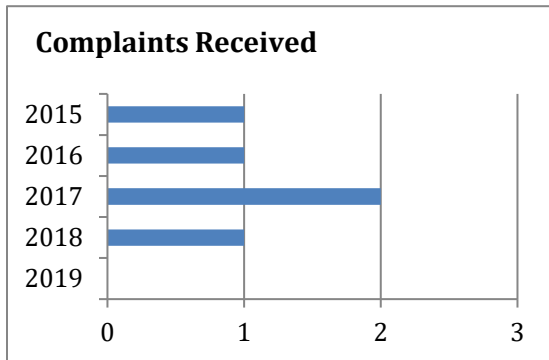
Complaints and Discipline

Under its public protection mandate, the Board must investigate concerns raised about a registrant's conduct or competence. Concerns related to the conduct of an occupational therapist or an occupational therapy intervention can be brought forward in a variety of ways: from the client/patient or their families who believe they are not receiving appropriate care, from employers or colleagues of occupational therapists or from the Registrar of the Board.

Once the Board receives a written concern, the complainant is contacted for more information or clarification as needed, and the occupational therapist is notified in writing regarding the issue including providing them with a copy of the correspondence.

Under the Occupational Therapy Act (2009) all allegations (complaints) are received and reviewed by the Chairperson or designate and based on the review it is determined if the matter can be resolved or referred on to the Complaints Authorization Committee (CAC). Complaints not resolved by the CAC can be referred to the discipline panel for a hearing.

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”. As the board has not held a hearing in many years, appointed discipline panel members are educated just prior to a hearing. NLOTB will be appointing 10 new members to the discipline panel following the AGM.



NL Occupational Therapy Board

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St. John's, NL A1B 4J9

Canada

Phone: (709) 687-4783, Fax: (709) 383-0135

Website: www.nlotb.ca

**NEWFOUNDLAND & LABRADOR
OCCUPATIONAL THERAPY BOARD**

Financial Statements

Year Ended February 28, 2019

Draft for discussion purposes only

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
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Year Ended February 28, 2019

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Draft for discussion purposes only

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, 2019 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, 2019 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.

Chartered Professional Accountants
St. John's, NL

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Financial Position

February 28, 2019

	2019	2018
ASSETS		
CURRENT		
Cash (Note 4)	\$ 281,608	\$ 295,285
Prepaid expenses	1,662	1,662
	\$ 283,270	\$ 296,947
LIABILITIES		
CURRENT		
Accounts payable	\$ 10,304	\$ 11,828
Deferred income	96,677	96,458
	106,981	108,286
NET ASSETS		
General fund	176,289	188,661
	\$ 283,270	\$ 296,947

Draft for discussion purposes only

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ON BEHALF OF THE BOARD

Kim Doyle Director

Director

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
Statement of Revenues and Expenditures
Year Ended February 28, 2019

	2019	2018
REVENUES		
Membership fees	\$ 102,498	\$ 96,811
Interest	988	816
	103,486	97,627
EXPENDITURES		
Advertising	170	272
Bank charges	96	89
Conference and travel	5,862	9,092
Insurance	4,200	4,200
NLAOT	23,839	21,985
Office and administration	3,197	5,139
Professional fees	6,411	4,008
Registrar fees	47,571	44,223
Telephone	235	231
Website and database	24,277	-
	115,858	89,239
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES	\$ (12,372)	\$ 8,388

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NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD
Statement of Changes in Net Assets
Year Ended February 28, 2019

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 188,661	\$ 180,273
<u>(Deficiency) excess of revenues over expenditures</u>	<u>(12,372)</u>	<u>8,388</u>
NET ASSETS - END OF YEAR	\$ 176,289	\$ 188,661

Draft for discussion purposes only

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Cash Flow

Year Ended February 28, 2019

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 103,706	\$ 137,512
Cash paid to suppliers	(117,287)	(89,580)
Bank charges paid	(96)	(89)
INCREASE (DECREASE) IN CASH	(13,677)	47,843
Cash - beginning of year	295,285	247,442
CASH - END OF YEAR (Note 4)	\$ 281,608	\$ 295,285

Draft for discussion purposes

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2019

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).

Capital assets

Capital assets are recorded as expenses in the year they are acquired.

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.

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2019

3. FINANCIAL INSTRUMENTS

The Board is exposed to various risk 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, 2019.

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 risk through holding guaranteed investment certificates.

4. CASH

	2019	2018
Bank account	\$ 172,771	\$ 187,436
Guaranteed investment certificates	108,837	107,849
	\$ 281,608	\$ 295,285

5. CAPITAL ASSETS

During the year the Board purchased a new database and website in the amount of \$24,277 which have been expensed.

6. CORRECTION OF AN ACCOUNTING ERROR

The comparative figures for February 28, 2018 have been adjusted to reflect the recording of a paypal bank balance and deferred revenue. As a result of the correction of this error, comparative February 28, 2018 figures have been adjusted to increase cash and deferred revenue by \$52,407.