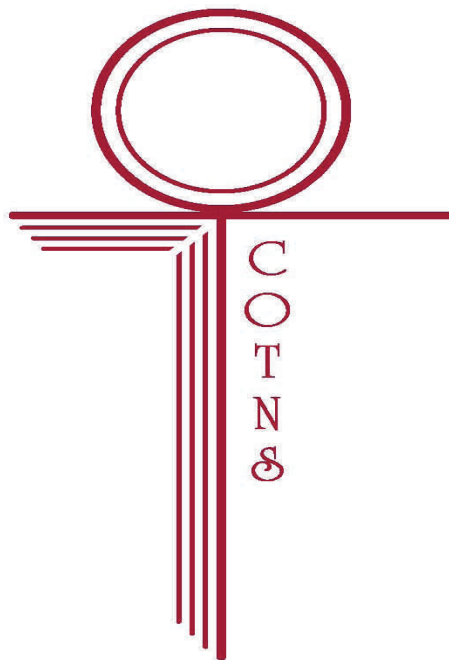


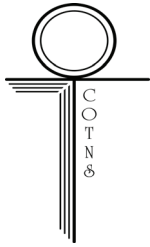
College of Occupational Therapists of Nova Scotia

# ANNUAL REPORT



# 2009

April 1, 2008 to March 31, 2009



## College of Occupational Therapists of Nova

### **MISSION**

The College of Occupational Therapists of Nova Scotia regulates the provincial practice of occupational therapy by ensuring safe and ethical service in order to protect the public interest.

### **VISION**

The College of Occupational Therapists of Nova Scotia strives to effectively regulate the practice of occupational therapy and values continuous quality improvement.

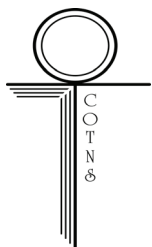


## College of Occupational Therapists of Nova

### VALUES

The College of Occupational Therapists of Nova Scotia is committed to demonstrating:

- Fairness and equity in business interactions with the public and with the registrants
- Accountability for decisions and actions
- Respect for both public and professional perspectives
- An open honest communication process
- Accessibility to services provided
- Efficiency of business practice



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The Board of Directors of the College of Occupational Therapists of Nova Scotia (COTNS) is pleased to announce that the **2009 Annual General Meeting (AGM)** will be held as follows:

**DATE:** Saturday, June 20th , 2009  
**LOCATION:** IWK HEALTH CENTRE  
Parker Reception Room  
Entrance: Women’s Site  
University Avenue, Halifax, NS



## Joint Message from the Chair and the Registrar

As you are well aware, the practice of occupational therapy in Nova Scotia is changing. The factors influencing these changes are broad—they range from a province wide change in the delivery of health care; to increasing workload; to increased pressure to delegate occupational therapy components to increasingly well educated support personnel; to work to “full scope of practice” and the movement of occupational therapists into “non-traditional” roles. As a result, our registrants are turning to the College for direction and support when dealing with practice issues more than ever before.

In addition, the regulation of all workers in Nova Scotia is changing. Additional pressure from government to ensure that all applicants are dealt with in a fair, open and transparent manner in order to ensure that all qualified workers are able to receive registration through the Fair Registration Practices Act (FaRPA) was implemented. The elimination of labour mobility restrictions between provinces was addressed through the Agreement on Internal Trade (AIT). These legislative changes have meant that the College has had to spend a great deal of time and effort to ensure that it is meeting its government mandated obligations in these areas.

Managing change is an important factor to the success of any organization. Over the past year, the College has been committed to responding to these changes in a proactive manner, so that the College might better serve our membership and the public.

We are pleased to present the College’s annual report for 2008/2009 and to highlight our activities of the past year.

### *Key Strategic Area – Be Fiscally Responsible*

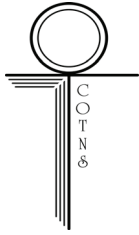
While the College finances are in good shape and we continue to carry a balanced budget, the College’s financial obligations are growing. Over the next year, the Board will be looking at its financial requirements for the next 5 years.

Key areas for development related to this area include:

1. Human Resource Planning—The College has completed a review of its employment policy and employee pay scales. While the College has enjoyed several years of stability with respect to its employees, the Board recognizes the need for succession planning for all its employees and will be looking to hire a consultant to assist the College in this regard.
2. In addition to human resource needs, the Colleges technological needs continue to increase. Over the next year, the College will be looking at ways to better use technology to increase registrant support, support the work of the Board and Committees and to allow for better access of health human resource data.
3. The College is growing. In order to maintain this growth, the College will be reviewing its office requirements.

### *Key Strategic Area – Work with other Organizations*

Building and maintaining collaborative partnerships is important for ensuring that the College is working efficiently, effectively, in a context which is current and utilizes the best practices. Some of the important organizations and specific actions are as follows:



## Joint Message from the Chair and the Registrar (cont'd)

1. The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). ACOTRO continues its work on a number of issues of mutual interest. ACOTRO has continued its work related to the evaluation of internationally educated occupational therapists for licensure and/or registration. To meet this goal, ACOTRO is currently working on updating the Essential Competencies of Practice for Occupational Therapists in Canada (ACOTRO, 2003); describing the Canadian educated occupational therapy benchmark; validating the draft inventory of capabilities, context and competencies to be assessed and describing the standard for the substantial equivalency of internationally educated occupational therapists. This has been in large part accomplished as a result of funding obtained from the BC government. ACOTRO is also in the process of developing a labour mobility support agreement which will assist provincial regulators in meeting the obligations of the Agreement on Internal Trade. In addition, ACOTRO is reviewing its organizational structure in order to ensure it is able to continue to provide a collective voice on occupational therapy regulation in Canada.

### 2. Nova Scotia Health Professions Regulatory Network

This network was established in 2006 as a forum for all the health professions regulatory bodies in Nova Scotia to discuss and address common regulatory issues. The Department of Health is also a member of this network. Legislative recommendations may be among the outcomes of this group's discussions.

Significant issues and accomplishments this year included joint action around proposed Fair Access legislation which resulted in significant changes to the proposed legislation, continued work on collaborative practice including a sub-committee devoted to reviewing a model for collaborative regulation.

### *Key Strategic Area—Continuing Registrant Competence*

Providing members with programs and resources to maintain, enhance and monitor their competence is a key strategic area for the College. Key highlights in this area included the piloting of the Self – Assessment and Professional Development Plan documents which have subsequently been revised and will be distributed to members in June 2009 and the continued work on the development of a framework for the peer assessment program.

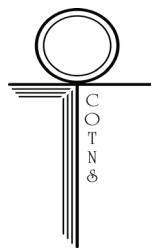
### *Key Strategic Area – Fair, Timely and Transparent Registration and Complaints Processes*

Last year, the College completed a review of its existing policies and procedures around registration with the assistance of College legal counsel, Michael O'Hara. The result of this review was the creation of the Credentials Committee which was subsequently appointed in September 2008. This Committee has much work ahead of it in order to ensure the College is able to meet the obligations of both the Fair Registration Practices Act and the Agreement on Internal Trade.

A key area for improvement for the College in this respect is the overhaul of the College's website - including a section which will specifically relate to internationally educated occupational therapist applicants.

### *Key Strategic Area – Member Engagement/Volunteer Management*

An area of ongoing concern for the College is the difficulty in recruiting qualified and motivated volunteers for our Committees. It is only through the dedication of volunteers that we will be able to accomplish our goals. The College is committed to the development of a Member Involvement Strategy to address this concern. To this end, this year saw the launch of a College Committee which is completely driven by occupational therapists from Cape Breton.



## Joint Message from the Chair and the Registrar (cont'd)

In closing, we would like to thank the members of the College Board and Committees – your leadership and dedication are the reason that we are proud of how much we have accomplished over the past year. We also would like to thank the College staff – Joy Moulton, office manager and Dorothy Edem, Continuing Competency Coordinator, for the time, energy and talent which they bring to their work at the College.

The next few years will be critical in determining the ability of the College to be a leader in health regulation in Nova Scotia. In order to continue to meet the challenges and changes which lie ahead, the College must continue to build on its successes of the past years.



## Investigation and Hearing Committee

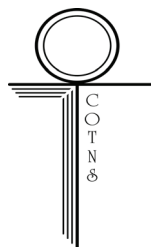
There were no Complaint Activities to report this past year.



## Registration Activities

### Profile of Registrants:

	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Number of Full Registrants	385	365	352	312	289
Surrendered Registration	24	21	14	19	17
Total Number of Applicants	40	34	50	30	23



## Credentials Committee

### Mandate:

Sections of the Act and regulations which pertain to and direct the actions of the Credentials Committee are: OT Act, Sections 2 (f); 20(2); 21; 28 (3)(4)(5); Registration Regulations 16 a, b; 29, 39,40.

The Credentials Committee shall deal with registration and licensing of members and applicants for registration and such other matters as may be provided by regulation.

Development and review of policies related to registration for presentation to the Board for approval.

### Key Functions:

- To consider the application in accordance with the Act.
- To make such inquiries or demand such further information as the committee sees fit.
- Where the applicant requests the opportunity to appear before the Credentials Committee, this request shall be granted and the applicant may appear with or without legal counsel.
- Development and review of policies and procedures related to registration for presentation to the Board for approval.

### Members:

Nancy Littler (Chair)  
Nicole Boudreau  
Scott Thieu  
Tracy Vigliarolo

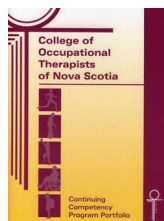
### Activities:

In addition to the approval of individual applications for Registration, the Credential Committee has begun a review of all the College's policies and procedures related to registration.

This year, there are two pieces of government legislation which will affect the College's registration practices. The first is the *Fair Registration Practices Act* (FaRPA) and the Agreement on Internal Trade (AIT). The FaRPA is provincial legislation which states that a regulatory body has a duty to provide registration practices that are transparent, objective, impartial and fair; that a regulatory body shall provide information in a clear and understandable form for all internationally educated applicants and establishes a Fair Registration Practices Code. This legislation also appoints a Review Officer. Each regulatory organization must complete a report on the implementation of this code which is to be submitted to the Review Officer. The AIT is an agreement which has been entered into between all of the Canadian Provinces and Territories to improve labour mobility through the removal of barriers to mobility. The central concept is that any worker who has been certified in a Canadian jurisdiction must be certified by any other Canadian jurisdiction without any further entry requirements regarding training, experience, examinations or assessments. In an attempt to meet provincial obligations under the AIT, ACOTRO has drafted a Labour Mobility Support Agreement which is an attempt to provide for uniform entry requirements for occupational therapists in all Canadian provinces.

As a result of these legislative changes, our legal counsel has identified required changes to our Registration Regulations in order to comply with our obligations. These changes were recently submitted to the Committee and will be presented at the annual meeting. All changes required to meet our legal obligations to these pieces of legislation must be submitted to government by August 2009.





# Continuing Competency Committee

## Mandate

The Continuing Competency Committee reports to the CONTS Board. Its mandate is to develop, implement and evaluate the Continuing Competency Program for Occupational Therapists in Nova Scotia and to provide structure for administration of the Peer Assessment Program.

## Committee Membership:

Current Members of the Continuing Competency Committee include:

Joanne Comeau (chair)  
 Karen Landry  
 Jennifer Saunders  
 Susan Sparkes  
 Dorothy Edem (coordinator)

Special thanks to the committee members for their commitment and dedication to the development of the Continuing Competency Program.

## Meetings:

During the 2008-2009 timeframe, the committee held seven face-face meetings. Each meeting lasted between 60 – 90 minutes. All meetings were held at the School of Occupational Therapy, Dalhousie University.

## Accomplishments:

The following have been achieved in the past year:

- A new renewal registration form was introduced in April 2008 to include reporting requirement for Continuing Competency compliance. Members made declaration on the annual registration/renewal form indicating compliance with Continuing Competency Portfolio requirements.
- Between March and June of 2008, the Continuing Competency Committee and the COTNS Board held series of education sessions across the province to update members on the Continuing

Competency Program and other College related matters. A total of 13 sessions were conducted. Members had opportunity to learn about and provide input into the Continuing Competency Program.

- In June 2008, the committee completed a pilot test on Section 2 of the portfolio – Assessment and Professional Development Plan. The purpose of the pilot test was to assess the overall usefulness and relevancy of the assessment toolkit developed. The results from the pilot test were shared with members at the June 2008 AGM and a more detailed report circulated in the fall 2008 Newsletter. Adjustment was made to the assessment tools to reflect feedback from members. The tools are ready for circulation.
- Section 2—Assessment and Professional Development Plan is completed and a package containing Self-Assessment, Guide, and Peer/Colleague feedback will be mailed to members for implementation in June 2009.
- The Continuing Competency Coordinator was invited to present a workshop at the 2009 Acuity Forum: Professional Regulation & Discipline Conference in Moncton April 20-21.

## 2009/2010 Work plan:

The following are targeted for the next year (2009-2010):

- Development of Peer Assessment (Random/review audit) Protocol
- Membership consultation on Peer Assessment (random audit)
- Creating an evaluation framework for evaluating the Continuing Competency Program

Stay tuned for further news as the Continuing Competency Program continues to evolve. The committee will continue to maintain communication with membership. If you have questions or feedback, please contact the College or Dorothy Edem through e-mail at [daedem@eastlink.ca](mailto:daedem@eastlink.ca).

Respectfully submitted,

Dorothy Edem  
 Continuing Competency Program Coordinator



## TREASURER'S REPORT

The 2008-2009 fiscal year has seen a number of the College's expenses exceed predictions. The most notable were our legal fees, salary costs, and the expenses related to ACOTRO.

The legal fee increase, as well as the one related to ACOTRO, is a direct result of legislative changes originating with the government. This situation is going to be ongoing. Although the legal fees will decrease in the short term, they will be under review this coming year.

A long-overdue salary review was undertaken for all three employees of the College and the board will continue to work on drafting formal policies and pay scales with the assistance of a human resource consultant.

The end result for this year is that our surplus is approximately half of last year's and there is every expectation that it will be much smaller or non-existent by next April. The College remains in a sound financial situation and the board is making plans for the future that will allow us to remain fiscally responsible while building our technological capabilities, planning for human resource and space requirements, and continuing with the projects that are already underway.

Christine Marchessault  
Treasurer

	2008-2009	2009-2010
Membership Fees	145,167.60	150,000.00
Interest Earned	11,761.13	10,000.00
Administration Charges	<u>945.00</u>	<u>750.00</u>
<b>TOTAL REVENUE</b>	<b><u>157,873.73</u></b>	<b><u>160,750.00</u></b>
<b>EXPENSES</b>		
ACOTRO Membership	568.50	600.00
ACOTRO	6,536.33	4,400.00
Advertisement/Public Education	971.76	2,000.00
Advisory Committee	—	1,000.00
Annual General Meeting	663.86	1,000.00
Audit	300.00	300.00
Bank Charges	444.88	425.00
Education/Training	4,430.73	5,000.00
Employment Benefits	4,329.86	6,750.00
Equipment Purchases	1,821.52	1,500.00
Insurance (Property)	784.55	800.00
Insurance (Liability)	638.00	750.00
Legal - Retainer	850.22	850.00
Legal	12,210.78	15,000.00
Member Incentive/Remuneration	6,676.27	7,000.00
Office	2,283.12	2,500.00
Continuing Competency	20,153.47	25,000.00
Postage	2,707.18	3,000.00
Practice Committee	603.69	1,000.00
Printing	3,181.80	5,000.00
Purchase Service	1,938.32	2,500.00
Property Taxes	444.00	500.00
Rent	7,005.00	7,025.00
Salary (Office Manager)	20,491.82	21,000.00
Salary (Registrar)	36,658.00	42,500.00
Telephone/Internet	<u>2,612.35</u>	<u>3,000.00</u>
<b>TOTAL EXPENSES</b>	<b><u>139,306.01</u></b>	<b><u>160,400.00</u></b>
<b>NET INCOME</b>	<b><u>18,567.72</u></b>	<b><u>350.00</u></b>



# AUDITOR'S REPORT

College of Occupational Therapists of Nova Scotia  
Balance Sheet, March 31, 2009  
(with comparative figures for 2008)

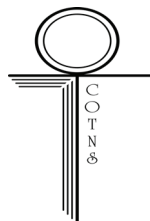
<u>ASSETS</u>		
<u>Current Assets</u>	<u>2009</u>	<u>2008</u>
Cash	\$ 3,875.36	\$ 3,640.11
Investments	313,596.46	294,835.33
Accounts Receivable	759.63	00.00
Prepaid Expenses	638.53	641.25
<u>Total Assets</u>	<u>\$ 318,869.98</u>	<u>\$ 299,116.69</u>
<u>LIABILITIES &amp; EQUITY</u>		
<u>Current Liabilities</u>	<u>2009</u>	<u>2008</u>
Account Payable	\$ 4,608.11	\$ 1,659.37
Deferred Revenue	00.00	1,763.17
<u>Total Liabilities</u>	<u>4,608.11</u>	<u>3,422.54</u>
<u>Other Funds—Restricted</u>		
Continuing Competency Fund	66,898.82	44,375.97
Special Projects Fund	28,795.33	28,795.33
Hearing Fund	200,000.00	200,000.00
	<u>295,694.15</u>	<u>273,171.30</u>
<u>Members Equity</u>		
Balance April 1st	\$ 22,522.85	\$ 22,522.85
Add: Excess of Income over Expense	18,567.72	36,731.58
	<u>41,090.57</u>	<u>59,254.43</u>
Less: Transferred to Other funds		
Continuing Competency Fund	22,522.85	25,000.00
Special Projects Fund	00.00	11,731.58
	<u>22,522.85</u>	<u>36,731.58</u>
Balance March 31st	<u>18,567.72</u>	<u>22,522.85</u>
<u>Total Liabilities and Equity</u>	<u>\$ 318,869.98</u>	<u>\$ 299,116.69</u>

### Auditor's Report

The above Balance Sheet and attached Statement of Income and Expense were prepared from information supplied by the College Accountant and my audit records.

In my opinion, these statements present fairly, in all material respects, the financial position of the College at March 31, 2009 and the results of its operations for the year then ended, in accordance with generally accepted accounting principles.

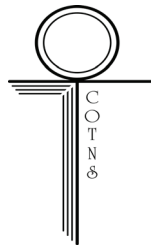
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Raymond Ells, Auditor



# AUDITOR'S REPORT

**College of Occupational Therapists of Nova Scotia**  
**Statement of Income and Expense**  
**For the Year Ended March 31, 2009**  
**(with comparative figures for 2008)**

<u>Income</u>	<u>2009</u>	<u>2008</u>
Membership Fees	\$ 145,167.60	\$ 138,312.50
Interest Earned	11,761.13	10,690.87
Administration Charges	<u>945.00</u>	<u>1,940.00</u>
	<u>157,873.73</u>	<u>150,943.37</u>
<u>Expense</u>		
Salaries/Benefits	61,479.68	45,145.96
Continuing Competency	20,153.47	21,950.54
Legal/Audit Fees	13,361.00	8,715.76
ACOTRO	7,104.83	2,937.79
Office Rent	7,005.00	7,051.53
Member Incentives	6,676.27	4,955.01
Office Supplies/Expense	4,990.30	4,713.27
Education/Training	4,430.73	6,917.74
Printing	3,181.80	607.94
Telephone/Internet	2,612.35	2,351.02
Purchased Service	1,938.32	1,292.83
Equipment	1,821.52	1,666.06
Insurance	1,422.55	2,684.55
Advertising	971.76	1,199.74
Annual General Meeting	663.86	1,161.92
Practice Committee	603.69	0.00
Bank Charges	444.88	285.60
Property Taxes	<u>444.00</u>	<u>574.53</u>
	<u>139,306.01</u>	<u>114,211.79</u>
Excess of Income Over Expense	\$ <u>18,567.72</u>	\$ <u>36,731.58</u>



## Practice Committee

### Mandate:

In accordance with the Occupational Therapists Act 6(2) d,e,f, 6(3)(b), 6(7), 6(8),16, the Board convened a committee to explore, debate and provide recommendations for the Executive Committee/Board of Directors on current Occupational Therapy practice issues relevant to the mandate of the College.

### Key Functions:

- To regularly review and revise as deemed necessary the College Standards of Practice.
- To regularly review and revise as deemed necessary the College Refresher Education Program.
- To educate the membership on identified practice issues.
- To act as an Advisory Committee to the Executive Committee/Board of Directors on Occupational Therapy Practice.

### Members:

**Halifax:** Denise Bond (Chair)  
Jo-Anna Arseneau  
Jen Davis  
Jennifer Finlayson  
Kristy Spear

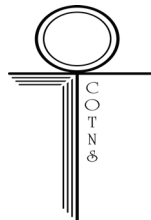
**Cape Breton:** Angela Stairs (Chair)  
Karen Boudreau  
Amanda Burlock  
Leslie Greencorn  
Raylene Morykot  
Lorna O'Grady  
Sheila Poulton

### Activities:

The Halifax Practice Committee has begun its work on the development of a Code of Ethics for the College. They were fortunate to have been assisted in this matter by Dr. Lynette Reid of Dalhousie University who provided the Committee with a presentation with respect to the purpose of a Code of Ethics; what a Code of Ethics should include; and how to evaluate a Code of Ethics. The Committee wishes to express its thanks to Dr. Reid for donating her time. The Committee has determined that the existing Code of Ethics no longer meets the needs of the College. Therefore, the Committee has decided to embark on the second phase of this project which will be the drafting of a new Code of Ethics by building on existing ones. A proposal for a consultant to assist the Committee in continuing its work on this project has been completed and will be sent out this summer.

This year has seen the launch of a second Practice Committee which is located in Cape Breton. Last year, occupational therapists in Nova Scotia, indicated that they felt that the Practice Guideline on Support Personnel did not provide enough direction to allow them to feel comfortable with the delegation of occupational therapy. As a result of this feedback and the new model of care standardized role descriptions for occupational therapy assistants, this Committee has embarked on the revision of this guideline. It is expected that the guideline will be completed in the Fall with expected distribution next Winter.

In addition to its scheduled work, the Practice Committee responded to a number of registrant questions around issues in practice. The Committee does its best to answer these questions with the assistance of the Registrar and College legal counsel. The Committee has begun to track these questions in order to determine trends. In addition, the Committee began a regular submission to the Newsletter by publishing the response to a frequently asked question. It is the hope of the Committee that this information will be of benefit to the membership.



## Nominations Committee

### Mandate

The Nominations Committee is appointed at the Annual General Meeting of the College to oversee the Election of Board Members in accordance with the OT Act 7-14.

### Members

The nomination committee is comprised of Members Neil Morse and Lygia Figueiredo.

### Activities

The nominations committee put out a call for nominations for two board vacancies in April 2009. Krista Baldwin and Phyllis Williams responded by declaring their interest in offering for another term on the College Board. Krista is the Secretary of the Board. Phyllis is the current Board Vice-Chair. Their biographies are outlined below. No other nominations have been brought forward. A call for additional nominations will be made at the AGM. If no further nominations are brought forward at that time, the positions will be acclaimed.

### Krista Baldwin

As a 2001 Dalhousie graduate, I have 6 years of clinical experience in the long term care continuum. Working at an enhanced care facility, the clients range in age from 23-103. I have further contributed to the profession as an educator in pressure relief and wound care management and am Leader of the Wound Care Team of Excellence at my facility.

I have had the honor of working with a strong interdisciplinary team to produce Best Practice Guidelines for Least Restraint, which has been recognized by Nova Scotia Association of Health Organizations, as well as across Canada. The Best Practice Guidelines for the Prevention and Treatment of Skin Breakdown and Best Practice Guidelines for Pain Management, both of which I assisted in authoring, are nearing completion. I am the proud recipient of a September 2006 Nova Scotia Education and Research Fund Grant to further my education in pressure reduction and wound care by attending the University of Toronto's International Inter-professional Wound Care Course and becoming an opinion leader in this field. I was honored to co-present a two-day workshop with Linda Norton at the Canadian Association of Occupational Therapists annual conference in June 2007.

### Phyllis Williams

A graduate of McGill University in 1977 with a BSc (Occ Ther), Phyllis has been working in the province of Nova Scotia ever since. She was employed at the Halifax County Regional Rehabilitation centre from graduation through June 2002 as a sole therapist and later a department head. With the closure of the rehabilitation centre, employment was offered with Quest—A Society For Adult Support and Rehabilitation.

As the occupational therapist with this agency, her responsibilities include providing service to the eleven clients at the regional rehabilitation centre site as well as a member of the Community Behavioural Support Service, a multi-disciplinary team which provides service to clients in the Department of Community Services, Community Supports for Adults program who are displaying behavioural difficulties. She has previously served two terms on the board of what was then NSAOT and two terms on the executive of NSSOT. She has always been interested in the role of a self-regulating professional body.



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