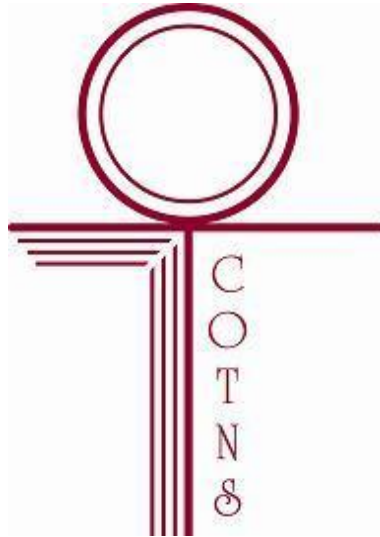


College of Occupational Therapists of Nova Scotia

2012-2013 Annual Report

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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.

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

ANNUAL GENERAL MEETING 2013

The Board of Directors of the College of Occupational Therapists of Nova Scotia (COTNS) is pleased to announce that the **2013 Annual General Meeting (AGM)** will be held as follows:

DATE:	Thursday, June 13th, 2013 4:00 p.m. – 6:45 p.m.
LOCATION:	IWK Health Centre O. E. Smith Auditorium 5850 University Avenue Entrance: Nearest the Children’s Building Halifax, NS

Please note: A quorum of 15% of the membership or 30 members is required to conduct business as per the regulations. The Board of Directors would encourage those unable to attend to issue a proxy by filling out the information below and having the person, who you assign to vote on your behalf, bring it to the AGM.

If you are unable to travel to the meeting, and would like to participate by teleconferencing, please contact the COTNS Office.

We request that all members RSVP by calling (902) 455-0556 or 1-877-455-0556 (NS only) or sending an email to admin@cotns.ca.

CHAIR'S REPORT

PAULINE COUSINS, CHAIR

Since my last stint as chair of COTNS 10 years ago there have been many advances. As a College, we are well known in the occupational therapy world, we have strong relationships with other occupational therapy regulatory bodies, we have willing and able volunteers and staff, and we are financially stable.

However, we continue to struggle with lack of public knowledge and awareness of occupational therapy and the commitment of occupational therapists to their profession.

During the past year the Board has worked with its committees to support the great work they do, including developing practice, credential and continuing competency documents to support occupational therapy practice. Committee members have worked diligently on moving our competency program forward, developing a Code of Ethics for Nova Scotia occupational therapists and better defining the role of support personnel.

With recent staff changes at COTNS the Board realized our organization is at risk, in that our information is tied to a small number of people. A good deal of our knowledge lies with one person, we have limited non-occupational therapy involvement, and we continue to see a lack of commitment of occupational therapists to their profession.

Why did you become an occupational therapist? It was not for the money or recognition. Why do so many therapists view it as “just a job”? Why is it okay for others to not know what we do?

The idea of professionalism was raised by Juliette Cooper in the 2012 Muriel Driver Memorial Lecture. She asked how far the profession of occupational therapy has come in her 50 years of practice. She noted that there have been great gains in professionalization, but pointed out that if “professional status can only be conferred by a society that values the occupational group and its work, then development and maintenance of our professional status depends on increasing our visibility and on educating the public about “occupation”.”

The Board has developed a strategic plan to guide COTNS over the coming years. The focus will be on ensuring our sustainability through a sound organizational structure, ensuring our compliance with our Act and core regulatory requirements, and improving our professional identity.

We need to take advantage of our small size and leadership role within the Atlantic region to make things better for our members and the public we serve. We need to remember why we chose this great profession and demonstrate commitment to it through action and leadership. To quote Juliette Cooper once more, “It is time for occupational therapists to put down the looking glass and instead look outward, to our public, to the horizon”.

Cooper, J. (2012). “Reflections on the professionalization of occupational therapy: time to put down the looking glass.” *CJOT*, 79(4), 199-209.

REGISTRAR'S REPORT

GAYLE SALSMAN, REGISTRAR

REGISTRAR'S REPORT

Self-regulation is a privilege grounded in the premise of public protection. It is a privilege bestowed by the government that represents the public, to occupational therapists. This gives us, as occupational therapists, the responsibility and authority to oversee the quality and safety of the professional services we deliver. In order to meet this responsibility the College set standards for practice; supports occupational therapists in meeting these standards; monitors and confirms occupational therapists' continued competence and acts when these standards are not met.

Public confidence is a vital component of self-regulation. Maintaining the trust and confidence of the public must remain at the forefront. This is dependent on both the commitment of individual occupational therapists in maintaining the trust and confidence of their clients and in showing leadership through commitment to take on the roles of governing the profession in the public interest.

Excelling in self-regulation requires strong leadership, strategic partnerships, robust practices and processes and ongoing innovation. While the College's mandate does not change, how we set our strategy must change to ensure the College remains relevant and current to both registrants and the public.

I am privileged to be part of a College that strives for excellence and is committed to effective and accountable governance and operations. This report outlines the route that the College has mapped out for the next 5 years to meet our goal of regulatory excellence.

Strategic Plan 2013 – 2018

KEY RESULT AREA #1

RESPONSIVE AND ACCOUNTABLE LEADERSHIP

THE COLLEGE...

- *BOARD WILL DEMONSTRATE STRONG LEADERSHIP THROUGH BEST PRACTICE GOVERNANCE*
- *BOARD WILL ADOPT A RISK MANAGEMENT FRAMEWORK WITH RESPECT TO ITS OPERATIONAL ACTIVITIES*
 - *ASSURES SUFFICIENT FINANCIAL AND HUMAN RESOURCES TO MEET ITS MANDATE*
- *EXEMPLIFIES GOOD MANAGEMENT PRACTICES TO MEET THE EVOLVING NEEDS OF THE COLLEGE*
- *SUPPORTS ITS COMMITTEES TO OPTIMIZE THEIR CONTRIBUTION TOWARDS THE ROLE OF THE COLLEGE*
- *ENHANCES THE PUBLIC'S AWARENESS OF ITS ROLE IN PROTECTING THE PUBLIC'S RIGHT TO SAFE ETHICAL OCCUPATIONAL THERAPY*

KEY RESULT AREA #2

SUPPORTING AND ADVANCING QUALITY REGULATION

THE COLLEGE...

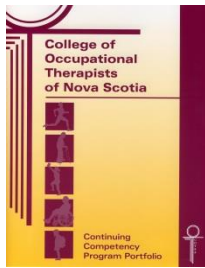
- *ENSURES REGULATORY EXCELLENCE BY KEEPING ITS REGULATIONS CURRENT AND DEMONSTRATING COMPLIANCE WITH THE NOVA SCOTIA FAIR REGISTRATION PRACTICES ACT*
 - *ADVANCES QUALITY REGULATORY PROGRAMS AND SERVICES*
 - *COLLABORATES WITH OTHER REGULATORY BODIES TO ENSURE BEST PRACTICE IN REGULATION*
- *EMPLOYS INNOVATION TO FULFILL ITS REGULATORY COMMITMENT WHILE BEING MORE RESPONSIVE TO THE CHALLENGES FACING OCCUPATIONAL THERAPISTS*
- *PROMOTES PUBLIC AWARENESS, INPUT AND ACCESS TO INFORMATION BY DEVELOPING A PUBLIC AWARENESS STRATEGY*

KEY RESULT AREA #3

MONITORING AND SUPPORTING QUALITY PRACTICE

THE COLLEGE...

- *WILL IMPLEMENT A CONTINUING COMPETENCE PROGRAM TO ENSURE THE ONGOING QUALITY OF OCCUPATIONAL THERAPY PRACTICE IN NOVA SCOTIA*
- *PROVIDES SUPPORT TO OCCUPATIONAL THERAPISTS IN NOVA SCOTIA TO MEET THE ESSENTIAL COMPETENCIES FOR PRACTICE*
 - *SUPPORTS INTERPROFESSIONAL COLLABORATION IN OCCUPATIONAL THERAPY PRACTICE IN NOVA SCOTIA*



Continuing Competency Committee

DOROTHY EDEM,
CONTINUING COMPETENCY COORDINATOR

The mandate of the Continuing Competency Committee is to report to the COTNS Board and 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.

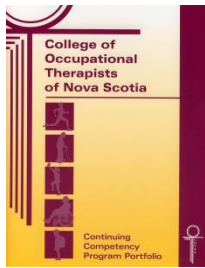
Focus of work for the past year include:

- The committee continues to explore the most effective and efficient way to structure the Continuing Competency Program (CCP). In the fall of 2012, the committee met with the registrar of the College of Occupational Therapists of British Columbia (COTBC) to gain an understanding of the structure of the COTBC Continuing Competence Program. The meeting was very valuable - committee members were introduced to the COTBC framework for continuing competence.
- The committee also reviewed competency framework from colleges of occupational therapists of Manitoba (COTM), Ontario (COTO) and other regulatory health professions such as registered nurses, psychologists, pharmacists, and physicians and surgeons. In addition, the committee reviewed the results of the 2012 Continuing Competency Survey of COTNS membership.
- In response to these reviews, the committee, under the direction of the Board, decided to re-examine the original COTNS Continuing Competency Program which has two components: Continuing Competency Portfolio and Peer Assessment (not yet developed).
- From the reviews it became obvious that a framework was needed to guide the ongoing development of the Continuing Competency Program. The committee used information from the 2012 survey, data from the review of other framework and research materials to develop a framework for Continuing Competency Program for COTNS.

2013/2014 Work plan:

The committee will continue to work on following:

- Revision of Self-Assessment Tool to reflect the newly released 3rd Edition of the Essential Competencies of Practice for Occupational Therapists in Canada
- Development of Online Self-Study Learning Modules and E-portfolio
- Development of each component of the framework including related tools and processes



Continuing Competency Committee

(continued)

The Framework for Continuing Competency Program consists of the following key elements:

Purpose of CCP:

- The purpose of the CCP is to support, monitor and ensure that occupational therapists in Nova Scotia are competent practitioners.

Goal of the Program:

- To demonstrate to the public that occupational therapists in Nova Scotia practice in a safe, ethical, and effective manner.
- To support occupational therapists in Nova Scotia to maintain competence in skills, attitude, knowledge and judgment required for occupational therapy practice.

Guiding Principles:

The CCP is built on a solid foundation of beliefs and guiding principles as follows:

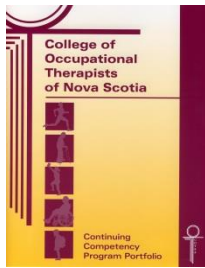
- Public protection is the priority for CCP.
- All COTNS members will participate in the CCP.
- Demonstrating competence is the responsibility of all COTNS members.
- The CCP will support members in understanding, applying and demonstrating the *Essential Competencies of Practice*.
- The CCP is designed to be dynamic, flexible and accessible for use by all members.
- Confidentiality will be maintained to the extent possible within the legislative mandate (such as the Occupational Therapists of Nova Scotia Act (OT Act) and other related provincial legislation).
- The CCP is designed to reflect quality, fairness and fiscal responsibility.
- The CCP will reflect the diversity of the profession and be meaningful for members at every stage of their professional development.

Standard:

COTNS sets minimum standards of practice that registered occupational therapists are required to meet. These standards ensure the public is provided with safe and ethical practice by competent therapists.

In Nova Scotia, the standards of practice for occupational therapists are guided by the following documents:

- Code of Ethics
- *Essential Competencies of Practice for Occupational Therapists in Canada - 3rd Edition (ACOTRO, 2011)*



Continuing Competency Committee

(continued)

Authority and Mandate:

The board of COTNS, as the regulatory authority for occupational therapists in Nova Scotia, is responsible, under the OT Act for establishing continuing-competency requirements [Section 6 (3)b]] and a peer-assessment program [s.6 (3)e; s.64 (2 & 3)].

All COTNS members are required to maintain continuing competence requirements as mandated under s.17 A (1) and every member whose standards of practice are the subject of an assessment shall co-operate fully with the Peer Assessment Committee and assessors [s. (6)]. Under s. 64 (2&3), the Board shall establish a Peer Assessment Committee and authorize the Peer Assessment Committee to develop and administer a Peer Assessment Program.

CCP Components: The CCP has three components:

a) Competence Maintenance:

This is the **reflective** component of the Continuing Competency Program. This component describes the basic activities required by all members to demonstrate that they are engaging in reflective practice and complying with regulatory requirements.

b) Competence Evaluation:

This is the **evaluative** component of the Continuing Competency Program. This involves a three -step review. i) **evaluation** of compliance with continuing competency requirements; ii) **assessment** of skills, knowledge and judgment of selected members (those doing clinical work); and iii) onsite **assessment** of few members by an assessor

c) Competence Improvement

This component is the **improvement** component of the Continuing Competency Program. It is designed to **improve** competencies of members identified through Competence Review as having competence level below acceptable standards.

The tools and methods of assessment for each of the three components will be determined.

Complaints and Investigation Committees

No complaints were received during the 2012/2013 registration year.

Practice Committees

The mandate of the Practice Committees is to review and revise the College Standards of Practice; to educate members on identified practice issues and to act as an advisory to the Board.

Activities of the last year include:

- Working collaboratively with the NS health regulatory Network working group on a practice guideline for assignment and supervision of tasks
- Continued work on the development of a Practice Guideline on Informed Consent
- Exploring the transition to a standards framework to clarify the purpose of the various guidelines' content in directing, guiding and advising registrants on practice expectations
- Ongoing development of a new Code of Ethics
- Publication of an annual Newsletter
- Responding to 8 practice related questions received from members

Credentials Committee

The mandate of the Credentials Committee is to deal with the registration and licensing of members and applicants for registration as well as the development and review of policies related to registration for presentation to the Board.

Over the past year, the Committee's activities included:

- The review of 43 new applicants and 17 re-registrant applications
- The review of the revised Registration Regulations
- The review of administrative policies related to licensing
- Continued work towards compliance with the Fair Registration Practices Act

Registration Statistics

Total Number of Registrants

2013	472
2012	459
2011	434
2010	414
2009	385
2008	365

Number of New Applicants:

2012	43
2011	37
2010	53
2009	40
2008	34

Practice settings 2011-2012

Cardio and Respiratory	< 1%
Client Service Management	3%
General Physical Health	31%
Health Promotion and Wellness	3%
Mental Health	17%
Musculoskeletal	7%
Neurological	7%
Other Areas of Direct Service	8%
Other Areas of Practice	5%
Palliative Care	< 1%
Service Administration	4%
Teaching	3%
Vocational Rehabilitation	8%
Medical/Legal Related Client Service	<1%
Management	<1%
Research	2%

Position

Direct Service Provider	78%
Educator	3%
Manager	7%
Other	4%
Professional Leader/Coordinator	5%
Researcher	2%

Board and Committee Members and College Staff

2012-2013 Board of Directors

Pauline Cousins, Chair
Allanna Jost, Treasurer
Victoria Apold, Secretary, Public Member
Stephanie Anthony-Brown, Vice-Chair
Shirley Anderson, Member At Large

Credential's Committee

Nancy Littler, Chair
Nicole Boudreau
Scott Thieu
Christine Marchessault
Annette Fraser

Practice Committee (Halifax)

Denise Bond, Chair
Jennifer Finlayson
Jen Davis
Kristy Spear
Bethany Lander
Natalie O'Mara
Brian Bailkowski
Meghan Badun
Jocelyn Brown
Phyllis Williams, Committee Resource

Practice Committee (Cape Breton)

Sheila Poulton, Chair
Amanda Burlock
Raylene Morykot
Karen Kendall
Leslie Greencorn
Angela Stairs
D. Nadine Wadden

Continuing Competency Committee

Joanne Comeau, Chair
Karen Landry
Karen Roberts-Small
Jennifer Saunders
Dorothy Edem, Coordinator

College Staff

Gayle Salsman, Registrar
Brittany McKinnon, Office Manager
Joy Moulton, Finance Coordinator
Dorothy Edem, Continuing Competency Coordinator

INDEPENDENT EXTERNAL FINANCIAL REVIEW

College of Occupational Therapists of Nova Scotia Balance Sheet, March 31, 2013 (with comparative figures for 2012)


<u>Assets</u>		2013	2012
Current Assets			
Cash -Current Account		5,731.84	9,961.23
-Savings Account		58,247.39	39,832.86
Investments		343,621.23	335,084.78
Accounts Receivable		4,244.50	2,122.55
Prepaid Expenses			388.12
<u>Total Assets</u>	<u>\$</u>	<u>411,844.96</u>	<u>\$ 387,389.54</u>

<u>Liabilities & Equity</u>		2013	2012
Current Liabilities			
Accounts Payable	\$	1,701.61	\$ 9,568.75
Deferred Revenue		375.00	-
		<u>2,076.61</u>	<u>9,568.75</u>
 Other Funds			
Special Projects Fund		59,896.49	59,896.49
Continuing Competency Fund		66,898.82	66,898.82
Hearing Fund		<u>200,000.00</u>	<u>200,000.00</u>
		<u>326,795.31</u>	<u>326,795.31</u>
 Members Equity			
Balance, April 1st		51,025.48	52,458.52
Add: Excess of Income over Expense		31,947.56	51,025.48
		<u>82,973.04</u>	<u>103,484.00</u>
Less: Transferred to Special Projects Fund		-	52,458.52
Balance, March 31st		<u>82,973.04</u>	<u>51,025.48</u>
 <u>Total Liabilities and Equity</u>		 <u>411,844.96</u>	 <u>387,389.54</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 of the records.

In my opinion, these statements present fairly, in all material respects, the financial position of the College at March 31, 2013, and the result of its operations for the year then ended.


 Raymond Ellis
 Auditor

College of Occupational Therapists of Nova Scotia
Statement of Income and Expense
For the Year Ended March 31, 2013
(with comparative figures for 2012)

INCOME	2013	INCOME	2012
Membership Fees	\$ 177,375.00	Membership Fees	\$ 171,375.00
Interest Earned	\$ 9,640.98	Interest Earned	\$ 9,611.12
Administration Charged	\$ 3,345.00	Administration Charges	\$ 4,445.00
TOTAL INCOME	\$190,360.98	TOTAL INCOME	\$ 185,431.12
EXPENSE	2013	EXPENSE	2,012
Administration	\$ 29,828.87	Salaries/Benefits	\$ 66,106.90
Board and Committees	\$ 10,312.75	Continuing Competency	\$ 13,446.21
Collaborative Partnerships	\$ 1,187.00	Legal/Audit Fees	\$ 2,973.75
Continuing Competency	\$ 16,074.14	Office Rent	\$ 14,653.91
Legal and Audit	\$ 12,120.75	Member Incentives	\$ 7,125.00
Property	\$ 15,439.26	ACOTRO	\$ 735.01
Public and Member Education	\$ 1,035.00	Office Supplies/Expense	\$ 4,923.90
Salaries and Benefits	\$ 72,415.65	Education/Training	\$ 822.73
		Telephone/Training	\$ 3,380.60
		Printing	\$ 2,351.75
		Equipment	\$ 1,292.79
		Purchased Service	\$ 7,883.64
		Annual General Meeting	\$ 760.91
		Insurance	\$ 2,006.50
		Advertising	\$ 1,000.00
		Bank Charges	\$ 4,786.50
		Practice Committee	\$ 112.73
		Credentials Committee	\$ 42.81
	\$ 158,413.42		\$ 134,405.64
EXCESS OF INCOME OVER EXPENSES	\$ 31,947.56	EXCESS OF INCOME OVER EXPENSES	\$ 51,025.48
Note: A Comparison is not possible due to reconfiguration of expense categories in 2012			

COTNS

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