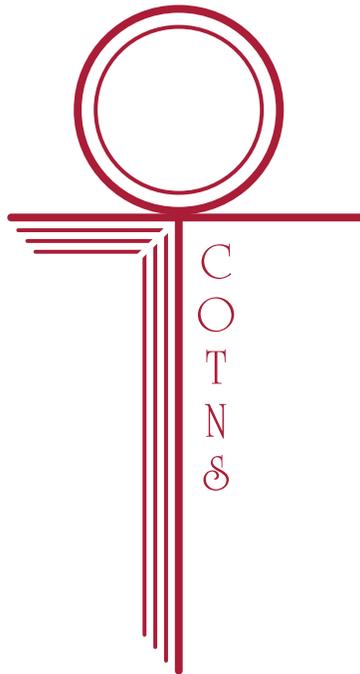


College of Occupational Therapists of Nova Scotia

ANNUAL REPORT



2011

April 1, 2010 to March 31, 2011



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 **2011 Annual General Meeting (AGM)** will be held as follows:

DATE: Thursday, June 9th, 2011
TIME: 4:00 pm to 7:00 pm
LOCATION: Nova Scotia Rehabilitation Centre
 Education Rooms 1 and 2 (Basement)
 1341 Summer Street, Halifax, NS



Joint Message from the Chair and the Registrar

It is with pleasure that we present the College's annual report for 2010/2011. The annual report provides us an excellent opportunity to stop and reflect on the activities and accomplishments of the past year. In last year's report, we reported on the numerous external pressures that regulatory bodies find themselves under in the current environment. This year, the College looked inward to review and evaluate its effectiveness with respect to meeting its mandate of public protection. One way in which the College looked inward was to begin a review of its governance framework. Governance is about setting the direction of the College – determining what results it wants to achieve and achieving the results in the right way. The College also looked inward at the use of technology – implementing a new database and online renewal process and setting a direction to increase the use of technology for other registrant programs. In addition, this year the College moved offices. This provided us with an opportunity to review its policies and procedures as it relates to privacy and protection of information as well as the opportunity to further partner with the Nova Scotia Society of Occupational Therapists.

Other key activities and initiatives of the past year are highlighted below.

Key Strategic Area – Be Fiscally Responsible

The College's finances continue to be in excellent shape. The College experienced another surplus this year, enabling the College to set money aside for upcoming projects such as the development and implementation of the peer assessment program and the expansion of the database to include the Continuing Competence requirements. We predict another surplus, although not as large, for the upcoming year.

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:

1. **The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)** has secured over \$2 M of funding to 2015 from the Government of Canada's Foreign Credential Recognition program. The generous funding will allow ACOTRO to continue its collaborative efforts and complete the final Phase of a Pan-Canadian initiative aimed at implementing a common assessment approach for the qualification recognition and competence based assessment of IEOTs.

For several years, ACOTRO has demonstrated a vision and commitment to promoting access to the profession for qualified internationally educated occupational therapists (IEOTs) through a number of shared initiatives. These have included the completion of two phases of a Pan-Canadian initiative that included: development of the *Assessing Substantial Equivalence of Internationally Educated Occupational Therapists* framework; describing the Canadian Occupational Therapy Education Benchmark; updating the Essential Competencies of Practice for Occupational Therapists in Canada so that they are current and include non-clinical registrants; validating the inventory of capabilities, context and requisite competencies to be assessed; and developing Occupational Therapy Profession Specific Credential Assessment and Competency-based Assessment Tools.

Through the Harmonization Project ACOTRO will work with stakeholders to build on previous research and development. Completion of Phase 3 of the Pan-Canadian initiative will include the following important projects: Harmonizing language fluency assessments and policies; Mapping the occupational therapy Essential Competencies (EC's) (3rd edition) to the National Occupational Therapy Certification Examination Blueprint; ensuring that the NOTCE Blueprint consistently reflects the revised EC's in future; and developing the 4th edition EC's; Harmonizing Academic Credential Assessment processes; Formalizing ACOTRO's identity and presence as the national representative of occupational therapy regulatory organizations in Canada; Pilot testing and refining the Professional Specific Credentialing Assessment (PSCA); and Pilot testing and refining the Competency Assessment Tool (CAT).



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

2. Nova Scotia Regulated Health Professions Network

The Nova Scotia Regulated Health Professions Network (NSRHPN) is a voluntary association of all regulated health professional groups in Nova Scotia who wish to participate. The NSRHPN has identified a number of challenges and opportunities facing the healthcare system that call for greater collaboration among health profession regulators.

The purpose of the organization is to: share and build best practices in health professions regulation while preserving the regulatory accountability of each of the health profession regulators; share resources, information, trends and issues in health professions legislation; develop a shared understanding of issues and challenges that impact on regulatory bodies and the Department of Health; identify improvements in regulatory practice to enhance interdisciplinary team accountability; to provide a mechanism for discussion and consultation on legislation that may impact on the practice of health professionals and health system issues; and discuss proposed research and research findings that potentially impact healthcare in Nova Scotia.

A working group consisting of members from the College of Registered Nurses, the College of Physicians and Surgeons, the College of Pharmacists, Department of Health and Wellness, the Dalhousie Health Law Institute and COTNS is working on making recommendations around interprofessional collaboration in the regulatory context.

3. Nova Scotia Society of Occupational Therapists (NSSOT)

The College continues to share office space with the Society and will continue to hold a joint annual general meeting for this year. In addition, the College and the Society are exploring additional opportunities for sharing resources while maintaining the confidentiality and accountability of the individual organizations.

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 activities in this area have focused on reviewing the implementation of the Continuing Competence Portfolio and planning and

development of the Peer Assessment program.

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

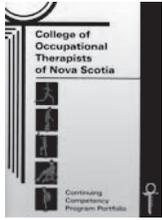
The Fair Registration Practices Act, was proclaimed on December 7, 2009. This Act seeks to ensure that all applications for registration are conducted in a consistent, fair, transparent and timely manner which includes an internal appeal process and ensures that standards for registration are equivalent for international and Canadian trained graduates. The College has conducted a review of its compliance with this Act and has set benchmarks for improving its registration practices to ensure compliance with this Act by the end of the upcoming year.

Key Strategic Area – Member Engagement/Volunteer Management

A key item in the College's strategic plan was to ensure that the College had sufficient member engagement to ensure adequate number of volunteers for its Board and Committees to allow the College to accomplish its goals. This past year, the College has been very fortunate to have a dedicated group of board and committee members whose commitment to the College has allowed us to accomplish so much within the past year.

However, the College must continue to develop new ways to engage its members. To this end, the College is planning several initiatives in this area for the upcoming year. Some of these will include improving the College's website, hiring a consultant to assist in developing a communication strategy as well as ensuring opportunities for face to face communication with members.

In closing, we would like to thank the members of the College Board and Committees – whose 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.



Continuing Competency Committee

Mandate

The Continuing Competency Committee reports to the COTNS Board. The mandate of the committee 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:

In February 2011, we had the pleasure to welcome Karen Roberts-Small (Cape Breton) and Susanne MacLean (Halifax) as new members of the Continuing Competency Committee.

We are sad to announce the resignation of Susan Sparkes from the Continuing Competency Committee. Susan moved back to Newfoundland to pursue new opportunities. We want to extend our appreciation and gratitude to Susan who has been a valuable member of the committee since 2005. She will be missed.

Current Members of the Continuing Competency Committee include:

Joanne Comeau (chair)
Jennifer Saunders
Karen Landry
Karen Roberts-Small
Susanne MacLean
Dorothy Edem (coordinator)

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

Focus of work for the past year:

Continuing Competency Portfolio:

- In keeping with current registration requirements, this year members are expected to declare that they have completed their Professional Development Plan (PDP). This is the first year for the PDP requirement since the introduction of Continuing Competency Portfolio in 2009.

- As a result of feedback from members, and under the direction of the COTNS Board, the Continuing Competency Committee revised the frequency requirement for completing Self-Assessment and Professional Development Plan as follows:

- Self Assessment and PDP will be completed together every two years.
- Members could choose to complete Self-Assessment and PDP yearly based on their practice needs.

Impact of the change:

- For future renewal, you will declare each year that you have completed a Self Assessment and Professional Development Plan within the past two years.

Peer Assessment Program (Review Process):

- The Continuing Competency Committee conducted an environmental scan to learn about Peer Assessment Programs processes used by occupational therapy colleges and other professional bodies across the country.
- The committee and the COTNS Board had a joint consultation meeting with College of Occupational Therapists of Ontario (COTO) on Saturday September 11, 2010. The purpose of the meeting was to learn about COTO's processes and protocol used for peer assessment review.
- The committee consulted with iComp Consulting (Integrated Competency Management Solutions) to explore development of online system and tools to support the Continuing Competency Program.
- The Committee is currently exploring the most effective and efficient way to implement a Peer Assessment Program in accordance to Occupational Therapy Act.



Continuing Competency Committee (Cont'd)

The following steps are being explored:

i. Step 1: Option 1:

Use of Multi-source feedback survey process—Members will be randomly selected to participate in a multi-source survey. Selected members will forward names of peers/colleagues and current clients to provide feedback using peer and client surveys. This is similar to COTO process.

Step 1: Option 2:

Use of a Competence Assessment: This involves a case-based written test. The test questions are presented in a way to activate therapist's clinical reasoning. College of Occupational of British Columbia (COTBC) is using this process.

ii. Step 2: Onsite Peer Assessment Review:

Therapists whose outcome from step 1 does not meet an established threshold will partake in an in-depth review coordinated by assigned peer assessor. This review involves use of behaviour-based interview, chart review, etc and is supported by an online delivery system and a communication vehicle.

Online Tools:

- The following online tools as part of the Continuing Competency Program:
 - i. Self-Study Learning Modules (Online-based learning modules); and
 - ii. Online Continuing Competency Portfolio with a Learning Management System.

Staying Connected with Members:

- The committee continues to communicate with members through the Continuing Competency E-News. The purpose of the e-news is to keep members informed about the Continuing Competency Program – its development, activities, FAQ, and progress.

2011/2012 Work plan:

The committee will continue to work on following:

- Revision of Self-Assessment Tool to reflect the new Essential Competencies of Practice 3rd Edition Document
- Development of Peer Assessment Review
- Membership consultation on Peer Assessment Review Process
- Explore development of online continuing competency portfolio (e-portfolio) and learning modules
- Design an evaluation tool to determine the effectiveness of the Continuing Competency Portfolio

Respectfully Submitted

Dorothy Edem

Continuing Competency Program Coordinator



Investigation and Hearing Committee

There were no complaints received during the past year.



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 applications for registration in accordance with the Act.
- To make such inquiries or demand such further information as the committee sees fit. To properly assess the application.
- 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.
- To submit a report for inclusion in the Annual Report

Members:

Nancy Littler (Chair)
Nicole Boudreau
Scott Thieu
Tracy Vigliarolo
Christine Marchessault

Activities:

Over the past year, the Credentials Committee reviewed a total of 37 applications for registration with the College. The Committee also completed random chart reviews on two occasions in order to ensure the Registrar's compliance with College Policies.

In addition, the Committee reviewed and revised the College's language fluency policy and the examination policy. A review was conducted of the College's compliance with the Fair Registration Practices Act and benchmarks were established in order to ensure the College's compliance with this Act by the end of the current year. This committee will continue to be responsible for ensuring that these benchmarks are met including overseeing the changes to the registration section of the website to ensure transparency of registration policies for all applicants.

The work of the committee for the upcoming year will focus on the work outlined above. The Committee will be responsible for implementing the work of the ACOTRO harmonization project are implemented on a provincial level.

Registration Activities

Profile of Registrants:

	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Number of Full Registrants	434	414	385	365	352
Surrendered Registration	30	16	24	21	14
Total Number of Applicants	37	53	40	34	50



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 Halfyard
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 Practice Committee in Cape Breton completed a comprehensive review of the Practice Guideline around delegation of Occupational Therapy tasks to Support Personnel. This document has been approved by the Board and will be sent out for consultation in the Fall. This committee will begin the development of a new practice guideline related to informed consent in the upcoming year.

The Practice Committee in Halifax has been renewed with the addition of several new members over the past 6 months. They are completing a review and adaptation of a Code of Ethics document based on the work of the College of Occupational Therapists of British Columbia and the College of Occupational Therapists of Manitoba. The goal is to have a draft document to submit for Board approval in the Fall prior to proceeding to a broad based consultation of the document in the Fall/Winter.

In addition to these tasks, the Practice Committees have reviewed the Position Statement on the Personal Directives Act, responded to questions related to record keeping, conflict of interest, wheel chair prescription, and have responded to a report from a registrant of privacy breach.



2010—2011 Board Members

Leticia Richer, Chair
Phyllis Williams, Vice-Chair
Scott Thieu, Treasurer
Victoria Apold, Secretary and Governor-in-Council
Krista Cullen



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.

Shirley Anderson

Shirley is a graduate of the University of Manitoba in 1977 with a Diploma of Occupational Therapy and McMaster University in 1986 with a Masters of Health Sciences.

She has been working as an Occupational Therapist in Nova Scotia since 1981 at The Nova Scotia Hospital and on the Eastern Shore and in the Musquodoboit Valley. She is currently Team Leader for Occupational Therapy for Eastern Shore Memorial Hospital, Twin Oaks Memorial Hospital and Musquodoboit Valley Memorial Hospital. Her clinical responsibilities include providing Occupational Therapy for clients in hospital, the community and at Duncan MacMillan Nursing Home.

She has previously served one term on the board of what was then NSAOT and has been involved in both the Practice Committee and the Investigation Committee.

Shirley has always been interested in continuing education, the evolving role of Occupational Therapy and professional self-regulation.

Stephanie Anthony –Brown

I have completed my MSc OT from Queen's University, which has prepared me as a general practitioner with a holistic perspective.

During my clinical fieldwork, I worked in Peterborough, ON, in an inpatient Rehab unit, focusing on stroke, neuro and orthopedic rehabilitation, and at the Nova Scotia Rehabilitation Centre on the sub acute rehab floor, addressing similar needs on a short-term basis. I also worked in London, ON, at an outpatient mental health clinic, specializing in Dialectical Behaviour Therapy.

Since starting my professional career, I have worked as the occupational therapist on an inpatient psychosis unit in St. Thomas ON, which dealt with very ill individuals. This was a challenging but great learning experience. Currently, I am the occupational therapist for outpatient mental health in the Annapolis Valley, working with adults and seniors addressing various needs.

Throughout my education I have participated in organizing and administering several events and campaigns, including member of Queen's University OT Orientation week and Fundraising Chair for Queen's University Faculty of Arts and Science, raising over \$60, 000 for Cystic Fibrosis. I have also been employed as an Admission Liaison traveling to different schools, engaging in public speaking to promote Queen's University. In all of these positions, I was required to speak publicly, advocate-and promote organizations and organize various events. I feel truly passionate about my profession and hope to help promote occupational therapy within and outside the profession.



TREASURER'S REPORT

The finances continue to be in a fiscally responsible position this year. We continue to meet our targets to ensure that we have an adequate reserve of funds in the event of a Complaints Hearing and to ensure that we are able to implement the Peer Assessment program without a significant impact on the College's annual budget.

We were fortunate to have another surplus year which will be directed to the special projects reserved fund to support future projects. This year's surplus was particularly large for three main reasons – 1. An increase in revenue; 2. A change of our legal representative meant that we were without legal counsel for much of the year and 3. Increased staff time spent on ACOTRO projects, database improvements and moving meant that the work of many committees was delayed.

Another expense not reflected in the statement of income and expenses was the College's database project. The College spent \$70,000 to upgrade our database which included on-line renewal. This money came from our special projects fund and last year's retained earnings.

Other activities this year included: re-instating the benefits of the Registrar and Office Manager, moving College offices and improving our use of technology.

We will continue to look for ways to cost-share with NSSOT and ensure we continue to be financially responsible.

After my first year on the Board, I look forward to the upcoming year with many new and exciting changes.

Scott Thieu, Treasurer

	BUDGET 2011-2012
REVENUE	
Membership Fees	165,000.00
Interest Earned	8,500.00
Administration Charges	2,500.00
TOTAL REVENUE	<u>176,000.00</u>
EXPENSES	
Salaries/Benefits	72,000.00
Continuing Competency	25,000.00
Legal/Audit Fees	10,300.00
Rent	15,000.00
Board/Committees	11,000.00
ACOTRO	1,650.00
Office Supplies/Expense	5,500.00
Education/Training	8,000.00
Telephone/Internet	4,000.00
Printing	5,000.00
Equipment Purchases	3,000.00
Purchase Service	3,500.00
Annual General Meeting	500.00
Insurance	2,200.00
Advertisement/Public Education	1,000.00
Bank Charges	5,000.00
Property Taxes	1,350.00
TOTAL EXPENSES	<u>174,000.00</u>
NET INCOME	<u>2,000.00</u>



AUDITOR'S REPORT

College of Occupational Therapists of Nova Scotia
Balance Sheet, March 31, 2011
(with comparative figures for 2010)

<u>ASSETS</u>		
<u>Current Assets</u>	<u>2011</u>	<u>2010</u>
Cash	\$ 7,077.90	\$ 3,779.58
Investments	395,994.13	350,913.21
Accounts Receivable	3,737.45	15.64
Prepaid Expenses	<u>370.88</u>	<u>0.00</u>
<u>Total Assets</u>	<u>\$ 407,180.36</u>	<u>\$ 354,708.43</u>
<u>LIABILITIES & EQUITY</u>		
<u>Current Liabilities</u>	<u>2011</u>	<u>2010</u>
Account Payable	\$ <u>52,134.80</u>	\$ <u>1,897.26</u>
<u>Other Funds—Restricted</u>		
Continuing Competency Fund	66,898.82	66,898.82
Special Projects Fund	35,688.22	47,363.05
Hearing Fund	<u>200,000.00</u>	<u>200,000.00</u>
	<u>302,587.04</u>	<u>314,261.87</u>
<u>Members Equity</u>		
Balance April 1st	\$ 38,549.30	\$ 18,567.72
Add: Excess of Income over Expense	<u>52,458.52</u>	<u>38,549.30</u>
	<u>91,007.82</u>	<u>57,117.02</u>
Less: Transferred to Other funds		
Special Projects Fund	<u>38,549.30</u>	<u>18,567.72</u>
Balance March 31st	<u>52,458.52</u>	<u>38,549.30</u>
<u>Total Liabilities and Equity</u>	<u>\$ 407,180.36</u>	<u>\$ 354,708.43</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, 2011 and the results of its operations for the year then ended, in accordance with generally accepted accounting principles.

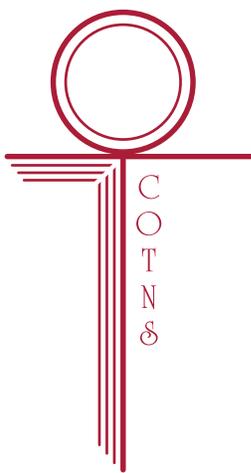
Raymond Ells, Auditor



AUDITOR'S REPORT

College of Occupational Therapists of Nova Scotia
Statement of Income and Expense
For the Year Ended March 31, 2011
(with comparative figures for 2010)

<u>Income</u>	<u>2011</u>	<u>2010</u>
Membership Fees	\$ 166,725.00	\$ 158,387.50
Interest Earned	10,414.53	11,790.94
Administration Charges	<u>2,140.00</u>	<u>2,575.00</u>
	<u>179,279.53</u>	<u>172,753.44</u>
<u>Expense</u>		
Salaries/Benefits	67,944.67	62,584.75
Continuing Competency	18,014.59	23,214.83
Legal/Audit Fees	1,092.34	7,867.69
Office Rent	8,998.34	7,005.00
Member Incentives	6,000.00	5,848.53
ACOTRO	3,410.58	5,475.31
Office Supplies/Expense	4,389.71	4,162.65
Education/Training	3,581.67	3,392.91
Telephone/Internet	3,250.57	3,308.28
Printing	1,115.20	3,119.65
Equipment	3,673.70	1,926.20
Purchased Service	2,498.27	1,706.06
Annual General Meeting	67.51	1,657.84
Insurance	1,822.00	1,410.85
Advertising	0.00	989.33
Bank Charges	541.99	450.30
Property Taxes	0.00	83.96
Practice Committee	265.47	0.00
Credentials Committee	<u>154.40</u>	<u>0.00</u>
	<u>126,821.01</u>	<u>134,204.14</u>
Excess of Income Over Expense	\$ <u>52,458.52</u>	\$ <u>38,549.30</u>



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