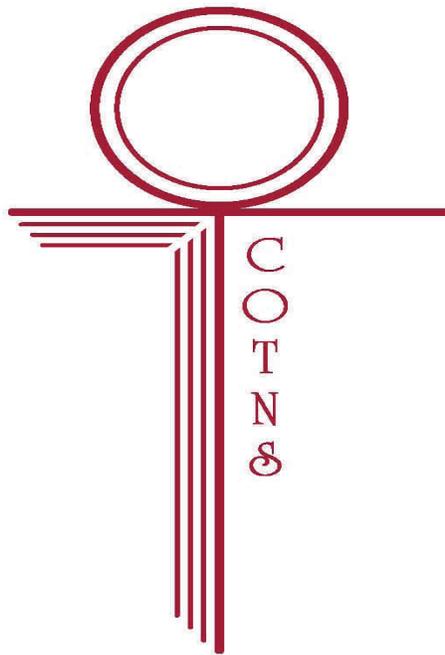


College of Occupational Therapists of Nova Scotia

ANNUAL REPORT



2010

April 1, 2009 to March 31, 2010



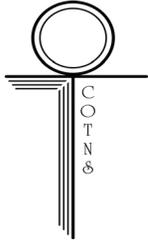
College of Occupational Therapists of Nova

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.

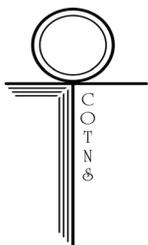


College of Occupational Therapists of Nova

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 **2010 Annual General Meeting (AGM)** will be held as follows:

DATE: Friday, June 18th, 2010, 1:30 pm to 4:30 pm
LOCATION: IWK HEALTH CENTRE
Parker Reception Room
Entrance: Women’s Site
University Avenue, Halifax, NS



Joint Message from the Chair and the Registrar

Once again at the College, we have had a very busy and challenging year. Over the past year, much of the work of the College was in response to external factors such as the implementation of the Agreement on Internal Trade, Chapter 7 in August 2009, proclamation of the Fair Registration Process Act by the Nova Scotia government in November 2009, and the Framework for Foreign Qualification Recognition agreed upon by the federal government and all the provinces in 2009 with an implementation date for Occupational Therapy of December 2010. As a result of these external drivers, the College has put many resources into ensuring its compliance with these initiatives.

In 2007, the College identified its strategic direction for the next three years. As we reflect on how far we have come over these past three years, we see that the College continues its growth and development as the result of the hard work and dedication of our committee chairs, committee members and Board members. Without these volunteers dedicating their time and energy to the mission of "...regulating the provincial practice of occupational therapy by ensuring safe and ethical service in order to protect the public interest," we would not be able to enjoy the benefits of being in a self-regulating profession. It is with the sincerest of appreciation that we thank each and every one of you who supports the College through your hard work and dedication.

The following is a highlight of work in the key strategic areas over the past year.

Key Strategic Area – Be Fiscally Responsible

The Board of the College views this area as a critical component for the long term success of the College. As such, the board has worked hard to ensure a balanced budget over the past 3 years and we have met this target once again. At this time, the College enjoys sound financial positioning – we have targeted excess funds to areas which will require additional investment over the next three years such as the Continuing Competence Program, overhaul of the database and website and a large contingency fund in the case of Hearings.

Because of this planning, the College's registration fees will remain unchanged for its ninth straight year.

Key areas of work in this area included:

1. Over the past year, the College has completed a review of the Colleges technological needs. With assistance from Malcolm Burt, an external review was completed and recommendations were made. The College will implement these recommendations over the next year. In addition, the College has signed a contract to overhaul its database system and move to on-line registration. This work will begin shortly with the aim of having an on-line renewal process in place for the 2011 renewal period.
2. The College continues to review its office requirements. The lease at our current location expires in February 2011 and the College has begun its search for office space which would allow for a more professional branding of the College and a more visible location.

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). This has been a very busy year for ACOTRO. In addition to finalizing the Labour Mobility Support Agreement to assist individual Colleges to meet its obligations under the Agreement on Internal Trade, ACOTRO has begun the process of formalizing its structure. Objects and Bylaws have been drafted and ACOTRO is considering an application for incorporation under the Canada Corporations Act. Becoming a corporation will allow ACOTRO to receive funding directly from federal and provincial sources to further its work.



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

ACOTRO continues 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) including the addition of competencies to describe the knowledge skills and abilities necessary for occupational therapists working in non-clinical roles; developing a Profession Specific Credentialing Assessment tool; as well as developing a Competency based Assessment for Qualification Recognition.

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.

Issues brought forward at the network table included a review of a proposal for further funding for the network from the Department of Health to continue its work in the area of Collaborative Regulation; a presentation and discussion related to The Personal Directives Act; an initiative to bring forward apology legislation to allow health professionals to apologize to clients/families without the worry that such an apology would be held against them in further legal action. This effort resulted in the Apology Act being proclaimed on October 1st 2009.

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. The Assessment of Current Practice and Professional Development plan became a requirement of all occupational therapists in Nova Scotia this year. This committee continues its work towards meeting our legislative requirement of conducting peer assessments.

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

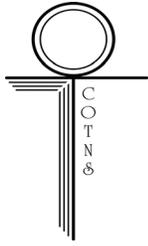
Much of the focus of the past year has been around ensuring the College's compliance with the Nova Scotia Fair Registration Processes Act 2009 (FaRPA) which seeks to ensure that all applications for registration are conducted in a consistent, fair, transparent and timely manner which includes an internal appeal process and ensures that standards for registration are equivalent for international and Canadian trained graduates and the Agreement on Internal Trade (AIT) which seeks to remove barriers for occupational therapists moving between provinces. This agreement requires that COTNS register any occupational therapist who is currently registered in another province with no further assessment.

College work in this area has included an implementation of the Labour Mobility Support Agreement (ACOTRO 2010) which facilitates occupational therapists movement across provinces; a review and implementation of several policies and procedures and the development of a work plan to meet additional requirements such as improving access to information and a standardized internal review process.

In addition, a The Pan Canadian Foreign Qualification Recognition Framework (FQR) was signed by the Federal government and all Provinces. The FQR is a commitment to a principle based vision for improving the foreign qualification assessment and recognition systems in Canada.

The Framework will recognize that FQR is a complex multi-stakeholder initiative and will recognize both initiatives that have already been undertaken and capacity issues.

The Framework will be based on the vision that the assessment and recognition of the qualifications of internationally trained workers is fair, transparent, timely and consistent:



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

Fairness:

- Criteria are objective, reasonable and do not exhibit bias
- Rationale is provided for decisions
- Methods for assessment are necessary and sufficient
- equal treatment of Canadian and internationally trained individuals
- assessment processes are efficient and avoid duplication, particularly where there are multiple assessments required by different parties

Transparency:

Information about methods of assessment and criteria for recognition are clear, understandable and widely accessible.

Timeliness:

Assessment and communication of decisions occurs in a timely manner

Consistency:

Methods and criteria for assessment are recognized interprovincially so as to facilitate labour mobility within Canada (AIT)

The Framework outlined timelines for compliance which identified that the profession of Occupational Therapy should be compliant with this Framework by December 2010.

Key Strategic Area – Member Engagement/ Volunteer Management

It is the belief of the Board of the College that only through engagement of its membership can the College meet its full potential. The College has demonstrated this commitment by ensuring consultation occurs related to all of its significant projects. The College always welcomes feedback on its programs and processes. As an example, the Continuing Competence Committee has held several consultation and education sessions around the province trying to better understand the impact of its program on the membership.

In the upcoming year, the College is planning several further education and consultation sessions focusing on a variety of topics.

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



Investigation and Hearing Committee

Members: Colleen Shubaly, Chair; David Myatt, Public Member and Ruth Duggan

One complaint was received during the 2009/2010 registration year. The committee met and reviewed all documentation provided. The Committee felt that the allegations were related to workplace policies and procedures and more appropriately dealt with by the employer. Therefore, the complaint was dismissed.

Following the investigation process, the committee met and reviewed the College's policies and procedures related to the Investigation process. They reported that the policies and procedures; the orientation provided by the Registrar; the resource materials; and access to legal counsel were all helpful in carrying out their duties. They did however, recommend that consideration be given to offering a new potential committee member the opportunity to be an observer or a fourth member of the committee to assist in the orientation process.



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:

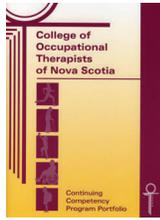
Over the past year, the Credentials Committee reviewed a total of 53 applications for registration with the College. In addition, they reviewed and revised the College's registration processes and conducted a review of how these processes met the requirements of the Nova Scotia Fair Registration Processes Act, 2009 (FaRPA). They reviewed the Labour Mobility Support Agreement (ACOTRO, 2010) and made recommendations for changes and additions prior to recommending its approval by the Board. They also reviewed and revised several policies including those related to initial registration, name change, surrender and language fluency.

The work of the committee for the upcoming year will continue to focus on ensuring compliance with the FaRPA and the new Framework for Foreign Qualification Recognition. They will be reviewing and revising the Registration Regulations as well as other policies and procedures in order to ensure compliance with both these initiatives.

Registration Activities

Profile of Registrants:

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Number of Full Registrants	414	385	365	352	312
Surrendered Registration	16	24	21	14	19
Total Number of Applicants	53	40	34	50	30



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)
- Jennifer Saunders
- Karen Landry
- Susan Sparkes
- 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.

Accomplishments:

The following have been achieved in the past year:

Completion of the Continuing Competency Portfolio:

- In June 2009, Section 2 (Assessment and Professional Development Plan) was completed and circulated to members for utilization. This marks the completion and implementation of all sections of the Continuing Competency Portfolio.
- In April 2010, a new renewal registration form was introduced to include the Self Assessment reporting requirement for Continuing Competency. Members were expected to make declaration on the annual registration/renewal form their compliance with all mandatory sections (sections 1, 2 & 4) of the Continuing Competency Portfolio.

Staying Connected with Members:

- Between November 2009 and May 2010, the Continuing Competency Committee held series of education sessions across the province to update members on the Continuing Competency Program.

- In December 2009, the Continuing Competency Committee launched the first issue of the monthly E-News for the Continuing Competency Program. The purpose of the e-news is to keep members informed about the Continuing Competency Program – its development, activities, FAQ, and progress.

Peer Assessment Process (random audit process):

- The committee conducted an environmental scan to gain an understanding about the various OT related and other professional Peer Assessment Programs across the country. The knowledge gained, in addition to consultation with members, will help the committee to develop a Peer Assessment process for COTNS.

2010/2011 Work plan:

The committee will continue to work on following are targeted for the next year (2010-2011):

- 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
- Conducting an evaluation of the Continuing Competency Portfolio to determine its effectiveness and usefulness

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.

Respectfully submitted,

Dorothy Edem

Continuing Competency Program Coordinator



TREASURER'S REPORT

Another year and another surplus. It will be dedicated to the first step of bringing the College into the 21st century. Yes – we are going to have on-line registration some time in the near future. The new system will have many benefits, including saving trees, saving your time and ours, and allowing credit card payment. It will also be user friendly so you should not have to make last-minute runs to the Halifax Shopping Centre or receive any more calls saying you missed a check off box. More importantly it will allow for better use of College data for research, monitoring and health human resource activities

The finances continue to be in a fiscally responsible position and this year we accomplished the goal of updating the salaries of the Registrar, Office Manager, and Coordinator of the Continuing Competency Committee. There will also be a formal salary scale created for all of these roles, as well a performance review protocol.

This is my last year on the Board and I have to say it has been a great experience. I encourage someone to take my place (you don't have to be treasurer) so you can contribute, and – more importantly - learn about all the projects that COTNS is involved with.

Christine Marchessault
Treasurer

	ACTUAL 2009-2010	BUDGET 2010-2011
REVENUE		
Membership Fees	158,387.50	160,000.00
Interest Earned	11,790.24	10,000.00
Administration Charges	2,575.00	2,500.00
TOTAL REVENUE	<u>172,753.44</u>	<u>172,500.00</u>
EXPENSES		
Salaries/Benefits	62,584.75	75,000.00
Continuing Competency	23,214.83	25000.00
Legal/Audit Fees	7,867.69	13650.00
Rent	7,005.00	10000.00
Board/Committees	5,848.53	12000.00
ACOTRO	5,475.31	5125.00
Office Supplies/Expense	4,162.65	5,000.00
Education/Training	3,392.91	5000.00
Telephone/Internet	3,308.28	3500.00
Printing	3,119.65	5000.00
Equipment Purchases	1,926.20	4000.00
Purchase Service	1,706.06	2500.00
Annual General Meeting	1,657.84	2000.00
Insurance	1,410.85	1750.00
Advertisement/Public Education	989.33	1000.00
Bank Charges	450.30	475.00
Property Taxes	83.96	250.00
TOTAL EXPENSES	<u>134,204.14</u>	<u>171,250.00</u>
NET INCOME	<u>38,549.30</u>	<u>1,250.00</u>



AUDITOR'S REPORT

College of Occupational Therapists of Nova Scotia
Balance Sheet, March 31, 2010
(with comparative figures for 2009)

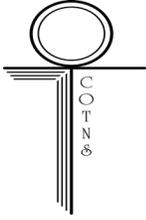
<u>ASSETS</u>		
<u>Current Assets</u>	<u>2010</u>	<u>2009</u>
Cash	\$ 3,779.58	\$ 3,875.36
Investments	350,913.21	313,596.46
Accounts Receivable	15.64	759.63
Prepaid Expenses	0.00	638.53
<u>Total Assets</u>	<u>\$ 354,708.43</u>	<u>\$ 318,869.98</u>
<u>LIABILITIES & EQUITY</u>		
<u>Current Liabilities</u>	<u>2010</u>	<u>2009</u>
Account Payable	\$ 1,897.26	\$ 4,608.11
<u>Other Funds—Restricted</u>		
Continuing Competency Fund	66,898.82	66,898.82
Special Projects Fund	47,363.05	28,795.33
Hearing Fund	200,000.00	200,000.00
	<u>314,261.87</u>	<u>295,694.15</u>
<u>Members Equity</u>		
Balance April 1st	\$ 18,567.72	\$ 22,522.85
Add: Excess of Income over Expense	38,549.30	18,567.72
	<u>57,117.02</u>	<u>41,090.57</u>
Less: Transferred to Other funds		
Continuing Competency Fund	0.00	22,522.85
Special Projects Fund	18,567.72	0.00
	<u>18,567.72</u>	<u>22,522.85</u>
Balance March 31st	<u>38,549.30</u>	<u>18,567.72</u>
<u>Total Liabilities and Equity</u>	<u>\$ 354,708.43</u>	<u>\$ 318,869.98</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.

Raymond Ells, Auditor



AUDITOR'S REPORT

College of Occupational Therapists of Nova Scotia
Statement of Income and Expense
For the Year Ended March 31, 2010
(with comparative figures for 2009)

<u>Income</u>	<u>2010</u>	<u>2009</u>
Membership Fees	\$ 158,387.50	\$ 145,167.60
Interest Earned	11,790.94	11,761.13
Administration Charges	<u>2,575.00</u>	<u>945.00</u>
	<u>172,753.44</u>	<u>157,873.73</u>
<u>Expense</u>		
Salaries/Benefits	62,584.75	61,479.68
Continuing Competency	23,214.83	20,153.47
Legal/Audit Fees	7,867.69	13,361.00
ACOTRO	5,475.31	7,104.83
Office Rent	7,005.00	7,005.00
Member Incentives	5,848.53	6,676.27
Office Supplies/Expense	4,162.65	4,990.30
Education/Training	3,392.91	4,430.73
Printing	3,119.65	3,181.80
Telephone/Internet	3,308.28	2,612.35
Purchased Service	1,706.06	1,938.32
Equipment	1,926.20	1,821.52
Insurance	1,410.85	1,422.55
Advertising	989.33	971.76
Annual General Meeting	1,657.84	663.86
Practice Committee	00.00	603.69
Bank Charges	450.30	444.88
Property Taxes	<u>83.96</u>	<u>444.00</u>
	<u>134,204.14</u>	<u>139,306.01</u>
Excess of Income Over Expense	\$ <u>38,549.30</u>	\$ <u>18,567.72</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 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 main tasks of the Practice Committees have been the review of the Practice Guideline on the Assignment of Occupational Therapy tasks to Unregulated Support Personnel; and the development of a new Code of Ethics. The Committee has completed a review of this Practice Guideline and has included a decision tree to assist in determining what tasks can safely be delegated. The next step will be to seek feedback from registrants which should occur in the Fall 2010. A work plan for the development of the Code of Ethics is ongoing.

In addition to these tasks, the Practice Committees have reviewed the Position Statement on Pandemic Planning, responded to questions related to record keeping, the duty to report child abuse, scope of practice questions and is currently reviewing a Position Statement/Practice Guideline around the new Personal Directives Act.

The Committee will begin the development of a new practice guideline related to informed consent in the fall.



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 2010. Leticia Richer responded by declaring her interest in offering for another term on the College Board. Leticia is the Board Chair. Her biography is below. A call for nominations will be made at the AGM. Anyone interested in serving on the Board should contact the College

LETICIA RICHER

Leticia is originally from St. John's, NL. As a graduate from McGill University's B.Sc. (OccTher) class of 2003, she has over four years of clinical practice in a variety of practice settings. Her experience began in the small community of Sioux Lookout in Northwestern Ontario. After two and a half years working in a general practice setting, Leticia ventured to Nova Scotia and began working in a manufacturing environment. Since then, Leticia has worked in private consulting/disability management and she is now working as a Case Coordinator/Occupational Therapist with the Nova Scotia Teachers Unions Early Intervention Program for Teachers.

Leticia joined the College in 2006 as the recording secretary and has moved to the Chair position for her 2007-2009 term.



College of Occupational Therapists of Nova Scotia
7001 Mumford Road, Halifax Shopping Centre

Mailing Address: Box 11, Halifax, NS B3L 2H8

Physical Address: Suite 819, lower floor of mall

Tel. No. (902) 455-0556 or 1-877-455-0556

Fax No. (902) 455-0621

Email Address: admin@cotns.ca