

**2017 Annual Report**  
**Newfoundland and Labrador**  
**College of Physiotherapists**

**P.O Box 21351 St. John's, NL, Canada A1A 5G6**  
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# NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

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## 2017 Annual General Meeting

### CHAIRPERSON'S REPORT

Wow, another year has come to an end. I would like to take a moment to look back at some of the work that our College has done over the last year. A few big projects have been completed or nearing completion and a few more starting up that should make the future easier. Our registration numbers continue to rise, regulatory responsibilities and issues present an ever changing picture and day to day operations keep us all busy. Ongoing requests from the public, government, CIHI as well as our own members take up much of the daily business and I would encourage everyone to read through the various reports that have been submitted from the various committees.

The behind the scenes work that is completed on our behalf is endless. Our membership continues to rise and present more challenging requests on a yearly basis. We are a small college but this doesn't mean we have less work or easier issues to deal with. In fact, I believe that since we are a small college, run by volunteer physiotherapists, some issues are more challenging for us compared to some of the larger colleges. At this time, I would like to thank Josephine Crossan, for everything she does as our Registrar and Executive Director. The work she does in her part time office hours is unmatched and makes my role as Chair a lot smoother.

I would also like to highlight our government appointed public member, John Riche. Without him, our council would not be able to function as we would not be able to pass any motions that require a vote. As a council we still have one vacant public member spot which put a lot more work on John. I would like to thank John for filling this void and bringing a vast amount of experience to our council and I look forward to working with him more in the future.

This year our council reduced the frequency of meetings but increased our online communication. This process was a little different but I feel we were able to meet our deadlines. I feel that our council will review this process and tweak the actual months that we meet face to face. Throughout the year, various committees emerged and will continue to move forward over the summer and next year.

List below is a few highlighted projects;

**Physiotherapy Support Staff Delegation** – as a follow-up from last year's AGM, a committee was established and worked hard all year to update our current guidelines. The committee has completed their task and submitted a draft proposal to council. The committee reviewed each of the different colleges across Canada and submitted a new document to council. This document is currently being reviewed. Please watch for correspondence regarding this document and changes that may reflect current practice.

**Continuing Competency-** Has continued to move forward with more audits. This year 20% of Physiotherapists in the province have been notified to submit their portfolio for review. Mike Kay has continued to lead this committee and his report is included for review.

**AGM** – again this year we have opted to have a lunch hour meeting to accommodate more members but have decided to have only the teleconference option. We will be looking for feedback on how everyone feels about this year's AGM.

**Webpage** – We have been in talks with a private company about improving our online presence, expanding our website and providing more options to our members for registration and payment. This process seems to be more complicated than first thought as we have been told it is difficult and costly to get our current database to communicate with a new system. Please stay tuned for updates in the near future.

At this time I would like to acknowledge the council members, Rachelle Ryan as vice chair, Deb Noseworthy as both treasurer and our Alliance representative, Mike Davis as a member at Large and complaints authorization committee. Kelli O'Brien as our secretary making sure our meeting were documented and providing input on many issues , Melissa Coish, as member at Large and complaints authorization committee, Catherine Pilgrim as a member at large and lastly, John Riche, our public member. I would like to thank each and every one of them for everything that they have done throughout the past year. Your time and dedication has not gone unnoticed and on behalf myself and all therapists in Newfoundland and Labrador, Thank You!

It has been a privilege to serve on council again this year and work with many great therapists. I look forward to next year and continuing to move forward. After the AGM, members of council will determine positions for each member for the following year.

Respectfully submitted by,

Ryan Johnston  
Chair of the Newfoundland and Labrador College of Physiotherapists

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### ALLIANCE REPRESENTATIVE REPORT

The Canadian Alliance of Physiotherapy Regulators (CAPR/The Alliance) is the pan-Canadian federation of provincial and territorial regulators of the practice of physiotherapy in Canada. The primary business of CAPR is the credentialing of internationally-educated physiotherapists (IEPTs) and administration of the national Physiotherapy Competency Exam (PCE) for both Canadian-educated physiotherapists and IEPTs. As a Board Director in 2016 I attended three face to face meetings in Toronto and a number of teleconferences through the year for Board meetings. As a Director I also sit on the Governance Committee.

In this annual report I like to remind NLCP members about who the The Alliance is and share a few of the highlights of the work of The Alliance in this past year.

**Evaluation Services** - The Evaluation Services aim to set high standards, provide high quality and timely service while using best practices. In 2016 an External Exam review was undertaken to ensure best practices in examinations allowing CAPR to be a leader in the world of national high stakes exams.

Continued excellence and quality improvement is noted with credentialing processing timelines with current benchmarks of 10 – 12 weeks for applications with a precedent and 16 – 18 weeks for non-precedent. Weekly tracking keeps applicants up to date with processing times which currently show as 5 weeks for those with precedent and 12 weeks without, well under national benchmarks.

As a College we benefit from these Evaluation Services of CAPR to determine new physiotherapy graduates' readiness for safe, effective and independent physiotherapy entry to practice.

**Collaboration** - As a partner in the National Physiotherapy Advisory Group (NPAG) including representatives from Physiotherapy Education Accreditation Canada (PEAC), Canadian Council of Physiotherapy University Programs (CCPUP), CPA and The Alliance; CAPR has participated in the collaborative initiative underway of the Physiotherapy Practice Profile ("Triple P") project. The goal of the Triple P project is to review and renew the Essential Competency Profile for Physiotherapists in Canada and develop Entry-to-Practice Milestones. This is critical for the Physiotherapy Competency Examination as it will help guide the framework for the new exam blueprint to ensure the

exam reflects current practice. It will also guide curriculum for physiotherapy education programs, education accreditation standards and other professional activities.

Members of all Colleges were given the opportunity to participate in surveys in 2017 and to tell us how practice has changed in the past eight years.

Another key area of collaboration has included the work of the Registrar's Committee with approval in principle of a Core Code of Ethics and a Core Standards of Practice for Physiotherapists. Implementation of this is anticipated once further logistics are finalized.

In 2016 CAPR Board of Directors and Registrars also engaged in discussions looking ahead in finalizing the next Strategic Plan that will guide it's priorities over the next three years.

One final highlight of 2016 includes the new CAPR logo and updated more user friendly

Respectfully submitted,

Deb Noseworthy

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**2017 Annual General Meeting**

**COMPLAINTS AUTHORIZING COMMITTEE REPORT**

**Subjects:**

**1: Ongoing Complaint Investigation**

The CAC consists of Michael Davis, Melissa Coish and the public member, John Riche. We are continuing to investigate a complaint against one of our registrants originally submitted in November, 2015. The allegations were that:

- A physiotherapist failed to complete adequate documentation of assessment, treatment progression and discharge for a number of outpatient and inpatient clients
- A physiotherapist purposefully destroyed department records that contained information necessary for continuity of care

To date relevant evidence has been obtained by the committee and reviewed with our legal counsel. Subsequent to advice from our legal counsel, a site visit was conducted by the Chair of the CAC to allow for a direct observation of client charts and documentation practices of the subject of the complaint. In addition, the subject of the complaint has provided a written defense to the allegations and an investigation of the defense statements was conducted.

All relevant information has now been collected and the CAC hopes to have recommendations on this matter completed and forwarded in a timely manner.

There has not been any other complaints submitted to the CAC to date.

Michael Davis  
Chair, Complaints Authorization Committee

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## **2017 Annual General Meeting**

### **CONTINUING COMPETENCE COMMITTEE REPORT**

Committee members: Michael Kay, Catherine Pilgrim, Tom Farrell, Tracy Penney, Nicole Peters

A primary goal for the college is protection of the public and this assessment is part of that commitment. It ensures that physiotherapists are taking steps to maintain skill and knowledge. Part A is essentially a self -assessment and provides a key step in reflective practice. As a result it may prompt development of goals. The actual goal setting section (Part B) is a powerful technique used by elite athletes, business leaders and achievers in all fields. Goals give direction, purpose, heighten performance and determine priorities to list just a few benefits. Members are encouraged to utilize a SMART model in writing them: The specific nature of goals means you know exactly what you are striving for, including Measureable criteria, answers the question: how will I know when I have reached my goal? An Action oriented approach produces results. Being Realistic ensures the goals are practical and can be achieved. And finally Time and resource constraints provide a definite deadline.

Part C provides an insight into the range of how physiotherapists are maintaining skill and education. Keeping up to date in your area of practice is critically important. This section goes beyond the typical day to day requirements and emphasizes what hours go into self-directed education. For some physiotherapists, this may have progress into formal presentations e.g. Grand Rounds, workshops and facilitating Webinars... but would not include meetings at work or patient rounds. As a result there is room for: educational events, taking courses, providing education, preceptorship (formal agreement with specific times is needed; the whole block of time the student is present in your clinic is not submitted), mentorship (this should be a formal agreement with specific topics listed, preparation time for meeting can be included), research, volunteering, communication with peers and a potentially large section on self-directed study.

The committee has met to prepare for the 2017 assessment.

This represents the first full college membership selection of portfolios and includes both active and inactive members. The 60 member assessment was based on the report submitted following last year's pilot and discussion with the executive.

The letters requesting portfolios has been sent and it is anticipated that more meetings will be needed once portfolios have been received and reviews are initiated.

This is a good time for all to consider the context of the portfolio submission. Aside from the requirement to submit us a copy; using and building your portfolio has inherent value in reflecting on your practice and planning for the future.

Thanks very much to my fellow committee members for serving on the committee and the work you will do in the upcoming months.

**Michael Kay, Chair**



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**2017 Annual General Meeting**

**MEMBERSHIP COMMITTEE REPORT**

**The objectives of the Membership Committee are:**

- To make recommendations to the Registrar regarding issues arising from registration of members. Examples of issues include but not limited to Physiotherapy Competency Examination (PCE) failure, continuing competency issues or re-entry.
- To research registration information and practices in other provinces and to maintain current knowledge of the PCE.
- To provide input on policy development regarding registration of members.

This year most recently, I have called on the committee to meet on three issues.

First, and most pressing is an application for Active registration from an individual who does not meet all of our registration requirements. To date, I have circulated considerable information for the committee to review and a teleconference is now planned to ascertain the recommendations that will be made to Council.

Second to review a current member's application to have practice hours considered while employed in a non- clinical role.

Finally to review our current Mentorship Program in the light of recent events surrounding candidates failing the clinical portion of the P.C.E. and some new trends taking place in this regard in other jurisdictions.

The current members of the Membership Committee are John Riche, public representative; Raeleen Baggs, administration representative; Nichole Douglas our recent PCE graduate and Rachelle Ryan representing Council of the College.

I look forward to working with all of them in the near future.

Respectfully Submitted

Josephine Crossan  
Chairperson

**NEWFOUNDLAND AND LABRADOR  
COLLEGE OF PHYSIOTHERAPISTS**

**Financial Statements**

**Year Ended December 31, 2016**

**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

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**Year Ended December 31, 2016**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Newfoundland and Labrador College of Physiotherapists

We have audited the accompanying financial statements of Newfoundland and Labrador College of Physiotherapists, which comprise the statement of financial position as at December 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*(continues)*

Independent Auditor's Report to the Members of Newfoundland and Labrador College of Physiotherapists  
(continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Newfoundland and Labrador College of Physiotherapists as at December 31, 2016 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

PINSENT BARTLETT

St. John's, Newfoundland and Labrador  
May 5, 2017

CHARTERED PROFESSIONAL ACCOUNTANTS

**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS****Statement of Revenues and Expenditures****For the Year Ended December 31, 2016**

	2016	2015
<b>REVENUE</b>		
Member dues	\$ 100,184	\$ 96,120
Fines levied	-	3,200
	<b>100,184</b>	<b>99,320</b>
<b>EXPENSES</b>		
Executive director	41,833	41,833
Legal fees	14,952	11,443
Rental	6,604	6,598
Memberships	6,397	6,165
Audit fees	5,620	4,125
Meetings and conventions	5,410	7,065
Office	4,997	8,011
Gifts and honoraria	2,600	2,275
Telephone	2,494	2,292
Insurance	1,343	1,304
Interest and bank charges	183	406
Amortization	150	205
	<b>92,583</b>	<b>91,722</b>
<b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>7,601</b>	<b>7,598</b>
<b>OTHER INCOME</b>		
Interest income	467	904
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 8,068</b>	<b>\$ 8,502</b>

See notes to financial statements

**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

**Statement of Financial Position**

**December 31, 2016**

	2016	2015
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 90,772	\$ 82,446
Term deposits	47,579	47,336
Prepaid expenses	664	652
	<b>139,015</b>	<b>130,434</b>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 3)</i>	441	592
	<b>\$ 139,456</b>	<b>\$ 131,026</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 5,295	\$ 4,933
<b>NET ASSETS</b>		
General fund	104,161	100,855
Contingency reserve fund	30,000	25,238
	<b>134,161</b>	<b>126,093</b>
	<b>\$ 139,456</b>	<b>\$ 131,026</b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

See notes to financial statements

**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS****Statement of Changes in Net Assets****Year Ended December 31, 2016**

	General Fund	Contingency Reserve Fund	2016	2015
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 100,855	\$ 25,238	\$ 126,093	\$ 117,591
Excess of revenue over expenses	8,068	-	8,068	8,502
Transfers	(4,762)	4,762	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 104,161	\$ 30,000	\$ 134,161	\$ 126,093

See notes to financial statements



**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS****Statement of Cash Flow****Year Ended December 31, 2016**

	2016	2015
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 8,068	\$ 8,502
Item not affecting cash:		
Amortization of property, plant and equipment	150	205
	<b>8,218</b>	<b>8,707</b>
Changes in non-cash working capital:		
Accounts payable	363	360
Prepaid expenses	(12)	(4)
	<b>351</b>	<b>356</b>
<b>INCREASE IN CASH FLOW</b>	<b>8,569</b>	<b>9,063</b>
Cash - beginning of year	129,782	120,719
<b>CASH - END OF YEAR</b>	<b>\$ 138,351</b>	<b>\$ 129,782</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 90,772	\$ 82,446
Term deposits	47,579	47,336
	<b>\$ 138,351</b>	<b>\$ 129,782</b>

See notes to financial statements

# NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

## Notes to Financial Statements

Year Ended December 31, 2016

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### 1. PURPOSE OF THE COLLEGE

Newfoundland and Labrador College of Physiotherapists is governed by the Physiotherapy Act, 2006, and the Legislature of the Province of Newfoundland And Labrador. The College is a corporation without share capital for the purpose of Part XXI of the Corporations Act.

The Act gives the College authority to regulate itself as a professional body. The objectives of the College are to promote, encourage and improve the status of Physiotherapists and to maintain, improve and increase the knowledge, ability and competence of its members.

The College is not subject to income tax under section 149(1) of the Income Tax Act of Canada.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Comparative figures

Certain comparative amounts have been reclassified to conform to the current year's presentation.

#### Revenue recognition

a) Income from membership fees is recognized as income on a cash basis.

b) Interest income is recognized on an accrual basis.

#### Contributed services

The operations of the College depend on the contribution of time by volunteers. The fair value of services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Investments

Investments are measured on a fair market value basis.

(continues)

# NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

## Notes to Financial Statements

Year Ended December 31, 2016

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Property, plant and equipment

Property, plant and equipment are stated at cost or deemed cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives on a declining balance basis at the following rates:

Computer equipment	30%
Furniture and fixtures	20%

The College regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

### 3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Computer equipment	\$ 3,284	\$ 3,063	\$ 221	\$ 316
Furniture and fixtures	598	378	220	276
	<b>\$ 3,882</b>	<b>\$ 3,441</b>	<b>\$ 441</b>	<b>\$ 592</b>

### 4. COMMITMENTS

The College has a lease commitment for office space of \$527 per month. The lease will expire in July 2018. The College entered into an Executive Director contract in November of 2016 that will be renewable at the end of October 2017 for a total annual commitment of \$41,833.

### 5. CONTINGENCY RESERVE FUND

In 2008, the College internally restricted \$18,000 for the purpose of a reserve fund to cover potential legal and related costs as might arise from future disciplinary proceedings. In 2013, the board of directors voted to increase the legal reserve to \$30,000. During 2013, \$4,762 was charged against this fund. The fund was replenished to its \$30,000 level during the year.

### 6. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments. These risks are routinely monitored and managed by the Board. The following analysis provides information about College's risk exposure and concentration as of December 31, 2016.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the College manages exposure through its normal operating and financing activities. The College is exposed to interest rate risk primarily through the interest rates available on its term deposits.