



2016-2017 Annual Report

PO Box 23076, RPO Churchill Square, St. John's, NL A1B 4J9

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ANNUAL GENERAL MEETING NOTIFICATION
2016-2017 Membership Year

The Board of Directors of the Newfoundland & Labrador Occupational Therapy Board is pleased to announce that the 2016–2017 Annual General Meeting will be held as follows:

DATE: June 14, 2017

12:00 noon to 1:00 pm

LOCATION: LA Miller Center, Harbour Room

Formerly the New Cafeteria Conference Room

Attendance is available in person and by teleconference.

Teleconference Information: 1-866-613-5223

Participant code: 5208092#

The Newfoundland Labrador Occupational Therapy Board regulates the profession of occupational therapy in the province of Newfoundland and Labrador. The Board is responsible for setting conditions for entry to practice (licensure) and to monitor members to ensure adherence to the laws, regulations and standards that govern practice.

Regulation is aimed at preventing harm to the public by setting compulsory rules of conduct and standards of practice within the profession.



2016-2017 BOARD OF DIRECTORS

Glenda Cokes, Chairperson

Ashley Walsh, Registrar

Maria Rotondi, Treasurer

Tammy Priddle, Secretary

Patricia Moores, Member at Large

Blair Patrick, Public Representative

Patricia Grainger, Public Representative

Kim Doyle, Executive Director

Chairperson's Report Glenda Cokes, Chairperson

Self-regulation is a privilege grounded in the premise of public protection. The Newfoundland and Labrador Occupational Therapy Board of Directors, along with the Executive Director, strives to effectively regulate the practice of occupational therapy and promote continuous quality improvement as we align with provincial and national mandates.

The Board of Director's and the executive director continuously demonstrates commitment and dedication to supporting the safe practice of occupational therapy in our province. The terms of all Board of Directors are ongoing with no anticipated changes for the upcoming year. We are currently waiting for government to appoint public members for the Board; both public members, Patricia Grainger and Blair Patrick have expressed interest to continue with the Board and waiting for government's response.

The terms for all Occupational Therapists on the disciplinary panel are ongoing; the public members terms expired in 2016 and we are currently awaiting government to appoint new members. As per the Occupational Therapy Act (2009) all allegations are received by the chairperson and based on the review it is determined if the matter can be resolved at the level of the chairperson or referred on to the Complaints Authorization Committee (CAC). Over the past year the Board has received two complaints; one was referred to CAC and an alternate dispute resolution was put in place, the other is still under review by the chairperson.

Kim Doyle commenced employment with the NLOTB in November 2013 in the position of executive director. A performance review and review of the contract for the ED was completed in November 2016. The contract was renewed until November 2017 with no changes; the Board is currently reviewing the financial status of the Board and rate of pay for this position in preparation for the upcoming contract review. The activities of the ED position continue to be extensive and far reaching as Kim regularly partners with the Board of Directors and various external partners. Please review the executive director's report where activities related to registration, continued competency, governance, partnerships and education are outlined.

Registration fees for 2016-2017 licensing year were \$350; no increase in fees was recommended for 2016 -2017. The treasurer's report will speak to the financial status of the NLOTB.

Future Directions

To meet the mandate of self regulation and protection of the public NLOTB is committed to:

- Continued partnerships with stakeholder groups including ACOTRO, CIHI, The Health Regulator's Network, the Department of Health and Community Services, The Office of the Privacy Commissioner and NLAOT as we strive to align our polices and practices with current trends and requirements of self regulation.
- Adoption of a framework to guide the development of the Continued Competency Program. The Board recognizes this as a priority; work plans are in place to help guide this development.
- Review and updating of the task assignment guidelines of occupational therapy support personnel.
- Improvements to the website and communications with members.
- Ongoing review and update of regulatory documents and policy and procedures.
- Education of Board Directors and Disciplinary Panel members.

Registrar's Report Ashley Walsh, Registrar

A thank you to the membership for helping to make the registration and renewal process a success this licensing year. Annual registration fees support the duties and responsibilities of the board including public protection and the privilege of self-regulation. Additionally, registration fees allow our board to be an effective presence with various stakeholder groups including the Health Regulator's Network, Canadian Institute for Health Information (CIHI) and the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO).

During the 2016-2017 licensing year there were 197 license renewals. Outside of the traditional renewal time, there were a further 17 applications for new licensing or reinstatement. There was a total of 214 licenses issued during the 2016-2017 licensing year.

We would like to take this opportunity to formally recognize the commitment Registration Committee. This year, we increased our membership from four members to six members to ensure regular representation from the membership. We welcomed two new members to our committee for a two year term, Ms. Andrea Pittman and Ms. Jennifer Bouzane. Additionally, we were pleased to welcome back Ms. Martina Hickey and Ms. Patricia Granger who have graciously agreed to remain on the committee for another two year term.

The mandate of the committee is to review matters relating to applications for registration and determine applicants' eligibility for licensing consistent with the Act, Regulations, Board approved policies and procedures and other relevant legislation. The committee is also mandated to support the board in establishing and implementing Registration Policies and Procedures with review on an annual basis. Accomplishments of the committee this year has included supporting the registration process by reviewing questions and concerns related to registration, renewal, currency and re-entry to practice. The committee has also developed a currency fact sheet for the membership and are in the process of completing a currency policy.. The committee will also be assisting the board in the development of policies and procedures regarding documentation retention.

The committee members for the 2016 – 2017 licensing year:

Ashley Walsh, Committee Chairperson

Martina Hickey, NLOTB Member Representative

Andrea Pittman, NLOTB Member Representative

Jennifer Bouzane, NLOTB Member Representative

Patricia Grainger, Board Public Representative

Kim Doyle, Executive Director

Executive Directors Report Kim Doyle, Executive Director

Its hard to believe that another year has passed. The day to day business of NLOTB continued throughout the 2016-2017 licensing year. Priorities are licensing and complaints review and maintaining, revising and developing the resources to meet these priorities on an ever changing landscape.

As the Executive Director, I am tasked with carrying out the mandate set forth by the board of directors as per our guiding legislation. I am very fortunate to have a very dedicated board who give freely of their time and experience. I am well supported in my role from the board members and also from the membership when called upon for representation.

Given our small size and limited resources collaboration is key to success. On a provincial level, the Health Professions Regulatory Network is a valuable resource. The partners have many years of experience with health regulation in the province of NL and are open to sharing knowledge, experience, resources and to address current issues of mutual concern. On a national level, a significant portion of my time spent with the Association of Canadian Occupational Therapy Regulators (ACOTRO) and the many projects and issues this group addresses. The mandate of ACOTRO is to advance quality occupational therapy regulation in Canada. Three to four, 2 day meetings are set annually, in addition to committee work. ACOTRO administers the Substantial Equivalency Assessment System (SEAS) which assesses internationally educated OT's to determine if their education, fieldwork and competencies as an occupational therapist are substantially equivalent to a Canadian educated, entry to practice level OT. This program requires oversight and management on an ongoing basis.

In September 2016, ACOTRO facilitated a forum to review issues related to the national occupational therapy exam & accreditation of the occupational therapy education programs in Canada. One of the issues discussed was the current use of three competency documents by these organizations. Following the forum there has been a commitment by ACOTRO, the Canadian Association of Occupational Therapists (CAOT) and the Association of Canadian Occupational Therapy University Programs (ACOTUP) to develop one competency document for the profession of occupational therapy in Canada.



Moving Forward....

Regular Communication with licensed OT's in NL:

- Enhanced Website
- Learning Modules for regulatory practice issues
- A forum for OT's to discuss regulatory practice issues with NLOTB.

Improved Governance:

- Development of a 5 year strategic plan.

Increased Efficiency of Administrative Functions:

- Enhanced Website
- Shared Office Space/ Resources

Financial Report

NLOTB continues to operate in a fiscally conservative and prudent manner. The annual Audited Financial Statements for NLOTB year 2016-2017 were completed by Noseworthy and Chapman Chartered Accountants and will be posted on the NLOTB website for review prior to the Annual General Meeting.

In the 2016-2017 membership year, membership fees collected totaled approximately \$72,365.00. We were successful in carrying out the business of NLOTB within the budget set out with the exception of legal expenses associated with the complaints review process. We did have reserve funds in our daily bank account to cover the amount spent last year. We have GIC's in reserve to cover large expenses such as complaints review or a hearing if necessary. Details are noted in the audited financial statements.

The licensing fee for the 2016-2017 licensing year remained at \$350.00 and will continue for the 2017-2018 licensing year.

Continuing Competency

NLOTB is continuing to work with our counterparts in Nova Scotia and PEI on developing a Continuing Competency Program. NLOTB is looking at a Framework consisting of three components: Competence Maintenance, Competence Evaluation and Competence Improvement. We are continuing to work on the details of each section. The Atlantic group is working on educational prep modules for our members based on the Essential Competencies of Practice for OT.

This program has been a long time in the making and we are very hopeful to have a framework and roll out plan by the fall 2017. There will be many opportunities for discussion and feedback from the members.

Occupational Therapy Workforce Data

The Canadian Institute for Health Information (CIHI), collects OT workforce data such as education, supply, employment and demographic trends of Canada's occupational therapists. This information can assist decision-makers in the planning and distribution of health care providers. The following highlights several of the data tables from this document. Please use the link below to reference the full document:

From 2006 to 2015 the total number of OT's in NL increased from 140 to 205.

Since 2006 more than 94% of Occupational Therapists in NL are Canadian educated.

The number of OT's working in "Urban" environments decreased from 84.1% in 2006 to 80.9% in 2015.

The number of OT's working in "Rural" environments increased from 15.9% in 2006 to 19.1% in 2015.

Between 2006 and 2105 the lowest % of OT's with "permanent employment" was reported as 80.4% in 2013 and the highest in 2010 as 85.9%

https://www.cihi.ca/sites/default/files/document/ot_2015_data_tables_en.xlsx

Complaints and Discipline

The Occupational Therapists Act, 2005 states that “the board shall appoint at least 10 licensed occupational therapists who are not directors, one of whom shall be appointed to serve as chairperson, and the minister shall appoint at least 3 persons who are not licensed occupational therapists to represent the public interest, who shall constitute the disciplinary panel”. The following list outlines our current Discipline Panel Representatives:

<u>OT Reps: 2015-2018</u>	<u>OT Reps: 2016-2019</u>	<u>Public Reps (2013-2016)</u>
Krista Wade	Susan Penney	Ron Sheppard
Phil Gushue	Michelle Ryan	Jim Courtney
Shelley Di-Nur	Alison Carter	Margaret (Pegi) Earle
Sherri Randell	Lisa Heale	
Melissa Greene	Nancy Hull	

NLOTB currently has two allegations which are under review. One is with the Complaints Authorization Committee and the other is with the Chairperson for review. The complaints review process is outlined in the OT Act, section 14-29.



NL Occupational Therapy Board

PO Box 23076, RPO Churchill Square

St. John's, NL A1B 4J9

Canada

Phone: (709) 697-4920, Fax: (709) 383-0135

Website: www.nlotb.ca

**NEWFOUNDLAND & LABRADOR
OCCUPATIONAL THERAPY BOARD**

Financial Statements

Year Ended February 28, 2017

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

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Year Ended February 28, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Members of Newfoundland & Labrador Occupational Therapy Board

We have audited the accompanying financial statements of Newfoundland & Labrador Occupational Therapy Board, which comprise the statement of financial position as at February 28, 2017 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.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Newfoundland & Labrador Occupational Therapy Board as at February 28, 2017 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.

Noseworthy Chapman

Chartered Professional Accountants
St. John's, NL
August 7, 2017

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Financial Position

February 28, 2017

	2017	2016
ASSETS		
CURRENT		
Cash (Note 4)	\$ 247,443	\$ 226,979
Prepaid expenses	1,662	1,036
	\$ 249,105	\$ 228,015
LIABILITIES		
CURRENT		
Accounts payable	\$ 12,258	\$ 5,059
Deferred income	56,573	47,955
	68,831	53,014
NET ASSETS		
General fund	180,274	175,001
	\$ 249,105	\$ 228,015

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**Statement of Revenues and Expenditures****Year Ended February 28, 2017**

	2017	2016
REVENUES		
Membership fees	\$ 95,042	\$ 96,750
Interest	1,649	1,426
	96,691	98,176
EXPENDITURES		
Advertising	167	900
Bank charges	103	97
Conference and travel	7,661	6,695
Continuing competency profile	1,022	369
Fees and dues	121	305
Insurance	4,203	4,200
Miscellaneous	-	250
NLAOT	24,563	21,282
Office and administration	1,559	2,516
Professional fees	10,128	7,274
Registrar fees	41,250	38,075
SEAS start up fee	-	9,000
Telephone	641	640
	91,418	91,603
EXCESS OF REVENUES OVER EXPENDITURES	\$ 5,273	\$ 6,573

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Statement of Changes in Net Assets

Year Ended February 28, 2017

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 175,001	\$ 168,428
Excess of revenues over expenditures	5,273	6,573
NET ASSETS - END OF YEAR	\$ 180,274	\$ 175,001

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD**Statement of Cash Flow****Year Ended February 28, 2017**

	2017	2016
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 105,309	\$ 93,560
Cash paid to suppliers	(84,742)	(100,514)
Bank charges paid	(103)	(97)
INCREASE (DECREASE) IN CASH	20,464	(7,051)
Cash - beginning of year	226,979	234,030
CASH - END OF YEAR (Note 4)	\$ 247,443	\$ 226,979

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2017

1. DESCRIPTION OF BUSINESS

In Newfoundland and Labrador, the provincial legislature delegated the regulatory authority over Occupational Therapy to the Newfoundland & Labrador Occupational Therapy Board (the "Board"). Regulation is aimed at preventing harm to the public by setting compulsory rules of conduct and standards of practice within the profession.

The objectives of the Board are to set conditions for entry into the profession and to monitor members to ensure adherence to the laws, regulations and standards that govern practice.

The Board is a not-for-profit organization and, as such, is exempt from income tax.

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).

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Revenue recognition

Revenue from membership fees is recognized in the year to which they relate. Membership fees received in advance of the related membership year are recorded as deferred income in the year received.

Interest income is recognized on the accrual basis as earned.

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.

3. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of February 28, 2017.

(continues)

NEWFOUNDLAND & LABRADOR OCCUPATIONAL THERAPY BOARD

Notes to Financial Statements

Year Ended February 28, 2017

3. FINANCIAL INSTRUMENTS *(continued)*

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Board is exposed to interest rate risk through holding guaranteed investment certificates.

4. CASH

	2017	2016
Bank account	\$ 86,118	\$ 123,100
Guaranteed investment certificates	161,325	103,879
	\$ 247,443	\$ 226,979
