



College of Occupational Therapists of Nova Scotia

2011-2012 Annual Report

CHAIR'S REPORT

LETICIA RICHER, CHAIR

As I near the end of my three consecutive terms with the COTNS board, I reflect on how far we have come and how much I have learned. The COTNS has offered me the opportunity to learn more about the regulation of Occupational Therapy as a profession, to attend CAOT conferences in Ottawa, St. John's and soon Quebec City and has helped me grow personally in many ways.

Over my six years with COTNS, we have worked on many new and exciting projects such as the Fair Registration Practices Act legislation, the Agreement on Internal Trade, the ongoing development of the continuing competency program and now the revision of our regulations and code of ethics. Six years ago the COTNS was small and fledgling organization and looking back, we have accomplished much and are climbing our way up to be on par with the more established colleges. It has been very rewarding to be a part of that. The COTNS is considered a leader in OT Regulation in the Atlantic Provinces and that is something to be proud of.

To name a few favorite projects, I have thoroughly enjoyed the work we have done with Dorothy Edem and the Continuing Competency Committee on the development and evaluation of the Continuing Competency Portfolio and Professional Development tool. It has been great experience learning about how such a program is developed, how other provinces do their continuing competency and how to make the program really work for Nova Scotia Occupational Therapists. The revision of the regulations really interests me and while we are just delving into this, I feel passionate about learning more.

REGISTRAR'S REPORT

GAYLE SALSMAN, REGISTRAR

REGISTRAR'S REPORT

Overall, we can honestly say that 2011/2012 was a year of change and growth for the College. Quality professional regulation requires attention to the changing environment and context within which we do our work. The College works in a constantly evolving environment. Increased demands from government and the public for accountability have resulted in changes to legislation overseeing the professional regulatory organizations; as well as the fiscally constrained environment impacting the way our members provide service must all be considered for their impact on the way we conduct our work. The College is constantly looking for innovative and effective ways to support our members. As you will see from this report, the College has built a solid foundation from which to continue to build and grow.

FULFILLING THE STRATEGIC DIRECTIONS

The College is governed by a Board which sets the strategic direction for the College and governs the regulation of Occupational Therapy practice in the public interest. The Board then delegates the achievement of the strategic plan to the Registrar. In other words it is the Registrar's role to work with College staff and volunteers to implement the strategic plan within the policy limits and guidelines established by the Board.

This year's annual report marks the end of the strategic plan set in 2007 and highlights some of the College's accomplishments during that timeframe. The strategic plan focused on building a strong foundation from which the College could build and grow as the top priority for the College. Six key areas were identified as follows:

Public Education

Individuals at the Strategic Planning Session identified educating the public as a priority to ensuring protection of the public. This includes educating both the public and employers about the profession and its value. However, it was also clearly identified that in order to educate the public, the College must first have developed good policies and procedures, have adequate human resources in place, have College programs in place, have the support of its membership and have a clear strategic direction. Therefore, this strategy, while it remains part of the strategic plan, has only one objective: That by April 1st, 2012, there be clear evidence of COTNS work to begin the process of educating the public.

Continuing Competence Program

The ongoing development of a leading edge Continuing Competence program was identified as a core strategy for meeting the College's mandate of public protection by supporting and monitoring registrant's continued competence.

The Continuing Competency Committee meets regularly to fulfill its mandate - developing, implementing and evaluating the Continuing Competency Program.

The College successfully launched the Continuing Competency Program Portfolio which includes a self-assessment and professional development plan. A review of this tool is currently underway through a survey of the membership and to incorporate the newest edition of the Essential Competencies of Practice for Occupational Therapists in Canada, ACOTRO, 2011.

This Committee continues to work on the development of the Peer Assessment component of the program, which is a statutory requirement for the College.

Member Engagement/Volunteer Management

Successful self-regulation is dependent on the commitment of the professions members to take on the roles for governing the profession. Over the past 5 years, registrants have provided a strong and sustained commitment to self-regulation through member participation on the Board and Committees. This support and engagement of our members is not something which is taken for granted. The College continues its work to: improve our orientation and training procedures; improve access to expert knowledge and opinions for decision making; and to provide an adequate level of staff support for committees in order to ensure that this level of engagement is maintained.

Core Regulatory Functions

Much of this past year has been spent developing new Registration Regulations which would allow the College to more effectively respond to the changing regulatory environment.

The draft regulations have been prepared bearing in mind that we are operating under the constraints of the existing Occupational Therapists Act. As a result, some of the items that appear in the regulations are not the ideal way of dealing with registration and licensing issues, but they must remain as a result of the Act's requirements. We have however, attempted to make the regulations consistent with current processes, as well as compliant with the requirements of the *Fair Registration Practices Act*.

Work with other Organizations

Building and sustaining connections with other organizations are valued activities, thus the College actively participates in opportunities to collaborate on initiatives that support its strategic objectives and mandate. These partnerships include:

Nova Scotia Regulated Health Professions Network – work with the NSRHN included sitting on the working groups for Interprofessional Collaborative Regulation; attending quarterly meetings and being part of the working group reviewing the process of delegation.

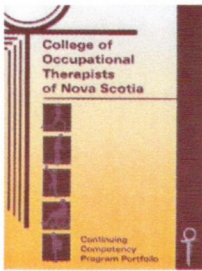
Continued commitment to the Association of Canadian Occupational Therapy Regulatory organizations serving both as the vice-president of ACOTRO and as a member of the project council overseeing the ACOTRO Harmonization Project.

Fiscal Responsibility

The College has taken great pains to maintain its fiscal responsibility over the past 5 years through good financial management practices, strategic use of technology, and ongoing oversight. As a result, the College is now able to say, it is in a good place financially in order to proceed with the building process.

In addition to these key areas identified, the College has also been attending to developing governance and administrative processes to continually improve how well it meets its mandate and does its work. Some items for ongoing development include an increased focus on developing leadership within the College, improvements to meeting management and most importantly an increased focus on member education and support. As a result, the Board has struck an ad hoc committee to assist in the College to better serve its members.

Marking the end of the strategic plan provides an opportunity to look back on the accomplishments of the past 5 years. It also provides an opportunity to focus on the future. For the Board and staff this is an exciting time as we look forward to establishing a new building plan for the future!



Continuing Competency Committee

DOROTHY EDEM

The Continuing Competency Committee met regularly to fulfil its mandate - developing, implementing and evaluating the Continuing Competency Program. The following is a synopsis of the work of the committee in the past year.

1. Evaluation of the Continuing Competency Portfolio:

- In December 2011, the Continuing Competency Committee developed and administered the COTNS Continuing Competency Portfolio Evaluation Survey to determine the effectiveness of the portfolio in fostering competency reflection and professional development. The survey also asked registrants their opinion on the use of electronic portfolio (e-portfolio) and learning modules as part of the Continuing Competency Program.
- The survey was distributed to all registered occupational therapists in Nova Scotia. The response rate was 26.14%. About 60% of the respondents reported value in maintaining the portfolio; 55% preferred an electronic portfolio as an alternative to paper based and over 64% support the development of online learning modules.
- A summary report of the survey will be circulated to members. The committee will use the survey results in the ongoing development of the Continuing Competency Program including, but not limited to, the revision of the self-assessment tool, development of online learning modules, e-portfolio, etc.

2. Continuing Competency E-News:

- The committee continued to use the Continuing Competency Program E-News as a medium for communicating with members. The purpose of the e-news is to keep members informed about the Continuing Competency Program – its development, processes, membership input, FAQ, and sharing information on competency related issues.

3. Peer Assessment Review:

- The committee continued to explore the most effective and efficient method to implement a Peer Assessment Review. To date, two options are being explored: 1) Use of Multi-Source feedback - this will require adapting the process used by College of Occupational Therapists of Ontario (COTO) and 2) Use of a Competence Assessment Exam - this method is used by the College of Occupational Therapists of British Columbia (COTBC).
- In the March 2012 issue of the Continuing Competency Program E-News, members were provided links to both options and were asked to review both processes and share their feedback with the committee. The committee has received valuable feedback from members and will use the feedback as part of the exploration to determine the most effective structure and format for COTNS Peer Assessment Review.

4. Revision of Continuing Competency documents:
 - The ongoing review and revision of all related documents to ensure currency.
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 - The ongoing review and revision of all related documents to ensure currency.

2012/2013 Work plan:

The committee will continue to work on following:

- Revision of Self-Assessment Tool to reflect the newly released 3rd Edition of the Essential Competencies of Practice for Occupational Therapists in Canada. The committee will use feedback from the Continuing Competency Survey when revising the tool.
- Development of Online Learning Modules and E-portfolio
- Development of structure for Peer Assessment Review
- Face-to-face membership consultation

Complaints and Investigation Committees

No complaints were received during the 2011/2012 registration year.

Practice Committees

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

Activities of the last year include:

- Continued work on the Practice Guideline: Delegation and Supervision of Support Personnel
- Begun development of the Practice Guideline: Informed Consent
- Ongoing development of a new Code of Ethics
- Responded to 12 practice related questions received from members

Credentials Committee

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

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

- The review of 35 new applicants and 16 re-registrant applications
- The review of the revised Registration Regulations
- The review of administrative policies related to licensing

Registration Statistics

Total Number of Registrants

2012	459
2011	434
2010	414
2009	385
2008	365

Where Educated:

Nova Scotia	70%
Other Canadian Provinces	28%
Internationally Educated	2%

Practice settings 2011-2012

Cardio and Respiratory	< 1%
Client Service Management	3%
General Physical Health	34%
Health Promotion and Wellness	4%
Mental Health	18%
Musculoskeletal	7%
Neurological	6%
Other Areas of Direct Service	6%
Other Areas of Practice	6%
Palliative Care	< 1%
Service Administration	4%
Teaching	3%
Vocational Rehabilitation	6%
Medical/Legal Related Client Service	<1%
Management	<1%
Research	2%

Position

Direct Service Provider	79%
Educator	4%
Manager	6%
Other	6%
Professional Leader/Coordinator	5%
Researcher	2%

Board and Committee Members and College Staff

2011-2012 Board of Directors

Leticia Richer, Chair
Scott Thieu, Treasurer
Victoria Apold, Secretary, Public Member
Stephanie Anthony-Brown, Vice-Chair
Shirley Anderson

Credential's Committee

Nicole Boudreau
Nancy Littler
Scott Thieu
Christine Marchessault
Annette Fraser

Practice Committee (Halifax)

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

Practice Committee (Cape Breton)

Angela Stairs
Amanda Burlock
Raylene Morykot
Karen Boudreau
Leslie Greencorn
Sheila Poulton
D. Nadine Wadden

Continuing Competency Committee

Joanne Comeau, Chair
Karen Landry
Susanne MacLean
Karen Roberts-Small
Jennifer Saunders

College Staff

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

INDEPENDENT EXTERNAL FINANCIAL REVIEW

College of Occupational Therapists of Nova Scotia Balance Sheet, March 31, 2012 (with comparative figures for 2011)

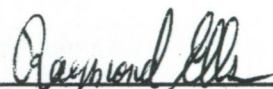
<u>Assets</u>		2012	2011
Current Assets			
Cash	Current Account	\$ 9,961.23	7,077.90
	Savings Account	39,832.86	
Investments		335,084.78	395,994.13
Accounts Receivable		2,122.55	3,737.45
Prepaid Expenses		388.12	370.88
<u>Total Assets</u>		\$ 387,389.54	\$ 407,180.36

<u>Liabilities & Equity</u>		2012	2011
Current Liabilities			
Accounts Payable		9,568.75	\$ 52,134.80
Other Funds			
Continuous Competency Fund		66,898.82	66,898.82
Special Projects Fund		59,896.49	35,688.22
Hearing Fund		200,000.00	200,000.00
		326,795.31	302,587.04
Members Equity			
Balance April 1st		52,458.52	\$ 38,549.30
Add: Excess of Income over Expense		51,025.48	52,458.52
		103,484.00	91,007.82
Less: Transferred to Other Funds		52,458.52	38,549.30
Special Projects Fund			
Balance, March 31st		51,025.48	52,458.52
<u>Total Liabilities and Equity</u>		\$ 387,389.54	\$ 407,180.36

Auditor's Report

The above Balance Sheet and attached Statement of Income and Expense were prepared from information supplied by the College Accountant and my audit of the records.

In my opinion, these statements present fairly, in all material respects, the financial position of the College at March 31, 2012 and the result of its operations for the year then ended.


 Raymond Ellis
 Auditor

College of Occupational Therapists of Nova Scotia
Statement of Income and Expense
For the Year Ended March 31, 2012
(with comparative figures for 2011)

Income	2012	2011
Membership Fees	\$ 171,375.00	\$ 166,725.00
Interest Earned	9,611.12	10,414.53
Administration Charges	4,445.00	2,140.00
	185,431.12	179,279.53
Expense		
Salaries/Benefits	66,106.90	67,944.67
Continuing Competency	13,446.21	18,014.59
Legal/Audit Fees	2,973.75	1,092.34
Office Rent	14,653.91	8,998.34
Member Incentives	7,125.00	6,000.00
ACOTRO	735.01	3,410.58
Office Supplies/Expense	4,923.90	4,389.71
Education/Training	822.73	3,581.67
Telephone/Internet	3,380.60	3,250.57
Printing	2,351.75	1,115.20
Equipment	1,292.79	3,673.70
Purchased Service	7,883.64	2,498.27
Annual General Meeting	760.91	67.51
Insurance	2,006.50	1,822.00
Advertising	1,000.00	0.00
Bank Charges	4,786.50	541.99
Practice Committee	112.73	265.47
Credentials Committee	42.81	154.40
	134,405.64	126,821.01
Excess of Income Over Expense	\$ 51,025.48	\$ 52,458.52

College of Occupational Therapists of Nova Scotia
Special Projects Fund
Statement of Receipts and Disbursements
For the Year Ended March 31, 2012

Balance April 1, 2011	\$ 35,688.22
Add: Transfer of March 31/11 Net Income	52,458.52
	88,146.74
Deduct: Disbursements; Registration System - Softworks	28,250.25
Balance March 31, 2012	59,896.49

COTNS

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