



**NLOTB**

Newfoundland & Labrador  
Occupational Therapy Board

**2014-2015 Annual Report**

## **TABLE OF CONTENTS**

<b>Table of Contents</b>	<b>2</b>
<b>Introduction and Board of Directors</b>	<b>3</b>
<b>Chairperson's Report</b>	<b>4</b>
<b>Registrar's Report</b>	<b>5</b>
<b>Executive Director's Report</b>	<b>6</b>
<b>Continuing Competency</b>	<b>7</b>
<b>Complaints and Discipline</b>	<b>7</b>
<b>Treasurer's Report</b>	<b>8</b>

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.



### **2014-2015 BOARD OF DIRECTORS**

**Glenda Cokes, Chairperson**

**Ashley Walsh, Registrar**

**Margaret Collingwood, Treasurer**

**Kelly Fry, 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. Our role is to regulate the provincial practice of occupational therapy by ensuring safe and ethical service in order to protect the public interest. Over the past year there have been many initiatives to achieve these goals.

The Board of Directors bid farewell to Jill Philips and welcomed Patti Moores to the Board in June 2014 . The board is preparing for a change in membership as we bid farewell to Margie Collingwood, Treasurer and Kelly Fry, Secretary. We would like to thank both Margie and Kelly for their commitment and volunteerism supporting the practice of Occupational Therapy. Nominations for new Board members have been received and new Board members will be identified at the Annual General Meeting scheduled for June 10, 2015.

Kim Doyle, Executive Director, commenced employment with the Board in November 2013. The Board of Director's completed a performance and planning review in November 2014 and recommended we continue with the contract for an additional 18 months and will be reviewed in May 2016. The activities of the ED have been extensive and far reaching over the past year as Kim has engaged in business of the Board. Kim's dedication and expertise in the area of regulatory functions has been asset in representing our regulatory body. The executive director will provide a report outlining activities related to operations, governance, partnerships and education.

From our mandate to protect the public comes the complaints review process. In the past membership year, the Board received two complaints. One was addressed at the level of the Complaints Authorization Committee with a caution and counsel outcome and

the other is currently still being reviewed.

The terms for five Occupational Therapists on the disciplinary panel expired in 2014 and five new members have been appointed. We would like to thank Kim Larouche, Janet Stinson, Jane Simmons, Lisa Hutchings and Terri Walters for full filling their terms.

Future Directions to meet the mandate of self regulation and protection of the public include ongoing planning and development of the ED's role. The assistance from paid staff has proven to be an asset for NLOTB to function effectively in its responsibility for self regulation. Continued partnerships with various stakeholder groups including Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), Canadian Institute for Health Information (CIHI), Health Regulators Network, Department of Health and Community Services, The Office of the Privacy Commissioner, NL Association of Occupational Therapists (NLAOT), Canadian Association of Occupational Therapists (CAOT) and Professional Practice with Eastern Health. Projects include ongoing education of board and committee members; improved communications with members; and review and/or development of guidelines, policies, procedures and regulations.



# Registrar's Report Ashley Walsh, Registrar

The registration process for 2015/2016 ran smoothly this year. The support of the executive director and the registration committee has been crucial to this process. In preparation for this year's renewal, our database was updated to include a billing and email feature for receipts and license cards. This made the renewal process much more efficient. Member feedback regarding the change in process has been positive. During the 2014-2015 licensing year there were 179 applications for renewal of 12 month licenses and 6 for 4 month licenses. Outside of traditional renewal time, there were 15 applications for new licensing. A total of 200 licenses were issued in the 2014-2015 licensing year. Registration fees for 2014-2015 were increased to \$350.00. No increase in fees are scheduled for 2015 -2016.

I am pleased to report the development of the Registration Committee since the last AGM. This was one of the board's action items for this year. The mandate of the committee is as follows:

- ◆ to review all 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.
- ◆ to support the board in establishing and implementing Registration Policies and Procedures.
- ◆ to review policies annually and recommend revisions.

I would like to take this opportunity to thank the members of the committee for their time and support of this endeavor over the last year. Since its inception, the committee has developed a Terms of Reference as well as a Re-Entry to Practice Policy to support requests to the board for re-entry to practice. The Re-entry to Practice Policy was accepted by the board executive and can be found on the website. The committee has reviewed 2 re-entry to practice requests as well as an application for registration by 1 internationally trained occupational therapist. The committee has also supported the registration process for the year 2015/2016 including questions and requests of our members throughout the registration process.

## Registration Committee

Ashley Walsh, Committee Chairperson

Martina Hickey, NLOTB Member Representative

Sandy Wiseman, NLOTB Member Representative

Patricia Grainger, Board Public Representative

Kim Doyle, Executive Director

Plans for 2015-2016 include review and development of comprehensive Registration Policies and Procedures.

## REGISTRATION STATS

185 Renewals

15 licenses issued throughout the year.

36% paid membership fees by PayPal

64% paid membership fees by cheque or bank draft

# Executive Directors Report Kim Doyle, Executive Director

The Executive Director of NLOTB is responsible for co-ordination of the registration and complaints processes and is the NL representative with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).

2014-2015 was a busy year for both NLOTB and ACOTRO. NLOTB is a member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). Through ACOTRO, regulators collaborate to promote the best regulatory practices, enhance public accountability, build consistency across the country, and support each other in our efforts to respond to changes in occupational therapy practice and regulation. In practical terms, this means that we work together to streamline processes, advocate, and facilitate change in the regulatory environment.

For the past 5 years ACOTRO has been working with all of the ten provincial regulators to harmonize the way in which we assess the qualifications of internationally-educated occupational therapists in an attempt to bring greater fairness and simplicity to the registration process. The new assessment process for all occupational therapists who received their education outside of Canada is called the Substantial Equivalency Assessment System (SEAS). The SEAS evaluates the extent to which an Internationally Educated OT's (IEOT) education qualifications and competencies are substantially equivalent to those of Canadian education OT. Substantially equivalent means that while an IEOT's education does not need to be identical to that of a Canadian educated OT, it needs to be equivalent in some essential ways. This new system comes into effect on May 1, 2105.

I have Co-Chaired the provincial Health Regulators Network for 2 years. This group meets 3-4 times per year and purpose is to share best practices in self-regulation; share resources, information, trends and issues in health profession legislation; develop a shared understanding of issues and challenges that impact on regulatory bodies; identify and collaborate on potential approaches or legislative changes to address issues and challenges; and collaborate with other self-regulatory professions outside the realm of health. For the past 4 years, this group has held an education session for boards, committees and staff on various aspects of the complaints review

process. These sessions are webcast and databased for future reference.

Public protection in the primary mandate of self regulation. Inherent in this is assisting our members maintain the standards of practice and work within our legislative requirements. Throughout the year I have been contacted by various members looking for direction re: professional practice issues. These issues have included record keeping and retention, electronic signatures, release of information, liability insurance, non-clinical competencies, private practice work, scope of practice, task assignment and mentoring responsibilities.

The OT Regulators from the Atlantic provinces have partnered to work on issues of common interest. This includes professional issue tracking and development of relevant education sessions, cross border practice and licensing, tele-practice, continuing competency and sharing of resources e.g. guidelines.

## Accomplishments in 2014-2015:

- Board Restructuring;
- Moving towards more efficient board communications and meetings;
- Successfully lobbied government re: appointed new public members to board and discipline;
- Established a Registration Committee;
- Developed a Re-Entry to Practice Policy, Travel Policy and Cash Activity Policy;
- Developed one document to serve as the AGM report and annual report to government;
- Re-formatted several of our documents (task assignment and by-laws);
- New commitment with ACOTRO given ED position;
- Better understanding of database;
- Efficient renewal and registration process;

2015-2016 membership is off to a running start with the implementation of SEAS on May 1, 2015. Policy and procedural changes will be required to meet the requirements of this new process. I look forward to the many projects that lie ahead.

# Continuing Competency Program

## Committee Members:

Ashley Walsh, Brenda Head, Jennifer Bouzane, Margie Collingwood, Laura Hamilton, Kathy Pennell, Lynn Norman, and Kim Doyle

NLOTB determined in late 2013 that independent development of a Continuing Competency Program (CCP) was very challenging based on our resources. We entered into a partnership with COTNS in 2014 to explore options for development of a program that could be used in whole or part by NLOTB and the other Atlantic provinces.

In June 2013 COTNS passed a competency framework that consisted of three components: Competence Maintenance, Competence Evaluation and Competence Improvement. Following research and consultations, COTNS decided to explore creating a unique and specific COTNS blueprint for competence review. A consultant was hired to develop an evidence based

recommendations for the assessment and improvement of continuing competence, including recommendations for structure and tools. It is my understanding that COTNS are very close to choosing a framework and tools for their CCP. Once this is adopted, NLOTB will review their chosen approach and decide if we continue our partnership and adopt the same program.

The Continuing Competency Program Committee has been somewhat dormant over the past 2 years. The committee did completed a survey designed by a consultant hired by COTNS to assisting with determining the parameters for the CCP. I anticipate re-grouping our committee in the fall.

## 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”.

<u>OT Reps: 2012-2015</u>	<u>OT Reps: 2015-2018</u>	<u>Public Reps</u>
MaryLynn Mahoney	Krista Wade	Ron Sheppard
Joanne Thorne	Phil Gushue	Jim Courtney
Jason Dalton	Shelley DiNur	Margaret (Pegi) Earle
Janet Gosse	Sherri Rendell	
Jeff Williams	Melissa Greene	

The OT's appointed for the 2012-2015 term will complete their term at the AGM and 5 new members will be appointed in the weeks following the AGM.

# Treasurers Report

Submitted by Margie Collingwood and Kelly Fry

This year our treasurer's position was held by two board members. Margie Collingwood held the position of treasurer for the majority of the 2014-2015 licensing year, resigning from her position in December 2014. Kelly Fry has stepped into the treasurer's role in the interim.

NLOTB had three GICs. Two are with CIBC and one with RBC. As our bank account is with RBC for day to day operations a decision was made to consolidate banking to RBC. To date one GIC account has been transferred and established at RBC. The remaining 2 GIC's at CIBC will be transferred at term (August 2015 and Feb 2018).

NLOTB continues to operate in a fiscally conservative and prudent manner. The projected operating budget for 2014/15 was \$59,414.00 secondary to the new Executive Director Position. The actual operating budget for the year was \$53,361.38. The yearend balance of the GICs totaled \$158,092.49 and the yearend balance of the RBC account totaled \$76,004.60 (as of March 19, 2015).

The licensing fee increased for the 2015-2016 licensing year to \$350.00.

The Audited Financial Statements for NLOTB year 2014 - 2015 were completed by Noseworthy and Chapman Chartered Accountants. Please see separate document for details.

This year the board developed two new Finance policies: Travel Expenses and Cash Flow to maintain and improve fiscal accountability.

We would like to take this opportunity to thank the Executive Director and the Board for their support and diligence this past year.

## NLOTB Membership Statistics as per CIHI data for 2013

**Mean Age:** 38.9 years

**Gender:** 92% female, 10% male

**Education:** 2.7 % diploma, 70.1% baccalaureate, 27.25 masters

**Country of Education:** 96.2% Canadian Educated, 3.8 % Internationally Educated

**Work Status:** 84.8% Full Time, 14.7% Part Time

**Area of Practice:** 46.7% Physical Health, 17.4 % Mental Health, 37.9% other





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