

CHAIR'S ANNUAL REPORT 2012-2013

Date: June 19, 2013

Time: 4:30pm

Location: Old Triangle, Charlottetown

PEIOTRB Members:

Chair Person: Colleen MacPherson
Treasurer: Joy Mill
Secretary: Katie Anderson
Registrar: Manon Gallant
ACOTRO Rep: Heather Cutcliffe
Lay Person: Janice Morrison

The board met 4 times this past year (November 20, 2012 and March 4, April 9 and May 8, 2013). There were no changes to the board this year.

Discipline Issues:

The board received no complaints during this year.

Website Committee:

The website committee, currently consisting of Heather Cutcliffe and Colleen MacPherson, had one meeting on May 8 with Rodney Smith, owner of Marlborough Media. This meeting consisted of discussing new updates and changes to both the society and registration board websites. It was decided at this meeting to post conferences, workshops, webinars and other information or education sessions on the society website main page for two reasons. The first reason is that every occupational therapist on PEI is aware of education opportunities and the second reason to have more people go to the website. Colleen is to email all occupational therapists on PEI to have them provide her with names of companies, websites, vendors, etc... that offer educational opportunities for occupational therapists across Canada and the United States.

Paid Board Position:

Recently, the registration board has decided to create a paid position on the PEIOTRB. Currently, every province in Canada has a paid position (or multiple paid positions) on their board or college. Our board is researching into how many hours this position would be, the responsibilities or job descriptions of this paid position and how much money we are able to afford as a board. Members of the board have contacted NS, NB and NFLD colleges to obtain more information about their paid positions.

This position does not have a title as of yet, but some of the responsibilities of this paid position would include: Representative of the board to PEI Health Regulatory Network, board member on the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), attends meetings and presents reports on organizations such as CIHI, CNNAR, and Labor Mobility, attends CAOT and will be responsible for developing PEI occupational therapy ACT and continuing competency program.

Currently, all of these responsibilities are done on a volunteer basis by Heather Cutcliffe for the board. Heather was asked by the board to gather information on how much time is spent representing PEIOTRB and its members. Heather reported that in 2012 she spent 16 days in face to face meetings and in 2013 has spent 11 days on face to face meetings. This does not include time for teleconferences or travel and preparation time.

Therefore, with Heather's upcoming retirement, this board decided to create a paid position to ensure PEI occupational therapists are represented in all of these committees, organizations and important government meetings as well as in development of PEIOT Act, bylaws and continuing competencies. We feel as a board, these responsibilities are too much for volunteers.

This position will be posted sometime in the fall or winter and will be opened to all registered occupational therapists on PEI to apply.

Respectively Submitted by,

Colleen MacPherson OT Reg. PEI
Chair, Prince Edward Island Occupational Therapy Registration Board



Prince Edward Island Occupational Therapists Registration Board

PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

June 19, 2013

Registered Occupational Therapists

For the registration year of May 1st, 2012 to April 30th, 2013 there were fifty-six (56) Occupational Therapists registered with the Board and therefore licensed to practice in this province. Three (3) of these were New Registrants. Six (6) Occupational Therapists regularly practiced off-island.

Note: One new applicant was denied registration due to pending disciplinary hearing with their current Registration body.

International Applicants

In total, the registrar processed applications for four (4) Internationally Educated Occupational Therapists (IEOTs) who demonstrated interest in coming to Prince Edward Island to practice. Two (2) of these applicants were successfully registered, one (1) was denied registration, and one (1) did not fully complete the registration process. The registration process of IEOTs in Canada and Prince Edward Island is evolving.

Inquiries

In the past year, the registrar responded to various questions from individuals requesting registration information as well as requests for information on specific practice regulations in our province. A recurring question was around provision of a temporary or pro-rated license.

Publication of List of Registered Occupational Therapists

The Board regularly updates the list of Occupational Therapists registered and licensed to practice on PEI on the www.peiot.org website.

Registered Private Practice Occupational Therapists

Information from therapists who indicated that they would like to be added to a list of Private Practice Occupational Therapists was gathered at registration or renewal. This information includes contact details as well as details regarding the service provided, and is made available on the PEIOTRB website.

Process/Forms

The on-line registration process went well for most new registrants and renewals. A few members encountered technical issues and these were quickly resolved. The Board has access to accurate data for our own use as well as to meet needs provincially and nationally.

Respectfully submitted,

Manon Gallant, OT Reg. (PEI)
Registrar
PEIOTRB

**PRINCE EDWARD ISLAND OCCUPATIONAL THERAPY
REGISTRATION BOARD**

P.O. Box 2248
Charlottetown, PE C1A 8B9

**ANNUAL TREASURER'S REPORT
For period from April 1st, 2012 – March 31st, 2013**

Starting Balance (chequing account) as of March 31, 2012 **\$ 15,578.31**

Revenue

Registration Fees:

Renewals	17 @ \$200.00	\$3400.00
New Members	3 @ \$240.00	\$720.00
Late fees	7 @ \$225.00	\$1,575.00
Bank Interest		\$8.85
ACOTRO Reimbursements		\$882.81
Bank Service Charge Discounts		\$24.00
Province of PEI (Foreign Qualifications Recognition Office and Skills PEI)		\$142.97
Payment to PEIOTRB for one registration for OT Atlantic		\$150.00

Total Revenue **\$6903.63**

Expenses

ACOTRO Airfare + Related Meeting Expenses:

(CNNAR conference and ACOTRO – November- Toronto)	\$1350.62
(ACOTRO Meeting – January – Toronto)	\$477.91
(ACOTRO Meeting –February – Toronto)	\$457.96
(ACOTRO Meeting – April- Toronto)	\$807.61
(ACOTRO Meetings – May – Victoria)	\$793.30
Cheque to PEIOTS for accidental pay to PEIOTRB for 1 OT Atlantic	\$150.00
Hosted meal for Atlantic OT regulator's (October)	\$45.00
Co-Pay for Wine and Cheese at OT Atlantic	\$100.00
ACOTRO Membership	\$81.00
Staples Credit Card Payments (office supplies)	\$139.67
Canada Post (mail out of package)	\$11.81
Website Modifications	\$4548.50
Registrar Honorarium	\$300.00
Post Box rental	\$199.50
Telephone line	\$301.91
Bank Service charges	\$91.00
<u>Total Expenses</u>	<u>\$9855.79</u>

Net change in funds = Total Revenue – Total Expenses = \$6903.63 – \$9855.79

= -2952.16

CLOSING BALANCE as of March 31st, 2012 **\$12, 626.15**
(Starting balance of \$15,578.31 - net change in funds of \$2952.16 = \$12,626.15)

Other

GIC (a) – Balance as of issue date Dec. 20/07 - \$7315.73

- Invested for three year term which expired Dec. 20, 2010
- Total amount of \$900.96 interest paid out
- Total reinvested at that time = $\$7315.73 + \$900.96 = \$8216.69$
- Reinvested at a rate of 2%, for a term of 2 years, which expired Dec. 20, 2012
- Total reinvested at that time $\$8216.69 + \$331.95 = \$8548.64$
- Reinvested at a rate of 1.25%, for a term of 2 years, maturing **Dec. 22, 2014**
- Interest at maturity \$215.35

GIC (b) (Flex) – Balance as of issue date Dec. 20/07 - \$6454.92

- Invested for three year term which expired Dec. 20, 2010
- Total amount of \$794.95 interest paid out
- Total reinvested at that time = $\$6454.92 + \$794.95 = \$7249.87$ for a 1 year term maturing Dec. 20, 2011
- Total amount of \$108.75 interest paid out
- Total reinvested at that time = $\$7249.87 + \$108.75 = \$7358.62$
- Reinvested at a rate of 0.90%, for a term of 1 year which expired Dec. 20, 2012
- Interest payable at maturity = \$66.23
- Total reinvested at that time = $\$7358.62 + \$66.23 = \$7424.85$
- Reinvested at a rate of 1.2%, for a 1 year term, maturing **Dec. 23, 2013**
- Interest at maturity \$89.59
- Cashable at any time if funds required
- If cashed prior to maturity, interest will be paid up to the date of withdrawal.

GIC (c) (Flex) – Balance as of issue date Nov. 16, 2010 - \$30,000

- Invested for one year term which expired Nov. 16, 2011
- Total amount of \$255.00 interest paid out
- Total reinvested: $\$30,000 + \$255.00 = \$30,255.00$
- Reinvested at a rate of 0.700%, for a term of 1 year which expired November 15, 2012
- Interest payable at maturity = \$211.79
- Total reinvested at that time $\$30,255.00 + 211.79 = 30,466.79$
- Reinvested at a rate of 1.55%, for a 1 year term, maturing **Dec. 23, 2013**
- Interest payable at maturity \$474.87
- Same conditions as GIC (b)

GIC (d) (Flex) – Balance as of issue date February 21, 2012: \$21,000

- Invested for a one year term which expired February 21, 2013
- Total amount of \$168.00 interest paid out
- Total reinvested \$21,000 + \$168.00 = \$21,168.00
- Reinvested at a rate of 0.80 %, for a term of 1 year maturing **February 21, 2014**.
- Interest payable at maturity = \$169.34.
- Same conditions as GIC (b).

TOTAL ASSETS

Chequing Account	\$ 15,626.15
GIC a-	\$ 8548.64
GIC b-	\$ 7424.85
GIC c-	\$ 30,466.79
GIC d-	\$ 21,168.00
GRAND TOTAL	=\$ 83, 234.43

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- It should be noted that monies of the Registration Board are to cover the costs of operation as well as any legal consults for complaints/appeals. To date, there have been none of the latter and understandably, it would only take one or two of these appeals to delete our funds.
 - The other important function of these monies is to ensure representation of the Board at ACOTRO (Association of Canadian Occupational Therapy Regulatory Organizations) meetings. There are usually a few meetings per year held that require long distance travel. These meetings involve the following costs: Airfare, lodging, meals, and ground transport. Currently, some of these costs are reimbursed by the Harmonization Project.
 - The Board now has monies invested in four GIC's (as detailed above). Three GIC's are cashable at any time. The other GIC (a) can only be accessed at maturity. All four GIC's will automatically renew on maturity unless alternate arrangements are made with the bank at least 4 days prior to each given renewal date.
 - Also to note, last year, in response to member's concerns, the Board attempted to cash all received cheques in a timely fashion during the registration renewal period. As a result, some of the renewal funds were deposited prior to the end of the 2011-2012 fiscal year. This has impacted the numbers pertaining to income over the past fiscal year.
 - Some monies were received as revenue in the 2011/2012 fiscal year but spent during the 2012/2013 fiscal year. This also contributed to portraying the 2011/2012 year as more favorable than the 2012/2013 year.
 - 2011/2012 fiscal year ended with a profit of \$20, 227.24. The 2012/2013 year ended with a net loss of \$2,937.16. The overall profit of the past two fiscal years is \$17,290.08.



Prince Edward Island Occupational Therapists Registration Board

Annual General Meeting
June 19, 2013
The Old Traingle, Charlottetown

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ANNUAL REPORT from ACOTRO REPRESENTATIVE
Fiscal year: May 1st, 2012 - April 30th, 2013

As representative of the PEIOTRB to ACOTRO, I have participated in the following meetings:

- a) ACOTRO - five teleconferences & six face to face ACOTRO business meetings/Harmonization project meetings, three teleconferences for the Mapping of the Essential Competencies to the Blueprint of the National Occupational therapy Certification Exam, representative for ACOTRO at Leadership meeting in Quebec City, and attendance at Canadian Network of National Associations of Regulators (CNNAR) Conference in Ottawa and two days developing policies;
- b) Health Human Resources Database Development – a full day meeting in September in Ottawa to discuss database activities with CIHI (Canadian Institute of Health Information) plus numerous teleconferences re submission & validation of PEI data; and
- c) Legislation - email conversations with legislative specialist within the P.E.I. government regarding the new Regulated Health Professions Act.

The focus of ACOTRO over the past year in summary has been the subprojects of the Harmonization Project:

- **Formal Identity:** logo & brand developed, ACOTRO website complete, working on 2nd phase of policies;
- **Map Essential Competencies to National Occupational Therapy Certification Exam (NOTCE):** draft has been presented to ACOTRO Board and Certification Exam Committee for their feedback; Advisory Committee meeting In July to finalize document, Steering Committee has teleconference and face to face meetings planned for Fall;
- **Pilot Test & Refine Certification Assessment Tool (CAT):** will include Behavior –based Interview (real job experience – action), Modified Triple Jump (hypothetical case-based activity – shows how) and Jurisprudence exam, all to be pilot tested;
- **Pilot Test & Refine Profession Specific Credential Assessment Tool (PSCA):** pilot test went well, policy, training, access to be sorted out;
- **Language Fluency:** Finalizing information from report and looking at when tests are to be administered and who is to be tested (exemptions?);
- **Academic Credential Assessment:** Each jurisdiction will be developing agreement with WES.

Table 1 ACOTRO Substantial Equivalence Framework

SUBSTANTIAL EQUIVALENCE of an IEOT to CEOTs (WHY)	
Substantially Equivalent in Competencies + Capabilities Context	
= Qualification Recognition (WHY + WHAT)	+ Competence Verification (WHY + WHAT)
√ Academic Credential Assessment Tool (HOW)	√ Competence Assessment Tool (HOW)
√ Profession Specific Credentialing Assessment Tool (HOW)	

- Other pieces of work include -
 - Presentation at 2013 CAOT Conference in Victoria will be on topic of “Where r u @ Social Media & OT Practice”;
 - Essential Competencies (3rd Edition) Quick Reference Guide published;
 - Creation of Implementation Steering Council to move coordinate and consolidate Harmonization Project work and move it forward.

Highlight of the past year – progress on Harmonization Project.

Respectfully submitted,
Heather Cutcliffe