



# ***Prince Edward Island College of Occupational Therapists***

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

## **Chair's Annual Report Activity Summary May 1<sup>st</sup>, 2017 – March 31<sup>st</sup>, 2018**

**June 7<sup>th</sup>, 2018**

The College began the year as the PEI Occupational Therapists Registration Board. Board members Katie Verhulst and Manon Gallant retired from their positions this year - the College thanks them for their commitment, work and time. Three new board members were appointed – Julie Dennis, Jane MacNutt and Dawna Woodside.

On February 1, 2018, the Board was officially proclaimed the Prince Edward Island College of Occupational Therapists under the province's new Regulated Health Professions Act.

### Council/Executive Committee

Chair: Dawna Woodside

Treasurer: Joanne McNeary

Lay Person: Janice Morrison

Vice Chair: Jane MacNutt

Secretary: Julie Dennis

Registrar: Heather Cutcliffe

### ***Transition to the College***

Many meetings were held before and after the proclamation of the new College to prepare for and carryout the transition. The Council Executive met 6 times (Sept 13/17, Dec 12/17, Jan 9/18, Feb 13/18, Mar 6/18, Apr19/18).

A province-wide education session was held on March 21<sup>st</sup>, 2018 for all registered occupational therapists. The session reviewed the new regulations, bylaws, policies and processes. The session was broadcast via webinar and teleconference and had a high participation rate. The College purchased Adobe Connect software which will enable it to provide more webinars in the future.

The website was changed (and continues to be updated) to reflect the new name and act. It is clearer, easier to navigate and teeming with information for registrants. The College's contract with Goldnet to manage the website design and content is in the process of being renewed.

A new logo and accompanying seal and letterhead were all created. A new banner will need to be created. Significant legal counsel was required to transition to the new college – see Treasurer's report.

### ***Registrar Position***

The Board renewed their contract with Heather Cutcliffe. Additional hours were approved in the contract in order to manage the extra work required for the transition to the College (see Registrar's report). The entire transition would not have happened or have happened as well as it did without the dedicated efforts and exceptional knowledge of our registrar, Heather Cutcliffe.

Respectively submitted by,

*Dawna Woodside*

Dawna Woodside, OT Reg. (PEI)

Chair, Prince Edward Island College of Occupational Therapists



**Prince Edward Island College of  
Occupational Therapists**

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

**Annual Treasurer's Report  
For Period from April 1st, 2017 to March 31st, 2018**

Starting Balance (chequing account) as of April 1, 2017 **\$2873.60**

**Revenue**

PayPal Deposit		\$15,807.79
Registrations received by cheque including late fees		\$3,190.00
Other Member Fees		\$120.00
Province of PEI Foreign Qualifications Recognition Grant	\$6750.00	
	\$7577.00	\$19,327.00
	\$5000.00	
Bank Interest/ service charge discount		\$20.17
Flexible GIC matured (d)		\$21,854.95
Long-Term GIC		\$20,832.12

**Total Revenue:** **\$81,152.03**

**Expenses**

Registrar salary	\$6984.00
Extra billable hours	\$2640.00
Travel, accommodations, meals, other expenses	\$8499.30
Canada Post Box Rental	\$259.90
PEIOTS Website reimbursement	\$244.24
Hosting ACOTRO Meeting	\$73.14
VVC Healthcare Consulting	\$10,000.00
Refunded Late Charges to Members	\$100.00
ACOTRO Membership, 2018	\$282.50
Service Charges	\$82.65
Lawyer Fees	\$6169.75

**Total Expenses** **\$35,335.48**

**Closing Balance as of March 31st, 2018** **\$48,690.15**

**Total Assets** as of March 31, 2018

**Chequing Account** \$48,690.15

<b>GIC (a)</b>	\$8913.61	(last available statement)
<b>GIC (c)</b>	\$31,627.33	(last available statement)
<b>GIC (d)</b>	\$0	(matured and deposited to chequing)
<b>GIC (e)</b>	\$0	(matured and deposited to chequing)
<b>Total</b>	<b>\$89,231.09</b>	

Last year (as of March 31, 2017) Total Assets: **\$85,724.68**

Net Change in total assets from 2017: + **3506.41**

Notes

- Due to name change to College, CIBC Bank recommended the maturing GIC's be cashed and reopened under the new name at a later date
- Other GIC's will be renamed at maturity date
- A meeting with the bank to complete name change was delayed due to some anticipated cheques to be received still in old name, therefore up to date balances of current GIC's was not available at time of reporting.
- Further anticipated "receivables" from PEI Foreign Qualifications Recognition were not yet received into account at time of this reporting so will be reflected on next year's report
- Some billed "payables" from the reported year, such as for Goldnet SmartTechnologies, were not withdrawn from account until after March 31, 2018 and therefor will not be reflected until next year's report

Respectfully submitted,

*Joanne McNeary*

Joanne McNeary, PEICOT Treasurer  
June 6, 2018



# *Prince Edward Island College of Occupational Therapists*

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

## **Registrar's Annual Report Activity Summary May 1<sup>st</sup>, 2017 – March 31<sup>st</sup>, 2018**

**June 7<sup>th</sup>, 2018**

### **Registration Activities:**

- For the registration year May 1<sup>st</sup>, 2017 to March 31<sup>st</sup>, 2018 there were seventy (70) Occupational Therapists registered with the Board. Other data includes:
  - 7 OTs were on maternity leave during 2017-2018 this represents 10% of registrants
  - Six (6) of the seventy (70) live in another part of Canada and are also registered to practice on PEI
  - Five (5) of the ten (10) new registrants were new graduates
  - Four (4) members retired and gave up their licenses
  - Two (2) members were received under the Labor Mobility Support Agreement (LMSA) and two (2) transferred to other provinces under the LMSA
  - Registration data (referring to the 70 members)
    - 41(59%) have a Baccalaureate degree & 25 (36%) have a Master's degree
    - 45 (64%) graduated from Dalhousie University & 8 (11%) from University of Western Ontario
    - 62 (89%) females & 8 (11%) males make up the registrants
    - 24 (34%) of registrants have been graduated 0-10 years
    - 17 (8.5%) of registrants have been graduated 11-20 years
    - 20 (28.5%) of registrants have been graduated 21-30 years
    - 9 (13%) of registrants have been graduated 31+ years
- All members were able to carry out renewal on the on-line electronic database; new registrants continue to participate in a paper process as not all jurisdictions have moved to a full online registration system. This means that if a member moves under the Labour Mobility Support Agreement (LMSA), the home province must provide verified copies of original documents (not digital versions) to the province the member is moving to/registering with e.g. copy of transcripts with PEICOT Seal imprint, dated, signed, etc.
- Inquiries to the registrar included emails and phone calls regarding the following questions for:
  - registration requirements for PEI – new grads, CAOT, LMSA applicants, and other prospective applicants
  - registration requirements for inter-provincial work – employers, practice leads, Atlantic Deputy Ministers of Health, e.g. following up client from tertiary facility, telepractice, national initiatives
  - therapists seeking additional information regarding new policies
  - participation in one (1) survey (COTBC regarding delegation/assignment of activities)
- Since May 1<sup>st</sup>, 2015 all Internationally Educated Occupational Therapists (IEOTs) are directed to the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to complete the Substantial Equivalency Assessment System (SEAS). While PEI has received one inquiry; to date we have not received any IEOTs, which is in keeping with past history of only 3 IEOTs in 35 years. There is an annual teleconference that provides an update on how the process is working, the demographics and any upcoming changes (next one is June 6<sup>th</sup>, 2018).
- The list of Occupational Therapists registered and licensed to practice on PEI automatically updates as members are approved – the full list of registered members appears on the PEICOT website and the full list of occupational therapists carrying out private practice is available on the PEIOTS website
- The registration fee increased by \$50 to \$300 on April 1<sup>st</sup>, 2018; a full schedule of fees is available on the website. This marks the second increase in over ten (10) years and supports the ongoing activities of the Board e.g. participation in national, regional and local meetings; the salary of the registrar; director's and officer's insurance; support for the database and website, etc.

**Complaints Activities:**

- There were no complaints received for the 2017-2018 fiscal year.

**Additional Responsibilities:****CIHI**

- Submitted 2017 data to Canadian Institute of Health Information (CIHI) for Health Human Resources (HHR) Database publication (due to be released Oct-Dec 2018); Compare Reports reviewed, revised and signed off

**Atlantic Regulators**

- Currently collaborating with the College of Occupational Therapists of Nova Scotia (COTNS) and the Newfoundland & Labrador Occupational Therapy Board (NLOTB) in the development of an education module around Code of Ethics. The final cost per province has not yet been determined.

**Regulated Health Professions Legislation (RHPA)**

- PEIOTRB transitioned to PEICOT on February 1, 2018 with the proclamation of the Occupational Therapist Regulations; there will be a formal review of the regulations in December/January with the legislative specialist.
- The College has developed materials to assist with governance and operations including: Bylaws, Rules of Order, eleven (11) policies, and three processes; all materials were reviewed by legal counsel
- An education session was held on March 21<sup>st</sup> to review the new College materials; 50 registrants participated by various means (in person, Webex and teleconference)
- A jurisprudence test has been developed for registrants (as directed by legislative specialist)

**Foreign Qualifications Recognition (FQR)**

- Proposal approved for \$11,618.56 and it included: a) website and database changes, b) coverage of legal fees and registrar wages, c) software, d) printing of education session materials and e) food for education sessions.
- Attended two (2) FQR sponsored activities/meetings in the past year in an effort to network with other regulators on PEI and to facilitate a positive working relationship with FQR staff.

**Other**

- Provided information for Medical Laboratory Technologists regarding self-regulation
- Met with PEI College of Pharmacists to discuss Bylaws, Regulations, database enhancements and operational issues
- Shared policies and other documents with regulatory colleagues in New Brunswick and Newfoundland & Labrador

**ACOTRO Summary:**

- Participated in three (3) ACOTRO face to face meetings to discuss strategic planning, inter-jurisdiction practice guidelines, currency, Substantial Equivalency Assessment System, CORECOM project (Steering Committee established to develop a single competency document for the profession of occupational therapy), oversight of the CAOT National Occupational therapy Certification Exam (NOTCE), etc.; and twenty-six (26) teleconference meetings to discuss additional ACOTRO work, including: executive meetings, governance committee meetings, OTA & PTA Vision Steering Committee meetings (ACOTRO rep), CAOT Academic Credentialing Council meetings (ACOTRO rep), cross-jurisdiction working group meetings, and knowledge management system committee meetings;
- Co-chair of Planning Committee for the Canadian Network of Agencies for Regulation Conference; participated in four (4) teleconferences and reviewed 84 abstracts (up from 48 previous year) - receive free registration which is close to \$800 to offset cost of attending conference
- Participated in two (2) OT Council of Canada (OTC) teleconferences as one of the two ACOTRO reps; also attended the OTC Reflection Day
- Three regulators (ON, NS & SK) will present at 2018 CAOT Conference in Vancouver for the ACOTRO extended session on the topic of "Complaints: Realities, Myths, and Practical Advice"

**Future Work for Registrar**

- a) Develop/revise policies and processes for PEICOT consistent with legislation, regulations & bylaws
- b) Develop educational webinar as introduction to College
- c) Develop initial phase of Continuing Competency program (?portfolio & professional development plan)
- d) Continue as active member of ACOTRO
- e) Continue to engage with FQR – network of regulators, funding opportunities

Breakdown of hours for 2017-2018

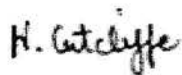
PEIOTRB/PEICOT	Hours			Meetings		
	'15-'16	'16-'17	'17-'18	'15-'16	'16-'17	'17-'18
Legislation	23.5	9.5	19.5	2	1	6
Atlantic Regulators	1	3	3.5	1	1	4
Miscellaneous	19	12.75	0	1	4	0
Labor Mobility Support Agreement	6	.75	2	0	0	0
Foreign Qualifications Recognition Project/Education	32.5	53.25	65	9	18	3
OT Canada teleconferences	7	5.5	9	5	4	3
Policy Development	8	0	34.5	0	0	0
CNAR Conference	24	23	22.5	0	0	0
CNAR Conference Planning Teleconferences	8.5	6.25	17.5	7	6	4
CIHI Data Submission/Review	30	16	17.5	3	3	1
Registration Activities	28	23.5	32	0	1	0
ACOTRO meetings	80	40.5	57.5	5	3	4
ACOTRO Teleconferences	19.5	51	41.5	13	37	26
ACOTRO Prep or Follow-up			29.5			
Board/College Prep or Follow-up			17.5			
<b>TOTAL</b>	<b>287</b>	<b>245</b>	<b>369</b>	<b>46</b>	<b>78</b>	<b>52</b>
<b>Harmonization Project Implementation Committee</b>						
Meetings	64	0	0	4	0	0
Teleconferences	11	0	0	5	0	0
<b>TOTAL</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>

The change in hours is represented by the following:

- a) Activities to transition Board to College (↑ 44.5 hours over previous year) – regulations, policy development, etc
- b) Preparation and follow-up work for ACOTRO & PEIOTRB/PEICOT (↑ 47 hours over previous year) – this represents preparing/revising documents/reports, not travel or reading materials in preparation for meetings
- c) Foreign Qualifications Recognition Project (↑12 hrs over previous year) – mainly due to education session & website review which were part of FQR project;
- d) ACOTRO meetings (↑17 hrs over previous year) – reflects reality of 3 face to face meetings a year

The net increase of 124 hours is directly related to the activities noted above; the other piece is that this report only reflects 11 months as the fiscal year has been changed to April 1 to March 31.

Respectfully submitted,



Heather Cutcliffe, OT Reg. (PEI)  
Registrar, PEICOT

## Inventory of PEICOT Materials

Purpose/Type	Document Title	Location
<b>Guiding Documents</b>	Regulated Health Professions Act Occupational Therapy Regulations Bylaws Rules of Order	Website
<b>Governance Policies</b>	Code of Conduct Conflict of Interest	Website
<b>Registration Policies</b>	Approved Examination Language Proficiency Continuing Education Hours Criminal records Check Criminal records Check – Applicant with Criminal record Currency Hours Provisional Registration - Prior to Successful Completion of Approved Examination Provisional Registration - Refresher Schedule of Fees	Website
<b>Processes</b>	Complaint Refresher – Clinical Refresher - Non-Clinical	Website Registrar Registrar
<b>Other Documents</b>	Code of Ethics Practice Guideline: Assignment and Supervision of Occupational therapy Support Personnel ACOTRO FAQ re Use of Title in Retirement Essential Competencies of Practice for Occupational therapists in Canada (3 <sup>rd</sup> Edition) Essential Competencies of Practice for Occupational therapists in Canada (3 <sup>rd</sup> Edition) - Quick Reference Guide	Website
<b>Forms</b>	Initial Registration Form Regulatory History Form Labor Mobility Support Confirmation Form Expense Form	Website
<b>Exam/Test</b>	Jurisprudence Test	Registrar