



**ANNUAL REPORT
FOR 2013**

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BOARD OF DIRECTORS

Jeff Rooney	Chairman
Michael Sangster	Vice Chairman
Randall Tresidder	Treasurer
Ann Read	Secretary
Stephanie Francis	Director
Todd Lewin	Director
Deanna Landry	Director
Aimee Cooke	Director
Angela Peckford	Public Rep
Wayne Carlon	Public Rep

STAFF

Joan Ross	Registrar
J Patrick King	Exec Dir
Cathy Walker	Legal Counsel

March 22, 2014

The Honourable Leo A. Glavine
Minister of Health, Nova Scotia
1690 Hollis St.
4th Floor Joseph Howe Bldg.
Halifax, NS

Dear Minister Glavine;

I have the honour to present the Annual Report of the Nova Scotia College of Physiotherapists (NSCP). It summarizes the activities of the NSCP for the year ending December 31, 2013.

Respectfully Submitted,

Jeffrey Rooney
Chair NSCP Board of Directors

CHAIR REPORT

Jeff Rooney

It has been an absolute pleasure to serve as Chair of the Nova Scotia College of Physiotherapists for the last five years. During those years I have witnessed tremendous progress in **efficiency** and **effectiveness**. Great things have been accomplished, largely due to a few **outstanding individuals** that have committed their time to supporting the Board, both as Board members and as employees. Some of the highlights of the last five years include the following:

Organizational Health

My impression, after attending my first Board meeting in 2009, was that our single employee, as well as the members of the Board, were overworked and burnt out. Board meetings were scheduled for 2 hours but often ran 3.5 to 4 hours. The workload was too great for a single employee and many processes and procedures were inefficient.

Jim Collins is a business author and one of the concepts that he writes about is that it is not enough to have good people on the bus; you must also have the right people in the right seats on the bus. The point is to make sure that the people in your organization are matched well with their skill set.

One of the first priorities of the new Board in 2009 was to hire an Executive Director, not only to lighten the workload for our Registrar but also to ensure that our Registrar could focus her energy and time in the area of her strength. This led to a very effective team – the Executive Director focussed on the administration, financial and communication aspects of the Board, while the Registrar focussed on the regulatory aspects of the Board including quality practice and practice standards.

Not only did the hiring of an Executive Director and a reorganization of job responsibilities lead to greater efficiency and effectiveness for each of our employees, the positive effect was also felt by the board members. The person that felt the most impact was the Chair. Meetings went from over three hours in length in 2009 to an average of 1.5 hours in 2013. The Board meetings now have a tight agenda, yet allow ample time for discussion. The meetings are focussed on making decisions while the background research is done by one of the employees or delegated to a committee.

Joan Ross and Pat King are an integral part of each committee and are instrumental in the smooth operation of the day to day activities of the NSCP. I have great confidence that these two individuals will continue to be an incredible asset to the Board for many years to come.

Technology

In 2009 the Board was not utilizing technology to assist in the operations of the College. In five years, the use of technology has grown significantly. There have been several outstanding accomplishments in how technology has improved our operations.

The website is the single greatest improvement. It was completely revamped in late 2009 and early 2010. The website went from not being used at all to being an amazing resource. It is now a place to find information regarding anything you need to know about the business of the College. It is filled with resources and communications for the public and for our members.

The use of technology has greatly improved our registration process. What was once a time consuming and complicated process is now smooth and efficient. There have been countless members that have commented on how easy it is to register each year.

The concept of a 'Virtual Office' was introduced in 2009. Technology has enabled the Board to have a virtual office and has led to significant cost savings and efficiencies.

Self-Regulation

The privilege of being a self-regulated profession is an honour. Privilege however comes with responsibility. Many improvements have been made to fulfill our duty to our members and our responsibilities to the government in the area of self-regulation. The very first step was to become financially stable. The Board could not operate to the level that is required without the funds to make investments in the area of technology and staff and thereby deliver a better quality product. This has been accomplished.

In 2009, the College was financially unstable, but now it is financially stable.

'Quality Practice' is absolutely fundamental to why the College exists. Protection of the public is the number one mandate. In order to protect the public, there are three primary areas that need to be top notch.

- 1) Practice Standards – There is an efficient process to review and update all our practice standards in a timely fashion.
- 2) Peer Assessment – There is an efficient process in place to review every member's portfolio in a 5 year cycle.
- 3) Investigations – There is an efficient process in place to effectively, confidentially and fairly evaluate all complaints submitted to the College.

These three areas can be easily talked about for hours, days, weeks and even months without any action unless there is a committed leader pushing it forward. I have been very fortunate during my time on the Board to have had tremendous leaders in those positions. These people, along with all the volunteers on those committees have done a great job in the past five years and I am truly grateful for their time and energy.

I have thoroughly enjoyed my time as the Chair of the Nova Scotia College of Physiotherapists. Thank you to all that have provided your support and encouragement over the last five years. It has been an honour to serve you and our great profession.

REGISTRAR'S REPORT

Joan Ross

There is a saying, “if you don’t like something, change it. If you can’t change it, change the way you think about it.” That seems to capture what is happening in the regulatory world these days. Professional regulation is a constantly evolving and changing environment. There are increased demands from the public, third party payers and government for quality service and accountability. As a self-regulating profession we must be able to provide that assurance and respond to their needs. Our emphasis has always been on the core standards of practice and assurance of competent quality care. There are many challenges to traditional models of regulation and credentialing. In some professions, such as law, self-taught individuals have been successful in passing entry level exams. In physiotherapy we are fortunate to have not only the written exam at entry level, but also a clinical exam to assure minimum entry level skills. Increased educational requirements have not generally proven to make break through changes in the quality of care, but rather have improved our research and evaluation of the care we provide and helps steer the profession along the path of career-long competency

Collaborative “team” dynamics influence individual performance as does the competency of each individual practitioner. In Nova Scotia we are part of a unique network of health regulators called the NS Regulated Health Professions Network. This group began meeting several years ago and had the foresight to recognize the need to be able to transition regulatory activities into an environment that would enable professional regulatory autonomy where needed, but also foster collaborative processes. We are national leaders in this type of collaborative process. On behalf of this group, I was part of a workgroup with CDHA working on guidelines for delegation and supervision of duties to facilitate the use of the most appropriate staff person for each task.

Labour Mobility has meant that we must look at broader and more national perspectives in regulation and registrant classifications. Labour agreements and economic unions may mean we need to consider separating credentials from competencies when looking at registrations in the future. As a member of the Canadian Alliance of Physiotherapy Regulators we have the opportunity to meet with the other provinces and find common ground, in each province’s legislation, where we can bring forth national standards and policies to facilitate fair processes and effective regulation across all provinces. The Registrars meet face to face twice a year and review what is happening across the country, and the potential impact of current issues on the practice of physiotherapy.

Continuing competency and quality improvement activities are the core areas we are focusing on. We view competence as an ongoing process and continue to move forward in our peer assessments; doing portfolio reviews, providing self-assessment tools and conducting onsite reviews. We have Continuing Education requirements and encourage student mentoring. Openness, transparency and accountability are key to maintaining public trust in our profession. We need to continue to educate the public about the physiotherapy profession and the value of receiving services from a regulated health professional such as a physiotherapist. “You don’t drown by falling in the water. You drown by staying there.” We need to stay proactive and adapt to change within the evolving health care environment to assure our place in the world of team based practice and joint accountability.

REGISTRAR REPORT

Joan Ross

In 2013 we saw an increase of approximately 3.5 percent in our membership. This reflects a consistent trend in membership increases for us. The gender ratio is slowly transitioning and we are almost 30 percent male to female with about one half of our own graduates staying in the province. We have a stable membership from an HHR perspective with no perceived gaps across the age demographics looking forward.

Member Statistics (as at December 31, 2013)

Table 1 Education at Entry to Practice

Diploma in Physiotherapy	Baccalaureate in Physiotherapy	M.Sc.(Entry) in Physiotherapy
47	453	152

The Diploma members are decreasing with retirements as the MSc (entry) are increasing with new

members.

Table 2 Gender Distribution

Gender	2013	2011	2009	2007	2005
Male	140	133	127	123	91
Female	513	503	481	472	446

Table 3 Place of Graduation

Nova Scotia	Canadian - Other	Country -Other
492	117	44

Table 4 New Registrant - Place of Education

New Registrants	2013	2011	2009	2007	Notes
Total of new registrants	52	44	36	45	* It is interesting to note that in 2013, 8 of the non-Canadian educated were Canadians who went to Scotland for their education.
New registrants educated in own province	30	31	28	20	
New registrants educated in other provinces	11	11	6	9	
New registrants non Canadian-educated	*11	2	2	3	

Table 5 Practicing Members by Age Groups

Age Groups	< 26	26-35	36-45	46-55	56-65	66-75	Total
2005	7	188	164	130	46	2	537
2010	8	204	196	144	72	8	632
2013	11	208	195	146	85	8	653

Table 6

Non Renewals	TOTAL	Subtotal Female	Subtotal Male
Number of resignations and non-renewals on Dec 31, 2012	19	17	2

Practice Statistics

Table 7 Practice of Members

Location of registrants	2013	2012	2011	2010	2009
Registered physiotherapists who are:					
Working in physiotherapy in this province	653	632	604	596	580
Practicing	578	571	554	539	535
Practicing (3 month)	6	4	3	7	6
Practicing (sponsored)	40	26	21	19	10
Practicing (Admin/Teach)	29	31	26	31	29
Working in physiotherapy outside this province*	7	7	5	13	12
L O A from physiotherapy in this province*	28	26	27	18	10
Not working (Seeking)	2			5	2
*(inactive included) Total	*690	*665	*636	*632	*604

Table 8 Membership by District Health Regions

Health Regions	2013	2012	2011	2009
DHA 1 (SSDH)	40	41	36	32
DHA 2 (SWNDH)	27	24	24	26
DHA 3 (AVDH)	54	46	47	42
DHA 4 (CEHDH)	26	22	28	24
DHA 5 (CCDH)	14	16	14	14
DHA 6 (PCDH)	18	19	19	19
DHA 7 (GASHA)	18	19	16	18
DHA 8 (CBRH)	66	66	59	57
DHA 9 (CDH)	390	397	361	357
Not specified		15		1
Total	653	665	604	590

Table 10 Membership by Practice Sector

Public	Private
291 (44%)	318 (49%)

Table 9 Membership by Area of Interest

Area of Interest	2013	2012
Administration	25	23
Amputees	5	4
Burns	0	1
Cardiology	5	5
Client Serv. Mgt	5	7
Consultant	0	5
Critical Care	5	5
Ergonomics	2	1
General Practice	276	256
Health Promo / Wellness	7	9
Neurology	39	31
Oncology	3	5
Orthopedics	260	254
Other Direct Care serv.	6	12
Other Area of Practice	20	10
Perineal	2	1
Plastics	1	1
Research	2	2
Respirology	3	4
Return to Work	2	4
Rheumatology	3	3
Sports Medicine.	6	7
Teaching	6	12
Vestibular Rehab.	3	3

It continues to be a struggle getting practitioners to the rural areas. Almost 20% of the practitioners in private practice are solo or self employed, and most are in the larger Districts.

EXECUTIVE DIRECTORS REPORT

J Patrick King

In my report last year I highlighted the raison-d'être for the NSCP, and I described the raison-d'être as the four core business areas. In this report I will bullet some of the activities undertaken by the college in its endeavors to accomplish these business goals.

1) Registration and Licensing - establishing and administering fair and thorough registration processes ensuring individuals licensed to practice have the appropriate knowledge, skills and attitudes.

- In 2013 the online renewal registration process was once again improved to make it more user friendly, and completely paperless. Over 96% of all members used the online system to register. In 2012 we added a filter such that the system informs the office if a registrant does not meet the 200 hour CE rule in the previous five years. In 2013 twenty eight such members were detected and contacted.

- The Registration Process also allows the College to be the first province to sign off with the Canadian Institute for Health Information (CIHI) by providing an electronic submission of Nova Scotia data on physiotherapists on September 1 of each year.

2) Quality Assurance - undertaking Quality Assurance programs and processes that ensure not only quality physiotherapy practice and public safety, but also accountability for the NSCP itself. For example: ensuring physiotherapists maintain their competence, ensuring service locations meet expected operational standards and ensuring that we, the NSCP, continually meet our regulatory obligations

- In 2013 one hundred and twenty members had their Portfolios reviewed. 2013 marked the third year that one fifth of the membership underwent a Portfolio review in keeping with the College's policy of reviewing each members portfolio once every five years. The 2013 Portfolio Review Process was enhanced again through the use of the online Jurisprudence exam. This online exam is password and username protected and members are randomly provided with 13 questions from a series of 13 categories. Each category has 9 questions from which one question is randomly selected.

- In an effort to have the Portfolio Review process become even more paperless and more efficient, the College started this year the development of an on line Portfolio Repository in which each NSCP member will be able to store all documents vital to their portfolio.

3) Legislation and Practice Standards - establishing, maintaining and enforcing appropriate regulations, standards, policies, guidelines, and ethical codes that will achieve optimal patient care and health outcomes.

- Members will be impressed at the work completed and ongoing by the Practice Standards Committee. The Committee continues to use a self developed process for developing new or reviewing existing Standards. In 2013 a new document was developed called Advisory statements so as to provide guidance to members on issues or practices they need to be aware of and adhere to. Since January 1, 2013 one Standard has been reviewed and four advisories have been produced.

4) Professional Accountability - Manage a fair and reasonable Complaints and Investigation process for the public of Nova Scotia and NSCP members.

- The College Board is ever aware of the work and dedication-to-cause displayed by our Investigations Committee, and 2013 was no exception.

Our core business areas are managed by the Board, three (3) standing Committees and the staff. I would be remiss if I did not recognize the significant efforts put forward by the members of the Board, its Executive members and the standing committees.

TREASURERS REPORT

Randall Tresidder

Let me start by saying "thank you" to our Executive Director, Patrick King and the rest of the Financial Committee for helping me keep the budget balanced and well planned.

I would now like to take this opportunity to present the Nova Scotia College of Physiotherapist's Financial Statements for the period January 1, 2013 to December 31, 2013.

Operations:

Again we came under budget. This was mainly due to reduced expenditure in the areas of Membership Database Software, Board and Committees (Investigations, Peer Assessment, Standards and Other Meetings), Professional Fees and Salaries and Benefits.

There were fewer board members that came from outside the Halifax area thus generating the Board expense saving; and peer assessment on-site visits were not conducted. It is expected that they will be conducted this year (2014).

Investments:

As of September 2013, all mutual funds have been transferred into GICs. Even though there is little growth, it will ensure that our funds do not experience the ups and downs of the market that we have been experiencing since 2008.

At year end 2013, our Bank of Montreal and WoodGundy GICs were valued at \$231,654.00. This is up approximately \$39,000 since last year at this time. These investments represent our continued commitment to the reserve fund. As a reminder, the Financial Committee identified a few years that we should have a reserve fund that is equal to one year's operational costs. We are nearing that goal.

Summary:

Thanks to the hard work of the current Finance Committee, the College's finances are in good shape. I hope to continue this trend with the assistance and guidance of the Finance Committee.

AUDITORS REPORT

Michael Canavan

To the members of the Nova Scotia College of Physiotherapists:

I have completed a review of the financial records of the Nova Scotia College of Physiotherapists for the 12 month period ended December 31,2013.

Based on the information provided, I believe the financial statements accurately reflect the financial position of the College as of December 31, 2013.

Nova Scotia College of Physiotherapists
Comparative Balance Sheet
December 31, 2012 / 2013

	2013	2012
<i>CURRENT ASSETS :</i>		
Cash and Bank	\$301,271	\$274,651
Investments (note 2)	\$231,654	\$190,412
Accounts Receivable	\$0	\$0
Prepaid Expenses	\$13,712	\$8,996
	\$546,637	\$474,059
 <i>LONG-TERM ASSETS :</i>		
Capital Assets (note 2 & 3)	\$134,073	\$142,022
Less : Accumulated Depreciation	(\$116,022)	(\$97,583)
	\$18,051	\$44,439
Deferred Finance Charges (note 4)	\$0	\$3,895
Total Assets	\$564,688	\$522,393
 <i>CURRENT LIABILITIES :</i>		
Accounts Payable (note 5)	\$0	\$23,783
Deferred Revenue (note 2 & 5)	\$263,220	\$254,810
	\$263,220	\$278,593
 <i>LONG-TERM LIABILITIES :</i>		
Accounts Payable (note 2 & 5)	\$0	\$0
	\$0	\$0
 <i>EQUITY :</i>		
Retained Earnings, beginning of year	\$243,800	\$203,088
Net Income (Loss) for year	\$57,668	\$40,712
Retained Earnings, end of year	\$301,468	\$243,800
Total Liabilities and Equity	\$564,688	\$522,393

Nova Scotia College of Physiotherapists
Comparative Statement of Net Income
For 12 Months Ended December 31, 2012 / 2013

	<u>2013</u>	<u>2012</u>
REVENUE :		
Membership Dues (note 2)	\$272,025	\$257,510
Less : Processing Fees	(\$7,033)	(\$6,853)
	<u>\$264,992</u>	<u>\$250,657</u>
Investment Income	\$2,509	\$2,173
Other	\$19,075	\$19,858
Total Revenue	<u>\$286,576</u>	<u>\$272,689</u>
EXPENSES:		
Administration		
- Office / Insurance	\$1,894	\$1,845
- Office Staff	\$109,277	\$106,208
- Postage and Courier	\$949	\$804
- Printing and Copying	\$760	\$0
- Telecommunications	\$9,197	\$8,994
- Other	\$5,947	\$5,529
Annual General Meeting	\$8,262	\$4,005
CAPRB Alliance Dues		
- Dues	\$8,926	\$8,744
- Travel	\$6,000	\$5,700
Committees		
- Investigations	\$148	\$0
- PAC	\$4,647	\$5,831
Capital Asset Depreciation	\$26,389	\$26,252
Computer Expense		
- Hosting Fees	\$9,178	\$8,987
- Registration Software	\$2,731	\$2,933
- Website Development and Hosting	\$23,000	\$23,000
Gifts and Awards		
- Book Prize	\$200	\$200
- Physiotherapist of the Year	\$410	\$400
- Post Graduate Award	\$0	\$0
Interest on Debt	\$4,120	\$11,956
Meetings	\$1,153	\$1,316
Professional Fees		
- Accounting	\$800	\$600
- Board Honoraria	\$4,920	\$4,800
- Legal (Legislative)	\$0	\$805
- Legal (General)	\$0	\$3,068
Total Expenses	<u>\$228,908</u>	<u>\$231,977</u>
Net Income (Loss)	<u>\$57,668</u>	<u>\$40,712</u>

Nova Scotia College of Physiotherapists
Investment Schedule
For Year Ended December 31, 2013

Certificate #	Date Purchased	Maturity Date	Interest Rate	Original Cost	Accrued Interest	Book Value
<i>Bank of Montreal</i>						
Investment # 17	Nov. 6, '13	Nov. 7, '16	*	\$130,000.00	\$303.63	\$130,303.63
<i>CIBC Wood Gundy :</i>						
Transaction Account Balance				\$0.00	\$0.00	\$0.00
Mutual Funds				\$100,069.69	\$1,281.08	\$101,350.77
				<u>\$230,069.69</u>	<u>\$1,584.71</u>	<u>\$231,654.40</u>

Notes :

* - 1.55 % in year 1; 2 % in year 2; 2.15 % in year 3

Change in accrued investment income \$1,242.41

Nova Scotia College of Physiotherapists
Notes to Financial Statements
December 31, 2013

1. Purpose of the Organization

The Nova Scotia College of Physiotherapists (NSCP) is a provincial organization which regulates the practice of physiotherapy and governs its members in accordance with the Physiotherapy Act and Regulations.

2. Significant Accounting Policies

Investments

Investments are recorded at cost with investment certificates adjusted for accrued interest and mutual funds for changes in market value.

Capital Assets

Purchased capital assets are recorded at cost. Leased capital assets are recorded at the principal value of the lease agreement. Amortization is provided for on a straight-line basis over the assets' estimated useful lives, which are 5, 5.5, and 10 years.

Deferred Revenue

NSCP records membership dues revenue on an accrual basis so amounts received in Nov./Dec. 2012 have been recorded as deferred revenue for 2013.

Accounts Payable

When a debt instrument (such as a lease) is replaced with a new debt instrument, the costs of terminating the original financial liability are added to the carrying cost of the new financial liability and amortized over its expected life.

3. Capital Assets

	Cost		Accumulated Amortization		Net Book Value	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Furniture & Equipment	\$0	\$7,950	\$0	\$7,466	\$0	\$484
Furn. & Equip. - Leased	\$40,495	\$40,495	\$38,041	\$23,315	\$2,454	\$17,180
Website Software *	\$93,578	\$93,578	\$77,981	\$40,550	\$15,596	\$53,027
	<u>\$134,073</u>	<u>\$142,022</u>	<u>\$116,022</u>	<u>\$71,331</u>	<u>\$18,051</u>	<u>\$70,691</u>

* Website software is amortized since it was put into use in November 2009

4. Deferred Finance Charges

The deferred finance charges are the difference between the carrying values of the printer/copiers held by NSCP on December 31, 2013 (refer to note 5) and the outstanding principal portion of the remaining lease payments. This amount was generated by the buyout of the Konica printer/copier acquired in 2005 in order to reduce the quarterly lease payments and reflects a discounted value of the interest charges on the terminated lease. These charges were amortized on a straight-line basis for the term of the new lease agreement (ended December 2013).

5. Accounts Payable

The lease payable to East Coast Capital Inc. for (1) the costs of a Sharp printer/copier which was initially leased and subsequently purchased in order to terminate the lease, and (2) the costs of a Konica printer/copier which meets the conditions of a capital lease as per CICA 3065. It was repayable at the rate of \$5,672 per quarter including interest and was fully paid in October 2013.

FINANCE COMMITTEE REPORT

Randall Tresidder

- **Purpose: To assist the Board of the College in effectively supervising and monitoring financial activities and investments of the College.**

During the 2013 fiscal year, the committee members reviewed the financial statements to ensure that expenditures were occurring as budgeted.

Excerpt from my report to the members Oct, 2012, NSCP Newsletter:

"I may as well start with the unhappy news first; for the membership year 2013 fees will increase by \$10 to \$410. But given there was no fee increase last year and that we are rapidly approaching our financial goal of one year's operating budget in reserves/investments we should be thankful. Let me explain, over the past 11 years the college fees took a dramatic increase every 4 years, the fees were constant until 2006 when a \$90 fee increase was levied and remained constant until 2010 when a \$70 fee increase was levied. And at the time both fee increases were levied they could not be tempered in their amount because the College had no real reserves. In 2009 the Finance Committee of the College decided enough was enough; we could not hang around waiting for that expensive Investigation Case or some other event to cause yet another dramatic fee increase that upsets the membership and catches them off guard. Beginning in the 2010 financial year the Board set a goal of adding \$20,000 to the College's reserve/investments each year until it reached one year's operating level (about \$300,000.), this is a common measure for not-for-profit businesses. In 2010 we budgeted for a \$20,000 surplus but we were only able to add \$12,000 to our reserves because we had an investigation that cost \$22,000, in 2011 we were able to add \$35,000 to the reserve because there were no Investigation/Discipline legal expenses or any other unbudgeted expenses."

This year 2013, was positive; we presently sit with \$230,000 in Reserves/Investments as compared with last year's \$190,000.. We are well on our way to establishing a financial security for the College.

INVESTIGATION COMMITTEE

David Kachan

Purpose: To investigate complaints regarding a disciplinary matter concerning any member of the College.

Meetings: As needed to resolve complaints. There were four meetings in 2013.

2013 Complaints:

<u>Case</u>	<u>Complaint</u>	<u>Origin</u>	<u>Status</u>
Case 2013 - 01	Inappropriate Conduct	Patient Relative	Dismissed
Case 2013 - 02	Inappropriate Comments	Patient	Dismissed
Case 2013 - 03	Inappropriate Conduct	Physiotherapist	In Progress

There were three new complaints in 2013, three in 2012, three complaints in 2011, and two in 2010. Each complaint is thoroughly investigated and discussed and the decisions were unanimous. The Committee also has its own legal counsel different to the counsel to the Board that will provide guidance on some investigations. The complaints received by the Committee over the last few years are varied, but often are the result of poor communication between patient and therapist.

The Committee includes two lay representatives, three physiotherapists in private practice and one physiotherapist in public based practices. They have different areas of interest and types of practice. We would encourage all members to consider volunteering for this educational and dynamic Committee, particularly those from the private clinic sector. Our lay members include representatives of business and law.

Initiatives over the next six months will be to refine the complaint review processes. This will be undertaken over the next six months by a committee including the Executive Director and current members of the Investigations Committee.

I would like to thank the membership for the opportunity to work on their behalf as a member of this committee over the years. I will be stepping down from the Complaints Committee effective May 1st, 2014.

PEER ASSESSMENT COMMITTEE

Michael Sangster

Purpose: The Peer Assessment Committee developed and is responsible for the implementation of the Peer Assessment process. This Committee reviews member Portfolios and the reports of the Onsite Assessors to ensure that the practice of physiotherapy in Nova Scotia adheres to the standards of the Nova Scotia College of Physiotherapists.

2013

In 2013, the Peer Assessment Committee met on three occasions. Peer assessment activities included the following:

- Selection of an additional twenty percent of membership for portfolio reviews: 120 candidates were selected who graduated between 1993 and 1999. At the end of 2013, we have reviewed approximately 60 percent of our membership.
- The Peer Assessment Committee continued the development of the on-site review process. On-site assessors were selected and a pilot assessor training session was trialed. The on-site review process will be similar in timing to the Portfolio review process with the goal of reviewing all sites within a five year time frame.
- The Peer Assessment Committee continued its work towards an exciting new online password protected Portfolio Portal. The online Portfolio concept will permit members with access to enter, maintain, download and manage their portfolio contents (CV, Job description, CE record, employment history, practice hours, course certificates and volunteer records, and self-reflection programs) online.

2014

2014 will bring further positive changes to the Peer Assessment process:

- Professional Portfolio Review will continue on a go-forward basis, with 20 percent of the membership selected again this year for review in order to continue towards our goal of review of our entire membership within a five year time frame. By the end of 2014, we will have reviewed approximately 80 percent of our membership.
- The Peer Assessment Committee will initiate the on-site review process. The on-site review process will be similar in timing to the Portfolio review process with the goal of reviewing all sites within a five year time frame.
- The Peer Assessment Committee will pilot the online password protected Portfolio.

PRACTICE STANDARDS COMMITTEE

Todd Lewin

Purpose: This committee was established to review and update practice, and education standards, for physiotherapy service in the province. This may also involve the development of new standards to reflect current practice.

All committee members from 2012 returned for 2013. The committee met on four (4) occasions during 2013.

During 2013 we were able to review, update and finalize the following Practice Standard(s);

- Use of Title and Credentials
- Alternate/Complimentary Treatment Approaches (deemed redundant and therefore removed)

Additionally, we were able to finalize several Advisory Statements including;

- Equipment Calibration
- Fees For Accessing Personal Health Information
- Acupuncture
- Termination of Treatment

We presently have two (2) documents that are a work in progress with the anticipation that they will be finalized during 2014. These documents include;

- Acupuncture (revision to 2012 document)
- Informed Consent

We are pleased to announce that **Aimee Cooke** has accepted the position of chair of the Practise Standard Committee effective January 2014. The Practice Standards Committee is looking forward to a productive year in 2014.

Alliance Report

Ann Read

Incorporated in 1992 The Canadian Alliance of Physiotherapy Regulators (the Alliance) is the national not-for-profit federation of physiotherapy regulators in Canada. The Alliance is committed to ensuring the public's safety through their excellence in Evaluation Services and the advancement of regulatory standards of physiotherapy practice. Within Evaluation Services the Alliance administers the Physiotherapy Competency Examination and establishes whether the education and qualifications of internationally educated (IEPT) applicants are substantially equivalent to those of Canadian educated physiotherapists. To learn more about the Alliance go to www.alliancept.org.

In 2013 as the Alliance representative for the NSCP I have, attended meetings in May and September in Toronto and participated in several teleconference meetings.

The work of the Alliance continued at a rapid pace on the three strategic goals identified by the Board of Directors as priorities for 2013:

Goal 1: Excellence in Evaluation Services: major changes to the credentialing standards and examination policies implemented in February 2013 reduced the processing time of credentialing applications well within benchmarks. In November 2013 the Alliance successfully administered the largest ever written (323) and clinical examination (795)! This represented a 20% and 118% increase respectively in 2013 candidate numbers over the written and clinical examination numbers for Nov. 2012. The examination side of ES became the focus in the later part of 2013. Two projects received grants from the Alberta Innovation Fund; a project to develop an evaluating exam and a project to review accreditation standards in select international jurisdictions. Operational improvements included forms being automated, online payment for exam registration explored, and development of a number of secure online collaborative sites to improve security and effectiveness of item writing committees and the Board of Examiners. Moving the Multiple Choice Questionnaire (MCQ) to computerized delivery will be the focus for 2014.

Goal 2: Ensuring Organizational Capacity and Infrastructure: Phase I of the IT modernization project which included new hardware, operating system, server and accounting software was completed in Sept 2013. Phase 2 of the IT modernization project will commence in 2014 and is expected to continue to improve workplace efficiency, effectiveness and increase security.

Goal 3: Effective and Efficient Governance and Sustainable Funding : A Governance subcommittee of the Board comprising of registrars, provincial representatives and executive committee members continued the work begun by the Board in May, putting forward recommendations to the Board in Sept. Recommendations approved, included decreasing the size of the Board, eliminating the executive committee and increasing membership dues/registrants levies. Fees as of January 1st, 2014 to increase to \$18.50 per registrant. A consultant will facilitate the transition to a smaller board in 2014. It was determined a Performance Scorecard would be released regularly for the Board to track progress and performance.

I would like to thank the NSCP for the opportunity to be the NS representative on the the Alliance. My participation has enabled me to learn from many inspiring leaders committed to regulatory excellence and quality improvement. I would like to acknowledge my employer the Capital District Health Authority for their support in my leadership development by granting me professional time (50%) to attend meetings scheduled during my regular working hours.

2014 NSCP AWARDS:

Certificates of Appreciation for **Gillian Leblanc** for outstanding commitment, invaluable contribution and dedicated service as a member of the Practice Standards Committee of the NSCP

Certificates of Appreciation for **Barbara Kelly** for outstanding commitment, invaluable contribution and dedicated service as a member of the Board of Directors and Investigation Committee of the NSCP.

Certificate of Distinction for **Cathy Donald** for outstanding commitment, invaluable contribution and dedicated long-term service as a member of the Practice Standards Committee of the NSCP.

Award of Distinction for Jennifer Lynn Quigg for outstanding commitment, invaluable contribution and dedicated long-term service as a member of the Practice Standards Committee of the NSCP.

Physiotherapist of the Year granted to Susan E Ehler as chosen by her peers to best exemplify their profession. Sue graduated from Dalhousie School of Physiotherapy in 1987. Her area of focus and interest has been in Neurology and Vestibular Rehabilitation. She has taken numerous postgraduate courses in both areas and has an Advanced Competency in Vestibular Rehab. She is seen as one of the leading Physiotherapists in this area of expertise. Key volunteer/mentorship activities and accomplishments are as follows:

- NSPA- Board member; June 2013-present, Board Secretary; 1988-90
- DASC (Dartmouth Adult Service Centre, a nonprofit vocational day program for adults with an intellectual disability) Board Chair 2008-present, Board member 2003-2007, This Board facilitated the \$4.3 million Capital Building campaign that resulted in the construction of a new, completely accessible facility, which opened in January 2013. This new facility has allowed for the expansion of existing programs so that DASC now provides services to over 130 clients. She has been involved in the development of new programs as well as training staff in physical assist of clients and use of assistive devices.
- MS Society Ambassador (providing PT counseling). Recipient of 2008 MS Clients Services Ambassador Award (Atlantic region). This award recognizes an individual who has made a long-term contribution to enabling people with MS to enhance their quality of life. She has provided numerous presentations for the MS Society, both in the Atlantic as well as the Ontario regions.
- Dalhousie School of PT guest lecturer in the areas of MS and Vestibular Rehab, Preceptor for students and Examiner for the Canadian Alliance of Physiotherapy Regulators. She has also taught the Body Mechanics sessions for the Nursing programs at NSCC for the past 15 years.
- Presenter on Vestibular Rehab at the Dalhousie Medical School Annual Refresher 2013 (involving over 350 Dr's)
- NS Wheelchair Sports Association Board member and coach of the Track and Field team 1987-1991. Physiotherapist with the Canadian team 1990 Pan-Am Paralympics.
- Team Physiotherapist for the St Mary's Women's Basketball team – 1987-88 and the Dalhousie Men's Basketball Team 1988-1990.
- Research – Sue was involved with the joint Dalhousie/ NS Heart and Stroke Association study- “Getting on with the Rest of Your Life”.
- Has run a community-based exercise program for individuals with mobility issues for over 20 years and has mentored students through this class in the areas of physiotherapy, massage therapy, kinesiology, nursing and occupational therapy.

NSCP Committee Members As Of December 31, 2013

Finance Committee:

Randall Tresidder (Chair)
Jeff Rooney
Mike Sangster
Pat King (Staff)

Investigations Committee:

David Kachan (Chair)
Allan Dwyer
Kim Johnson
Stephanie Francis
Jan Leonard
Shell McLean-Tully
Pat King (Staff)

Peer Assessment Committee:

Mike Sangster (Chair)
Gail Creaser
Michelle Karis
Carolyn Sanford
Wayne Carlon
Jennifer Appleby
Joan Ross (Staff)
Pat King (Staff)

Practice Standards Committee:

Todd Lewin (Chair)
Jennifer Lynn Quigg
Angela Peckford
Mark Williams
Gillian LeBlanc
Joan Ross (Staff)

Volunteer Representative to Canadian Alliance:

Ann Read

Representatives NSPAG:

Ann Read
Randall Tresidder

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