



**College of Occupational Therapists  
of British Columbia**

**2007/2008  
Annual Report**

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*July 1, 2007 to June 30, 2008*

## *Our Mission*

**T**he mission of the College of Occupational Therapists of British Columbia is to protect the public by regulating, advocating and advancing safe, ethical and quality occupational therapy practice in British Columbia.

## *About the College*

The College of Occupational Therapists of British Columbia (COTBC) is the regulatory body for the province's 1710 occupational therapists (OT's), established under the *Health Professions Act* to serve and protect the public. The college regulates the occupational therapy profession by setting entry-to-practice requirements, establishing, supporting and enforcing standards of practice and conduct, and promoting and monitoring quality of practice through a continuing competency program, publishing practice guidelines and other quality assurance activities.

The College is governed by a Board of Directors responsible for meeting the College's mandate as set out by the *Health Professions Act*, the Occupational Therapists Regulation and the Bylaws of the College. The Board is composed of six occupational therapists who are elected by registrants of the college and three public members appointed by the provincial government. Key responsibilities of the board include setting and guiding the organization's direction, ensuring necessary resources and monitoring performance in order to meet its mandate.



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### *Annual General Meeting*

Registrants and members of the public are warmly invited to join the college Board and staff at the College of Occupational Therapists of British Columbia's Annual General Meeting.

The meeting will be held in Vancouver, B.C. on Saturday, October 25, 2008 from 11:00 am – 11:40 am. More details about the AGM and the other activities planned for the day are available from the college.

Please contact the college to confirm your attendance.

We can be reached by:  
Tel: (250) 386 – 6822 or Toll free in B.C. (866) 386 – 6822  
Email: [info@cotbc.org](mailto:info@cotbc.org) or visit our website at [www.cotbc.org](http://www.cotbc.org) to download the AGM Registration Form.



## Message from the Chair and Registrar

It is with pleasure that we present the college's annual report for 2007/2008. Guided by the strategic plan our report highlights some of the year's achievements under each of our four key result areas.

### *Key Result Area - Responsive and Accountable Leadership*

The college depends on dozens of volunteers every year to achieve its mission and we are consistently impressed by the commitment of the volunteers who contribute to the work of the college. We believe this strong commitment and continued level of registrant participation in college activities is a healthy reflection of our profession's commitment to self-regulation. To nurture this level of participation, the board recognizes that people who volunteer on college committees need support to build or enhance the necessary skills for effective contributions. This year, the board's Nomination Panel sponsored a workshop for board and committee members. *Facilitating for Results* was designed to increase participants' leadership skills in facilitating meetings. An added benefit of the workshop was the opportunity for volunteers who might not otherwise meet to connect and share leadership experiences that occurred both within and outside college activities.

More than ever quality professional regulation requires attention to the changing environment and the context within which we do our work. Our work does not occur in isolation – it happens within a context of labour force realities such as the shortage of occupational therapists and government demands for improved inter-provincial mobility, reforms in professional regulation legislation, changing health service delivery models and increasing demands for accountability to the public from regulators. This year, the college's participation in local, provincial and national collaborations ensures our college context remains current and relevant.

Here are some highlights of current collaborations:

The COTBC continues as an active member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) and through this collaboration partnered on two projects related to addressing the need for inter-provincial consistency in the assessment and recognition of qualifications and supports for internationally educated occupational therapists (IEOT). With funds awarded from the BC Ministry of Economic Development, COTBC spearheaded a national collaborative project for ACOTRO to assist with the evaluation of internationally educated occupational therapists seeking licensure/registration in Canada. The first phase of this project was completed with the report *Assessing the Competence of Internationally Educated Occupational Therapists for Practise in Canada: Towards a common approach and an assessment toolkit*. Efforts to fund the next phase of the work are underway. The other project involved collaboration amongst provincial regulators, the national professional association and university educators. ACOTRO partnered with the Canadian Association of Occupational Therapists and the Association of Canadian Occupational Therapy University Programs

to develop an *Access and Registration Framework for Internationally Educated Occupational Therapists*.

College representatives again attended several inter-professional forums both provincial and federal to advance activities and improve supports for the recognition of internationally educated health professionals' qualifications. For example, COTBC joined the Skills Connect for Health Initiative – Consortium, a BC Ministry of Health initiative which brings together regulators, educators, employers, representatives from professional associations and other stakeholders to advise the ministry on its funded program to assist internationally educated health professionals.

In November 2007 the college saw the results of its participation in the project with the Canadian Institute of Health Information (CIHI) with the release of the inaugural report *Workforce Trends of Occupational Therapists in Canada, 2006*. This National Occupational Therapist Database project provides for the first time, a picture about the occupational therapy workforce in Canada (except Quebec). As a board-approved commitment, we will continue to provide BC data for five years. COTBC has supplied the data for 2007 and the second report which provides the picture of the 2007 OT workforce will be released in December 2008. This project assists the profession and its stakeholders to plan more effectively for the future and a viable occupational therapy workforce to meet the health needs of the people of Canada.

Connecting with other health regulatory organizations through the Health Regulatory Organization of BC (HRO) is another key forum for COTBC collaboration. Through the HRO, BC health profession regulators advance quality regulation by networking, sharing information and working together on topics of mutual interest. In January 2008, COTBC in partnership with the College of Physical Therapists of BC sponsored a successful workshop for HRO members on *Essential Skills and Tools to Manage Effective Continuing Competency Programs*. We hope this will lead to future collaborations for building and maintaining effective quality assurance programs.

### *Key Result Area – Registrant Competence*

Effective professional regulation includes providing registrants with programs and supports to maintain, enhance, monitor and improve their competence. Some of the accomplishments towards this aim follow.

The college published its third practice guideline *Obtaining Consent to Occupational Therapy Services*. Based on a comprehensive review of the literature and legal consultation, the guideline provides sound guidance and confirms for registrants the key responsibilities and practice expectations for obtaining valid consent. As with the college's previous guidelines, a risk management tool is included to assist registrants in examining their practice regarding how they obtain valid consent.

The Quality Assurance Committee followed up on the launch of the



## Message from the Chair and Registrar *continued . . .*

college's revised Code of Ethics last year with an education session at the 2007 Annual General Meeting. Their session, *Ethics in Everyday Practice* is another example of initiatives to assist registrants in enhancing their competence. The vision is a code that is very familiar to occupational therapists and thus a practice resource that is used in everyday practice. The Quality Assurance Committee's work-plan continues to advance this vision.

The college newsletter InStep serves to raise awareness of practice issues and is a resource for registrants. The Competence Check column has covered practice issues such as preventing breaches of security, obtaining valid consent and maintaining professional boundaries. Regular legislation updates are provided to assist registrants in keeping abreast of relevant changes.

The first component of the college's Continuing Competency Program is in its second year and results indicate that registrants are taking responsibility for maintaining and enhancing their competence seriously. All registrants required to participate completed their self-assessments and professional development plans, and submitted their declaration as required, prior to registration renewal.

### **Key Result Area – Registrant Engagement**

Self-regulation depends on our profession's engagement and commitment for meeting our responsibilities to protect the public. The college is committed to sustaining a healthy and supportive environment for registrant participation. Board-approved budgets again this year provided for training and development opportunities for registrant members on committees, such as attendance at relevant courses or conferences, and ensured access to consultants who provided the expertise needed for committees to advance their work-plans. For example, the Continuing Competence Committee worked with a consultant to develop the next component of the college program and two committees worked with a quality improvement consultant on evaluation activities.

COTBC responds to many requests from registrants to provide a regulatory perspective. Whether it is about electronic record implementation, documentation on care pathways or standards for working with a particular population, the college works where possible to increase the understanding within organizations regarding the obligations and responsibilities of registrants and the college role in regulating safe, ethical and competent practice.

Along with the previously noted registrant participation in the college's committees, registrant engagement is also evident through the many requests for presentations and the high volume of practice calls to the college. The college strives to be responsive to these requests and is encouraged that registrants view the college as a regular resource. Through trending and tracking of registrant requests, planning for future college activities is enhanced.

### **Key Result Area – Accountability to the Public**

This year, efforts to improve the college's information for the public resulted in two key accomplishments.

*Sexual Misconduct – What You Should Know*, a two page communiqué was published and posted on the college's website. Developed by the Client Relations Committee, it is intended to help the public understand their rights and the actions they may take if they suspect sexual misconduct by an occupational therapist. It reinforces for the public that occupational therapists must maintain appropriate professional boundaries and reinforces that the college would take any breach seriously.

Information on the college's website about the inquiry and discipline process was improved. The goal was to provide clear information to guide individuals through the inquiry process and help people understand the expectations as a complaint moves through the process.

As we look forward to the coming year, we are mindful that our context is not static, and we are well positioned to respond to our changing environment. We know for example, the recent amendments to health professions legislation will impact the college. However, these changes will not alter our clear grounding in our public protection mandate. We are confident in our ability to continue to regulate safe, ethical and competent occupational therapy practice for the people of British Columbia.

In closing, we offer our sincere gratitude for the strong leadership and support provided by our public members and elected registrants serving on the board. We also deeply thank the many registrants participating on college committees. The work and accomplishments of the college would not be possible without the dedication of our volunteers who continue to give generously of their time and talents. We also extend our sincere appreciation to the hard working and dedicated staff in the college office.

We look forward to the work ahead.



Heather Gillespie,  
Chair & Elected Board Member



Kathy Corbett,  
Registrar/CEO



The work of the college could not be done without the dedicated support of volunteers participating on the college's board and its committees. We thank you for contributing your time and talents in assisting the college to achieve its mission.

### *Board of the College (from July 1, 2007 - January 31, 2008)*



*Back Row (Left to Right): Carol Williams, appointed public member, Lynda Casey, appointed public member, Jeff Boniface, elected member, Jill Rihela, elected member, Nancy Sheehan, appointed public member*

*Front Row (Left to Right): Angenita Gerbracht, elected member, Caroline Ehmann, Chair & elected member, Jennifer Glasgow, Vice chair & elected member, Heather Gillespie, elected member*

### *Board of the College (from February 1, 2008 - June 30, 2008)*



*Back Row (Left to Right): Vila Nova Carvalho, appointed public member, Anu Tirrul-Jones, elected member, Caroline Ehmann, elected member, Jennifer Glasgow, Vice-chair & elected member, Sherry Baker, appointed public member*

*Front Row (Left to Right): Carol Williams, appointed public member, Heather Gillespie, Chair & elected member, Jillian Rihela, elected member. Missing: Jeff Boniface, elected member*



*In memory*

**Lynda Casey**

*Appointed Public Member*

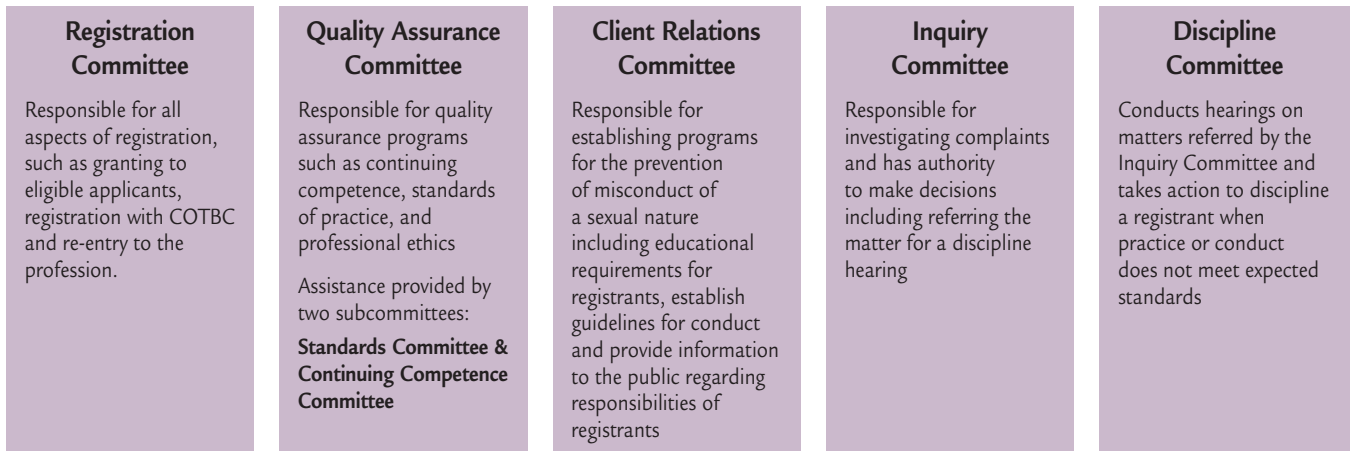
It was with great sadness we learned of Lynda Casey's death on November 1, 2007. Appointed by the Minister in October 2002, Lynda served as a public member on the board for five years. Along with her keen legal insights, Lynda brought a wonderful sense of humour and a practical perspective to the work of the Board. She was also an active member of the Client Relations Committee. Lynda was admired for her dedication, generosity and positive approach to life. She will be greatly missed. In Lynda's memory, the College made a donation to the Breast Cancer Foundation.



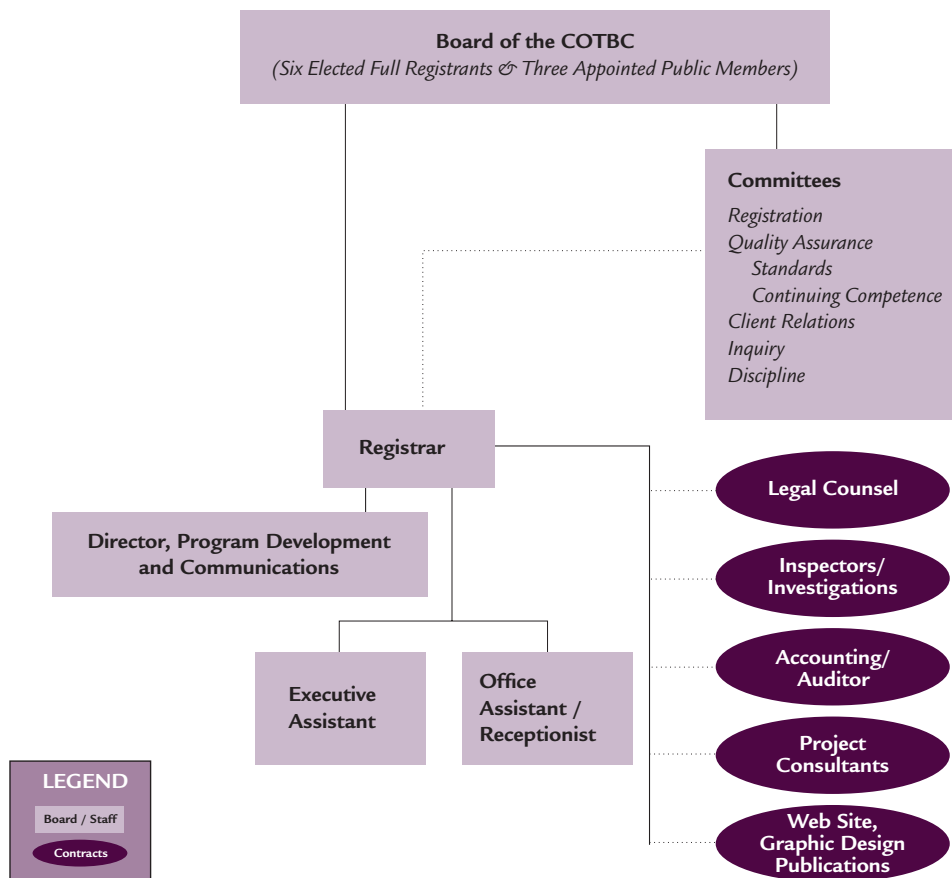
## Governance Structure

### College Board

Comprised of six elected registrants and three public representatives appointed by the Minister



## College Organization







## Registration Committee Report

### *Mandate*

The Registration Committee is responsible for granting to eligible applicants, registration with the College of Occupational Therapists of British Columbia. The committee must grant registration to every person who, in accordance with the bylaws, applies for registration, satisfies the committee that he or she is qualified to be a registrant, and pays the required fees as set forth by the bylaws.

### *Membership*

The committee is comprised of at least five persons appointed by the board, including one elected board member, one public board member and at least three full registrants. Committee members serve a term of two years and are eligible for re-appointment for a maximum of three terms.

#### *2007/2008 Members*

Holly Read, Chair

Jill Rihela, elected Board member

Carol Williams, appointed Public Board member (until Jan. 31, 2008)

Vila Nova Carvalho, appointed Public Board member (from Feb. 1, 2008)

Mimi Simon, registrant & Vice-chair

Elise Murphy, (until September 2007)

Darlene Russell, registrant (from September 1, 2007)

### *Meetings*

The committee met for two full day in-person meetings (October 2007 and March 2008) and also met regularly via monthly teleconferences and periodic electronic meetings to ensure a timely response to registrant applications for registration. In addition to regular meetings, the Chair and registrar participated in an orientation session for new committee members.

### *Work Plan Highlights*

The committee's activities this year focused mainly the following key roles: Grant registration for applicants pursuant to the College Bylaws and Develop and monitor effectiveness of registration policies.

Registration statistics confirm it was another busy year for this committee. In addition to the key role of the committee to consider applications and grant registration, work-plan activities focused on following initiatives:

A comprehensive review of the college's re-entry program was completed last year and new program processes were implemented to streamline and assist applicants considering re-entry to the profession. The committee is pleased to report that the new forms and information guidelines have improved consistency of the information coming to the committee and enhanced the committee's effective-

ness. In addition, applicants and their prospective supervising registrants report the college's Re-entry Program Proposal format (used for submission of a program proposal to the committee) and Re-entry Program Evaluation form are very helpful in making the program expectations clear and simplifying the application process.

All registration committee policies were reviewed and revised as needed. A new policy for retention of applications (that do not proceed to completing the registration process) was developed and approved by the Board. The committee's work-plan was updated to include areas for new policy development over the coming year.

Each year the authority of the registrar to act under the policy *Authorizing Registrar to act as Registration Committee* is reviewed. This policy provides for the registration committee to authorize the registrar to approve applications for registration based on certain criteria. Following a review of the quarterly statistics and audit reports concerning the disposition of applicants for registration approved under this policy, the committee renewed the delegation to the registrar. The committee remains confident the policy has improved effectiveness and efficiency of the committee's operations.

The committee continues to monitor the impact of various federal and provincial initiatives on the recognition of qualifications for individuals trained outside of Canada. For example, COTBC is a member of the BC Ministry of Health Skills Connect - Health for Immigrants Initiative (SCI-H) Consortium and its Advisory Group. One committee member and the registrar participated in the SCI-H Consortium inaugural meeting in November 2007 and provided input into this program aimed at assisting internationally educated health professionals to obtain registration and employment in BC.

Respectfully submitted,

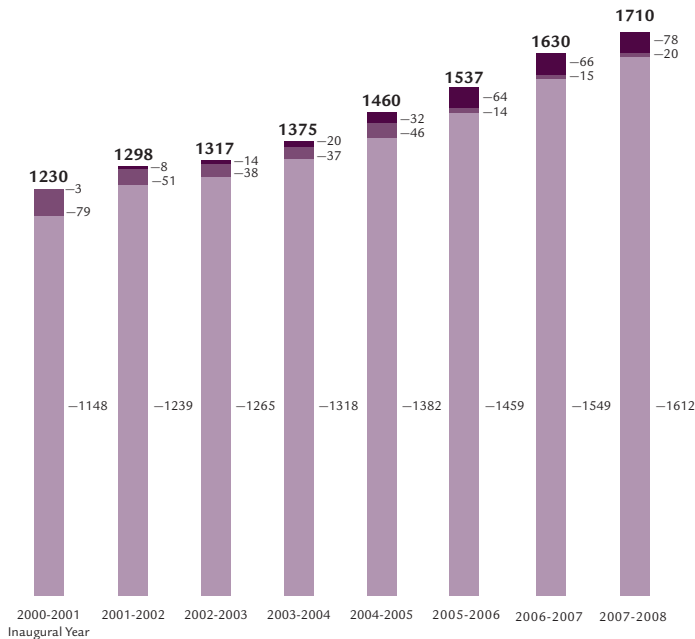
*Holly Read*

CHAIR REGISTRATION COMMITTEE 2007/2008

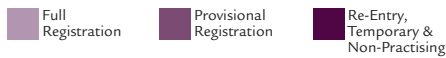


# Registration Committee Report : *Registration Statistics*

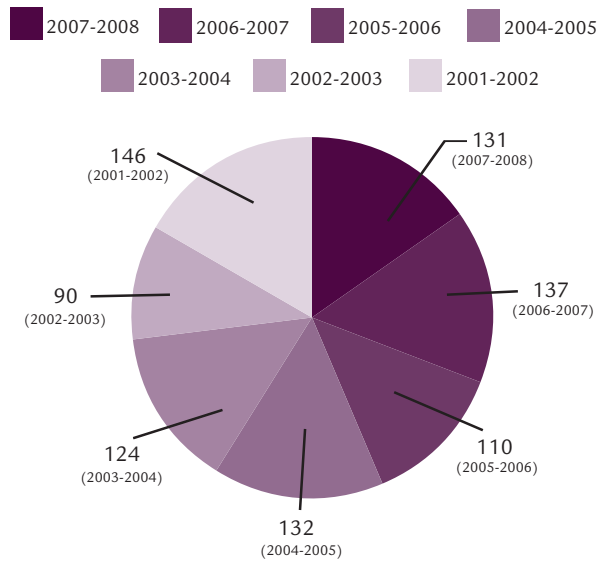
## Profile of Registrants *Number of Registrants by Year*



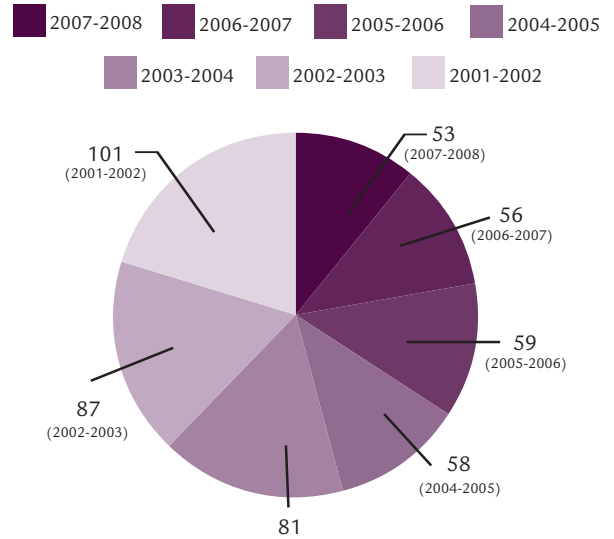
Legend:



## *Number of New Registrants by Year*

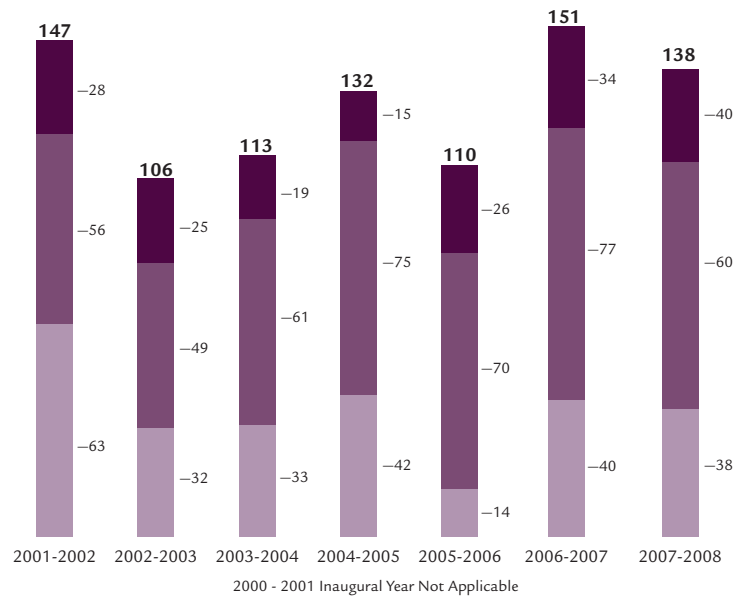


## *Number of Registrants Cancelled from the Register\**



\* Cancelled for failure to renew or registrants resigning from register.

## *Where Applicants Received Entry-level Education*



Legend:





## Quality Assurance Committee (QAC) Report

### *Mandate*

The Quality Assurance Committee (QAC) is responsible for making recommendations to the board with respect to the continuing competency program, re-entry to the profession, standards of practice, practice guidelines and professional ethics.

The QAC provides ongoing support as requested to its two subcommittees: the Standards Committee and the Continuing Competence Committee. The Registration Committee has assumed the lead in the re-entry to profession program.

### *Membership*

The committee is comprised of at least five persons, appointed by the board, including one elected board member, one appointed public board member and three full registrants. The appointments are for a two-year term, and committee members may serve a maximum of three terms.

#### *2007/2008 Members*

Angenita Gerbracht, elected board member (to Jan. 31, 2008) & Chair  
Anu Tirrul-Jones, elected board member (from February 1, 2008)  
Sherry Baker, public board member (from February 1, 2008)  
Emma Christensen, registrant & Vice-Chair  
Tanya Boudier, registrant and acting Vice-Chair  
Louisa Cotton, registrant

(Note: Angenita Gerbracht was appointed by the board to continue on the committee as registrant member and chair to January 31, 2009)

### *Meetings*

In the past year the QAC committee has held one face to face meeting and is utilizing the web-based peer to peer (P2P) process to advance work-plan activities.

### *Code of Ethics Review: Work-plan Highlights*

In October 2007 the QAC launched the first phase of their quality improvement plan to help guide the development of tools and supports to facilitate the integration of the revised Code of Ethics into registrant's everyday practice.

The Quality Assurance Committee sponsored a professional development session at the 2007 COTBC AGM titled Ethics in Everyday Practice. The aim of the interactive session was to raise awareness of the new code with registrants, identify barriers to ethical practice, and begin to identify what the college can do to support registrants' use of the code in everyday practice. Sixty-nine registrants attended the session, providing the committee with a sound baseline of registrant knowledge regarding the code, the frequency with which they used the code and their level of confidence in using it in everyday practice. Two additional registrant sessions were provided in Vancouver and Victoria, with seventeen and thirty one registrants participating respectively.

The committee reviewed the information gleaned from all three sessions. Preliminary review of the results indicated that prior to the session, only 44% correctly identified 6 out of 8 values in the Code of Ethics. This improved to 96% at the end of the sessions. Measures of confidence in using the code to help with everyday practice situations showed similar gains. The committee also polled participants' opinions regarding what college supports would help them to apply the code in everyday practice.

Registrants provided some practical strategies for ways in which the college could help registrants to integrate the code into everyday practice. Some of the strategies included: ethics support team, college facilitated sessions for registrants to discuss real practice scenarios, newsletter column, sharing the code with employers and using the website to create a forum for discussion.

Up coming work for the QAC will include further analysis of the data collected at the sessions with a focus on registrant confidence in using the code and development of tools to facilitate the use of the code in everyday practice.

The QAC would like to thank Barb Saunders, Quality Improvement Consultant, Mary Clark, Director of Program Development and Kathy Corbett, Registrar for their valued assistance.

Respectfully submitted,

*Angenita Gerbracht*

CHAIR, QUALITY ASSURANCE COMMITTEE 2007/2008



## Standards Committee Report

### *Mandate*

The Standards Committee reports to the Quality Assurance Committee, and is responsible for the development of standards of practice, practice guidelines and advisory statements.

### *Membership*

The committee is comprised of at least five full registrants, appointed by the board. The appointments are for a two-year term, and committee members may serve for a maximum of three terms.

#### *2007/2008 Members*

Heather Gillespie, elected board member & Chair  
Sarah Bryant, registrant & Vice-Chair  
Sharon Campbell, registrant  
Christina Mills, registrant  
Natalie O'Mara, registrant (until April, 2008)  
Jacqueline Allan, registrant (from February 1, 2008)

### *Meetings*

Meetings included three face-to-face full-day meetings. Work also progressed using the web-based Peer-to-Peer (P2P) collaboration process for standards development.

### *Work-plan Highlights*

Committee work-plan activities focused on key roles described below.

#### *Obtaining Consent to Occupational Therapy Services*

In January 2007, the committee began its work on this new practice guideline. Following a comprehensive review of similar documents from other professions and relevant research literature on informed consent, a draft was developed and then refined. College legal counsel reviewed and commented on the legal, professional and regulatory obligations for this guideline, after which final revisions were done.

In accordance with the college bylaws standards of practice, practice guidelines and advisory statements must be circulated to the board for approval and prior to circulation of drafts to the registrants for discussion [s.18(4) d]. The board approved the guideline in January 2008, and it was released to registrants in Spring 2008.

The committee is planning an Annual General Meeting session regarding this new guideline. Quality Improvement Consultant Barb Saunders was approached to assist with the planning and facilitating of this session.

The Registrar and Director of Program Development & Communications presented to occupational therapists at GF Strong on May 29, 2008. The feedback received at this presentation will be used to help develop the AGM session.

#### *Risk Management Tool*

Barb Saunders met with the committee on May 24, 2008 to orient new members to quality improvement processes and to develop a quality improvement cycle to study the risk management tool, independent of its use in the guideline. A preliminary Quality Improvement Plan was drafted at the meeting and will be further developed on the P2P website.

#### *Advisory Statement on Access to Occupational Therapy Information*

This statement is in process and under review by the college legal counsel. Further changes will be made post-review and the committee anticipates that this will be ready for board approval later fall 2008.

Respectfully submitted,

*Heather Gillespie*

CHAIR, STANDARDS COMMITTEE 2007/2008



## Continuing Competence Committee Report

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### *Mandate*

The Continuing Competence Committee reports to the Quality Assurance Committee, and makes recommendations for establishing and monitoring adherence to standards for continuing competence for registrants.

### *Membership*

The committee consists of at least five full registrants appointed by the board. The appointments are for a two-year term and committee members may be re-appointed for a maximum of three terms.

#### *2007/2008 Members*

Risa Greenwood, registrant & Chair  
Jennifer Glasgow, elected board member & Vice-chair  
Donna Drynan, registrant  
Hilary MacInnis, registrant  
Naz Chow, registrant

### *Meetings*

The committee met twice for two full days each meeting and held three teleconferences. Work also progressed using the web-based Peer-to-Peer (P2P) collaboration tools.

### *Work-Plan Highlights*

With the launch of the college's first component of the Continuing Competency Program in 2006-2007, the committee turned its attention to developing the second component of the college's program - competency review and evaluation. As reported previously, the three components will include: Competency maintenance and ongoing development; Competency review and evaluation (re-named competency assessment); and Competency improvement.

Over the past year, the committee worked with a consultant and expert in the field, Dr. Susan Glover-Takahashi to develop a cohesive framework integrating all the components of the COTBC continuing competence program that reflects best and current practices. The consultant's work built on the past work of COTBC, incorporated other available resources, such as new developments in competence programs in other jurisdictions and integrated current research and evidence about continuing competency programs. A review of models for continuing competency programs and how they fit with quality assurance programs was also considered.

The resulting draft document, *COTBC Continuing Competence Program Framework* is a resource document that describes the dynamic framework for shaping the current and future COTBC Continuing Competence Program (CCP). Additionally, this resource will guide COTBC in future decision-making about the Continuing Competence

Program. The draft document COTBC Continuing Competence Program Framework was finalized by the committee and will be presented to the Board at its fall Board meeting for approval.

Another highlight of the committee activities was a joint two-day session with the College of Physical Therapists of BC and our shared consultant to assist in framing our respective continuing competence and quality assurance programs. The sharing of resources and perspectives has resulted in a synergy that will advance the work of both colleges.

In November 2007, one committee member attended the National Continuing Competency Conference "Putting the Pieces Together" in Toronto, Ontario.

Respectfully submitted,

*Risa Greenwood*

CHAIR, CONTINUING COMPETENCE COMMITTEE 2007/2008



## Client Relations Committee Report

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### *Mandate*

The Client Relations Committee makes recommendations to the board regarding client relations programs, including measures for addressing professional misconduct of a sexual nature. The measures for preventing or dealing with professional misconduct of a sexual nature must include educational requirements for registrants to prevent misconduct of a sexual nature, guidelines for the conduct of registrants with their clients, and the provision of information to the public regarding both the responsibilities of registrants and the college's complaint and discipline process.

### *Membership*

The committee is comprised of at least five persons appointed by the Board, including one elected board member, one appointed public board member and at least three full registrants. The appointments are for a two-year term, and committee members may serve a maximum of three terms.

#### *2007/2008 Members*

Allyson Muir, registrant, Chair

Erwin Fung, registrant & Vice-Chair (until March 1, 2008)

Jeff Boniface, elected board member & Vice-Chair

Lynda Casey, appointed public board member (until October, 2007)

Tannis Romer, registrant

Jill Rihela, elected board member (from April 11, 2008)

Vila Nova Carvalho, appointed public board member (from February 1, 2008)

Lynda Casey who was a member of the committee for several years passed away on November 1, 2007. The committee wishes to recognize her dedication and misses her warm presence and sense of humour.

### *Meetings*

The Client Relations Committee held two face-to-face meetings and three teleconferences.

### *Work-Plan Highlights*

The committee's work-plan activities focused on the key roles described below.

#### *Develop a Prevention Oriented Education Program for Registrants*

The committee reviewed the practice-based scenarios not used in the published document, and the summary of gaps gathered in the

pre-release survey. Seven scenarios were developed to encourage use of the guidelines to prevent boundary violations which may lead to sexual misconduct. These were announced in the college newsletter and posted on the website.

#### *Inform Public of Conduct Expectations of Registrants and Complaint Process*

A fact sheet for the public and employers was developed and published on the college website in June 2008. Initial inquiries were made to other members of the Health Regulatory Organizations of British Columbia regarding joint public information initiatives. Unfortunately due to other priorities, such as extensive revisions to the *Health Professions Act*, there was insufficient interest at this time. The committee hopes to follow up with this at a more convenient time. In the meantime, the committee will focus on internal linkages with the Quality Assurance and Inquiry committees.

Respectfully submitted,

*Allyson Muir*

CHAIR, CLIENT RELATIONS COMMITTEE 2007/2008



# Inquiry Committee Report

## *Mandate*

As provided in sections 25 to 35 of the *Health Professions Act*, (the Act) the Inquiry Committee investigates matters that are raised in written complaints against registrants. By definition in the Act, a “registrant” also includes a former registrant of the college.

The committee may also investigate a registrant on its own motion (i.e. without a written complaint) with regard to a contravention of or failure to comply with the Act, regulation or bylaws, professional misconduct, competence to practice or any disturbance or addiction which impairs the ability to practice.

Once the committee is satisfied with the investigation, it decides on the course of action.

The committee may take no further action, take any action the committee considers appropriate to resolve the matter between the complainant and the registrant, request the registrant to undertake not to repeat the misconduct, request the registrant to take educational courses, request the registrant to consent to a reprimand, request the registrant to consent to any other action specified by the committee, or direct the registrar to issue a citation for a disciplinary hearing.

## *Membership*

The committee is comprised of at least five members appointed by the board, including one elected member, one appointed member and at least three full registrants. Members are eligible for re-appointment for a maximum of three terms.

### *2007/2008 Members*

Caroline Ehmann, Chair & elected board member

Nancy Sheehan, appointed Public board member (until January 31, 2008)

Carol Williams, appointed Public board member (from February 1, 2008)

Nicole Penner, registrant

Sandra Bressler, registrant

Lindsey Townsend, registrant

## *Meetings*

The committee held six teleconferences and attended one full day in person meeting to consider complaint matters and attend to its work-plan.

## *Activities*

There were seven new complaints to the Inquiry Committee for 2007 – 2008. One complaint was concluded with the committee’s decision to take no further action. One complaint did not have sufficient particulars (following requests for additional information from complainant) and could not be investigated by the committee. The remaining five files are in various stages of investigation.

Along with the activities related to the new complaints received for 2007 - 2008, the committee also made decisions and closed the five outstanding complaint files from the previous year. For one complaint, the committee made the decision to direct the registrar to issue a citation and the matter was referred to the Discipline Committee.

The results are reflected in the updated statistics included with this report.

## *Work-plan Highlights*

The key role of the committee is to make decisions on written complaints regarding the practice, conduct or ethics of registrants and its meetings were primarily directed at this mandate.

Committee work also focuses developing or improving the college’s investigation and inquiry policies and processes. This year focused on developing information for the public and registrants.

The committee completed its work on an information brochure for publication on our website. The aim is to provide clear information to guide individuals through the inquiry process, describing the roles of various parties, and highlight the principles of administrative fairness in common lay terms. The goal is clear information so that all understand the expectations as a complaint moves through the inquiry committee.

As noted in last year’s annual report, this committee has been very fortunate to have stable membership over the years and as a result members have developed significant skills and knowledge. To capitalize on the members’ experience and knowledge, the committee’s work-plan identified a goal to develop role descriptions, including desired skills and knowledge for future inquiry committee members that might assist with recruitment of new members. It would also serve to develop training and orientation tools for supporting new members on a committee. However, the workload for addressing complaints this year precluded completing this activity.

The *Health Professions (Regulatory Reform) Amendment Act* received Royal Assent on May 29, 2008. Amendments relevant to the Inquiry Committee will be a key focus of activity over the next year to ensure the inquiry committee policies and practices are in compliance with the expectations of the new legislation.

Respectfully submitted,

*Caroline Ehmann*

CHAIR, INQUIRY COMMITTEE 2007/2008



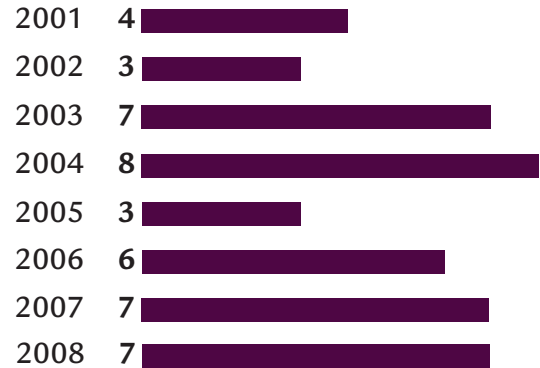


# Inquiry Committee Report *continued* . . .

## *Where do Complaints Originate?*



## *Complaints Received (to date)*

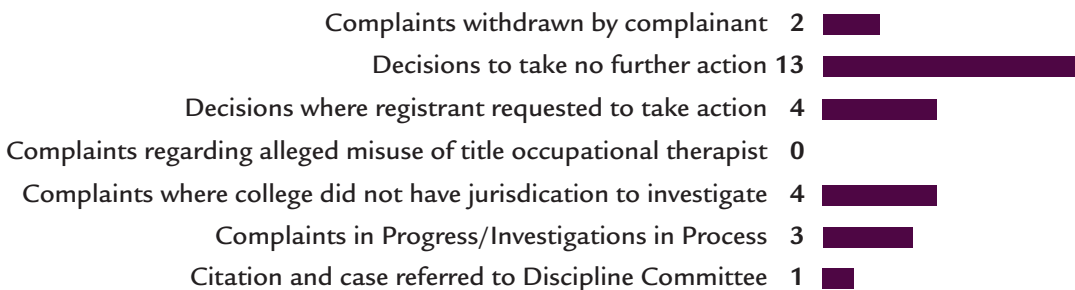


Total Number 45

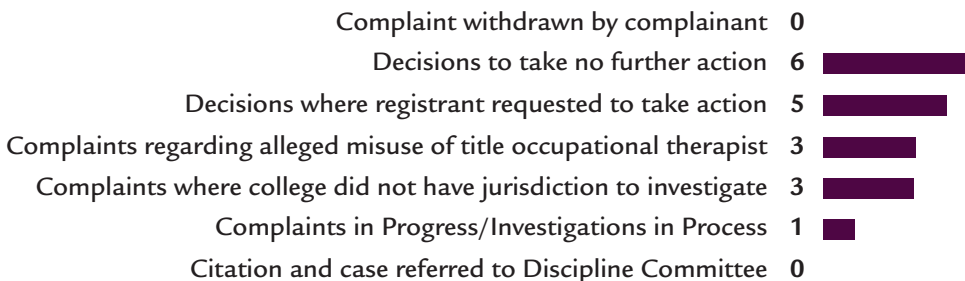
## *Practice Environment and Resolution of Complaints*



### **PUBLIC SECTOR**



### **PRIVATE SECTOR**







## Discipline Committee Report

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### *Mandate*

The committee's mandate is to conduct hearings to consider cases sent to a discipline hearing by citation from the Inquiry Committee.

### *Membership*

The committee consists of at least five members appointed by the board, including one public representative or one appointed Board member, one elected Board member and three full registrants. The appointments are for a term not more than five years, with re-appointment for a maximum of three terms.

#### *2007/2008 Members*

Jeff Boniface, elected board member & Chair

Jan Gauthier, registrant

William Chan, registrant

Catherine Backman, registrant (From February 1, 2008)

Sherry Baker, Public board member (From February 1, 2008)

### *Meetings*

There was one citation directed by the Inquiry Committee for the 2007-2008 year (ending June 30, 2008) and a Discipline Hearing is pending. This will be the first discipline hearing for the College.

A meeting of the Discipline Committee was held in April 2008 as an orientation to conducting hearings and reviewing administrative procedures and other practical matters.

As a follow up to last year's work-plan to develop options for how the college might approach orientation and maintaining skills for members of the discipline committee, the college collaborated with another college to sponsor a committee development session planned for the fall of 2008. A number of college's will be participating in the session, with the goal of creating an ongoing support and resource network between small colleges.

Respectfully submitted,

*Jeff Boniface*

CHAIR, DISCIPLINE COMMITTEE 2007/2008

## **AUDITORS' REPORT**

To the Board of Directors of  
College of Occupational Therapists of British Columbia

We have audited the statement of financial position of College of Occupational Therapists of British Columbia as at June 30, 2008 and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at June 30, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

The comparative figures were audited by another firm of chartered accountants and are presented for comparative purposes only. We have not examined and do not express an opinion on the financial statements for the preceding year.

*Hayes Stewart Little & Co.*

Victoria, BC  
August 21, 2008


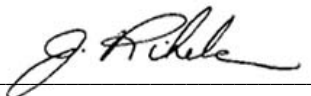
Chartered Accountants.

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

STATEMENT OF FINANCIAL POSITION

AS AT JUNE 30, 2008

(Audited)

		<u>2008</u>	<u>2007</u>
<b>A S S E T S</b>			
CURRENT			
Cash		\$ 318,035	\$ 153,113
Short term investments (note 2(f))		1,100,032	990,032
Accounts receivable		57,462	41,178
Prepaid expenses		<u>7,876</u>	<u>5,422</u>
		<u>1,483,405</u>	<u>1,189,745</u>
PROPERTY, PLANT AND EQUIPMENT (Note2(g))			
	<u>Cost</u>	<u>Accumulated Amortization</u>	
Furniture & equipment	\$ 18,896	\$ 16,175	2,721
Computer	40,134	37,306	2,828
Computer software	<u>7,492</u>	<u>7,492</u>	<u>-</u>
	<u>\$ 66,522</u>	<u>\$ 60,973</u>	<u>5,549</u>
			4,605
			2,693
			<u>271</u>
			<u>7,569</u>
			<u>\$ 1,488,954</u>
			<u>\$ 1,197,314</u>
<b>LI A B I L I T I E S</b>			
CURRENT			
Accounts payable and accrued liabilities		\$ 72,026	\$ 35,682
Deferred revenue		<u>401,655</u>	<u>170,675</u>
		<u>473,681</u>	<u>206,357</u>
<b>NET ASSETS</b>			
UNRESTRICTED NET ASSETS		198,204	202,256
NET ASSETS INTERNALLY RESTRICTED		811,520	781,132
NET ASSETS INVESTED IN CAPITAL ASSETS		<u>5,549</u>	<u>7,569</u>
		<u>1,015,273</u>	<u>990,957</u>
<b>APPROVED BY THE BOARD:</b>			
	Director	\$ 1,488,954	\$ 1,197,314
	Director		

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

STATEMENT OF REVENUE AND EXPENDITURES

FOR THE YEAR ENDED JUNE, 2008

(Audited)

	<u>2008</u>	<u>2007</u>
<b>REVENUE</b>		
Application fees	\$ 29,475	\$ 31,047
Registration fees	570,750	544,535
Interest	45,439	41,941
Other	1,352	1,611
Contribution agreement (Note 6)	<u>50,000</u>	<u>-</u>
	<u>697,016</u>	<u>619,134</u>
<b>EXPENSES</b>		
Accounting and legal	49,915	32,156
Amortization	6,072	6,649
Board and committee	22,396	22,801
Communication	10,742	8,666
Consulting	79,005	58,661
Contribution agreement (Note 6)	50,000	-
Database	38,567	16,097
Honoraria and per diems	22,939	22,333
Insurance	5,658	5,552
Miscellaneous	4,577	3,450
Office	34,785	41,159
Publications	34,853	51,276
Rent - premises	21,609	21,075
System maintenance	4,394	5,629
Travel	68,164	46,656
Wages and benefits	<u>219,024</u>	<u>210,298</u>
	<u>672,700</u>	<u>552,458</u>
Excess of revenue over expenditures	<u>\$ 24,316</u>	<u>\$ 66,676</u>

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED JUNE, 2008

(Audited)

	Investment in Capital Assets	Unrestricted	Restricted	<b>2008 Total</b>	2007 Total
<b>NET ASSETS</b>					
BALANCE, beginning of year	\$ 7,569	\$ 202,256	\$ 781,132	\$ <b>990,957</b>	\$ 924,281
Excess of revenue over expenditures	(6,072)	-	30,388	<b>24,316</b>	66,676
Investment in capital assets	<u>4,052</u>	<u>(4,052)</u>	<u>-</u>	<u>-</u>	<u>-</u>
BALANCE, end of year	\$ <u>5,549</u>	\$ <u>198,204</u>	\$ <u>811,520</u>	\$ <b><u>1,015,273</u></b>	\$ <u>990,957</u>

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE, 2008

(Audited)

	<b>2008</b>	2007
<b>OPERATING</b>		
Excess of revenue over expenditures	\$ <b>24,316</b>	\$ 66,676
Adjustments for non-cash items:		
Amortization	<u>6,072</u>	<u>6,649</u>
	<b>30,388</b>	73,325
Accounts receivable	<u>(16,284)</u>	(9,682)
Prepaid expenses	<u>(2,454)</u>	457
Accounts payable	<u>36,344</u>	(43,433)
Deferred revenue	<u>230,980</u>	<u>(15,725)</u>
CASH PROVIDED BY OPERATING	<u>278,974</u>	<u>4,942</u>
<b>INVESTING</b>		
Acquisition of property, plant and equipment	<u>(4,052)</u>	<u>(1,339)</u>
CASH PROVIDED (USED FOR) INVESTING	<u>(4,052)</u>	<u>(1,339)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	<b>274,922</b>	3,603
CASH AND CASH EQUIVALENTS, beginning of year	<u>1,143,145</u>	<u>1,139,542</u>
CASH AND CASH EQUIVALENTS, end of year	\$ <u>1,418,067</u>	\$ <u>1,143,145</u>
<b>REPRESENTED BY</b>		
Cash	\$ <b>318,035</b>	\$ 153,113
Short term investments	<u>1,100,032</u>	<u>990,032</u>
	\$ <u>1,418,067</u>	\$ <u>1,143,145</u>

# COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE, 2008

(Audited)

### 1. NATURE OF OPERATIONS

The College of Occupational Therapists of British Columbia was established under the Health Professions Act, effective December 17, 1998. The College's mandate is to serve and protect the public interest by setting standards for entry to practice the profession in British Columbia establishing programs and guidelines to ensure that occupational therapists practice safely, ethically and competently, and investigating complaints raised about registrants' practice.

For income tax purposes, the College is treated as a not-for-profit organization.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) FUND ACCOUNTING

The College of Occupational Therapists of British Columbia follows the deferral fund method of accounting for contributions. The College records its activities in the following funds:

The Unrestricted Fund accounts for the organization's general operations and overhead.

The Capital Fund includes transactions relating to equipment.

The Internally Restricted Funds include the following:

Inspections, Inquiry and Discipline Funds (previously Investigations and Resolutions Reserve Funds) which are internally restricted funds. They are designated for use in the development and management of the inquiry and discipline process.

Program Development Funds which are internally restricted funds. They are designated for the development and establishment of statutory programs.

Special Projects Funds which are internally restricted funds. They are designated for specific, time limited projects related to board strategic plan / College business plan.

Expenditures from these funds require Board approval.

#### (b) REVENUE RECOGNITION

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Application fees are recognized as revenue when received. Annual registration fees are recognized as revenue in the year to which they relate.

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE, 2008**

(Audited)

**2. ACCOUNTING POLICIES (continued)**

**(c) PUBLICATIONS EXPENSE**

Included in publications expense are costs for certain materials which the College purchases and distributes to all registrants at no additional charge. The costs of such materials are expensed when costs are incurred.

**(d) CONTRIBUTED SERVICES**

The College would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling and valuing these hours, contributed services are not recognized in the financial statements.

**(e) INVESTMENTS**

In accordance with section 3855 “Financial Instruments – Recognition and Measurement” of the CICA Handbook, the College has classified its investments as held for trading and is reporting them at fair value. All investments are accounted for at the fair market values based on quoted prices at year end.

Investment income includes interest earned and gains and losses net of investment expenses incurred during the year. Investment transaction costs are expensed as incurred.

**(f) CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

**(g) CAPITAL ASSETS**

Purchased capital assets are recorded at cost, and contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided as follows:

Computer equipment	3 years, straight line
Computer software	2 years, straight line
Furniture and equipment	5 years, straight line

**(h) LONG LIVED ASSETS**

The College regularly reviews the carrying value of long-lived assets and continually makes estimates regarding future cash flows and other factors to determine the fair value of the respective assets. If these estimates or their related assumptions change in the future, the College may be required to record impairment charges for these assets.

**COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE, 2008

(Audited)

**2. ACCOUNTING POLICIES (continued)**

**(i) FINANCIAL INSTRUMENTS**

The College's financial instruments consist of cash, investments, receivables, and payables and accruals. All financial instruments have been classified as held for trading and are recorded at their fair value. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**3 NET ASSETS INTERNALLY RESTRICTED**

	Inspections, Inquiry and Discipline <u>Reserve</u>	Program Development <u>Fund</u>	Special Projects <u>Fund</u>	<b>Total 2008</b>
BALANCE, beginning of year	\$ 289,305	\$ 296,860	\$ 194,967	\$ 781,132
Allocation of net excess revenues over expenditures from operations	<u>-</u>	<u>15,194</u>	<u>15,194</u>	<u>30,388</u>
BALANCE, beginning of year	<u>\$ 289,305</u>	<u>\$ 312,054</u>	<u>\$ 210,161</u>	<u>\$ 811,520</u>

These internally restricted amounts are not available for other purposes without approval of the board of directors.

**4. USE OF ESTIMATES**

In preparing the College's financial statements, management is required to make estimates and assumptions that could affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Actual results could differ from those reported.



COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE, 2008

(Audited)

5. COMMITMENTS

The College has entered into an agreement to lease its premises until November 2010. The rent amount is based on \$12 per square foot per annum, to increase to \$13 after three years. Additional proportionate property costs are added to the rent, and are re-evaluated by the lessor periodically. Rent for June 2008 was \$1,655.

Minimum rent for the next three years is as follows:

	Operating Lease
2009	\$ 18,341
2010	18,646
2011	<u>7,769</u>
	<u>\$ 44,756</u>

6. CONTRIBUTION AGREEMENT

By agreement dated November 15, 2007, the College contracted with the Province of British Columbia to participate in a project to develop a framework for assessing the competencies of registrants. Total funding for the project was \$50,000, the entire amount of which was paid to the College during the 2008 fiscal year. The College has expended the funds and substantially completed its requirements for the project, and the contract is complete.

7. SUPPLEMENTAL CASH FLOW INFORMATION

	<u>2008</u>	<u>2007</u>
Cash paid or received during the year:		
Interest received	<u>\$ 40,945</u>	<u>\$ 24,838</u>



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