

THE COLLEGE OF OCCUPATIONAL THERAPISTS
OF BRITISH COLUMBIA



2000 / 2001
ANNUAL REPORT

JULY 1, 2000 TO JUNE 30, 2001

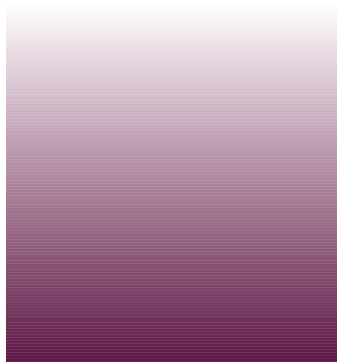




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2000 / 2001 Annual Report

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An Overview

College of Occupational Therapists of British Columbia

The College of Occupational Therapists of British Columbia (COTBC) is the regulatory body established by the provincial government to protect the public by regulating the practice of occupational therapy in British Columbia. In December 1998, the government approved the Occupational Therapists Regulation, which established the college under the Health Professions Act (HPA).

The College is governed by a Board, the group 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 consists of occupational therapists elected by registrants in the Province (six members) and public representatives appointed by the provincial government (three members).

The duty and objects of the College is provided in Sections 16, 18 and 19 of the HPA (Act). The Act provides the authority for the Board to develop its own bylaws setting out the detailed rules governing the regulation of the profession. In February 2000, the government approved the COTBC Bylaws.

College bylaws, policies and activities must reflect that we are meeting the legislated mandate, to serve and protect the public by regulating occupational therapy practice. Examples of these functions are:

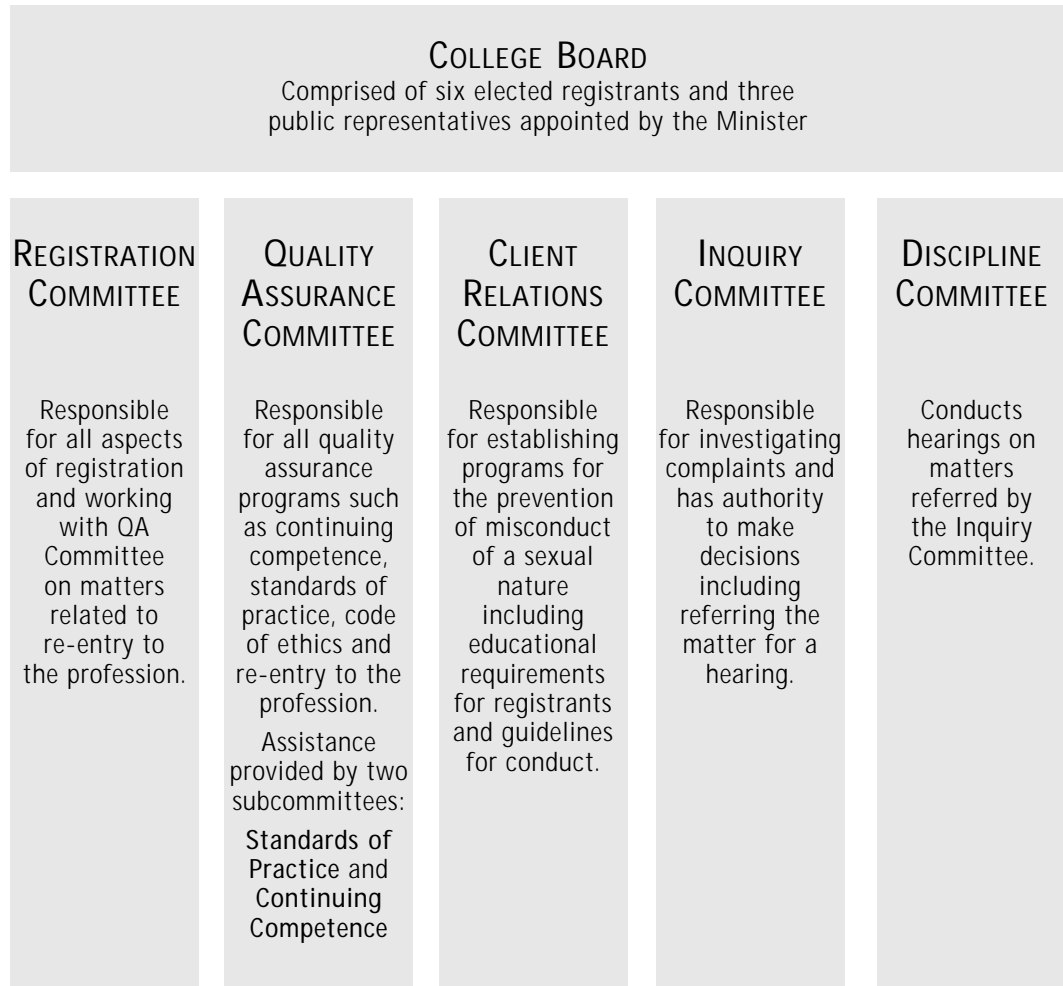
- Setting the requirements for entry to practice the profession such as level of education and practical experience hours. Occupational therapists meeting the standards are registered as occupational therapists in B.C.
- Setting the standards of practice for occupational therapists in B.C. The Essential Competencies of Practice for Occupational Therapists in Canada (ACOTRO 2000) is the foundation document that outlines the expectations of professional practice. The Code of Ethics informs the public and registrants about expectations of professional conduct. Practice guidelines, advisory statements and other resources as developed through quality assurance and standards of practice committee work will assist occupational therapists to be accountable in their practice.
- Monitoring the quality of practice and continuing competence through a quality assurance program. The Quality Assurance Committee will establish a framework for ensuring occupational therapists are competent to practice safely, ethically and effectively.
- Investigating any complaints about the practice of an occupational therapist. The Inquiry Committee has the responsibility to investigate complaints and make decisions about concerns about a registrants' practice brought to the attention of the College.
- Taking appropriate action when a Discipline Committee panel finds evidence that a registrant has not acted in accordance to professional standards of practice or conduct.
- Ensuring all occupational therapists participate in quality assurance programs.

The structure of the COTBC Board and Committees is organized to meet the responsibilities and reflected on the following organizational chart.



Structure

College of Occupational Therapists of British Columbia (COTBC)





Message from the Past Chair

It is with a great sense of accomplishment that I look back on my time as the inaugural board chair for the college. During my tenure, we went through the initial phase of the board's development and established a strong foundation for the current board to proceed from.

Throughout 1999-2000, we achieved a number of significant milestones. We developed bylaws for our organization and registered over 1,100 occupational therapists across the province. We also adopted a code of ethics and drafted the essential competencies for practice for occupational therapists in B.C. Most importantly, we now have our own regulation under the Health Professions Act, and with that comes the privilege of self-regulation as a profession.

Over our first year, we learned the difference between professional interests and public interests, and tried to establish the college as both principled and protective of the public interest. We have attempted to provide strong leadership and strategic direction right from the start, and I believe we established a solid framework for the college which will service the public interest well, and ensure that occupational therapists throughout the province are providing, safe, effective and competent services to their clients.

We also hired a registrar, and elected our first board, which includes public members as well as occupational therapists. All of this work has left us in solid financial and organizational shape, and well equipped to move forward in the coming years.

I greatly enjoyed my time with the board, and feel fortunate to have worked alongside so many dedicated, professional people during this important first year. We accomplished a lot, and have grown - both as people, and as an organization. The College is truly fortunate to have very competent staff that not only share the vision of the college, but will also take on the hard work required to ensure this vision is realized.

Respectfully submitted,

Dawn Daechsel
Chair of the Board, 1999 - 2001



Message from the Chair

I am very honoured to have been selected the Board Chair of the College of Occupational Therapists of B.C. for 2001-2002. As Dawn Daechsel my predecessor outlined, the College now has a strong registrant base, a solid financial footing, and a framework for self-regulation of Occupational Therapy practice in B.C. As an organization, we are now ready to continue developing the infrastructure to support and promote safe, effective and competent Occupational Therapy practice for the citizens of British Columbia.

The 2001-2002 Board is pleased to have four elected members who returned to the Board, two newly elected members and two returning and one new publicly appointed members. We trust that the Board will thrive with this balance of experience and freshness in order to meet the challenges that this year brings.

Some of our goals and commitments for 2001-2002 include:

- A commitment to operate from a principled perspective. We are refining our Mission Statement, Core Values and Guiding Principles, and will be providing them to registrants for feedback once they are ready.
- Establishing all the College's statutory committees and the appointment of the requisite members and Chairs. These committees include: Inquiry, Registration, Client Relations, Discipline and Quality Assurance with its two subcommittees - Standards of Practice and Continuing Competency. This work is central to the operations of the College and we are pleased with the enthusiasm and energy demonstrated by our registrants and board members in striking these committees.
- Continuing collaboration with partner organizations around issues of mutual interest. In particular, COTBC is an active participant in the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) whose major 2001 goal was to sign a Mutual Recognition Agreement (for facilitating movement of OT's from province to province) in preparation for federal and provincial government approval. Through this initiative, the Essential Competencies of Practice for Occupational Therapists in Canada has been developed and completed. I am also pleased to report that our Registrar, Kathy Corbett, has recently been elected the Chair of ACOTRO, a role that I expect will complement and enhance COTBC's goals.
- Consolidating our office operations and staffing. I was extremely pleased and proud of our organization when I made visits to our new office - complete with official sign and logo - in Victoria on several occasions this year.

I would like to thank everyone who has played a role in the development of our College to date, including those who are actively involved in COTBC initiatives as well as our partners who have encouraged and supported these efforts. I believe that we are in the midst of a very energetic developmental year. Although the College has been in operation since January 1999, we have just had our first anniversary with Registrants.

I am very much looking forward to seeing you at our AGM in October.

Respectfully submitted,

Jan Gauthier
Chair of the Board, 2001-2002



The work of the College could not be done without the dedicated support of Board members and committee members. When the College was established in December 1998, the government appointed all members of the first Board of the College with terms ending January 31, 2001. College Board elections were held in December 2000 and the first Board comprised of six elected registrants was formed on February 1, 2001.

Appointed Board (to January 31, 2001)

Dawn Daechsel, Chair and occupational therapist
Jan Gauthier, Vice Chair and occupational therapist
Mary Williams, public Board member
Janice Dalgarno, public Board member
Soren Bech, public Board member
Hilary Drummond, occupational therapist
Rick Wadland, occupational therapist
Anne Marie Draper, occupational therapist
William Chan, occupational therapist

Board of the College (from February 1, 2001)

Jan Gauthier, Chair and elected Board member
Hilary Drummond, Vice Chair and elected Board member
Mary Williams, appointed Board member
Janice Dalgarno, appointed Board member
Nancy Sheehan, appointed Board member
Angenita Gerbracht, elected Board member
Rick Wadland, elected Board member
Sandra Bressler, elected Board member
William Chan, elected Board member



Registration Committee Report

Mandate

The Registration Committee is responsible for granting registration as a registrant of 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 in the bylaws. A person whose application for registration is refused by the Committee may appeal the refusal to the Supreme Court of British Columbia.

Membership

In accordance with section 15 of the bylaws, the committee is comprised of at least 5 persons appointed by the Board, including one elected member, one appointed member and at least 3 full registrants. Committee members serve a term of two years and are eligible for re-appointment for a maximum of three terms.

Meetings

The terms of reference provides for monthly meetings by teleconference or as required, with at least one meeting held in person annually.

Activities

Registration policies were established for key elements of the registration process including registration requirements, administrative processes, and re-entry to practice.

Monitored the developments of the Mutual Recognition Agreement (MRA) with respect to the impact on registration issues and potential bylaw changes.

Profile of Registrants for 2000 - 2001

| Category | Number |
|--|--------|
| Full Registrants | 1148 |
| Provisional Registrants | 79 |
| Provisional - Condition of Re-entry | 3 |
| Temporary Registrants | 4 |
| Total Registrants on Register at June 30, 2001 | 1234 |

Respectfully submitted,

Rick Wadland, Chair
Registration Committee



Inquiry Committee Report

Mandate

As provided in sections 25 to 35 of the Health Professions Act, the Inquiry Committee investigates matters that are raised in complaints against registrants.

The Committee may also investigate a registrant on its own motion (i.e. without a 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 practise.

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

In accordance with section 16 of the bylaws, the committee is comprised of at least 5 members appointed by the Board, including one elected member, one appointed member and at least 3 full registrants. Members are eligible for re-appointment for a maximum of three terms.

Sandra Bressler, Chair and elected Board member

Mary Williams, appointed Board member

Caroline Ehmann, Vice chair and registrant

Deborah Simpson, registrant

Catherine Fast, registrant

Meetings

The Committee meets monthly or as required, with at least one meeting held in person annually. Meetings are also held by teleconference.

Activities

This committee was formed in March 2001 and to date has considered four complaints against registrants.

Respectfully submitted,

Sandra Bressler, Chair
Inquiry Committee



Quality Assurance Committee Report

Mandate:

As described in the College of Occupational Therapists of British Columbia bylaws Section 18, the Quality Assurance (QA) Committee is responsible for making recommendations to the board with respect to:

- Continuing competency program
- Re-entry into the profession
- Standards of practice
- Professional ethics and
- Clinical practice guidelines

Membership

In accordance with section 18 (1) of the bylaws the committee consists of at least five (5) persons appointed by the board, including one (1) board member appointed by the Minister, one (1) elected board member and three (3) full registrants. The appointments are currently for a two-year term, and committee members may be re-appointed for a maximum of three terms.

Angenita Gerbracht, Chair and elected Board member

Janice Dalgamo, appointed Board member

Risa Greenwood, registrant

Twyla Ross, registrant

Judith Moscovitch, registrant

Cathy Busby, registrant

Meetings

The Committee meets monthly by teleconference if warranted, with at least one of the meetings held in person annually.

The work is just beginning for this committee. At the time of writing this report, a teleconference meeting is planned and an in person meeting is scheduled for late fall 2001.

Subcommittees of the QA Committee

The Quality Assurance Committee also encompasses two subcommittees. The framework for quality assurance developed by the QA Committee will guide these committees.

The Standards Committee:

- consists of at least five (5) registrants,
- is responsible to the quality assurance committee for the development of standards of practice, clinical practice guidelines, and advisory statements.

The Continuing Competence Committee:

- consists of at least five (5) full registrants,
- is responsible for reporting to the quality assurance committee and the board recommendations for establishing and monitoring adherence to standards for continuing competence for registrants.

Respectfully submitted,

Angenita Gerbracht
Chair, QA Committee



Client Relations Committee Report

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, 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

In accordance with section 19 of the bylaws, the committee is comprised of at least 5 persons appointed by the Board, including one elected member, one appointed member and at least 3 full registrants. Committee members serve a term of two years and are eligible for re-appointment for a maximum of three terms.

Jan Gauthier, Interim Chair and elected Board member

Nancy Sheehan, appointed Board member

Lynda Kingsley, registrant

Debbie Ruggiero, registrant

Leslie Smith, registrant

Meetings

The terms of reference provides for monthly meetings by teleconference or as required, with at least one meeting held in person annually.

The Client Relations Committee has not met. Plans are in place to initiate the work of this committee in the fall of 2001.

Respectfully submitted,

Jan Gauthier, Interim Chair

Client Relations Committee



Discipline Committee Report

Mandate

The Committee's mandate is to conduct disciplinary hearings under the authority of the *Health Professions Act*.

Membership

In accordance with section 17 of the bylaws, the members consist 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 shall be for a term not more than five years, with re-appointment for a maximum of three terms.

William Chan, Chair and elected Board member

Vacancy - registrant

Vacancy - registrant

Vacancy - Public representative

Vacancy - registrant

Meetings

No disciplinary hearings were held in 2000 / 2001

Activities

Recruitment for vacancies is in progress.

Respectfully submitted,

William Chan

Chair, Discipline Committee

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, 2001 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, 2001 and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.



Victoria, Canada
August 21, 2001

Chartered Accountants

College of Occupational Therapists of British Columbia Statement of Revenue and Expenditures

| Year Ended June 30 | 2001 | 2000 |
|-------------------------------------|-------------------|-------------------|
| | | (Note 7) |
| Revenue | | |
| Application fees | \$ 55,120 | \$ 227,155 |
| Registration fees | 411,205 | - |
| Interest | 23,756 | 362 |
| Other | 690 | 138 |
| | <u>490,771</u> | <u>227,655</u> |
| Expenditures | | |
| Accounting and legal | 14,768 | 7,112 |
| Amortization | 4,835 | 930 |
| Consulting | 15,128 | - |
| Honoraria | 10,187 | 11,488 |
| Insurance | 494 | - |
| Interest on long term debt | 11,491 | 11,156 |
| Miscellaneous | 6,767 | - |
| Office | 18,875 | 9,306 |
| Publications | 22,469 | - |
| Rent | 9,692 | 1,500 |
| Salary and benefits | 111,154 | 63,649 |
| Telephone | 3,829 | 1,715 |
| Travel | 13,139 | 10,084 |
| | <u>242,828</u> | <u>116,940</u> |
| Excess of revenue over expenditures | \$ <u>247,943</u> | \$ <u>110,715</u> |

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia Statement of Financial Position

June 30 2001 2000

(Note 7)

Assets

Current

| | | | | |
|---|----|---------|----|---------|
| Cash | \$ | 101,049 | \$ | 230,993 |
| Short-term investments (market value \$419,000) | | 419,000 | | - |
| Receivables | | 24,734 | | 48,600 |
| Prepays | | 3,940 | | - |
| | | 548,723 | | 279,593 |

Capital assets (Note 3)

| | | | | |
|--|----|---------|----|---------|
| | | 21,564 | | 4,648 |
| | \$ | 570,287 | \$ | 284,241 |

Liabilities

Current

| | | | | |
|-----------------------------------|----|---------|----|---------|
| Payables and accruals | \$ | 21,280 | \$ | 6,863 |
| Current portion of long term debt | | 66,325 | | 37,593 |
| Deferred revenue | | 127,050 | | 66,230 |
| | | 214,655 | | 110,686 |

Long term debt (Note 4)

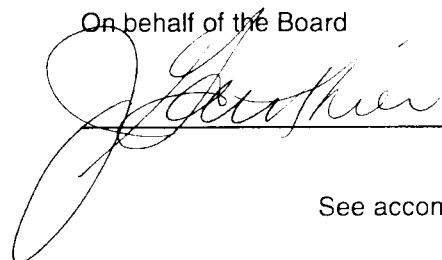
| | | | | |
|--|--|---------|--|---------|
| | | 46,541 | | 112,407 |
| | | 261,196 | | 223,093 |

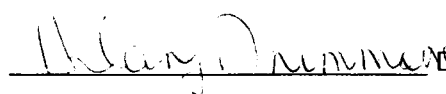
Net Assets

| | | | | |
|---|----|---------|----|---------|
| Unrestricted net assets | | 187,527 | | 56,500 |
| Net assets internally restricted (Note 5) | | 100,000 | | - |
| Net assets invested in capital assets | | 21,564 | | 4,648 |
| | | 309,091 | | 61,148 |
| | \$ | 570,287 | \$ | 284,241 |

Commitment (Note 6)

On behalf of the Board

 Director

 Director

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia Statement of Changes in Net Assets

Year Ended June 30

2001

2000

| | Invested in Capital Assets | Unrestricted | Restricted | Total | Total |
|---|----------------------------------|-------------------|-------------------|-------------------|------------------|
| Net assets | | | | | |
| Balance, beginning of year | \$ 4,648 | \$ 56,500 | \$ - | \$ 61,148 | \$ (49,567) |
| Excess of revenue over expenditures | (4,835) | 252,778 | - | 247,943 | 110,715 |
| Investment in capital assets | 21,751 | (21,751) | - | - | - |
| Internally imposed restriction (Note 5) | - | (100,000) | 100,000 | - | - |
| Balance, end of year | <u>\$ 21,564</u> | <u>\$ 187,527</u> | <u>\$ 100,000</u> | <u>\$ 309,091</u> | <u>\$ 61,148</u> |

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia Statement of Cash Flows

Year Ended June 30

2001

2000

Increase (decrease) in cash and cash equivalents

| | | |
|--|------------|------------|
| Operating | | |
| Excess of revenue over expenditures | \$ 247,943 | \$ 110,715 |
| Amortization | 4,835 | 930 |
| | 252,778 | 111,645 |
| Change in non-cash operating working capital | | |
| Receivables | 23,866 | (48,600) |
| Prepays | (3,940) | - |
| Short-term investments | (419,000) | - |
| Payables and accruals | 14,417 | (758) |
| Deferred revenue | 60,820 | 66,230 |
| | (323,837) | 16,872 |
| Investing | | |
| Purchase of capital assets | (21,751) | (5,578) |
| Financing | | |
| (Repayment) advances of long term debt | (37,134) | 70,000 |
| Net (decrease) increase in cash and cash equivalents | (129,944) | 192,939 |
| Cash and cash equivalents, beginning of year | 230,993 | 38,054 |
| Cash and cash equivalents, end of year | \$ 101,049 | \$ 230,993 |

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia

Notes to the Financial Statements

June 30, 2001

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

Basis of accounting

These financial statements are prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

Investments

Investments are recorded at the lower of cost or market value.

Capital assets

Capital assets are recorded at cost and amortized on the straight line basis as follows:

| | |
|-------------------------|------------------------|
| Computer equipment | 3 years, straight line |
| Furniture and equipment | 5 years, straight line |

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.

3. Capital assets

| | | | <u>2001</u> | <u>2000</u> |
|-------------------------|------------------|---------------------------------|-----------------------|-----------------------|
| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net Book Value</u> | <u>Net Book Value</u> |
| Computer equipment | \$ 17,589 | \$ 4,791 | \$ 12,798 | \$ 4,648 |
| Furniture and equipment | 9,740 | 974 | 8,766 | — |
| | <u>\$ 27,329</u> | <u>\$ 5,765</u> | <u>\$ 21,564</u> | <u>\$ 4,648</u> |

College of Occupational Therapists of British Columbia

Notes to the Financial Statements

June 30, 2001

| 4. Long term debt | <u>2001</u> | <u>2000</u> |
|--|------------------|-------------------|
| Loan due to BC Society of Occupational Therapists, non-interest bearing, unsecured, due February 21, 2002 | \$ 25,000 | \$ 25,000 |
| Term loan due to VanCity Capital Corporation, payable in blended monthly instalments of \$4,033 including interest at prime plus 3.5%, secured by a general security agreement covering all the property of the College, due June 15, 2003 | <u>87,866</u> | <u>125,000</u> |
| | 112,866 | 150,000 |
| Less: current portion | <u>66,325</u> | <u>37,593</u> |
| | \$ 46,541 | \$ 112,407 |

The principal portion of long term debt due in each of the next two years is as follows:

| | |
|------|-----------|
| 2002 | \$ 66,325 |
| 2003 | \$ 46,541 |

5. Restrictions on net assets

In 2001, the College's board of directors internally restricted \$100,000 (2000: \$Nil) of unrestricted net assets of which \$45,000 is to be used for the Investigation and Resolutions Reserve, \$45,000 for the Program Development Fund and \$10,000 for the Special Projects Fund. These internally restricted amounts are not available for other purposes without approval of the board of directors. No amounts were spent in the current year.

6. Commitment

The College has entered into an agreement to lease its premises until November 2003, with an option to renew for another two years. The monthly rent is \$1,047.

Minimum rent payable for the next two years is as follows:

| | |
|------|-----------|
| 2002 | \$ 12,564 |
| 2003 | \$ 5,235 |

7. Comparative figures

Certain 2000 comparative figures have been reclassified to conform to the presentation adopted in the current year.



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