

The College of Occupational Therapists of British Columbia



2002/2003 **ANNUAL REPORT**

July 1, 2002 to June 30, 2003



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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's third Annual General Meeting.

The meeting will be held in Richmond, BC on Saturday, October 25, 2003 from 3:45 pm to 5:00 pm.

Please contact the College for more details about the AGM and other activities planned for the day, and to confirm your attendance.

Please call (250) 386-6822 or toll free in BC (866) 386-6822.



Message from the Chair of the Board

Whew! Another year has passed and it has been my pleasure to have spent that time working with a dedicated group of registrants, volunteers, appointed board members, and staff that make up the College of Occupational Therapists of British Columbia (COTBC). As the college continues to build on its sound foundation, an Annual General Meeting (AGM) is a natural pause in the life of a College, to catch our collective breaths and reflect on the work that has been done and take a glimpse at what is to come.

On October 20, 2002, after our last AGM, there was a Board and Committee development session, which later resulted in the finalizing and adopting of the College's Strategic Directions document in January 2003. Using the Strategic Directions document as a guide, and reflecting on the four key result areas below, we can see the ongoing work and appreciate what has been accomplished.

Responsive and Accountable Governance

On April 11, 2003 the board participated, in partnership with the College of Dental Hygienists of BC, in a development session on the "Complementary Model of Board Governance". A model that is very consistent with how the College Board operates. Where the board is effective in maintaining its focus on the key areas of governance: planning (charting direction and priorities), policy setting, and monitoring organizational effectiveness.

The Board is eagerly awaiting the final documents on the Essential Competencies Performance Indicators Project. The Essential Competencies constitute the platform for our entry to practice requirements, our Continuing Competency program and other activities to meet the College mandate.

The Board has continued to ensure that our resources are there to support the committee / board work. A Finance Advisory Panel has been established to develop further policy in this area. The Committees are fully operational with logic model work plans in place. A format of planning that is outcome based and allows for ongoing evaluation of those outcomes to ensure they are consistent with the mission, mandate and values of our college.

A Communications Panel is in the preliminary stages. It is understood that clear communication with registrants and the public is essential to the College's work. The Communication Panel is given priority as materials developed by the Board and Committees are being readied for publication and distribution. The Panel will assist the College in setting the standard for all communications from the College.

Our Website is up and running after a recent updating of its design, usability and function. The website will be one place for the public, registrants and board members to gather information, download materials and communicate with each other. If you haven't visited the website, I encourage you to do so.

Registrant Competence

The Quality Assurance (QA) Program Philosophy and Goals document was finalized and is being edited / formatted for publication.

The Continuing Competency Committee is developing a work plan for implementation of one or more Continuing Competency Program elements.

The Standards Committee has drafted a practice guideline on "Assignment of Occupational Therapy Service Components to Unregulated Support Personnel". The board and committee are working to finalize the document for publication. A second guideline is planned for later in the year.

The Registration Committee and the QA Committee established a working group to review and revise the program for Re-entry to Practice. The Client Relations Committee and the QA Committee have begun the process of reviewing and revising the Code of Ethics.

Registrant Participation

A Nominations Panel was formed by the Board and is developing a strategy for the recruitment / retention of board and committee members. To date all positions are filled and a list is being compiled of registrants who have expressed interest in participating.



Message from the Chair of the Board *continued* . . .

Public Awareness

The college is to identify the key stakeholders and develop a baseline of their knowledge and information on the role of the College. A list of communication activities and issues for the Public will be compiled from the committees and prioritized.

In closing I would like to thank the many dedicated volunteers who participated in the College. I would also like to extend our appreciation and thanks to Kathy Corbett (Registrar), Jill Langridge (Executive Assistant) and Darlene Hay (Reception/Office Assistant) for their excellent work on the College's behalf. They are the individuals on the frontline working with registrants and the public. They ensure that the board is informed about the questions, feedback, comments and trends that will affect, guide, and impact the college work as we fulfill our mission to ensure Occupational Therapists practice safely, ethically and competently for the people of British Columbia.

I look forward to seeing you at our AGM on October 25, 2003.

All right, time to inhale and go back to work.

Respectfully submitted

Angenita Gerbracht
Chair 2003/2004



Strategic Plan—Key Results Areas 2003-2005

Responsive and Accountable Governance

Intent Statement: The College is a responsive, credible and accountable organization that engages in ongoing evaluation on how it governs and conducts its business. The College is committed to maintaining effective and efficient operations, to implementing improvements where required, and to ensuring long-term viability.

Registrant Competence

Intent Statement: Registrants must have the knowledge, skills, abilities and judgement to maintain and continuously develop safe, ethical and effective occupational therapy practice. In order to assist registrants to meet these expectations, the College provides practice guidelines, tools and supports that reflect innovation.

Public Awareness

Intent Statement: The College believes it is necessary to have an effective external communications strategy for the public to be knowledgeable about their rights to safe, ethical and competent practice by occupational therapists and the role of the College in protecting those rights.

Registrant Participation

Intent Statement: The college has a responsibility to ensure that registrants are knowledgeable about the obligations and expectations of a regulated professional. Communication with registrants is necessary and includes mechanisms for registrant participation and feedback.



The College Board

The work of the College could not be done without the dedicated support of volunteers participating on the College Board and its committees. We thank you for contributing your time and talents in assisting the College to achieve its mandate.

Board of the College (from February 1, 2002)

Hilary Drummond, Chair and elected Board member
Angenita Gerbracht, Vice-chair and elected Board member
Nancy Sheehan, Public Board member
Sandra Bressler, elected Board member
William Chan, elected Board member
Nancy Scullion, elected Board member
Jan Gauthier, elected Board member
Lynda Casey, Public Board member (*appointed October 2002*)
Mary O'Callaghan, Public Board member (*appointed October 2002*)

Board of the College (from February 1, 2003)

Angenita Gerbracht, Chair and elected Board member
Nancy Sheehan, Vice-chair and Public Board member
Lynda Casey, Public Board member
Mary O'Callaghan, Public Board member
Jan Gauthier, elected Board member
Sandra Bressler, elected Board member
Nancy Scullion, elected Board member
Risa Greenwood, elected Board member
Jill Rihela, elected Board member



College Role: Regulating Practice in the Public Interest

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 & 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. Mandatory registration for occupational therapists came into legal force on July 1, 2000.

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 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 are proceeding to establish the framework for ensuring occupational therapists are competent and practice safely, ethically and effectively. Continuing competence elements will ensure the College can meet its mandate to promote, monitor and evaluate requirements.
- Establishing educational requirements and guidelines for conduct for registrants to prevent professional misconduct of a sexual nature. The Client Relations Program must also ensure the public are informed about the conduct expectations of registrants and the process for dealing with complaints of this nature.
- 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 organizational chart on page 14.

The mission statement adopted by the Board in April 2002 is explicit in articulating that the College role is to regulate the practice quality and ethical aspects of the profession so that the public interest is served and protected. The Board has identified the values important in guiding the work of the Board, Committees and staff of the College. The strategic plan, adopted in January 2003 focuses the College's operations for the next two years and provides the foundation for activities to address four key result areas.



Registration Committee

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.

2002/2003 Members

Debra Morgan, registrant & Chair

Elise Murphy, registrant

Nancy Sheehan, appointed Public Board member

Jill Rihela, registrant & elected Board member (*from February 1, 2003*)

Nancy Scullion, registrant & elected Board member (*to January 31, 2003*)

Vacancy, registrant

Meetings

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

A full day in-person meeting was held in September 7, 2002 for development of the Committee's logic model annual work-plan and address registration policy matters.

The Registration Committee met monthly by teleconference, including an additional teleconference meeting in May 2003 to accommodate timely registration for individuals graduating from occupational therapy programs. The Committee also held three electronic meetings. The committee had a total of sixteen (16) meetings.

Activities

Established process for electronic meetings of the Committee and monitored the effectiveness.

A review and second revision of the policy for English Fluency requirement was completed. This process included a survey of the fluency requirements of occupational therapy education programs in Canada. This proved to be a complex issue and a draft revised policy will be presented to the Board.

Two committee members continue to participate on the Re-entry Program Review Working Group established by the Quality Assurance Committee. Supervision guidelines and evaluation methods are two of the areas under review.

The Chair of the Committee was funded to attend an education session in May 2003 titled, "Self-Governing Professions 2003 - An Update" presented by the Continuing Legal Education Society of BC. The course focused on the public interest mandate and included topics such as assessing credentials and suitability for registration, the proposed amendments to the Health Professions Act and the shift from credential review to competence review.

Respectfully submitted,

Debra Morgan,

Chair, Registration Committee

2002/2003



Profile of Registrants

	2002-2003 Current Year	2001-2002 Prior Year	2000-2001 First Year
<i>Number of Registrants by Category as at June 30, 2003</i>			
Full Registration	1265	1239	1148
Provisional Registration	38	51	79
Provisional Registration - Condition of Re-entry	4	3	3
Temporary registration	2	3	0
Non-Practising	8	2	0
Total Registrants on Register at June 30, 2003	1317	1298	1230
<i>Number of Registrants as Renewed or New</i>			
Full Registration - Renewed	1215	1146	
Full Registration - New	50	92	
Provisional registration - Renewed	3	4	
Provisional registration - New	35	46	
Provisional under Condition of Re-entry - Re-newed	1		
Provisional under Condition of Re-entry - New	3		
Total New Applicants	88	138	
<i>Number of Applications for Registration</i>			
from within British Columbia	32	63	
from other provinces or territories (includes 3 temp)	49	56	
from outside Canada	25	28	
Total Applications Received 2002-2003	106	147	<i>Note 1</i>
<i>Non-renewed registrants at June 30, 2002</i>			
Registrants Resigning for 2002/03 or Did not Renew & Ceased to be Registered	87	101	<i>Note 2</i>

Note 1: This information reflects the applications received and may not be the same number of new registrations considered by the committee. Applicants may apply but may not complete the process of application.

Note 2: This number includes both registrants who notified the College to cancel their registration and resign in good standing from the register [s.21(3) of the Act] and registrants who had their registration cancelled and ceased to be registered with the College pursuant to the Act [s.21(1)b] and the College Bylaws [s.54(4)]. Registrants cancel registration and resign in good standing for reasons such as moving out of "the Province/country, maternity or parental leave."



Inquiry Committee

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. 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 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.

2002/2003 Members

Caroline Ehmann, Chair and registrant (*Chair from February 1, 2003*)

Sandra Bressler, elected Board member (*Chair to January 31, 2003*)

Nancy Sheehan, appointed Public Board member

Deborah Simpson, registrant (*to March, 2003*)

Catherine Fast, registrant (*to April 2003*)

Nicole Penner, registrant (*appointed April 2003*)

Meetings

The Committee met by teleconference for three meetings, and attended three in-person meetings to consider complaint matters. A meeting was also held to provide orientation session for the new committee member.

Activities

Two complaints from 2002 are ongoing. Inspectors were hired to complete investigations and the inspector’s reports were provided to the Committee and reviewed. In one case, the need for a second inspector, an occupational therapist with expertise in a particular domain of practice was required. These matters are ongoing.

The Committee received four new complaints in 2002/2003. Following the investigation, three complaints resulted in the committee taking no further action as the conduct or practice of each of the occupational therapists was considered satisfactory.

A fourth complaint is currently under investigation. An inspector was hired and is in the process of completing an investigation for the Committee.

The Committee completed its logic model work-plan and identified priorities for the ongoing development of the College’s investigation and inquiry process. The Committee identified the need for the College to establish a roster of inspectors that are occupational therapists to conduct investigations. Plans are underway to recruit and establish a training program for College inspectors.

The Committee also recognizes the potential educational benefit of publishing general, non-identifiable information about the nature of the complaints received and the decisions of the Committee. The Committee is considering ways that this can occur, such as exploring various communication activities and making recommendations to the Board on matters that increase registrants’ awareness of practice and/or conduct concerns that are raised in complaints received by the Committee.

Respectfully submitted,

Caroline Ehmann

Chair, Inquiry Committee



Discipline Committee

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.

2002/2003 Members

Michele Becker, Chair, registrant

Betty Third, registrant

Catherine Backman, registrant

Nancy Scullion, elected Board member (*from February 1, 2003*)

William Chan, elected Board member (*Chair until Board term expired on January 31, 2003*)

Vacancy – appointed Public Board member or Public representative

Meetings

No disciplinary hearings were held in 2002 / 2003

Respectfully submitted,

Michele Becker

Chair, Discipline Committee

2002/2003



Quality Assurance Committee

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
- Practice guidelines
- Professional ethics

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
Cathy Busby, Vice-chair and registrant
Twyla Ross, registrant
Judith Moscovitch, registrant
Mary O'Callaghan, appointed Public Board member (*from February 1, 2003*)

Meetings

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

Meetings included a Board / Committee Development session in October 2002, one teleconference and two in-person meetings. The Chair participated in meetings with the Chairs of the Standards Committee and the Continuing Competence Committee, as well as a meeting with the Client Relations Committee.

Activities

The Committee completed its work plan using the Program Logic Model. Using the plan as a guide the following work was done by the committee:

Key Roles

1. Establish Professional Practice Guidelines consistent with Essential Competencies:
 - Advised and supported the Standards Committee on the development of its first Practice Guideline.
2. Update the Code of Ethics:
 - In partnership with Client Relations Committee have begun the process for establishing the Code of Ethics review panel and its terms of reference.
3. Establish Continuing Competency Program:
 - Advised and supported the Continuing Competency Committee in the ongoing development of the continuing competency program.
4. Establish Program for Re-entry to the Profession:
 - In partnership with the Registration Committee, the Re-entry Program Panel has completed their work-plan.
5. Develop & Evaluate Quality Assurance Program:
 - The document outlining the mandate, philosophy and goals of the QA Program has been completed and adopted by the College Board.

Respectfully submitted,

Angenita Gerbracht
Chair, Quality Assurance Committee
2002/2003



Continuing Competence Committee

Mandate:

As described in the College of Occupational Therapists of British Columbia bylaws Section 18 (5) c, the Continuing Competence Committee 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.

Membership

In accordance with section 18 (5)-b of the bylaws the committee consists of at least five (5) 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.

Emma Christensen, registrant & Chair

Kathy Burton, registrant & Vice-Chair

Dawn Daechsel, registrant

Jody Edamura, registrant (*to March 2003*)

Hilary Drummond, registrant & elected Board member (*to January 2003*)

Risa Greenwood, registrant & elected Board member (*from February 2003*)

Vacancy, registrant (*from March 2003*)

Meetings

Meetings included one teleconferences and one in-person meeting. The Chair and one committee member also attended a session in Victoria with the Registrar of the Alberta Association of Registered Occupational Therapists (AAROT) to learn about AAROT's research on continuing competence tools. The Chair also participated in a meeting with the Chair, Quality Assurance Committee and Chair, Standards Committee.

Activities

The Committee completed a general review of reference materials and programs in place for other health professions to learn more about and get a sense of the various approaches taken and supporting research to address continuing competence.

The Committee paced its activity on recommending core elements of or tools for a continuing competency program to ensure consistency with the Quality Assurance (QA) Committee's philosophy and goals document, titled, Quality Assurance Program which was finalized and approved by the Board in January 2003. This document now serves as a reference point for the committee.

While waiting for the final Quality Assurance Program document noted above, the Committee embarked on a more detailed review of specific tools and processes implemented in other occupational therapy jurisdictions and examined their potential to meet suggested draft core elements of the College's continuing competency program: Competency maintenance/Ongoing Development; Competency Review/Evaluation and Competency Remediation/Improvement. The Committee is finalizing draft recommendations for QA Committee and Board review. This work is ongoing, and a tool to assist in critiquing existing processes was developed.

The Continuing Competence Committee (& Standards Committee) reports through the Quality Assurance Committee. A meeting of the chairpersons of all three committees established communication expectations and links to ensure effectiveness, efficiency and coordination of respective committee work.

Respectfully submitted,

Emma Christensen

Chair, Continuing Competence Committee

2002/2003



Standards Committee

Mandate:

As described in the College of Occupational Therapists of British Columbia bylaws Section 18 (4), the Standards Competence Committee, reports to the Quality Assurance Committee and is responsible for the development of:

- Standards of practice
- Practice guidelines
- Advisory statements.

All draft standards, guidelines and advisory statements must be circulated to the Board for approval prior to circulation of such drafts to the registrants for discussion [s.18(4) d].

Membership

In accordance with section 18 (4)-b of the bylaws the committee consists of at least five (5) 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. The following members were re-appointed for a second term.

Helen Turner, registrant and Chair
Hilary MacInnis, registrant and Vice-Chair
Sandy Daughen, registrant
Susanne Leach, registrant
Seiko Watanabe, registrant

Meetings

The Committee participated in three teleconferences and attended one in-person meeting. The Chair met three times with the Registrar to update the Committee's Logic Work-plan. The Chair also met once with the Chairs of Quality Assurance Committee and Continuing Competence Committee regarding the practice guideline development process and communication links between the three committees.

Activities

The Committee received approval of the documents outlining the definitions and approach for the development of practice guidelines and advisory statements.

The Committee reviewed its annual logic model work-plan for the coming year with a focus on completing the work initiated on drafting two practice guidelines. This process included consultation with a professional editor and submission of one practice guideline to the Board for approval.

The Committee submitted to the Board a proposed validation system for documents developed.

Respectfully submitted,

Helen Turner
Chair, Standards Committee
2002/2003



Client Relations Committee

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.

2002/2003 Membership

Jan Gauthier, Chair and elected Board member

Marion MacNaughton, registrant & Vice Chair *(to March 2003)*

Nancy Sheehan, appointed public Board member *(to January 2003)*

Lynda Casey, appointed public Board member *(from February 2003)*

Lynda Kingsley, registrant

Debbie Ruggiero, registrant *(to March 2003)*

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 met four times, attending three in-person meetings and one teleconference.

Activities

The committee prepared a comprehensive work plan to address its mandate.

The committee made recommendations to the Board regarding the need for a consistent and comprehensive approach to educating registrants on breaches of conduct in all ethical areas. The Board approved their recommendations as follows:

1. The Client Relations Committee will develop, modify and/or adopt an educational program aimed specifically at preventing misconduct of a sexual nature consistent with the Quality Assurance (QA) Program - Philosophy & Goals (document adopted in principle 2002).
2. The Client Relations Committee will take the lead and work closely with the Quality Assurance committee for the purposes of developing an approach to educating registrants and the public on all matters related to professional ethics.
3. The Client Relations Committee and the QA committee will evaluate if the program on sexual misconduct can be a template or a "pilot" for education on other ethical issues.
4. In the long term, the Client Relations Committee and the QA committee will consider opportunities for appropriate collaborative initiatives or shared work-plans.

The Committee also had to address the matter of committee membership, and in April 2003 had two registrant vacancies and a pending third vacancy. The Board has finalized appointments and the Committee has full membership as of September 2003.

Respectfully submitted

Jan Gauthier

Chair, Client Relations Committee

2002/2003



Governance Structure

COLLEGE BOARD

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

Registration Committee

Responsible for all aspects of registration and working with QA Committee on matters related to re-entry to the profession

Quality Assurance Committee

Responsible for quality assurance programs such as continuing competence, standards of practice, professional ethics and re-entry to the profession

Assistance provided by *two* subcommittees:

Standards Committee & Continuing Competence Committee

Client Relations Committee

Responsible for establishing programs for the prevention of misconduct of a sexual nature including educational requirements for registrants, establish guidelines for conduct and provide information to the public regarding responsibilities of registrants

Inquiry Committee

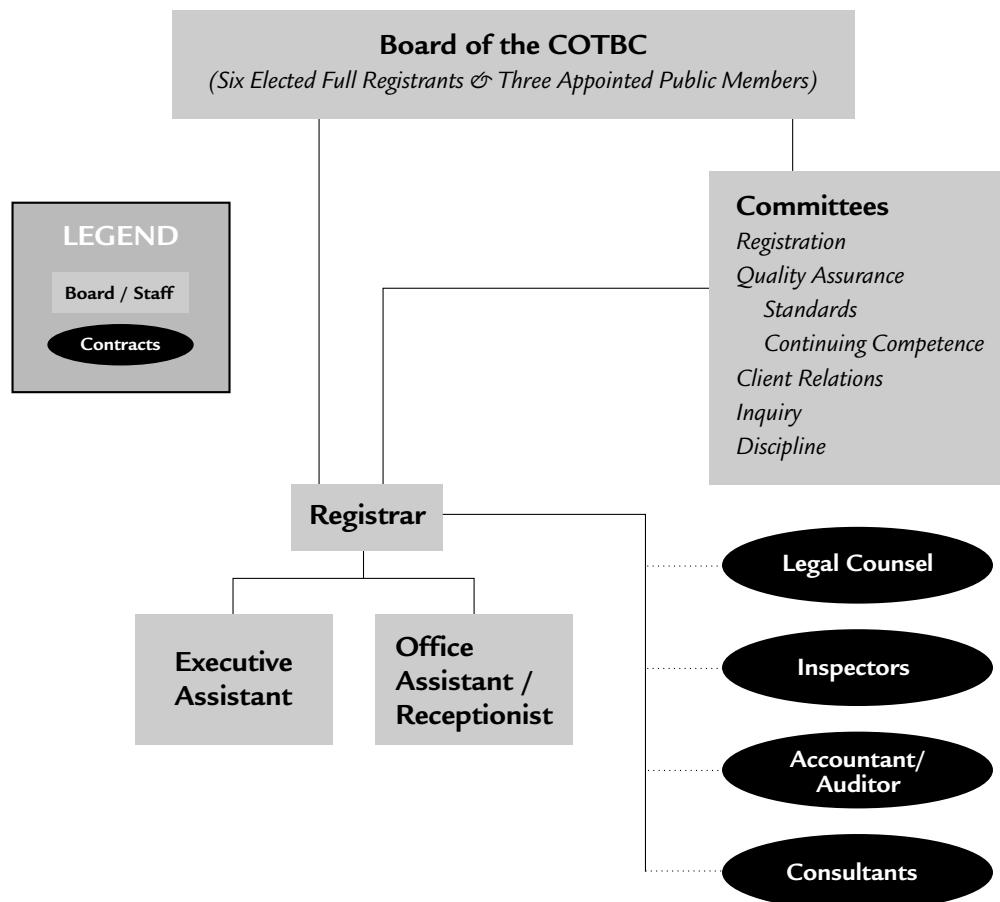
Responsible for investigating complaints & has authority to make decisions including referring the matter for a discipline hearing

Discipline Committee

Conducts hearings on matters referred by the Inquiry Committee & takes action to discipline a registrant when practice or conduct does not meet expected standards



College Organization Structure



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, 2003 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, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Victoria, Canada
August 15, 2003

Grant Thornton LLP

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

Year Ended June 30	2003	2002
Revenue		
Application fees	\$ 23,400	\$ 33,060
Registration fees	446,598	439,149
Interest	17,175	18,456
Other	701	1,015
	487,874	491,680
Expenditures		
Accounting and legal	24,780	17,062
Amortization	11,830	10,752
Board and committee	7,364	9,050
Consulting	9,823	4,822
Honoraria	20,726	16,743
Insurance	4,236	3,174
Interest on long term debt	-	4,335
Miscellaneous	1,474	2,083
Office	19,304	24,496
Program development fund (Note 4)	8,000	7,000
Publications	10,818	21,357
Rent	15,624	15,486
Salary and benefits	171,976	145,761
Systems maintenance	7,523	6,481
Telephone	5,720	6,974
Travel	32,716	35,995
	351,914	331,571
Excess of revenue over expenditures	\$ 135,960	\$ 160,109

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia

Statement of Financial Position

June 30 2003 2002

Assets

Current			
Cash	\$	168,625	\$ 175,642
Short-term investments (market value \$598,000; 2002: \$476,773)		598,000	476,773
Receivables		15,909	17,189
Prepays		5,677	3,586
		<u>788,211</u>	<u>673,190</u>
Capital assets (Note 3)		<u>9,000</u>	<u>17,296</u>
	\$	<u>797,211</u>	\$ <u>690,486</u>

Liabilities

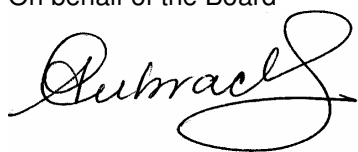
Current			
Payables and accruals	\$	17,265	\$ 37,980
Deferred revenue		174,785	183,305
		<u>192,050</u>	<u>221,285</u>

Net Assets

Unrestricted net assets		228,371	323,905
Net assets internally restricted (Note 4)		367,790	128,000
Net assets invested in capital assets		9,000	17,296
		<u>605,161</u>	<u>469,201</u>
	\$	<u>797,211</u>	\$ <u>690,486</u>

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

2003

2002

	<u>Invested in Capital Assets</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Net assets					
Balance, beginning of year	\$ 17,296	\$ 323,905	128,000	\$ 469,201	\$ 309,091
Excess (deficiency) of revenue over expenditures	(11,830)	–	147,790	135,960	160,109
Investment in capital assets	3,534	(3,534)	–	–	–
Internally imposed restriction (Note 4)	–	(92,000)	92,000	–	–
Balance, end of year	<u>\$ 9,000</u>	<u>\$ 228,371</u>	<u>\$ 367,790</u>	<u>\$ 605,161</u>	<u>\$ 469,200</u>

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia Statement of Cash Flows

Year Ended June 30

2003

2002

Increase in cash and cash equivalents

Operating		
Excess of revenue over expenditures	\$ 135,960	\$ 160,109
Amortization	11,830	10,752
	<u>147,790</u>	<u>170,861</u>
Change in non-cash operating working capital (Note 7)	(30,046)	80,855
	<u>117,744</u>	<u>251,716</u>
Financing		
Repayment of long term debt	-	(112,866)
Investing		
Purchase of capital assets	(3,534)	(6,484)
Net increase in cash and cash equivalents	114,210	132,366
Cash and cash equivalents, beginning of year	<u>652,415</u>	<u>520,049</u>
Cash and cash equivalents, end of year (Note 7)	\$ <u>766,625</u>	\$ <u>652,415</u>

See accompanying notes to the financial statements.

College of Occupational Therapists of British Columbia

Notes to the Financial Statements

June 30, 2003

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

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 Funds* includes transaction 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.

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

June 30, 2003

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.

Investments

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

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. Bank borrowings are considered to be financing activities.

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
Furniture and equipment	5 years, straight line
Computer software	2 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	2003			2002	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value	
Computer equipment	\$ 19,927	\$ 16,933	\$ 2,994	\$	7,002
Computer software	6,948	6,334	614		2,859
Furniture & equipment	10,472	5,080	5,392		7,435
	<u>\$ 37,347</u>	<u>\$ 28,347</u>	<u>\$ 9,000</u>	<u>\$</u>	<u>17,296</u>

College of Occupational Therapists of British Columbia

Notes to the Financial Statements

June 30, 2003

4. Net assets internally restricted

	Inspections, Inquiry and Discipline Reserve	Program Development Fund	Special Projects Fund	Total 2003
Balance, beginning of year	\$ 55,000	\$ 58,000	\$ 15,000	\$ 128,000
Payments from internally restricted funds (Note 5)	-	(8,000)	-	(8,000)
Allocation of net excess of revenues over expenditures	93,474	46,737	15,579	155,790
New restriction	45,000	12,000	35,000	92,000
Balance, end of year	\$ 193,474	\$ 108,737	\$ 65,579	\$ 367,790

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

5. Payments from internally restricted funds

In the current year, the College made payments totalling \$8,000 out of the internally restricted Program Development Fund for the Essential Competencies Indicators Project.

6. Commitment

The College has entered into an agreement to lease its premises until November 2005. The monthly rent is \$1,161. Minimum rent payable for the next two years is as follows:

2004	\$ 13,926
2005	\$ 5,803

College of Occupational Therapists of British Columbia

Notes to the Financial Statements

June 30, 2003

7. Supplemental cash flow information	<u>2003</u>	<u>2002</u>
Change in non-cash operating working capital:		
Receivables	\$ 1,280	\$ 7,545
Prepays	(2,091)	354
Payables and accruals	(20,715)	16,701
Deferred revenue	(8,520)	56,255
	<u>\$ (30,046)</u>	<u>\$ 80,855</u>
Interest paid	\$ -	\$ 4,335
Interest received	\$ 18,455	\$ 24,482

8. Comparative figures

Certain 2002 comparative figures have been reclassified to conform to the presentation adopted in the current year.



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