



CELEBRATING

10
YEARS

of SELF-REGULATION

JULY 1, 2009 to JUNE 30, 2010 ANNUAL REPORT



CELEBRATING



of SELF-REGULATION

College Mission Statement

The 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.

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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 23, 2010 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 or visit our website at
www.cotbc.org to download the AGM Registration Form.

Greetings from the Chair



Carol Williams
Chair and Appointed
Public Member

Celebrating Ten Years Committed to Self-Regulation

The election of a public Board Member of the College of Occupational Therapists of B.C. to the position of Chair for the first time is a milestone and I was honoured to accept that position. At the time of the College's inauguration in the year 2000, there were approximately 1100 occupational therapists registered; today that number has grown close to 1900. Thanks to the outstanding abilities of the registrar, the staff, and the volunteers, our College has become an acknowledged leader in the field of occupational therapy. A great deal of that recognition must be attributed to the contribution made by our Registrar Kathy Corbett.

In the ten years that have elapsed, our Mission Statement has served to exemplify the mandate of the College — the protection of the public which has been achieved by *regulating, advocating and advancing safe and ethical occupational therapy practice in the Province of British Columbia*. The College has a respected governance model reflecting its values, principles and code of ethics and has assumed a leadership role in the development of various beneficial partnerships. For example COTBC continues to spearhead the project of the Association of Canadian Regulatory Organizations on developing a pan-Canadian approach for the assessment and recognition of the qualifications of internationally educated occupational therapists.

The increasing workload of the College has come to include expanded registration responsibilities, extensive committee work, the ongoing development of new programs, and adherence to the *Health Professions Act*. Leadership and stewardship of the organization has included ensuring the necessary resources to ensure the College can effectively carry out its mandate. To assist in the additional workload we are fortunate to have Susan Mulholland who has been hired as Deputy Registrar.

As a public board member with only the layman's understanding of the profession, I have to admit to an ongoing amazement at the diversity existing within the practice of occupational therapy. I have also come to appreciate the importance of self-regulation within the profession. To know that every practicing occupational therapist within the Province of British Columbia is fully qualified and competent is to know that their professional capabilities are not only effective but also safe and ethical. However, as we are all aware, there is still room for greater awareness amongst the general public of the role of the occupational therapist in recovering and maintaining the health of the individuals under their care. It is up to us to ensure that this and the other challenges that the College will undoubtedly face over the next 10 years will be met with similar effectiveness to that demonstrated in the past decade.

We are all aware that our population of aging baby boomers will seek more and more quality care at the same time health budgets will continue to drop. We must ask ourselves how many

occupational therapists will be required to fill the demand. Will additional enrollment capacity at UBC be required? Will there be a need for additional internationally educated occupational therapists?

New technology is changing the way that the College operates. Our new website serves to communicate not only with our registrants but also with the general public. Recognition by the public of deficiencies in provincial health care has led to changes in the *Health Professions Act* – with significant impact on the College. Our provincial government has become increasingly vigilant in overseeing the practice of the various designated health professions which greatly influenced the direction of the second component of our continuing competence program. As well the College's role in ensuring an awareness of the importance of issues relevant to the practice of occupational therapy is ongoing.

On behalf of the board, I extend my thanks to the elected and appointed board members, registrants participating on committees and task forces and to B.C. occupational therapists for their ongoing commitment to self-regulation of the profession. In closing, I would like to stress that the College recognizes the need for flexibility in meeting the challenges of the forthcoming decade and that the dedication, knowledge and skills of everyone associated with the College of Occupational Therapists of British Columbia are going to be required.



Message from the Registrar



Kathy Corbett,
Registrar/CEO

Solid Foundation - Building for the Future

With this Annual Report we officially mark the 10th anniversary of occupational therapy self-regulation in British Columbia. I clearly recall the moment we realized that with the College's first bylaws approved in February 2000, we had just a few short months to put into place all the processes to register every occupational therapist in B.C. By July 1, 2000 the College had to take full responsibility for regulating occupational therapy practice in B.C. We made it, and with each year work diligently to meet the expectations of self-regulation.

The concepts of self-regulation and public protection described in the *Health Professions Act* were new to our profession ten years ago. With the first appointed board, the profession embraced this new responsibility entrusted to the profession and set the course for our journey — establishing the structures and programs necessary for the College to carry out its mandate. Our governing legislation, the *Health Professions Act* continues to provide the direction for the work of the College.

Successful self-regulation is dependent on the leadership and the commitment of the professions' members to take on the roles for governing the profession. We continue to enjoy a strong and sustained level of registrant participation on the board and our committees. This level of engagement is not taken for granted. Orientation, training and professional development opportunities, access to expert consultants and staff support are some of the ways the College ensures that people who volunteer are supported to be productive and valued members.

Building for the future requires sustaining connections with registrants, the public, and growing our intra- and inter-professional collaboration with other organizations. These are essential for quality regulation as our present and past activities demonstrate.

With the launch of the second component of the Continuing Competence Program, the College put considerable resources toward meeting with registrants throughout the province. The connections have largely been made through information sessions where registrants provided feedback on the program's progress and connected directly with college staff. Registrant participation has been very positive with 310 attending and many volunteering to assist with the development of the Continuing Competence Exam. By being accessible and transparent we hope to continue to develop a program that is both fair to occupational therapists and meets the expectations outlined in the revised *Health Professions Act*.

With the overhaul of the College website, registrants will have more timely information regarding issues affecting their practice and enhanced resources to ensure they continue to provide safe, ethical and competent care. By doing so the public's confidence in the profession is maintained

and our connections remain positive and transparent. Information for the public will also be enhanced such as access to the public register to confirm the registration status of their occupational therapist.

Our inter-professional connections are strengthened through our involvement with the Health Regulatory Organizations (HRO) of B.C. Through HRO, B.C. regulators advance quality regulation by networking, sharing information and working together on topics of mutual interest. COTBC participates on two inter-professional working groups. A patient relations program working group is developing a common framework for patient (client) relations programs where colleges may work together on registrant education and public information activities. A quality assurance program working group is working to build collective knowledge and experience about quality assurance and continuing competence programs.

COTBC highly values its connections with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), the British Columbia Society of Occupational Therapists (BCSOT) and the UBC Department of Occupational Science and Occupational Therapy (OS&OT). In recent years the connections have proven invaluable to increasing our understanding of the occupational therapy workforce and the measures we need to take collectively to ensure that people in B.C. have timely access to occupational therapy services. Of special note are the initiatives to meet the needs of internationally educated occupational therapists wishing to practice in B.C.

Through fostering government connections, the College has achieved an excellent position as a visible partner in health regulation, responding to opportunities to participate on government initiatives relevant to advancing quality regulation in B.C. For example, the College assisted with a Ministry of Health work-force planning project; participated on the Driver Fitness Advisory Group of the BC Office of the Superintendent of Motor Vehicles; and participated in consultations on guidelines and regulation for incapability assessment.

We have also grown steadily over the past ten years—both in registrant numbers, which have grown by 34%, and in services and programs. A new Code of Ethics was developed. Four practice guidelines and two advisory statements were published. The first component of the Continuing Competence Program was launched and work to build the second component is well underway. Changes to the *Health Professions Act* affected Inquiry and Registration Committee workload. Registrants continue to seek out the College to assist with ethics or practice questions reinforcing that the College is an important resource for registrants.

We have expanded our College staffing this year with the hiring of the College's first Deputy Registrar, Susan Mulholland. Susan's research and other accomplishments reveal a constant theme of communication, collaboration and connections with issues registrants experience in everyday practice which have proven invaluable for her responsibilities in the areas of registration, standards and client relations. Mary Clark returned in a contracted role to support program development and communications. Her expertise will help to build the resources and information needed to support registrants' practice and continue to maintain the public's

confidence in occupational therapy. We are also very fortunate to have two very capable and exceptional administrative support staff, Jill Langridge and Darlene Hay who provide the much needed infrastructure for the staff, board and committee members.

Reflecting back on ten years, it has been a fast-paced and stimulating journey, and my honour and privilege to work with the many individuals and organizations outlined above. Many contributions and achievements have marked the path of the College's growth and development and we have much to celebrate. The College is built on a solid foundation and one that strives for excellence. We are well equipped for the next leg of the journey ahead of us.

In closing, I extend my thanks and sincere gratitude to the registrants, public members and other volunteers who continue to give generously of their time, energy and talent in supporting the work of the College. We also extend our sincere appreciation to the staff in the office for another year of superb support to ensure smooth and effective operations. Each of your efforts contribute to a vital, healthy organization that supports our mission to protect the public by regulating, advocating and advancing safe, ethical and quality occupational therapy in British Columbia.



The College Board

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 College

(from July 1, 2009 to January 31, 2010)

Back Row (left to right): *Vila Nova Carvalho*, appointed public member, *Caroline Ehmman*, elected member, *Jeff Boniface*, elected member, *Carol Williams*, appointed public member, *Sherry Baker*, appointed public member.

Front Row (left to right): *Tanya Boudier*, elected board member, *Heather Gillespie*, Chair & elected board member, *Jennifer Glasgow*, Vice-chair & elected board member, *Jill Ribela*, elected board member



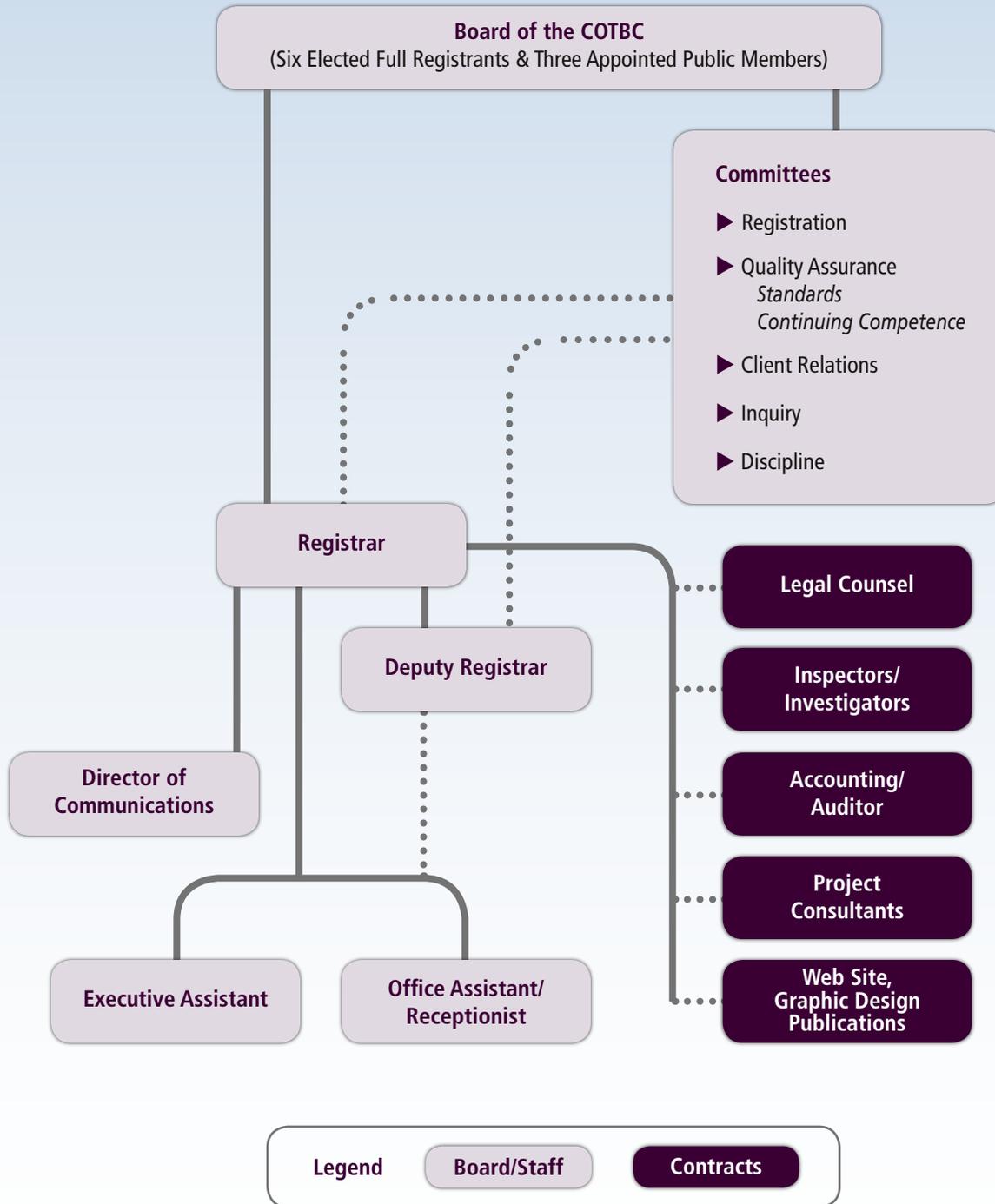
Board of College

(from February 1, 2010 to June 30, 2010)

Back Row (left to right): *Diane Graham*, Vice-chair & elected board member, *Naz Chow*, elected board member, *Helen Turner*, elected board member, *Jeff Boniface*, elected member, *Vila Nova Carvalho*, appointed public member.

Front Row (left to right): *Heather Gillespie*, elected board member, *Carol Williams*, Chair & appointed public member, *Tanya Boudier*, elected board member. Absent: *Sherry Baker*, appointed public member.

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.

2009/2010 Members

Holly Read, registrant and chair

Mimi Simon, registrant and vice-chair

Diane Graham, elected board member from February 1, 2010

Vila Nova Carvalho, public board member

Jill Ribela, elected board member to January 31, 2010

Darlene Russell, registrant

Work-Plan Highlights

The committee met regularly via monthly teleconferences and electronic communication to ensure a timely response to applications for registration. Two in-person meetings were also held to develop annual goals and address topics in greater detail. Deputy Registrar Susan Mulholland joined this committee in January 2010 in the role of staff support. Registration statistics confirm it was another busy year for the committee.

In September 2009, the committee shared an education day with the College of Physical Therapists of BC (CPTBC) to learn about the changes to the *Health Professions Act* and in particular, the mandate of the Health Professions Review Board and their authority to review registration committee decisions. CPTBC legal counsel provided an overview on the changes and facilitated discussion on the potential impact on registration committee processes.

During the year....

73 applicants moved from provisional to full-time practicing

22 Canadian applicants' registrations expedited due to the Labour Mobility Agreement

1483 registrants renewed online

The committee continues to support and follow the progress of relevant COTBC collaborations such as the Association of Canadian Occupational Therapy Regulatory Organizations' project to develop a common assessment toolkit to determine the substantial equivalency of internationally educated occupational therapists, the language benchmarking project lead by the Alliance of Physical Therapy Regulators of Canada, and the BC Occupational Therapy Examination and Practice Preparation (OTepp) Project.

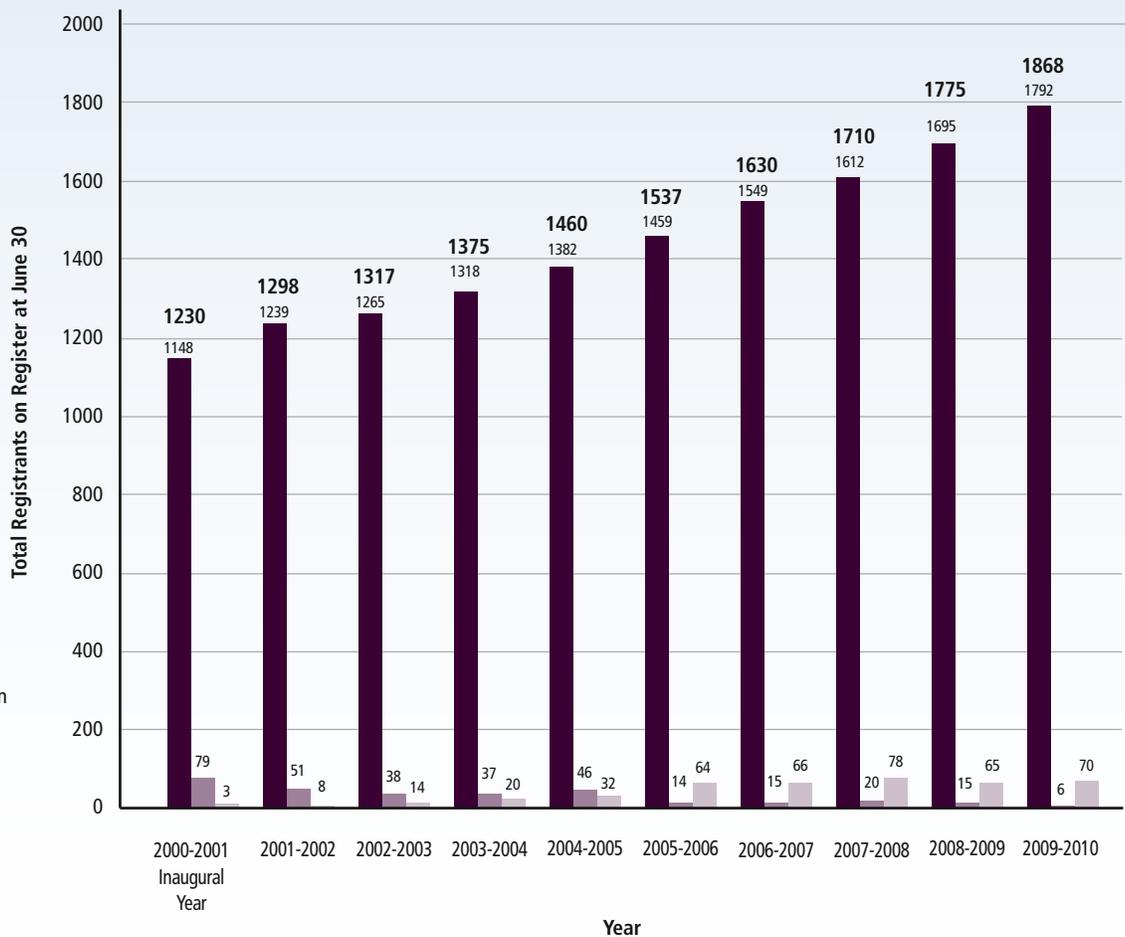
Respectfully submitted,

Holly Read

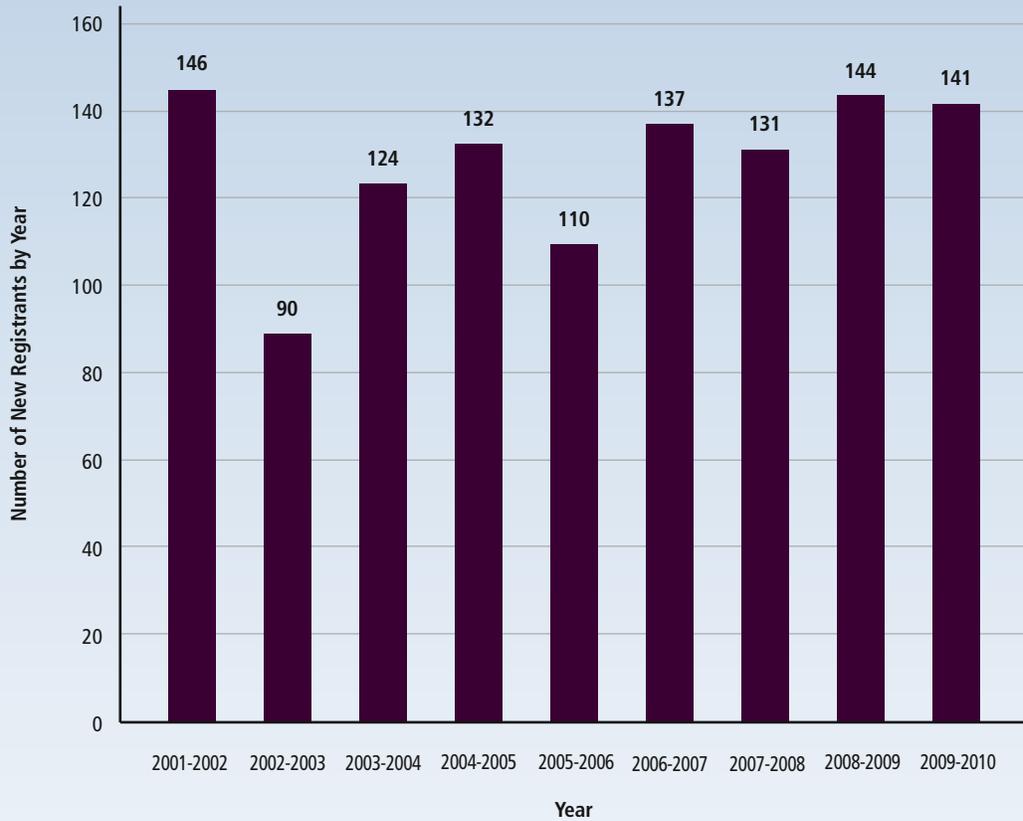
Chair, Registration Committee

Profile of Registrants

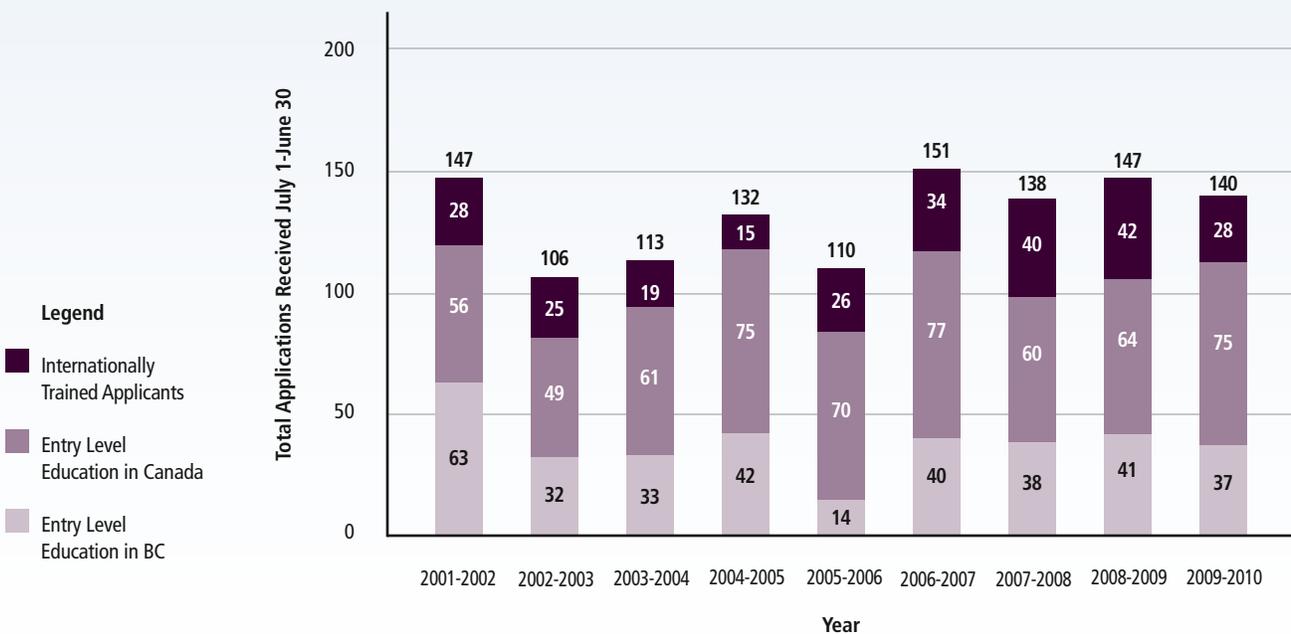
Number of Registrants by Year



Number of New Registrants by Year



Where Applicants Received Entry-level Education



Quality Assurance Committee Report

Mandate

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

The QAC provides support as requested to its two subcommittees: the Standards Committee and the Continuing Competence Committee. The Registration Committee has assumed the lead for 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.

2009/2010 Members

Tanya Boudier, elected board member and chair

Emma Christensen, registrant and vice-chair

Sherry Baker, appointed public board member

Louisa Cotton, registrant

Angenita Gerbracht, registrant

Work-plan Highlights

During the year the committee met face-to-face twice and via teleconference four times. Peer-to-Peer, a web-based collaboration tool, was used for work outside of these times. Susan Mulholland (Deputy Registrar) joined this committee in January 2010 in the role of staff support.

The committee re-focused on its original work-plan and moved forward with the design and development of an interactive online module for supporting registrants to integrate the Code of Ethics into everyday practice. The module will be divided into three chapters titled; (1) Ethics in Everyday Practice, (2) Applying a Decision Making Framework and (3) Risky Business (factors to consider that may make an occupational therapist more vulnerable for ethical issues).

Respectfully submitted,

Tanya Boudier

Chair, Quality Assurance Committee

Standards Committee Report

Mandate

The Standards Committee 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.

2009/2010 Members

Heather Gillespie, elected board member and chair

Christina Mills, registrant and vice-chair

Jacqueline Allan, registrant

Sarah Bryant, registrant to January 31, 2010

Sharon Campbell, registrant to December 1, 2009

Patti Erlendson, registrant from February 1, 2010

Tracy MacDonald, registrant from February 1, 2010

Work-Plan Highlights

The committee met face-to-face twice and once via teleconference. Other committee activities were pursued on Peer-to-Peer, a web-based collaboration tool.

Two new members joined the committee and Susan Mulholland, the College's new Deputy Registrar joined this committee in January 2010 in the role of staff support.

Highlights of the committee's work-plan activities are described below.

Reviewing and Revising Practice Guidelines

The committee embarked on a review of the College's first practice guideline, *Assigning of Service Components to Unregulated Support Personnel* published in 2004. The committee reviewed eight parallel documents from other colleges and provinces to make recommendations for changes to this document. A revised practice guideline document is currently in draft stage and under review by the committee.

The committee's process for conducting its review of this practice guideline will help inform development of a broader College policy for the periodic review of College practice documents.

Developing Advisory Statements

Advisory Statements are published by the College to increase registrants' awareness of important issues relevant to the practice of occupational therapy and/or critical issues that have the potential to affect, or have a direct impact on, occupational therapy practice. Two advisory statements were under development this year: Breach of Security and Use of Title.

Respectfully submitted,

Heather Gillespie

Chair, Standards Committee

Continuing Competence Committee Report

Mandate

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

2009/2010 Members

Risa Greenwood, registrant and chair

Jennifer Glasgow, elected board member (to January 31, 2010) registrant from February 1, 2010 and vice-chair

Donna Drynan, registrant

Hilary MacInnis, registrant

Naz Chow, registrant (to January 31, 2010) and elected board member from February 1, 2010

Work-Plan Highlights

Working with our program consultant Dr. Susan Glover Takahashi, the committee has moved forward on developing the second component of the Continuing Competence Program – Competence Assessment. The committee is pleased to provide highlights of the year's work.

Board approval of Key Features Case-Based Approach for the Competence Assessment Component

On September 10, 2009, the committee presented its report COTBC *Continuing Competence Program - From Ideas to Design* which detailed the principles, assumptions and rationale for the selection of a competence assessment tool, summarized preliminary work on the blueprint for assessment and outlined a draft implementation plan. The board approved the report and the recommendation to use a key features case-based competence assessment approach for the second component of the program.

Announcing the Competence Assessment Component - Registrant Workshop held at October 2009 AGM

Within weeks of the board's decision, the committee announced the second component at a pre-AGM session workshop with registrants in October 2009. The workshop signalled the College's commitment to timely communication to registrants, engagement of registrants early in the process, and provision of opportunities for participating in the program's development.

Developing the Blueprint

With the approval of the approach for our second component of the program, the committee turned its attention to working with the consultant on developing a draft blueprint for board approval. The blueprint clarifies what will be included in the competence assessment. As part of this work, the committee sent a validation survey to all registrants in the April 2010 to gather input regarding what they felt should be included in terms of the Essential Competencies and regulatory issues such as informed consent. The work continued in preparation for presenting the final blueprint, for approval, at the Fall 2010 board meeting.

Registrant Engagement

By June 31, 2010, 310 occupational therapists had attended workshops on the competence assessment component at one of ten locations around the province. Six more were scheduled for the Fall. Structured to both inform registrants regarding the key features, case based approach and gather feedback, the workshops have provided valuable feedback for the committee. Articles on the Continuing Competence Program appeared in each of the last four issues of the College newsletter, an audio-file of the AGM presentation by Dr. Glover Takahashi and other information is available on the College's website.

We are thrilled with the participation in the workshops, pleased with the number of registrants who have volunteered to become involved in the program, and thank those who have been able to participate. We will continue to keep registrants regularly informed, and continue to encourage registrants to provide input and become involved in the development, as we move along our journey to implement the second component of our Continuing Competence Program – Competence Assessment.

Respectfully submitted

Risa Greenwood

Chair, Continuing Competence 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 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.

2009/2010 Members

Allyson Muir, registrant and chair to August 31, 2009

Jeff Boniface, elected board member and chair from September 1, 2009

Shelly Boardman, registrant

Vila Nova Carvalho, public board member

Sandy Jagday, registrant

Tannis Romer, registrant to August 31, 2009

Munirah Shivji, registrant

Work-Plan Highlights

There was limited activity this year and the new committee has not met however plans are underway for an orientation session in the Fall 2010.

The College is an active member on an inter-professional patient relations working group of the *Health Regulatory Organizations (HRO)* of B.C. Working together, the organizations are developing a framework for patient relations programs. This collaboration will advance one of the goals of the former Client Relations Committee — to work together with other health profession colleges on registrant education and public information initiatives on patient relations. The efforts to date of the HRO working group will greatly advance the new Client Relations Committee's work on this goal of collaboration.

Respectfully submitted

Jeff Boniface

Chair, Client Relations Committee

Inquiry Committee Report

Mandate

As provided in sections 26 to 37 of the *Health Professions Act (Act)*, the Inquiry Committee investigates and makes decisions on 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.

2009/2010 Members

Caroline Ehmman, elected board member to January 31, 2010, registrant member from February 1, 2010 and chair

Nicole Penner, registrant and vice-chair

Sandra Bressler, registrant

Lindsey Townsend, registrant

Helen Turner, elected board member from February 1, 2010

Carol Williams, public board member

Activities

Each year, this committee report provides summary statistics about the complaints received since 2000. While a quick glance reveals that the number of complaints received for 2009/10 dropped from previous years, these new files plus the carry-over of the files from 2009 made for a busy year for the committee. Coupled with the changes to the *Health Professions Act (Act)* with respect to timelines for disposition of complaints, the committee worked diligently to meet, as frequently as needed, by teleconference to address complaints.

There were five new complaints to the Inquiry Committee for 2009-2010. One file was closed with a decision to take no further action and at June 30, 2010 the remaining four files were in process, nearing disposition.

Along with the activities related to the new complaints received for 2009-2010, the committee also made decisions on complaint files in progress from the previous year.

The committee directed the registrar to issue a citation for a discipline hearing for a complaint received in the previous year. This matter did not proceed to a hearing before the Discipline Committee. It was resolved with the acceptance by the Inquiry Committee of a proposal under section 37.1 of the *Act*. This section of the *Act* allows the registrant, who has received a citation for a hearing by the Discipline Committee, to submit a written proposal at any time before the commencement of a hearing. The Inquiry Committee accepted the conditions of the proposal resulting in the registrant agreeing to a suspension of registration for one year and to comprehensive terms and conditions that must be met should the registrant seek reinstatement of registration with the College.

Two files were resolved by consent agreements called “Undertaking and Consent Orders” where the registrant agrees to particular terms or conditions proposed by the committee. These may include a reprimand and/or a chart audit and/or specific remedial actions such as successful completion of a course.

Work-Plan Highlights

In addition to its primary role activities, ongoing committee work includes reviewing and improving the College’s investigation and inquiry policies and processes.

As expected, the amendments to the *Health Professions Act* have had an impact on the work of the Inquiry Committee and staff such as the frequency of meetings and increased administrative activities to meet the timeline requirements for disposition of complaints, and refinements on how committee decisions are documented.

One new occupational therapist was recruited to conduct an investigation for the committee and the College now has a roster of six inspectors. Training and support is provided to inspectors with an in-house orientation and where possible, formal training opportunities provided. A

second inspector has now completed the Council for Licensure, Enforcement and Regulation, Advanced Level - Certified Investigator Training Program.

The committee has benefitted from a stable membership over the past six years and as a result members have developed significant skills and a seasoned expertise in dealing with the complaint processes. The board extended committee members terms and an additional committee member was added in an effort to ensure a smooth succession plan for new members that will ultimately be needed for the committee. The committee also has on its work-plan activities to ensure that the recruitment and transition of new members onto the committee sustains the required skills and knowledge.

In carrying out its mandate to protect the public, the committee has always strived to ensure a fair and transparent process for reaching its decisions.

Respectfully submitted

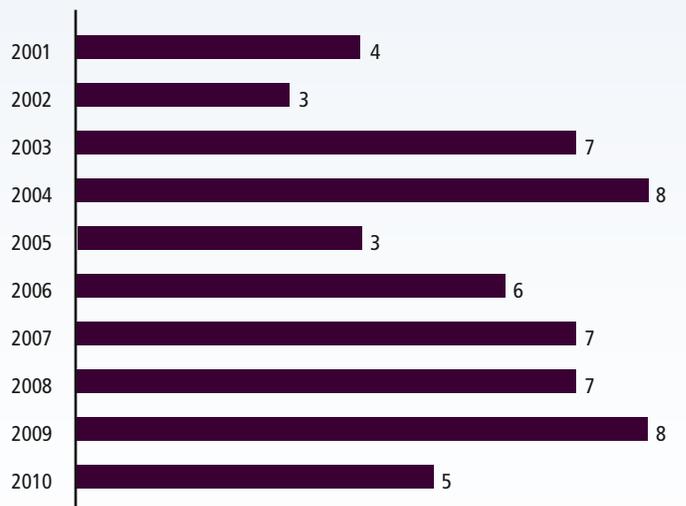
Caroline Ebmann

Chair, Inquiry Committee

**Inquiry Committee Statistics
(July 1, 2000 – June 30, 2010)**

Complaints Received

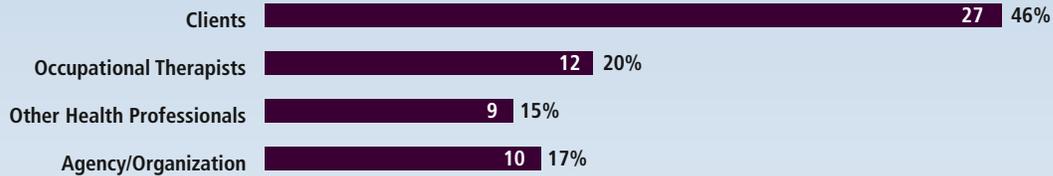
(to date)



2001 – 2010 Total: 58

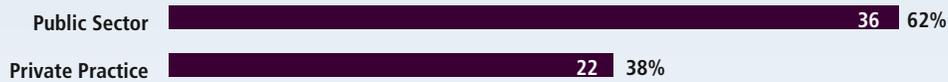
Inquiry Committee Statistics (July 1, 2000 – June 30, 2010) continued

Where do Complaints Originate

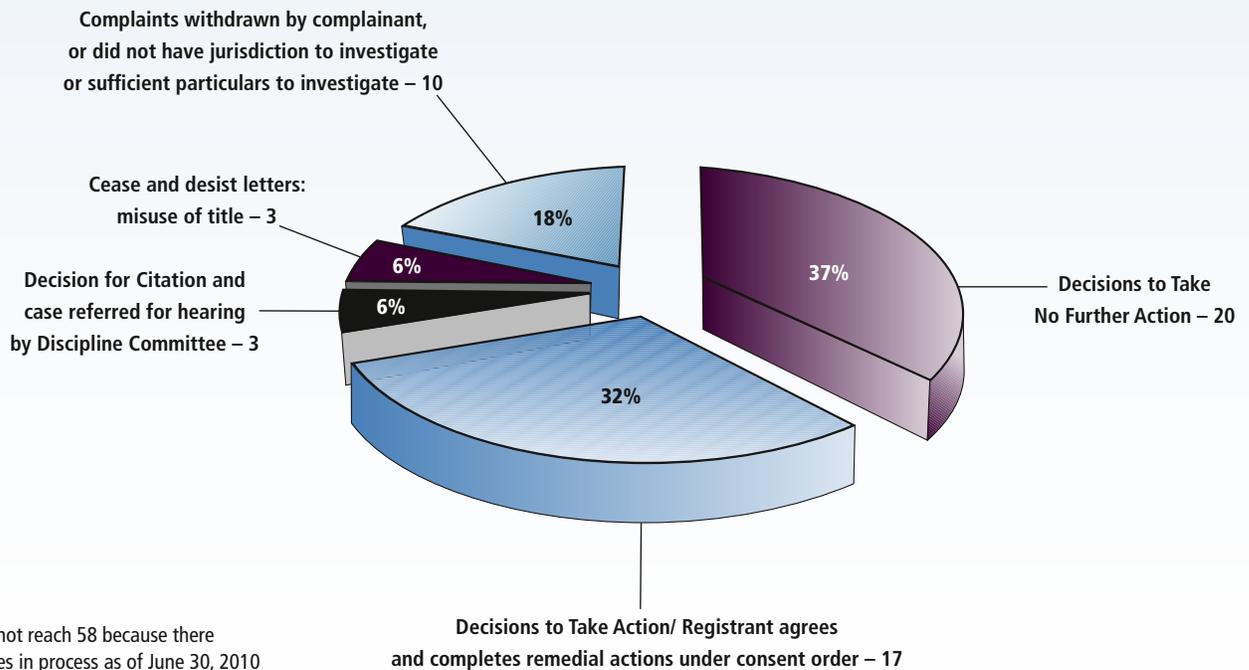


Practice Environment and Resolution of Complaints

Practice Environment



Resolution of Complaints*



Discipline Committee Report

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.

2009/2010 Members

Jeff Boniface, elected board member and chair

Catherine Backman, registrant

Sherry Baker, public board member

William Chan, registrant

Jan Gauthier, registrant

Nancy Sheehan, public representative

Meetings

The committee met in July 2009 to de-brief on the orientation, preparation and hearing process for the College's first discipline hearing which was held last year on June 22, 2009. The feedback was recorded to assist in preparation for any future hearings.

In 2009/2010 there was one citation for a discipline hearing from the Inquiry Committee. The matter did not proceed to a hearing before the Discipline Committee. It was resolved with the acceptance by the Inquiry Committee of a proposal under section 37.1 of the *Health Professions Act* (Act). This section of the *Act* allows the registrant, who has received a citation for a hearing by the Discipline Committee, to submit a written proposal where the registrant agrees to take action, such as agree to a suspension and and/or remedial activities, at any time before the commencement of a hearing. Please refer to the Inquiry Committee report for more details.

Respectfully submitted,

Jeff Boniface

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, 2010 and the statements of operations, 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, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Hayes Stewart Little & Co

Victoria, BC
August 12, 2010

CHARTERED ACCOUNTANTS

DUNCAN
823 Canada Ave.
Duncan, BC V9L 1V2
Tel: 250.746.4406 | Fax: 250.746.1950

NANAIMO
1-256 Wallace St.
Nanaimo, BC V9R 5B3
Tel: 250.754.8239 | Fax: 250.754.1903

VICTORIA
1000-747 Fort St.
Victoria, BC V8W 3E9
Tel: 250.383.8994 | Fax: 250.383.8904

www.hslco.com | Duncan: 888.746.4406 | Nanaimo: 888.754.9551

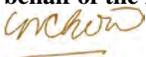
COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Statement of Financial Position

June 30, 2010

	2010	2009
ASSETS		
CURRENT		
Cash	\$ 661,600	\$ 400,443
Short term investments	897,462	1,144,985
Accounts receivable	67,304	51,654
Prepaid expenses	6,576	9,260
	<u>1,632,942</u>	1,606,342
CAPITAL ASSETS (Note 3)	<u>17,429</u>	23,271
	<u>\$ 1,650,371</u>	\$ 1,629,613
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 120,884	\$ 132,014
Deferred revenue (Note 4)	546,134	461,024
	<u>667,018</u>	593,038
NET ASSETS		
Unrestricted	199,753	247,133
Internally restricted (Note 5)	766,171	766,171
Investment in capital assets	17,429	23,271
	<u>983,353</u>	1,036,575
	<u>\$ 1,650,371</u>	\$ 1,629,613
LEASE COMMITMENTS (Note 6)		

On behalf of the Board

 _____ Director

 _____ Director

See notes to financial statements

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Statement of Operations

Year Ended June 30, 2010

	2010	2009
REVENUES		
Registration fees	\$ 625,200	\$ 593,665
Application fees	30,675	31,950
Interest income	5,394	35,411
Other	2,417	1,364
Contribution agreements (Note 7)	59,075	174,625
	<u>722,761</u>	<u>837,015</u>
EXPENSES		
Accounting and legal	40,196	61,323
Amortization	9,701	9,036
Communication	12,753	10,847
Consulting	92,190	77,417
Contribution agreements (Note 7)	59,075	174,625
Credit card charges	13,691	7,139
Database	23,264	17,897
Honoraria and per diems	24,457	23,077
Insurance	5,874	5,819
Meetings and travel	94,572	84,627
Miscellaneous	5,221	3,425
Office	37,439	32,473
Publications	30,403	24,169
Rental	41,500	29,500
System maintenance	1,229	4,882
Wages and benefits	284,418	249,457
	<u>775,983</u>	<u>815,713</u>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENSES	<u>\$ (53,222)</u>	<u>\$ 21,302</u>

See notes to financial statements

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA
Statement of Changes in Net Assets
Year Ended June 30, 2010

	Unrestricted	Internally restricted	Investment in capital assets	2010	2009
NET ASSETS - BEGINNING OF YEAR	\$ 247,133	\$ 766,171	\$ 23,271	\$ 1,036,575	\$ 1,015,273
(Deficiency) excess of revenues over expenses	(43,521)	-	(9,701)	(53,222)	21,302
Purchase of capital assets	(3,859)	-	3,859	-	-
NET ASSETS - END OF YEAR	\$ 199,753	\$ 766,171	\$ 17,429	\$ 983,353	\$ 1,036,575

See notes to financial statements

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Statement of Cash Flows

Year Ended June 30, 2010

	2010	2009
OPERATING ACTIVITIES		
(Deficiency) excess of revenues over expenses	\$ (53,222)	\$ 21,302
Item not affecting cash:		
Amortization	<u>9,701</u>	9,036
	<u>(43,521)</u>	30,338
Changes in non-cash working capital:		
Accounts receivable	(15,650)	(36,160)
Prepaid expenses	2,684	(1,384)
Accounts payable and accrued liabilities	(11,130)	59,988
Deferred revenue	<u>85,110</u>	59,369
	<u>61,014</u>	81,813
Cash flow from operating activities	<u>17,493</u>	112,151
INVESTING ACTIVITY		
Purchase of capital assets	<u>(3,859)</u>	(26,758)
Net change in cash and cash equivalents during the year	13,634	85,393
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>1,545,428</u>	1,460,035
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 1,559,062</u>	\$ 1,545,428
Supplementary information		
Interest received	<u>\$ 24,368</u>	\$ 53,425
Cash and cash equivalents consists of:		
Cash	\$ 661,600	\$ 400,443
Short term investments	<u>897,462</u>	1,144,985
	<u>\$ 1,559,062</u>	\$ 1,545,428

See notes to financial statements

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended June 30, 2010

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 Fund includes transactions relating to equipment.

The Internally Restricted Funds include the following:

Inspections, Inquiry and Discipline Funds, which are designated for use in the development and management of the inquiry and discipline process.

Program Development Funds, which are designated for the development and establishment of statutory programs.

Special Projects Funds, which 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 and fees received in advance are included in deferred revenue.

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.

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.

(continues)

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended June 30, 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are term deposits and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days or are redeemable at the option of the College.

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 method
Computer software	2 years	straight-line method
Furniture and equipment	5 years	straight-line method
Leasehold improvements	remaining lease term	straight-line method

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.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. This includes the estimated life of capital assets and accruals. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(continues)

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended June 30, 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments

The College's financial instruments consist of cash, short term investments, accounts receivable, and accounts payable and accrued liabilities. Cash and short term investments have been classified as held for trading and are recorded at their fair value. Accounts receivable have been classified as loans and receivables and are recorded at amortized cost. Accounts payable and accrued liabilities have been classified as other financial liabilities and are recorded at amortized cost. 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.

The College continues to apply the provisions of CICA Handbook Section 3861, "Financial Instruments - Disclosures and Presentation."

Changes in accounting policies

The College implemented the new Canadian Institute of Chartered Accountants (CICA) Handbook Section 1535, "Capital Disclosures". Section 1535 specifies the disclosure of (i) an entity's objectives, policies, and processes for managing capital; (ii) quantitative data about what the entity regards as capital; (iii) whether the entity has complied with any capital requirements; and (iv) if it has not complied, the consequences of such non-compliance. The College has included the required disclosure in note 8 to the financial statements.

Effective July 1, 2009 the College implemented new changes to Handbook Sections 4400, Financial Statement Presentation by Not-for-Profit Organizations and 4470, Disclosure regarding Allocated Expenses by Not-for-Profit Organizations. The change removes the requirement to disclose net assets invested in capital assets, expands interim financial statement requirements to not-for-profit organizations that prepare interim financial statements, requires disclosure of allocated fundraising and general support expenses by not-for-profit organizations, and includes the requirement to follow Handbook Section 1540, Cash Flow Statements. The adoption of these standards have not materially impacted the financial statements.

Future changes in significant accounting policies

No new accounting standards have been issued by the CICA that will have a significant impact on the College's financial statements in future years.

The CICA has issued guidance for new accounting and financial reporting standards for all publically accountable enterprises, private enterprises and not-for-profit organizations that would be effective for years commencing on or after January 1, 2012. The College is in the process of reviewing the impact of these standards on its reporting framework and financial statements.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2010 Net book value	2009 Net book value
Furniture and equipment	\$ 30,477	\$ 23,447	\$ 7,030	\$ 10,622
Computer equipment	22,845	20,640	2,205	3,003
Computer software	10,796	9,198	1,598	854
Leasehold improvements	10,990	4,394	6,596	8,792
	<u>\$ 75,108</u>	<u>\$ 57,679</u>	<u>\$ 17,429</u>	<u>\$ 23,271</u>

During the year, fully amortized computer equipment with an original cost of \$23,030 was removed from service.

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended June 30, 2010

4. DEFERRED REVENUE

Included in deferred revenue are restricted funds related to contribution agreements for amounts received in excess of expenditures incurred.

	<u>2010</u>	2009
Deferred registration fees	\$ 514,170	\$ 416,140
Contribution agreements (externally restricted)	<u>31,964</u>	44,884
	<u>\$ 546,134</u>	\$ 461,024

5. NET ASSETS INTERNALLY RESTRICTED

Inspections, Inquiry and Discipline Fund	Program Development Fund	Special Projects Fund	<u>2010</u>
\$ 289,305	\$ 312,054	\$ 164,812	<u>\$ 766,171</u>

6. LEASE COMMITMENTS

The College leases premises under a long term lease that expires on December 31, 2013. Estimated future minimum lease payments are as follows:

2011	\$ 39,200
2012	43,500
2013	43,500
2014	<u>21,700</u>
	<u>\$ 147,900</u>

COLLEGE OF OCCUPATIONAL THERAPISTS OF BRITISH COLUMBIA

Notes to Financial Statements

Year Ended June 30, 2010

7. CONTRIBUTION AGREEMENTS

In 2009, the College received funding from the British Columbia Ministry of Advanced Education and Labour Market Development for phase 2 of our project to develop, in partnership with eight of our Provincial Occupational Therapists regulatory organization partners, a common approach to the assessment and recognition of internationally educated occupational therapists. This project was substantially complete at June 30, 2010.

The College received funding from the British Columbia Ministry of Health Services to support a pilot of the McMaster University project, Occupational Therapy Exam Preparation Program from March – June 2009. The British Columbia pilot of the project was completed in December 2009.

The College received funding to support the Skills Connect Health Consortium Advisory Group, an initiative of the Ministry of Health Services, in partnership with the Ministry of Advanced Education and Labour Market Development. This project was completed in March 2010.

Where expenditures for these individual projects exceeded the amount of cash already received by the end of the year, the College has set up receivables from funders (provided the expenditures have not exceeded the maximum allowable). In the case that the College has already received the funds but has not yet fully spent them, the excess cash has been classified as deferred revenue and will be recognized as the related expenses are incurred.

8. CAPITAL DISCLOSURES

The College considers its capital to be the balance maintained in its net assets. The primary objective of the College is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the College with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.



College of Occupational Therapists of British Columbia

Suite 219, Yarrow Building, 645 Fort Street,
Victoria, B.C. Canada V8W 1G2

Fax (250) 383 - 4144

Tel (250) 386 - 6822

Email info@cotbc.org

www.cotbc.org