

2014

Annual Report



CPTBC

College of Physical Therapists
of British Columbia

inspiring public confidence



OUR MANDATE

CPTBC is mandated by the *Health Professions Act* of British Columbia. This mandate includes the:

- regulation of the practice of the profession
- establishment of the entry-to-practice requirements and registration of applicants
- assurance of the quality of professional practice
- promotion of continuing competence
- setting of ethical standards; and
- investigation of complaints against its registrants.



OUR MISSION

The College of Physical Therapists of British Columbia (CPTBC) is a not-for-profit, self-regulating professional health organization whose purpose is to serve and protect the public by ensuring that Physical Therapists provide safe, competent and ethical services.



OUR VISION

“Inspiring public confidence through excellence in regulation.”



VALUES STATEMENT

The College of Physical Therapists of British Columbia shall be guided in its work and professional conduct by a framework of values.

A) Public Service

- Inspire public confidence and trust in the integrity of self-regulation
- Provide honest, objective and impartial protection to the public, ensuring integrity within the physical therapy profession
- Embrace open communication, respect for public opinion, and engagement

B) Professional Competence, Excellence and Efficiency

- Display fiscal transparency alongside administrative fairness and justice, while respecting a duty of confidentiality
- Promote proactive and responsive leadership
- Improve the quality of professional practice through lifelong learning

C) Value our People

- We respect the value of every person; their diversity, culture and language
- We embrace personal growth, commitment and teamwork
- We recognize staff and volunteers as critical to our success

The CPTBC Fulfills Its Mandate, Mission and Vision by:

- Establishing, monitoring and enforcing standards of physical therapy practice and professional ethics, policies, procedures and programs that are consistent, valid, accepted and responsive to health care needs;
- Responding to the public’s need for information about the practice of physical therapy;
- Reinforcing physical therapists’ awareness of their professional responsibilities and obligations;
- Being easily accessible through optimal use of people, technology and resources and effective communication with stakeholders;
- Building partnerships;
- Undertaking evaluation of its process and services;
- Promoting research on professional regulation issues in collaboration with other organizations;
- Regulating members of the physical therapy service delivery team; and
- Ensuring that its governance model supports the mandate.



TAG LINE

“Inspiring public confidence”



KEY AREAS OF FOCUS

1. Excellence in Governance
2. Leader in Quality Assurance Program development
3. Organizational Excellence

2014

Annual Report

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CHAIR'S REPORT

2014 was another busy and productive year for the College and its committees. We had over eighty-five registrants and public members contribute to the various programs and committees of the College, and we appreciate their dedicated work. This year also saw some staff changes at our office. I want to take this opportunity to thank all the College staff who have left and/or retired for their valuable years of service. A big welcome to all the new faces who have joined our team; and, of course, we appreciate those hard working individuals who have remained with us and steadied the ship during the transition periods.

The Board of Directors met 11 times in 2014, including five regular meetings in person and six teleconference meetings. The teleconference meetings were scheduled to discuss pressing issues that encompassed unlawful use of title and the WSBC contract, as well as to receive the 2014 audited financial statements.

This year saw the College Board employing some of the powers bestowed on it by the *Health Professions Act* to protect use of professional title. The Board also sought to open a dialogue with WSBC to discuss the impact of the new contract on the regulation of registrants. The discussions were productive and the matters were resolved to everyone's satisfaction.

The Board also saw the administering of both a pretest and a pilot test for the Registrant Competence Assessment component of the Quality Assurance Program. Both of these tests provided the Quality Assurance Committee and the Board with information that has assisted greatly in decision and policy making as the Program continues to be developed.

The 2013 change in The Canadian Alliance of Physiotherapy Regulators' credentialing policy continued to have a positive impact on the number of internationally-educated physical therapists applying for registration in British Columbia during 2014. It is expected that this spike will taper off in 2015 as The Alliance clears its backlog of applicants in the process of being credentialled.

On behalf of the Board of Directors, I would like to thank all registrants who are actively involved in the College's many committees and working groups. Your contributions are essential for the College to operate effectively. I would also like to thank our Registrar and the College office staff, who ensure that every committee, meeting and working group runs smoothly and efficiently. Finally, thank you to my fellow Board members, whose actions and leadership are making both the organization and the overall profession much stronger.

Respectfully submitted by
Philip Sweeney, Board Chair & Registrant



REGISTRAR'S REPORT

The College is established as a corporation under the *Health Professions Act* to regulate the profession of physical therapy in British Columbia. The Board and the College committees ensure that the mandate of the College, to regulate the profession and to protect the public, is met. The College staff support the Board and committees in fulfilling their mandate.

As I reflect back on 2014, I, once again, have to note that it has been another busy year at the College. Although there were no significant events that occurred during 2014, the staff was kept busy supporting the work of the committees and the Board.

As always, the College staff's major focus at the beginning and end of the calendar year is registration renewal. Our numbers keep growing (see the Registration Committee Report), but our number of 'retirees' did not change from 2013. It is expected that the growth in the number of registrants will not increase significantly after 2014 as The Canadian Alliance of Physiotherapy Regulators (The Alliance) will have completed the credentialing process for those internationally-educated physical therapists who transitioned from the 'old' credentialing process to the 'new' process.

On an ongoing basis, the College staff keeps busy supporting the College programs. As each committee chair has submitted a committee report I will not elaborate on their work in this message.

Board Of Directors

Philip Sweeney,
Chair & Registrant

Anne Harris,
Vice Chair & Registrant

Victor Brittain, *Registrant*

Wendy Carter,
Public Representative

Mary Edgar,
*Student Representative -
MPT 1
(to September 14, 2014);
MPT2
(from September 15, 2014)*

Jane Gates, *Registrant*

Michael Lam,
*Public Representative
(to May 31, 2014)*

Heather Leslie, *Registrant
(from April 26, 2014)*

Jeff Rolland
*Student Representative -
MPT 2
(to September 14, 2014)*

Jatinder Sandhar
*Public Representative
(from May 31, 2014)*

Kate Shaw,
*Student Representative -
MPT 1
(from September 13, 2014)*

Marilyn Tevington,
Public Representative

Susanne Watson, *Registrant*

Staff

REGISTRAR
Brenda Hudson

DEPUTY REGISTRAR
Ann Lo (*on leave from
December 4, 2014*)

PRACTICE ADVISOR
Susan Paul

QUALITY ASSURANCE
PROGRAM MANAGER
Chris Smerdon
(*from January 2, 2014*)

Tracy Dignum
(*to January 31, 2014*)

REGISTRATION
COORDINATOR
Olga Nestic

ADMINISTRATIVE
ASSISTANTS

Aidan Dennis
(*from August 1, 2014*)

Alexandra Nemes

Krystel Aquino
(*to July 5, 2014*)

Susan Fawcett
(*to December 4, 2014*)

Temporary Staff:
Andrina Fawcett
Helen Witman
Elana Gartonea
Mary Tibodeau

ALLIANCE REPRESENTATIVE
Annick de Gooyer,
Registrant & Board Member
(*to May 9, 2014*)

Brenda Hudson, *Registrar*

WCB LIAISON
Stephen Chan, *Registrant*
(*to December 9, 2014*)

ICBC LIAISON
Brenda Hudson, *Registrar*

Some of the highlights for 2014 include:

In May, the College's Alliance representative, Annick de Gooyer, and your Registrar attended The Alliance Board of Directors meeting in Toronto, Ontario. At that meeting, The Alliance's governance model was changed, and there is now only one representative per province on its Board of Directors. The College Board of Directors determined that the Registrar would represent the College at these meetings. The Board thanked Annick for her commitment in representing the College at The Alliance table for the past four years.

Additionally in May, your Registrar attended the third World Health Professions Regulation Conference in Geneva, Switzerland. The theme for the conference was "Facing Challenges to Acting in the Public Interest".

In October, the Board Vice-Chair and Registrar attended the Canadian Network of National Associations of Regulators (CNNAR) symposium on "Supporting Self-Regulation" held in Montreal, Quebec. The 2015 Conference will be held in Vancouver, BC.

The Health Profession Regulators of BC continued its public awareness campaign – "our purpose, your safety" – in 2014.

As the year comes to an end, I would like to take this opportunity to thank the College staff for their continued dedication and contributions during the past year. Many thanks to Ann Lo for her work with the Inquiry Committee, the Acupuncture and Dry Needling Credentialing Subcommittee, and for assuming the position of Registrar during my absences; to Susan Paul for her work with the Patient Relations Committee, the Standards of Practice Subcommittee and the Annual Self Report Working Group of the Quality Assurance Program; to Olga Nestic for her work with the Registration Committee; and to Tracy Dignum for assuming the responsibility of managing the Quality Assurance Program including supporting the Registrant Competence Assessment Item Writing Group of the QA Program. Thank you as well to all the volunteers who have dedicated many hours of their time working on behalf of the College and their fellow physical therapists.

Our additional thanks go to the consultants who assisted the committees and staff with their work over the past year: Dr. Chris Corbett and his staff at CSCW for their expertise in assisting the College with the online implementation of the QAP; Dr. Dallie Sandilands, evaluation and measurement consultant for the Registrant Competence Assessment; Ms. Kathy Davidson for her tireless work in ensuring that the content of the RCA meets examination requirements; Ms. Sherrin Griffin, the College's Communications Consultant; the Inquiry Committee's legal counsel, Mr. Anthony Tobin and the Legislative and Registration Committees' legal counsel, Ms. Catherine Herb-Kelly.

The daily operations in the office are supported by three Administrative Assistants - Sue Fawcett, who retired in December 2014; Krystel Aquino, who resigned in July 2014 and Alexandra Nemes. During the registration renewal period, Elana Gartonea and Andrina Fawcett joined us to ensure that your registration cards were received by you in a timely fashion. Helen Witman managed the front desk during vacations and Mary Tibodeau managed the policy manual update during the summer months. The College also welcomed Aidan Dennis in August as a new Administrative Assistant.

The hard work and commitment of these people in supporting the Board and College committees in their mandate, as well as being available to respond to the needs of our registrants, is greatly appreciated. Thanks to Cathy Larkin, New Leaf Bookkeeping, for keeping our financial records in order and to Angela Sartori, Morrow & Co, the College's Auditors for preparing our annual financial report.

Finally, many thanks to all Board and committee members who have generously given their time and enthusiasm to support the activities of the College. A special thanks to Phil Sweeney, Chair of the Board of Directors, for his leadership and support during the past year.

Brenda Hudson, Registrar



REGISTRATION COMMITTEE

The role of the Registration Committee is to review all applications for registration and make decisions related to registration matters according to the *Health Professions Act* and the College Bylaws. The Committee works diligently to ensure that qualified physical therapists are appropriately registered and that we fairly appraise and address all registration to practice in British Columbia.

As a Committee, we had 12 in-person or teleconference meetings and signed off on 47 resolution agendas in 2014.

The Registration Committee consists of seven College registrants and one public member, and is supported by the College Registration Coordinator. The Committee warmly welcomes Heather Lesley, registrant and Board representative, as well as Marilyn Tevington, who is the current public Board representative.

The Committee also undertakes policy reviews and revises processes as needed. This year, the Committee undertook three revisions:

- policy revision for the registration approval process resulting in a shorter wait time (from 10 to 5 business days) for applicants upon submission of all required documentation.
- policy revision to improve the procedure for interim registrants who request an extension due to a change in their national exam date.

Interim registrants applying for an extension of their registration due to a change of examination dates will be granted extension if: 1) they are still within the permitted 15 month period for interim registration, and 2) the designated clinical supervisor(s) is (are) willing and able to ensure an adequate level of supervision.

- Finally, the Committee made a recommendation to the Board to approve the replacement of the current dry needling education credentialing model with a new declaration-based model for rostering registrants who perform dry needling.

I would like to thank all Committee members for their dedication, personal commitment, and ongoing wisdom used in the many reviews and decisions we make throughout the year.

Respectfully submitted by *Susanne Watson, Chair*

Year End Statistics (December 31)	2012	2013	2014
Full	3116	3231	3337
Limited	3	2	1
Interim	121	142	139
Inactive	274	264	226
Student	161	163	163
Lapsed	13	17	11
Retired	35	58	59
Cancelled in good standing	57	53	62
Cancelled for non-payment of dues			
Full	16	13	17
Inactive	15	12	44

Nominations Committee

Victor Brittain,
Chair & Registrant

Maureen Duggan, *Registrant*
(from February 1, 2014)

Jill Renowitzky, *Registrant*

Registration Committee

Susanne Watson,
Registrant & Chair

Alison Greig,
Registrant & Vice-Chair
(from April 26, 2014)

Jeffrey Harvie, *Registrant*

Michael Lam,
Board Public Representative
(to May 31, 2014)

Heather Leslie, *Registrant*
(from June 28, 2014)

Patricia Lieblich, *Registrant*
(from April 26, 2014)

Jill Renowitzky, *Registrant*

Heather Robertson, *Registrant*

Marilyn Tevington,
Board Public Representative
(from June 28, 2014)

Quality Assurance Committee

Moya Stokes,
Chair & Registrant
(to November 28, 2014)

Ann Fiddick,
Vice Chair & Public
Representative
(to September 12, 2014)

Nancy Cho, Registrant
(to November 6, 2014)

Jane Gates,
Registrant & Board Member

Jason Giesbrecht, Registrant

Anne Harris,
Registrant & Board Member

Leanne Juras, Registrant

Michael Lam,
Board Public Representative
(to May 31, 2014)
Public Representative
(from June 28, 2014)

Linda Li, Registrant

Christine Masson, Registrant

Jonathan Russell, Registrant

Jatinder Sandhar,
Board Public Representative
(from June 29, 2014)

David Troughton, Registrant
(to November 7, 2014)

Board of Examiners

Victor Brittain,
Registrant & Chair

Joseph Anthony, Registrant
(from June 28, 2014)

Cindy Ashton, Registrant

Heather Boersma, Registrant

Tracy Dignum, Registrant
(from June 28, 2014)

Maureen Duggan, Registrant
(from June 28, 2014)

Michael Elder, Registrant
(from February 1, 2014)

Marlayne Erickson Metzker,
Registrant (from June 28, 2014)

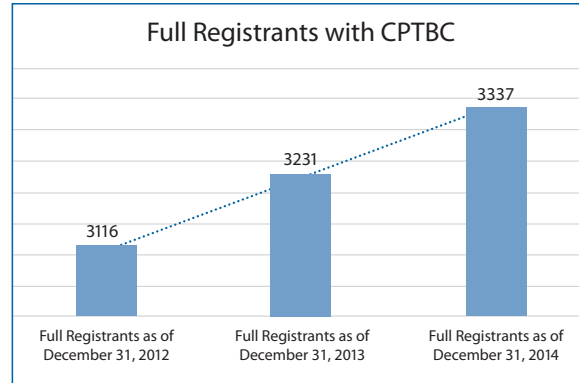
Dena Gartner, Registrant

Jeff Harvie, Registrant
(to January 7, 2014)

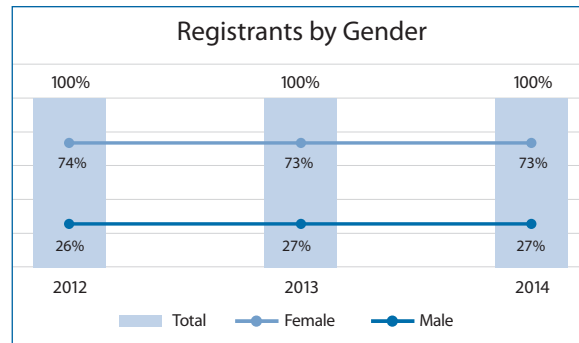
Greg Noonan, Registrant
(from June 28, 2014)

Angela Pace, Registrant
(from June 28, 2014)

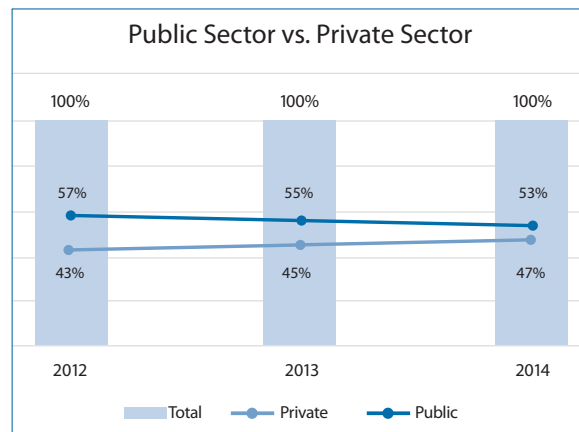
Heather Robertson,
Registrant



New Registrants	2012	2013	2014
Full	83	97	93
Interim	143	168	158



Registrants By Gender	2012	2013	2014
Female	2284	2348	2415
Male	791	847	894



Private vs. Public Sector Employment	2012	2013	2014
Private	1302	1437	1556
Public	1755	1758	1754



ACUPUNCTURE AND DRY NEEDLING CREDENTIALLING SUBCOMMITTEE

The Acupuncture and Dry Needling Credentialling Subcommittee (ADCS) reviews and adjudicates the dry needling credentials of nationally and internationally trained registrants who wish to practice acupuncture or intra muscular stimulation (IMS)/dry-needling techniques within the scope of practice of physical therapy.

Subcommittee members:

Sean Bevan, Registrant; Dan Hewson, Registrant (from February 1, 2014)

The Subcommittee did not meet in 2014.

Respectfully submitted by *the Registrar*



QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee is a statutory committee of the College and is responsible for overseeing the work of the Standards of Practice Subcommittee and the Quality Assurance Program which includes the Annual Self Report (ASR), the Registrant Competence Assessment (RCA) and the Registrant Practice Support (RPS).

The Quality Assurance Committee (QAC) had an exciting and busy year as it continues to move forward with further developments to all components of the Quality Assurance Program.

The RCA pretest ran in March and was completed by 34 volunteer registrants. The time required for the data analysis from this test unfortunately delayed the larger and more anticipated RCA pilot test, however, the pretest feedback obtained from registrants and the system developers was instrumental for the successful execution of the RCA pilot to follow.

A training session for members of the new Board of Examiners (BoE) was provided by a consultant in the spring, focusing on the BoE role and responsibilities regarding future RCA results analysis. The BoE was officially convened in June and received additional training using the RCA pretest data.

The original consultant's contract for the development of the ASR and RCA programs was completed mid-year. The QAC is pleased to announce that a new local consultant was identified in August, in time to assist with the necessary measurement and evaluation processes for the RCA pilot test.

The fifth cycle of the ASR was completed by registrants in October with a change in format to align the ASR with the online platform that is used for the RCA. The ASR Item Writing Group and College staff were again responsible for developing questions based on practice topics or regulatory issues.

One hundred and sixty-nine randomly selected volunteer registrants completed the RCA pilot test in November in their preferred locations while being monitored by a proctor of their choosing. All geographic regions of the province, areas of physical therapy practice, and the four defined RCA practice contexts were represented in the pilot. At the time of writing this report, the RCA pilot data analysis was well underway, with the assistance of our measurement and evaluation consultant and College staff. The BoE will review the results and make recommendations to the QAC.

The QAC held six meetings in 2014, including an RPS development workshop on November 1, 2014.

In conclusion, there have been some changes to membership of the QA Committee. Several members completed their terms: Anne Fiddick, Moya Stokes, Nancy Cho and Dave Troughton; and Jatinder Sandhar was welcomed as the new public-appointed member. Several item writers for the RCA and ASR have also finished their terms or resigned: Cindy Ashton, Tanya Dunne, Kim Foster, Bernard Lee, Clare Palmer and Heather Robertson.

On behalf of the QAC, I would like to thank everyone who has participated in Quality Assurance Program activities and committee work over the past year including QAC and Board members, College staff and our new measurement and evaluation consultant. It has been a productive and enjoyable year, and I look forward to what this new year brings as we anticipate the full launch of the RCA in late 2015.

Respectfully submitted by *Moya Stokes, Chair*

Quality Assurance Program Item Writers

Nancy Cho,
Team Lead & Registrant

Christina Acton, *Registrant*

Cindy Ashton, *Registrant*
(to February 1, 2014)

Sylvia Banks, *Registrant*
(from February 1, 2014)

Margaret Bednard, *Registrant*

Stacy Benmore, *Registrant*

Sara Buckley, *Registrant*

Kirsty Cameron, *Registrant*
(to September 14, 2014)

Karen Da Silva, *Registrant*

Tanya Dunne, *Registrant*,
(from June 28, 2014 to
September 1, 2014)

Kim Foster, *Registrant*
(to September 14, 2014)

Lynda Lawrence, *Registrant*

Anne Leclerc, *Registrant*

Cathy Le Cornu-Levett,
Registrant

Bernard Lee, *Registrant*
(to January 1, 2014)

Angela Ozero, *Registrant*

Clare Palmer, *Registrant*
(to February 11, 2014)

Heather Robertson, *Registrant*
(to February 1, 2014)

Sarah Rowe, *Registrant*

Karen Sauve, *Registrant*

Darrell Skinner, *Registrant*

Susan Smith, *Registrant*

Standards of Practice Subcommittee

Peter Goyert,
Chair & Registrant

Arturo Pallares,
Vice Chair & Registrant
(to January 21, 2014)

Joanna Bernat, *Registrant*

June Hu, *Registrant*
(from February 1, 2014)

Carla Kelsch, *Registrant*

Paula Peres, *Registrant*
(to January 25, 2014) &
(from June 28, 2014)

Sarah Rowe, *Registrant*
(from June 28, 2014)

Patient Relations Committee

Jane Gates, *Chair,*
Registrant & Board Member

Lori Hendry, *Vice Chair*
& *Registrant*

Helen Ko, *Registrant*

Marilyn Tevington,
Board Public Representative

Sophia Zhao, *Registrant*

Legislative Committee

Annick de Gooyer,
Chair, Registrant & Board
Member (to April 26, 2014)



STANDARDS OF PRACTICE SUBCOMMITTEE

The mandate of the Standards of Practice Subcommittee is to establish standards of practice to promote safe, ethical, and effective physical therapy practice.

The Standards of Practice Subcommittee met twice in 2014.

In 2014, the Subcommittee began revisions to Practice Standard No. 4 – Consent to Treatment, and was assisting with drafting a new Practice Standard on Student Supervision. However, work on the Practice Standards was put on hold in the fall of 2014, pending the outcome of a project to draft national Practice Standards set to begin in early 2015.

Also during 2014, the Subcommittee recommended to the Board that Practice Standard No.9 - Complementary and Alternative Therapies be rescinded.

We are grateful to Susan Paul, Practice Advisor, for her continued support.

Respectfully submitted by *Peter Goyert, Chair*



PATIENT RELATIONS COMMITTEE

The mandate of the Patient Relations Committee is to administer a program which seeks to prevent misconduct of a sexual nature, by establishing guidelines for conduct of registrants with their patients in respect to communications, therapeutic relationships and professional boundaries.

The Committee members include registrants Lori Hendry, Sofia Zhao and Helen Ko; and Board members Marilyn Tevington, Appointed Public Member and Jane Gates, Registrant.

The Committee completed revisions to the booklet on professional boundaries, *“Where’s the Line?” - Professional Boundaries in a Therapeutic Relationship*. The additions were significant and focused on redefining power, trust, respect and sensitivity as guidelines in developing a professional relationship; making appropriate decisions in challenging situations including gift acceptance; working as a rural practitioner; treating friends, family and co-workers; and recognizing professional boundaries in the context of social media. The topic of touch and hugging was also added to help prevent misunderstandings about physical contact during treatment. A final section was included on identifying personal vulnerabilities and professional risk factors for committing boundary infractions.

Many thanks to the Committee members and Susan Paul, Practice Advisor, for their continued support to the Committee.

Respectfully submitted by *Jane Gates, Chair*



LEGISLATIVE COMMITTEE

The Legislative Committee’s role is to review and recommend changes to the College Bylaws, and to review other legislation that impacts the practice of physical therapy.

The Committee did not meet in 2014.

Respectfully submitted by *the Registrar*



INQUIRY COMMITTEE

The Inquiry Committee investigates written complaints about physical therapists and former physical therapists under the *Health Professions Act*. The Committee can also initiate an investigation on its own motion.

The Committee met a total of ten times in 2014 of which four were teleconference meetings.

The Committee has jurisdiction to consider complaints in regards to the following: contravention of the *Health Professions Act*, Physical Therapists Regulation and Bylaws, failure to comply with a limit or condition imposed on a registration, professional misconduct, competence to practice physical therapy, and physical and mental ailments and emotional disturbances or addictions to alcohol or drugs that impair a registrant or former registrant’s ability to practice physical therapy. In 2014, the Committee investigated and closed an array of cases as listed at the end of this report.

Under the *Health Professions Act*, a complainant may request the Health Professions Review Board to review a decision of the Inquiry Committee if the complainant is dissatisfied with the Inquiry Committee’s decision. The status of requests to the Health Professions Review Board, in 2014, is noted at the end of this report.

It is with great regret that I step down from the position of Chair after fulfilling my maximum term (15 years) on the Inquiry Committee. I would like to sincerely thank all the committee members I have worked with over those years, especially Mr. Robert Hofmann. It has been a great pleasure and a privilege to have worked with you all!

I now hand the Chair position over to Mr. Gregory Noonan. His position on the Committee has been filled by our newest member, Ms. Kristina Felt. Gregory is an experienced and respected member of the Committee and I have no doubt that he will do an outstanding job. I wish them both all the best in their new roles.

As for the College staff that has continually supported the Committee, I have nothing but great praise for their dedication and hard work. Brenda Hudson, Ann Lo and Sue Fawcett have provided exceptional support for the Committee over the years.

Finally, I would like to thank our Legal Counsel, Mr. Anthony Tobin, for his work with the Committee. Personally, I have learned so much from his wise counsel and professionalism. We are truly fortunate to have such a learned and effective advocate advising our Committee.

The following tables provide an overview of the Committee’s activity in 2014:

	2011	2012	2013	2014
Outstanding complaints as at December 31	13	13	20	10
New complaints received	17	20	19	20
Number of complaints closed	24	20	13	30

Standards Infractions

Competency.....	4
(not complying with established standards of practice causing injury)	
Advertising.....	0
Consent to Treat.....	2
Confidentiality.....	0
Conflict of Interest	1

Inquiry Committee

Victor Brittain,
Chair & Registrant

Alison Leedham,
*Public Representative
& Vice Chair*

Wendy Carter,
Board Public Representative

Kristina Felt, *Registrant
(from November 22, 2014)*

Jennifer Flaman, *Registrant*

Lynda Lawrence, *Registrant*

Gregory Noonan, *Registrant*

Philip Sweeney, *Registrant
& Board Member*

John Zimmer,
Public Representative

Professional Misconduct

Billing infractions	2
Failure to comply with Act, Regulations & Bylaws	11
Communication	10
Conduct Unbecoming	0
Non-compliance with the Criminal Record Check.....	0

TOTAL: 30

HPRB Appeals: 3 appeals submitted to HPRB

- 1 application dismissed
- 2 appeals in process

Respectfully submitted by *Victor Brittain, Chair*

Discipline Committee

Bruce Clark,
Chair & Registrant
(to April 26, 2014)

Jane Calland, *Registrant*

Robert Hofmann, *Registrant*

Jerry Justesen, Jr.,
Registrant

Barbara Picton, *Registrant*
(to December 31, 2014)

Dr. Richard Primeau,
Public Representative
(to December 1, 2014)

Richard Walker,
Public Representative
(to November 27, 2014)

Finance Committee

Anne Harris,
Chair, Registrant
& *Board Member*

Edwin Liu,
Public Representative

Jill Renowitzky, *Registrant*
(to September 14, 2014)



DISCIPLINE COMMITTEE

The Discipline Committee is responsible for conducting hearings on matters referred by the Inquiry Committee for citation under section 37 of the *Health Professions Act*.

No hearings were held in 2014.

Respectfully submitted by *the Registrar*



FINANCE COMMITTEE

The Finance Committee oversees the development of the College's annual budget and advises the Registrar regarding the financial management of College affairs. The Committee meets regularly and has additional meetings as required for special projects.

The Committee met six times during the fiscal year, which ended November 30, 2014. This included four face-to-face meetings and two meetings by teleconference.

Additionally in 2014, members of the Finance Committee and the College Auditor provided an educational session for the Board of Directors. Edwin Liu (public representative) continues to be a valuable member of the Committee. Jill Renowitzky (registrant) resigned from the Finance Committee and her position remains vacant at this time. The Committee thanks Jill for her time and contribution to the group.

The College's audited financial statements for 2014 are contained in this annual report. The College is in a sound financial position and the Board has approved the operating budget for 2015. The College experienced a surplus of \$66,529.00 primarily due to an increase in registrants related to changes in The Alliance's credentialing process. This surplus will be contributed to the Reserve Fund, which continues to be below the ideal calculated amount.

The Finance Committee has continued to recommend an investment strategy that focuses on a maximum return on our assets while remaining fiscally responsible. The Reserve Fund continues to be a priority for our organization.

No new major projects were initiated, however, there is increased activity related to the Quality Assurance Program in preparation for its RCA implementation in 2015. The Board approved the College moving towards an electronic/digital newsletter within the next year and this change is expected to reduce costs of newsletter printing and distribution significantly. A review of accounting firms was conducted, and the College has renewed its contract with its current auditor, Morrow & Co. (new name: Reid Hurst Nagy Inc. following an integration of both companies). We plan to review the staff compensation package in 2015.

The Finance Committee acknowledges the support of CPTBC staff involved in this Committee including Registrar Brenda Hudson, office staff member Aidan Dennis and the College bookkeeper Cathy Larkin.

Respectfully submitted by *Anne Harris, Chair*



INDEPENDENT AUDITOR'S REPORT

To the Members of College of Physical Therapists of British Columbia

We have audited the accompanying financial statements of **College of Physical Therapists of British Columbia**, which comprise of the statement of financial position as at **November 30, 2014**, and the statement of changes in net assets, statement of operations and statement of cash flows, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **College of Physical Therapists of British Columbia** as at **November 30, 2014** and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

As required by the British Columbia *Health Professions Act*, we report that, in our opinion, these principles have been applied on a consistent basis.

Vancouver, B.C.
February 3, 2015

Certified General Accountants

Statement of Financial Position as at November 30, 2014

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 608,630	\$ 537,256
Short-term investments (Note 3)	84,273	23,000
Accounts receivable	14,263	8,128
Prepaid expenses	18,236	10,937
	725,402	579,321
LONG-TERM INVESTMENTS	-	59,649
RESERVE FUND (Note 4)	644,584	564,584
TANGIBLE CAPITAL ASSETS (Note 5)	14,249	22,682
	\$ 1,384,235	\$ 1,226,236
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 219,107	\$ 141,826
Due to government agencies	9,812	-
Deferred fee revenue	122,270	117,893
	351,189	259,719
NET ASSETS	1,033,046	966,517
	\$ 1,384,235	\$ 1,226,236

Statement of Changes in Net Assets for the year ended November 30, 2014

	Invested in Tangible Capital Assets	Reserve Fund	Unrestricted	Total 2014	Total 2013
BALANCE, BEGINNING OF YEAR	\$ 22,682	\$ 564,584	\$ 379,251	\$ 966,517	\$ 840,278
Excess (deficiency) of revenue over expenses	(10,819)	-	77,348	66,529	126,239
Investment in tangible capital assets	2,386	-	(2,386)	-	-
Interfund transfer	-	80,000	(80,000)	-	-
BALANCE, END OF YEAR	\$ 14,249	\$ 644,584	\$ 374,213	\$ 1,033,046	\$ 966,517

The accompanying notes are an integral part of these financial statements.

Statement of Operations for the year ended November 30, 2014

	2014	2013
REVENUE (Note 6)	\$ 1,575,383	\$ 1,510,455
OPERATING EXPENSES		
Salaries and wages	548,606	518,783
Quality assurance committee	274,934	210,667
Inquiry committee	176,448	176,065
Rental	80,279	85,539
Alliance dues	62,938	43,968
Interest and bank charges	55,268	53,883
Board of Directors	43,001	20,207
Computer related expenses	39,869	32,491
Annual general meeting	34,736	36,803
Newsletter and guides	33,893	36,439
Committees and representatives	29,727	12,760
Professional fees	29,348	33,141
Honoraria	27,625	22,100
Office	15,571	22,227
Amortization	10,819	8,178
Supplies	9,138	14,668
Telephone	7,171	16,694
Professional development	7,126	3,564
Administration	6,556	10,003
Special projects	6,225	10,851
Insurance	5,600	5,493
Photocopier	3,332	1,679
Patient relations committee	644	636
Communication	-	7,377
	1,508,854	1,384,216
EXCESS OF REVENUE OVER EXPENSES	\$ 66,529	\$ 126,239

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows for the year ended November 30, 2014

	2014	2013
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 66,529	\$ 126,239
Items not requiring the outlay of cash:		
Amortization	10,819	8,178
	77,348	134,417
Change in non cash working capital items:		
Accounts receivable	(6,135)	1,185
Prepaid expenses	(7,299)	(1,690)
Accounts payable and accrued liabilities	77,281	22,671
Due to government agencies	9,812	-
Deferred fee revenue	4,377	24,030
	155,384	180,613
INVESTING ACTIVITIES		
Long-term investments	59,649	(678)
Acquisition of tangible capital assets	(2,386)	(21,087)
	57,263	(21,765)
INCREASE IN CASH AND CASH EQUIVALENTS	212,647	158,848
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	1,124,840	965,992
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 1,337,487	\$ 1,124,840
Cash and cash equivalents consist of:		
Cash	\$ 608,630	\$ 537,256
Short-term investments	84,273	23,000
Reserve fund	644,584	564,584
	\$ 1,337,487	\$ 1,124,840

The accompanying notes are an integral part of these financial statements.

1. PURPOSE OF THE ORGANIZATION

The mandate of the College of Physical Therapists of British Columbia (the College) is to serve and protect the public by establishing, monitoring and enforcing standards of physical therapy practices and professional ethics, responding to the public's need for information about the practice of physical therapy and reinforcing physical therapists' awareness of their professional responsibilities and obligations. The College of Physical Therapists of British Columbia is established by regulation under the *Health Professions Act*. It is exempt as a not-for-profit organization from paying income taxes in accordance with Section 149 (1) (l) of the *Income Tax Act*.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Revenue Recognition

The College follows the deferral method of accounting of contributions. 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. There were no restricted or endowment contributions.

Application and registration fees are recognized as revenue in the period to which they relate. Unexpired fees at the year end are included in deferred fee revenue.

(b) Tangible Capital Assets

Tangible capital assets are recorded at cost. The College provides for amortization using the declining balance method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. One half of the year's amortization is recorded in the year of acquisition. No amortization is recorded in the year of disposal. The annual amortization rates are as follows:

Furniture and equipment	Declining balance	20%
Computer equipment	Declining balance	30-55%

(c) Long-lived Assets

Long-lived assets are tested for recoverability annually or whenever events or changes in circumstances indicate that their carrying values may not be recoverable. An impairment loss is recognized when the carrying amount exceeds the total undiscounted cash flow expected from their use and eventual disposition. The amount of the impairment loss is determined as the excess of the carrying amount of the asset over its fair value. To November 30, 2014 no impairment losses have been recorded.

(d) Use of Estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires that management make estimates and assumptions about future events that affect the reported amounts of assets, liabilities, revenues and expenses as at the end of or during the reporting period. Management believes that the estimates used are reasonable and prudent, however, actual results could differ for those estimates. Significant areas requiring the use of management estimates relate to the determination of the useful lives of assets for amortization, recognition of deferred revenue, and the amounts recorded as accrued liabilities.

3. SHORT-TERM INVESTMENTS

\$23,908 of the short term investments are held with the Bank of Montreal for security purposes for the College's credit card.

4. RESERVE FUND

In 2007 the College's board of directors established a Reserve Fund by internally restricting \$405,000 of cash and net assets. This fund is to be used for risk management and special projects as determined by the board of directors. This internally restricted fund is not available for other purposes without the approval of the board of directors. For the year ended November 30, 2014, the board approved a cash transfer of \$60,000 to the Reserve Fund (2013: \$80,000).

5. TANGIBLE CAPITAL ASSETS

	Cost	Amortization	2014 Net	2013 Net
Furniture and equipment	\$ 52,136	\$ 48,218	\$ 3,918	\$ 4,897
Computer equipment	60,258	49,927	10,331	17,785
Leasehold improvements	36,710	36,710	-	-
	\$ 149,104	\$ 134,855	\$ 14,249	\$ 22,682

6. REVENUE

	2014	2013
Registration fees	\$ 1,456,923	\$ 1,390,681
Application fees	42,917	40,941
Interest income	20,673	18,002
Permit fees	33,800	33,200
Cost recovery / fines	11,670	14,395
Corporation fees	7,600	8,700
Other income	1,800	4,536
	\$ 1,575,383	\$ 1,510,455

7. COMMITMENTS

The College's premises are leased under an operating lease with the term ending March 31, 2022. In addition to basic rent, the College is required to pay a portion of certain operating costs and property taxes. The estimated commitments for the next five years are as follows:

2015	\$	80,211
2016		80,211
2017		80,211
2018		80,211
2019		80,211

8. FINANCIAL INSTRUMENTS

The College's financial instruments consist of cash, short term investments, accounts receivable, prepaid expenses, long term investments, accounts payable and accrued liabilities. It is management's opinion that the College is not exposed to significant interest, liquidity or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying value.

9. CAPITAL MANAGEMENT

The College is exposed to internal and external capital management objectives and requirements. Management acts to ensure that the College complies with these requirements and is not aware of any violations which would result in any third party taking any actions against the College.



CPTBC

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of British Columbia

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