

College of Physical Therapists of British Columbia

CPTBC

Annual Report 2009

MANDATE

It is the duty of the College of Physical Therapists of British Columbia at all times:

- (a) to serve and protect the public, and
- (b) to exercise its powers and discharge its responsibilities under all enactments in the public interest.

VISION

The CPTBC is an effective, efficient organization that is proactive in protecting the public and supporting physical therapists in attaining high standards of practice. The CPTBC's role is understood and valued by the public and registrants and it is respected for the integrity with which it protects the public interest.

The CPTBC fulfills this 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 its optimal use of people, technology and resources and effective communication with stakeholders;
- Building partnerships;
- Undertaking evaluation of its process and services and promoting research on professional regulation issues;
- Regulating members of the physical therapy service delivery team; and
- Ensuring that its governance model supports the mandate.

College of Physical Therapists of British Columbia
302 – 1765 West 8th Avenue, Vancouver, BC V6J 5C6
Phone: (604) 730-9193
Fax: (604) 730-9273
www.cptbc.org

COLLEGE OF PHYSICAL THERAPISTS OF BRITISH COLUMBIA

2009 ANNUAL REPORT

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BOARD OF DIRECTORS

Victor Brittain,
Chair & Registrant
Jason Giesbrecht,
Vice Chair &
Registrant
Roy Emperingham,
Public
Representative
(to March 2009)
Annick de Gooyer,
Registrant
Jeffrey Garrett,
Registrant
(to April 2009)
Jane Gates,
Registrant (from
April 2009)
Margaret Harris,
Registrant &
Board Member
(to April 2009)
Michael Lam,
Public
Representative
Manu Nijjar,
Student
Representative
(from June 2009)
Freeman Qu,
Registrant (from
April 2009)
Anne Scott,
Registrant
Sophia Zhao,
Student
Representative
(to June 2009)
John Zimmer,
Public
Representative

CHAIR'S REPORT

As I sit down to write my final address to you as Chair and a board member, I have had the chance to reflect upon all the hard work that has taken place in the last six years. Without a doubt, it has been a pleasure and a privilege to serve on the Board and to work with such a dedicated group of individuals. Thank you for giving me this opportunity to be of service to both the public and our profession.

The College, yet again, has had another extremely busy year. Development and implementation of the Quality Assurance Program, integration of the recent amendments to the *Health Professions Act* and the complex issue of regulating of the Physical Therapist Support Worker's (under our College Bylaws) have required considerable effort from the College to make them a reality. So it is with some relief that I can state we are progressing very well on all of these fronts.

The work on developing the Quality Assurance Program continues and we are steadily moving towards completion of the full program in 2012, with the first component of the program (Annual Self Report) being launched in the fall of 2010. Between now and then, we will increase our efforts to inform all registrants of the requirements of this program. Many of us have already been involved in this process and the Quality Assurance Committee continues to seek registrant involvement as it finalizes the program.

The Legislative, Registration and Inquiry Committees of the College continue to integrate the new requirements in the *Health Professions Act* into our daily operations. The new inquiry and registration processes are efficient and effective, yet we carefully monitor the number and nature of the appeals to the Health Professions Review Board in Victoria, in order to improve our processes. Work on revising our bylaws is almost complete.

The Patient Relations Committee also recently published a highly successful handbook on professional boundary issues called *Where is the line? Professional Boundaries in a Therapeutic Relationship*. I would encourage all registrants to review this invaluable resource to protect patients from insensitive practices and boundary violations.

The Physical Therapist Support Worker Task Force is continuing with its work and it is planned for completion in 2012.

The College's online registration continues to grow. This year approximately 95% of our registrants took advantage of this convenient way to renew their registration. The online process is unquestionably environmentally friendlier, decreases the data entry at the office and generally streamlines the procedure for all concerned. Furthermore, the College is continuing to look at other ways to reduce our dependency upon paper by making greater use of email as a method of communication. Ultimately, our aim is to reduce costs whilst still ensuring that we reach all of our registrants.

There is no question that thanks must go to our Registrar and office staff, the various committee chairs and members, and the board members for our progress on these major projects. I can confidently say that we are in good hands and that we should not fear what the future holds.

Finally, I would like to take this moment to assure all registrants that the Board continues to address the current issues in a fiscally responsible manner while also looking ahead to proactively deal with any new challenges and concerns.

Respectfully submitted,
Victor Brittain,
Chair of the Board and 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. Once again it has been a busy year at the College and it is my pleasure to report on these activities.

Although online registration renewal has been available since 2005 this was the first time that registrants were required to use this service and only in exceptional circumstances was a hard copy of the renewal form mailed to individuals. Most registrants commented that the online process made their renewal much easier and faster. Those who had difficulties with the online renewal were assisted by the office staff. It was discovered that some systems were not compatible with the College program and this has now been rectified and the problems should not occur for the next renewal cycle.

This year the section of the *Health Professions Act* related to the Health Professions Review Board came into effect. In 2009 the College was notified of one registration appeal to the Review Board. Mediation of the issue was not successful and the College was still waiting for a hearing date at the end of 2009.

The Canadian Institute for Health Information (CIHI) report on *Workforce Trends of Physiotherapist in Canada, 2008* was released in December 2009. This report provides you with information on physical therapists nationally and by province. With the release of the second report it is now possible to track changes in the British Columbia workforce. For example, between 2007 and 2008, the province saw an increase of almost 200 physical therapists. This trend is predicted to have continued in 2009. The report can be accessed on the CIHI website.

As the year comes to an end I would like to take this opportunity to thank the staff for their continued dedicated work during the past year. Many thanks to Ann Lo for her work with the Registration Committee and for assuming the position of Registrar during my absences; to Susan Paul for her work with the Patient Relations Committee, the Acupuncture Credentialing Sub-committee, the Standards of Practice Sub-committee and the Annual Self Report Sub-committee of the Quality Assurance Program; and to Olga Nesic for her work with the Quality Assurance Committee and the Registrant Competence Sub-committee of the Quality Assurance Program. Thanks to all the volunteers who have dedicated many hours of their time to assist in developing the College's Quality Assurance Program and to the program consultants, Dr. S. Glover Takahashi, Dr. M. Nayer and Dr. J. McIlroy for their guidance through the development of the program and Mary Clark, of Westprint Communications, for her guidance in writing our program communications in 'plain English'.

The daily operations in the office are supported by three administrative assistants: Anna Gloria, Susan Fawcett and Dolores Connolly. Their hard work and commitment in supporting the Board and Committees in their mandate as well as being available to respond to the needs of our registrants is greatly appreciated. Anita Boyles and Joy Oyando provided extra support in December to ensure that your registration card was in the mail in a timely fashion.

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

Brenda Hudson, Registrar

Registrar

Brenda Hudson

Deputy Registrar

Ann Lo

Practice Advisor

Susan Paul

Quality Assurance Program Coordinator

Olga Nesic

Administrative Assistants

Dolores Connolly

Susan Fawcett

Anna Gloria

Alliance

Representative

Marilyn Atkins,
Registrant

WCB Liaison

Robert Hofmann,
Registrant (from
September 2009)

Jeffrey Garrett,
Registrant & Board
Member (to June
2009)

ICBC Liaison

Brenda Hudson,
Registrar

Joint Initiatives Committee

Jeffrey Garrett,
Registrant & Board
Member
(to June 2009)

Susan Paul,

Practice Advisor

NOMINATIONS COMMITTEE

Klari Varallyai,
Chair & Registrant
(to June 2009)

Jane Cole,
Vice Chair (to
November 2009);
Chair (from
November 2009) &
Registrant

Jeffrey Garrett,
Registrant & Board
Member (to June
2009)

Victor Brittain
Registrant (from
September 2009) &
Vice Chair (from
November 2009)

REGISTRATION COMMITTEE

Anne Scott,
Chair, Registrant
& Board Member
Alison Greig,
Vice Chair &
Registrant
Roy Emperingham,
Board Public
Representative
(to March 2009)
Melissa Holland,
Public
Representative
Michael Lam,
Board Public
Representative
(from April 2009)
Patricia Lieblich,
Registrant

QUALITY ASSURANCE COMMITTEE

Ann Fiddick,
Chair & Public
Representative
Moya Stokes,
Vice Chair &
Registrant
Nancy Cho,
Registrant
Roy Emperingham,
Board Public
Representative
(to March 2009)
Jane Gates,
Registrant &
Board Member
(from April 2009)
Jason Giesbrecht,
Registrant &
Board Member
(from April 2009)
David Troughton,
Registrant

REGISTRATION COMMITTEE

The Registration Committee reviews applications for registration and the status of existing registrants.

In 2009, the Registration Committee held a workshop on the amended *Health Professions Act* and its legislative changes affecting the College's registration process. Additionally, the impact of the Health Profession Review Board and the Labour Mobility Agreement were discussed. The Committee also set up a Task Force to review the current re-entry process and to recommend changes in Part III of the draft Bylaws. The Committee recommended amendments to Policy 4.11 on the Approval of Employment Arrangement for Interim Registrants, to Policy 4.15 on Registration Administration and to Policy 5.5 on Application of Interim Registration Following Exam Failure. The Board approved the revised policies.

The Committee worked with the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games in setting up courtesy registration for out-of-province physical therapists. These physical therapists had been approved by their national organization to provide services to the 2010 Olympic and Paralympic participants.

The Registration Committee welcomed Michael Lam as the Appointed Public Representative in 2009. Lastly, the Chair would like to thank all committee members for their commitment and hard work over the last year.

Physical Therapist Registrants as at December 31, 2009

Full	2797
Limited	2
Interim	94
Inactive	310
Student	125
Lapsed	14
Retired	28
Cancelled in good standing	41
Cancelled - non payment of dues	14

Respectfully submitted by *Anne Scott*, Chair

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 Sub-committee, the Acupuncture Credentialing Sub-committee and the Quality Assurance Program Sub-committees and working groups.

The main focus for the Quality Assurance Committee in 2009 was the work on developing the policies and procedures for the Quality Assurance Program. The committee met six times and developed the key policies for two program components: the Annual Self Report and the Registrant Competence Assessment. The policies will be introduced to the Board for its review and approval in February 2010.

Even though the Committee's current priority is on the Quality Assurance Program, members are regularly informed about the work and actions of two other subcommittees they oversee.

I would like to recognize the work of Olga Nestic, Brenda Hudson and other staff for their dedication to this endeavour. They have made the work of the

committee progress smoothly over the past year. Committee volunteers who give their time and expertise must be recognized; it is not a job that gets much thanks as we work our way through legislated changes that affect the work of the College. Everyone working on this project recognizes that these changes are significant to registrants and are guided by principles of fairness and respect.

Together, we can meet the legislated mandate and deliver quality physical therapy services the public has come to expect.

Respectfully submitted by *Anne Fiddick*, Chair and public representative

QUALITY ASSURANCE PROGRAM

The purpose of a Quality Assurance Program is to monitor and support the continued competence of physical therapists in B.C. Under the amended *Health Professions Act*, self-regulated health care professions have an obligation to the public to provide evidence that they have the capacity and competencies to provide quality care in their various practice contexts.

Annual Self Report (ASR) Sub-committee

In 2009 the Annual Self Report Sub-committee met five times. Our meetings focused on reviewing and revising the Annual Self Report, which will be launched in late 2010. The aim of the Annual Self Report is self monitoring and provision of educational resources to enhance individual registrant continuing competence.

The Annual Self Report Sub-committee has made significant progress on development of the Annual Self Report. The Quality Assurance Committee and the College Board, approved the committee's recommendation of an online tool. It will be used by physical therapists as a self monitoring tool to identify risks and supports to their continued competence. It is also designed to be a resource and education tool by providing built-in links to relevant College Bylaws, Practice Standards, Advisory Statements, and other College documents. Results of an individual's Annual Self Report are confidential and cannot be accessed by the College. Aggregate information will be used to assist the College in determining where further resources and education are needed.

The sub-committee welcomes registrants to consider volunteering to participate in the Annual Self Report pilot, which is scheduled for May of 2010.

Respectfully submitted by *David Troughton*, Chair

Registrant Competence Assessment (RCA) Sub-committee

The Registrant Competence Assessment Sub-committee is responsible for developing and implementing an assessment that will assist registrants to demonstrate (provide evidence) of their continued competence.

In 2009, the Registrant Competence Assessment Sub-committee met four times and held a two-day workshop to build on the knowledge and skills of our team leaders who supervise the teams who are writing the clinical scenarios and questions for the Registrant Competence Assessment. With the addition of two new teams from Kelowna in September, we now have 10 working teams diligently developing the content under the guidance of our consultant, Dr. Marla Nayer. The Registrant Competence Assessment is structured using a "Key Features Case-based" format. This format tests decision-making skills by focusing on the test taker's abilities with respect to the critical steps to achieve the best solution in a given scenario. It tests the decisions that physical therapists

QUALITY ASSURANCE PROGRAM

REGISTRANT ANNUAL SELF REPORT SUB-COMMITTEE

Dave Troughton,
Chair & Registrant
Jeffrey Garrett,
Registrant & Board
Member (to June
2009)
Leanne Juras,
Registrant
Anne Harris,
Registrant
(from June 2009)
Linda Li,
Registrant
Jonathan Russell
Registrant (from
September 19, 2009)

REGISTRANT COMPETENCE ASSESSMENT SUB-COMMITTEE

Nancy Cho,
Chair & Registrant
Kathy Petts,
Vice Chair &
Registrant
Jason Giesbrecht,
Registrant &
Board Member (to
April 2009)
Cindy Ashton,
Registrant
Marcy Dayan,
Registrant
Margaret Harris,
Registrant
Janet Leung,
Registrant
Sue Murphy,
Registrant
Robin Roots,
Registrant

actually make in practice, rather than factual recall of information outside of clinical context. It's more appropriate in continuing competence assessment than other formats since it is closer to what clinicians actually do in practice. A pilot test is planned for 2011, with implementation starting in 2012. Registrants will be completing the Registrant Competence Assessment every six years. The Sub-committee Chair and the College Board would like to thank all the team members for their time, as they have had many meetings throughout 2009.

Items writing team members:

Christine Acton; Dianne Aikman; Cindy Ashton, Margaret Bednard, Stacy Benmore, Islay Binnie, Graham Coleman, Linda Coleman, Krista Cunningham, Karen DaSilva, Marcy Dayan, Tanya Dunne, Norman Hanson, Margaret Harris, Megan Helgason, Dan Hewson, Fatima Inglis, Lynda Lawrence, Bernie Lee, Janet Leung, Lois Lochhead, Janet Lundie, Dan Macleod, Shannon Martens, Sue Murphy, Angela Ozero, Clare Palmer, Kathy Petts, Anne Rankin, Heather Robertson, Robin Roots, Sarah Rowe, Karen Sauve, Bradly Smiley, Arlana Taylor, Laura Werner.

Respectfully submitted by *Nancy Cho*, Chair

Quality Assurance Program (QAP) Communications Working Group

The QAP Communications Working Group met five times in 2009 to discuss effective ways of keeping registrants informed about the Quality Assurance Program.

The Working Group prepared a poster presentation for the 2009 Annual General Meeting and subsequently answered questions regarding implementation of the components of the Quality Assurance Program.

The Working Group also prepared an article for the summer 2009 edition of the College newsletter, *Update*, outlining the work of both the Annual Self Report Sub-committee and the Registrants Competence Assessment Sub-committee. In addition, the Working Group prepared detailed information on the Quality Assurance Program to appear on the website in 2010.

The Quality Assurance Program Coordinator, Olga Nestic, gave the following presentations about the Program in 2009:

- poster presentation at the Fraser Health Authority PT/PTA Education Day in February
- poster presentation in May for "Step- up" Education Day for Vancouver Acute physical therapists
- presentation for physical therapists from Vancouver Acute at GF Strong Rehabilitation Centre
- presentation at Surrey Memorial Hospital
- presentations in Vernon and Kelowna
- presentations in at the Royal Jubilee Hospital and Victoria General Hospital
- presentation to the Burnaby Hospital physical therapists

An Annual General Meeting presentation and other regional presentations are scheduled from January-June, 2010.

Many thanks to the members of the working group for their dedication and hard work. Thank you to Mary Clark, our Communication Consultant for her valuable input and to Olga Nestic, the Quality Assurance Program Coordinator for all her assistance.

Respectfully submitted by *Christine Masson*, Chair

**COMMUNICATIONS
SUB-COMMITTEE**

Christine Masson,
Chair & Registrant
Nancy Cho,
Registrant
Garrett Gabriel,
Registrant
(to January 2009)
Anne Scott,
Registrant & Board
Member

STANDARDS OF PRACTICE SUB-COMMITTEE

The Sub-committee is responsible for reviewing and revising College Practice Standards and Advisory Statements every three years. To assist with this, the committee developed a method to track physical therapists' questions relating to specific Practice Standards and Advisory Statements.

The Sub-committee considered and answered registrant questions on advertising, patient records, concurrent treatment, charting, and assignments of tasks to physical therapy support workers.

A newsletter article on sending patient information by fax or email was published in the June 2009 Update. We will continue to draft newsletter articles that draw attention to various Bylaws, Practice Standards, or Advisory Statements.

The Sub-committee started work on a resource document for registrants on the challenging topic of Consent to Treatment. The document will be published in the summer of 2010.

Many thanks to those committee members who completed their terms in the latter half of 2009 and we are looking forward to three new members in the coming year.

I would like to acknowledge and thank Susan Paul, Practice Advisor, for all her work and efforts to keep the Sub-committee operating smoothly and productively. We are grateful to Brenda Hudson for her ongoing guidance.

Respectfully submitted by *Peter Goyert*, Chair

ACUPUNCTURE CREDENTIALING SUB-COMMITTEE

The Acupuncture Credentialing Sub-committee reviews and adjudicates the dry needling credentials of nationally and internationally trained registrants who wish to practice acupuncture or intra-muscular stimulation techniques within the scope of practice of physical therapy. The sub-committee adheres to the College's Practice Standard No. 10 - Dry Needling for Physical Therapists and uses the College's Credentialing Policy 10.1 when it evaluates a registrant's educational qualifications.

The Acupuncture Credentialing Sub-committee met three times, by teleconference, in 2009. Two registrants applied for credentialing of their acupuncture qualifications in 2009. Two dry needling programs were reviewed to determine if they met the minimum criteria of Policy 10.1.

The Acupuncture Credentialing Sub-committee revised the Acupuncture Credentialing Policy in 2009 to ensure that it includes relevant criteria for intra-muscular stimulation credentialing. The sub-committee will continue to review requests for credentialing of acupuncture and intra-muscular stimulation credentials, liaise with the Acupuncture Foundation of Canada and the Institute for the Study and Treatment of Pain, and monitor dry needling standards and requirements for physical therapists across Canada.

The sub-committee reminds applicants to review the Dry Needling Credentialing Policy 10.1 thoroughly before submitting an application for educational credentialing, with particular attention to the minimum hours requirement, together with the requirement for successful completion of a theoretical and practical examination.

Respectfully submitted by *David G. Moffitt*, Chair

STANDARDS OF PRACTICE

Peter Goyert,
Chair (from
February 2009)
& Registrant
Arturo Pallares,
Vice-Chair (from
February 2009)
& Registrant
Joanna Bernat,
Registrant (from
November 2009)
Jeffrey Garrett,
Registrant
(to June 2009)
Ross McKinnon,
Registrant (from
November 2009)
Paula Peres,
Registrant
Klari Varallyai,
Chair & Registrant
(to September 2009)

ACUPUNCTURE CREDENTIALING SUB-COMMITTEE

David Moffitt,
Chair & Registrant
Shannon Sproule,
Vice Chair &
Registrant
Darryl Caves,
Registrant
Marianne Schroeder,
Public
Representative

PATIENT RELATIONS COMMITTEE

Jane Cole,
Chair &
Registrant
Terry Fedorkiw,
Chair & Registrant
(to June 2009)
Jane Gates,
Registrant &
Board Member
(from April 2009)
Jason Giesbrecht,
Registrant &
Board Member
(to April 2009)
Terry Mitchell,
Public
Representative
(from June 2009)
Kerry Moore,
Public
Representative
(to January 2009)
Wren Montgomery,
Board Public
Representative
(to June 2009)
Penny Wilson,
Vice Chair &
Registrant (to
January 2009)
Sophia Zhao,
Registrant
(from September
2009)

INQUIRY COMMITTEE

Robert Hofmann,
Chair & Registrant
Victor Brittain,
Vice Chair,
Registrant &
Board Member
Lynda Lawrence,
Registrant
Alison Leedham,
Public
Representative
Gregory Noonan,
Registrant
Cheryl Thompson,
Registrant
John Zimmer,
Board Public
Representative

PATIENT RELATIONS COMMITTEE

The Patient Relations Committee is responsible for taking measures to prevent or deal with professional misconduct of a sexual nature. These measures include the development of educational programs on professional misconduct for registrants and the public, guidelines for the conduct of registrants with their patients, and the provision of information to the public regarding the responsibilities of registrants and the college's complaint and disciplinary process.

The Committee met twice in 2009 and completed and published the booklet – *Where's the Line? Professional Boundaries in a Therapeutic Relationship*. The booklet is now on the College website and a copy was distributed to each registrant with the summer 2009 edition of the newsletter.

In 2009, many of the Health Regulatory Organisations formed a Patient Relations Working Group to share ideas and resources with the common goal of meeting the requirements set out in the *Health Professions Act* with respect to Patient Relations Committees. In October, two committee members attended a half-day course on Professional Boundaries and Sexual Misconduct featuring Dr. Glen Gabbard and organized by this Working Group. Susan Paul, the Practice Advisor, continues to present an annual session on Professional Boundaries to the physical therapy students at the University of British Columbia.

Committee members continue to write regular articles for the Public Relations Corner in the *Update* reflecting current issues addressed by the committee. This year an article was written on Patient Centered versus Provider Centered Care in the spring edition of the newsletter, and an article to highlight "Where's the Line?" appeared in the fall edition.

There was considerable turn over in the committee as various members completed their terms. Many thanks to the departing members for their hard work and contributions. The committee is also indebted to the continued guidance and support of the Practice Advisor Susan Paul.

Respectfully submitted by *Jane Cole*, Chair

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 seven times in 2009 of which two 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 2009, the Committee investigated 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 decision. There were no requests for review to the Health Professions Review Board in 2009.

As the outgoing committee chair I would like to reflect on the years of change in the College complaints process. It is with pride that I can say we have molded a great team to represent our College in fulfilling the mandate of the *Health*

Professions Act. We have a legal framework which has served us well. The committee has accepted continuous improvement to its process. With the great help of our legal counsel I believe members of our profession can be proud of the committee’s dedication in following its mandate. The committee members are bound by legislation laid out in the *Health Professions Act* and now also by the Health Professions Review Board. Fairness, timeliness, and consistency in decisions have been the standard for the committee. I believe our committee process can now be viewed as a template for other Colleges to follow.

Please allow me to thank the committee members for all of their hard work. Without the dedication of the lay representatives, our fellow College members, and our legal counsel Mr. Anthony Tobin we could not fulfill the duties laid out in the *Act*.

I would also like to thank the staff of our College for the years of work allowing this committee to work as well as it does.

The following tables provide an overview of the Committee’s activity in 2009:

Outstanding Complaints as of December 31, 2008 24
Number New Complaints Received in 2009 27
Number of Complaints Closed in 2009 37
Outstanding Complaints as of December 31, 2009 14

The complaints received this year fall under the following categories:

Standards Infractions

- Competency 6
(not complying with established standards of practice causing injury)
- Advertising 2
- Consent to Treat 0
- Confidentiality 0

Professional Misconduct

- Billing infractions. 0
- Failure to comply with Act, Regulations & Bylaws . . . 0
- Communication 0
- Conduct Unbecoming 3
- Noncompliance with the Criminal Record Check 13

Disposition of Complaints in 2009

Closed – no findings/breach 12
Closed – reprimand/undertaking 12
Closed – in compliance with the *Criminal Record Review Act* . . . 13
Dismissed – no jurisdiction 1
Referred to Discipline 3
Request for Health Professions Board review 0

Respectfully submitted by *Robert Hofmann*, Chair

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*.

Three citations were issued in 2009. Two cases were resolved prior to going to a hearing and the third is a hearing scheduled for 2010.

Respectfully submitted by *Bruce Clark*, Chair

DISCIPLINE COMMITTEE

- Bruce Clark,
Chair & Registrant
- Jane Calland,
Registrant
- JR Justesen,
Registrant
(from June 2009)
- Grant McLean,
Registrant (to May
2009)
- Gillian Parker,
Registrant
- Barbara Picton,
Registrant
- Dr. Richard Primeau,
Public Representative
- Richard Walker
Public Representative
(from November 2009)

LEGISLATIVE COMMITTEE

Annick de Gooyer,
Chair, Registrant
& Board Member

Marilyn Atkins,
Vice Chair &
Registrant

Scott Brolin,
Registrant
(to December
2009)

Garrett Gabriel,
Registrant (to
January 2009)

Daniel Hewson
Registrant (from
June 2009)

PT SUPPORT WORKER PROJECT STEERING COMMITTEE

Victor Brittain,
Chair, Registrant
& Board Member

Jeffrey Garrett,
Registrant &
Board Member
(to April 2009)

Annick de Gooyer,
Registrant

Annette Laurin,
Registrant

Margaret Warcup,
Registrant

FINANCE COMMITTEE

Gabriele Yoneda,
Chair &
Registrant

Margaret Harris,
Registrant (to
April 2009)

Patrick McParland,
Public
Representative

Freeman Qu
Registrant (from
April 2009)

LEGISLATIVE COMMITTEE

The Legislative Committee's role is to review and recommend changes to the College's Bylaws, and to review other legislation that impacts the practice of physical therapy. The bulk of the committee's work in 2009 continued to be the revision of the Bylaws to ensure accordance with the *Health Professions Act*, and to be in keeping with the model Bylaws set out by the Ministry of Health. Thanks to Scott Brolin for his time on the committee, and a welcome to Dan Hewson who is a new member.

Respectfully submitted by *Annick de Gooyer*, Chair

FINANCE COMMITTEE

The College's Finance Committee oversees the development of the College's annual budget and advises the Registrar about the financial management of the College's affairs. The Committee met six times during the fiscal year, which ended November 30, 2009. Pat McParland, our public representative, and Freeman Qu, a Board member, are valuable members of this committee.

Margaret Harris stepped down from the Committee when her term on the Board ended. Pat McParland, who has been a committee member for the last 2 years, will be stepping down once a replacement is approved by the Board.

The College's audited financial statements for 2009 are found on page 11 in this Annual Report. The College continues to maintain a sound financial position and the Board has approved the operating budget for 2010.

Over the past year, the Finance Committee has continued to recommend an investment strategy that focuses on getting a maximum return on our assets while maintaining a high level of security. The continued economic downturn that Canada is presently experiencing has reinforced the need for a strong Reserve Financial Fund for our organization. We experienced a positive variance in 2009 primarily due to anticipated activity that was deferred by the Quality Assurance Program and through a delay in staff recruitment related to the Quality Assurance Program. No new major projects were initiated. The plan will be to move a portion of our surplus into the College Reserve Fund.

The Finance Committee continues to be very appreciative of the support received from the office staff, Dolores Connolly, from our bookkeeper, Cathy Larkin, and especially from our College Registrar, Brenda Hudson.

Respectfully submitted by *Gabriele Yoneda*, Chair

AUDITORS' REPORT

To the Directors of
COLLEGE OF PHYSICAL THERAPISTS OF BRITISH COLUMBIA

We have audited the statement of financial position of the **College of Physical Therapists of British Columbia** as at **November 30, 2009** and the statements of operations, changes in net assets and cash flow 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 **November 30, 2009** and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Morrow & Co.
Certified General Accountants

Vancouver, B.C.
February 15, 2010

STATEMENT OF FINANCIAL POSITION

NOVEMBER 30, 2009	2009	2008
ASSETS		
Current		
Cash	\$ 394,607	\$ 280,117
Short-term investments (Note 3)	23,000	–
Accounts receivable	9,252	4,999
Prepaid expenses	<u>8,438</u>	<u>5,862</u>
	435,297	290,978
Reserve Fund (Note 4)	473,584	405,000
Capital Assets (Note 5)	32,363	41,158
Intangible Asset (Note 6)	<u>–</u>	<u>23,242</u>
	<u>\$ 941,244</u>	<u>\$ 760,378</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 57,776	\$ 29,148
Wages payable	–	511
Deferred fee revenue	<u>93,285</u>	<u>87,997</u>
	<u>151,061</u>	<u>117,656</u>
NET ASSETS		
Net assets	<u>\$ 790,183</u>	<u>\$ 642,722</u>
	<u>\$ 941,244</u>	<u>\$ 760,378</u>

STATEMENT OF OPERATIONS AND NET ASSETS

YEAR ENDED NOVEMBER 30, 2009	2009	2008
REVENUE (Note 8)	<u>\$1,103,423</u>	<u>\$ 1,062,515</u>
EXPENSES		
Salaries and wages	407,109	394,246
Inquiry Committee	99,301	122,997
Quality Assurance Committee	83,011	45,531
Alliance dues	41,000	42,669
Rental	38,661	35,779
Professional fees	34,561	40,933
Committees and representatives	32,615	6,160
Newsletter and guides	30,948	39,945
Annual general meeting	27,155	22,183
Amortization of intangible assets	23,242	47,677
Interest and bank charges	17,722	14,601
Computer-related expenses	17,145	20,614
Honoraria	16,850	—
Office expenses	14,680	23,747
Board of Directors	13,362	36,308
Supplies	10,192	11,298
Amortization of capital assets	10,011	11,586
Legislative	8,974	11,192
Telephone and telecommunications	8,827	8,097
Administration	6,136	2,691
Insurance	5,664	5,737
Personal development	3,501	7,748
Photocopier	3,168	1,294
Special Projects	1,910	4,470
Patient Relations Committee	217	1,450
	<u>955,962</u>	<u>958,953</u>
EXCESS OF REVENUE OVER EXPENSES	147,461	103,562
NET ASSETS, BEGINNING OF YEAR	<u>642,722</u>	<u>539,160</u>
NET ASSETS, END OF YEAR	<u>\$ 790,183</u>	<u>\$ 642,722</u>

STATEMENT OF CASH FLOWS

YEAR ENDED NOVEMBER 30, 2009	2009	2008
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$147,461	\$103,562
Items not involving cash:		
Amortization - capital assets	10,011	11,586
Amortization - intangible asset	23,242	47,678
Amortization of deferred grant	—	(5,625)
	<u>180,714</u>	<u>157,201</u>
Changes in non-cash working capital:		
Accounts receivable	(4,253)	1,287
Prepaid expenses	(2,576)	7,056
Accounts payable and accrued liabilities	28,117	(66,470)
Deferred fee revenue	5,288	19,964
	<u>26,576</u>	<u>(38,163)</u>
	<u>207,290</u>	<u>119,038</u>
INVESTING ACTIVITIES		
Acquisition of capital assets	(1,216)	(4,866)
INCREASE IN CASH	206,074	114,172
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>\$ 685,117</u>	<u>\$ 570,945</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 891,191</u>	<u>\$ 685,117</u>

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED NOVEMBER 30, 2009

	Invested in Capital Assets	Reserve Fund	Unrestricted	2009 Total	2008 Total
Balance, beginning of year	\$ 64,400	\$ 405,000	\$ 173,322	\$ 642,722	\$ 539,160
Excess of revenue over expenses	(33,253)	-	180,714	147,461	103,562
Investment in capital assets	1,216	-	(1,216)	-	-
Interfund transfer	-	68,584	(68,584)	-	-
Balance, end of year	<u>\$ 32,363</u>	<u>\$473,584</u>	<u>\$ 284,236</u>	<u>\$ 790,183</u>	<u>\$ 642,722</u>

NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 30, 2009

1. PURPOSE OF THE ORGANIZATION

The mandate of the College of Physical Therapists of B.C. is to serve and protect the public by establishing, monitoring and enforcing standards of physical therapy practice 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 B.C. is established by regulation under the *Health Professions Act*. It is exempted as a non-profit organization from paying income taxes in accordance with Section 149 (1) (l) of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Revenue Recognition

The College follows the deferral method of accounting for 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) Capital Assets

Capital Assets are recorded at cost. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows, except in the year of acquisition when one half of the rate is used:

Computer equipment	30% declining balance basis
Furniture and equipment	20% declining balance basis
Leasehold improvements	20% straight-line method

c) Intangible Asset

Intangible assets with estimated useful lives are amortized over their respective estimated useful lives to their estimated residual values. The College has an intangible asset relating to a new online database system which allows members to register and communicate with the College online. The database is being amortized over three years using the straight line method, with a half year's provision in the year of acquisition. The intangible asset was fully amortized during the year.

d) 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 flows 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, 2009, no impairment losses have been recorded.

e) Use of Estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires that management makes 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 from 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

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, 2009 the board approved a cash transfer of \$68,584 to the Reserve Fund.

5. CAPITAL ASSETS

	<i>Cost</i>	<i>Amortization</i>	<i>Net 2009</i>	<i>Net 2008</i>
Furniture and equipment	\$ 52,236	\$ 40,125	\$ 12,111	\$ 15,140
Computer equipment	34,148	25,343	8,805	11,709
Leasehold improvements	<u>36,710</u>	<u>25,263</u>	<u>11,447</u>	<u>14,309</u>
	<u>\$123,094</u>	<u>\$ 90,731</u>	<u>\$ 32,363</u>	<u>\$ 41,158</u>

6. INTANGIBLE ASSET

	<i>Cost</i>	<i>Amortization</i>	<i>Net 2009</i>	<i>Net 2008</i>
Database software	\$ 143,032	\$ 143,032	\$ —	\$ 23,242

7 DEFERRED GRANT RELATED TO INTANGIBLE ASSET

	<i>2009</i>	<i>2008</i>
Balance, beginning of year	\$ —	\$ 5,625
Amortized to revenue	—	(5,625)
Balance, end of year	<u>\$ —</u>	<u>\$ —</u>

Deferred grant relates to the acquisition and development of the College's membership database software. The grant will be amortized at the same rate as the underlying asset using three years straight-line method, with a half year's amortization in the first year. The deferred grant was fully amortized in 2008.

8 REVENUE

	<i>2009</i>	<i>2008</i>
Registration fees	\$ 1,026,141	\$ 967,961
Application fees	36,765	38,088
Interest Income	10,807	26,120
Permit fees	14,500	14,138
Cost recovery / fines	11,420	7,523
Deferred Grant Revenue	—	5,625
Corporation fees	3,650	3,000
Reference guide sales	40	60
Other income	<u>100</u>	<u>—</u>
	<u>\$ 1,103,423</u>	<u>\$ 1,062,515</u>

9 COMMITMENTS

The College's premises are leased under an operating lease with the term ending March 31, 2012. In addition to basic rent, the College is required to pay a portion of certain operating costs and property taxes.

The College has also entered into a long-term term lease for office equipment and service contracts.

The lease commitments are as follows:

2010.....	\$ 36,500
2011.....	\$ 38,492
2012.....	\$ 34,892

10. FINANCIAL INSTRUMENTS

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