



2015/2016 Annual Report



Saskatchewan College of Respiratory Therapists



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ABOUT US

The Saskatchewan College of Respiratory Therapists (SCRT) is a regulatory body that was established in 2009 by *The Respiratory Therapists Act*. The title of Registered Respiratory Therapist is a protected term, and any respiratory therapist practicing in Saskatchewan must be licensed with SCRT.

SCRT regulates members that practice in the province of Saskatchewan as Registered Respiratory Therapists. The mandate of SCRT is to serve and protect the public.

This Annual Report is a summary of activities for the April 1, 2015 – March 31, 2016 fiscal year.

MISSION

The Saskatchewan College of Respiratory Therapists exists to ensure that the public receives safe, competent, and ethical care by a regulated and continually advancing profession.

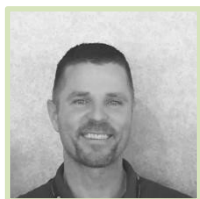
VISION

The Saskatchewan College of Respiratory Therapists is a future-focused, responsive, collaborative regulator committed to excellence in practice and to accountability to the public.

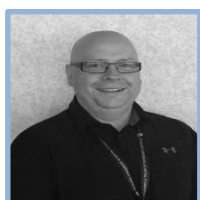
VALUES

- Respect
- Integrity
- Fairness
- Accountability
- Collaboration
- Professionalism

PRESIDENT & EXECUTIVE DIRECTOR/REGISTRAR MESSAGE



Mark Herzog, President prior to September 10, 2015
Sheldon Fizzard, President after September 10, 2015
Chelsea Wilker, Executive Director/Registrar



On behalf of the SCRT, we are pleased to present the President and Executive Director/Registrar yearly report.



There are 27 health-related professions in Saskatchewan with the authority to regulate their profession and in the case of the SCRT, to regulate the practice of Registered Respiratory Therapists (RRT). The SCRT is committed to ensuring that people in Saskatchewan are well served and protected from any risk of harm. The SCRT assures accountability by:

- ensuring that RRTs are qualified to practice;
- requiring RRTs to be registered and licensed to use the protected title;
- ensuring that RRTs participate in a continuing education program; and
- investigating complaints and taking corrective disciplinary action if necessary.

The 2015/2016 fiscal year was a very productive and exciting time for SCRT!

At the 2015 AGM, members voted to raise the membership fees to allow for increased revenue to hire a part-time Executive Director to ensure accountability and to strive to create a college focused on excellence. On December 1, 2015, Chelsea Wilker started in the role of Executive Director/Registrar. In addition, SCRT hired an external bookkeeping firm, MB Accounting, to decrease the administrative burden on the volunteer treasurer position.

During the 2015/2016 fiscal year, the SCRT focused on laying the foundation to create a high functioning, self-regulatory body. On April 7, 2016, SCRT Council approved the 2016 – 2019 Strategic Plan. A copy of the Strategic Plan can be found on page 5.

A highlight of achievements during the 2015/2016 fiscal year are as follows:

Complaints Section on the Website

It is the responsibility of a College to investigate complaints made against a member who is accused of professional misconduct or professional incompetence. SCRT now has a section on the website that offers information on the complaints process, and how to make a complaint.

Internationally Educated Respiratory Therapists (IERTs)

In January, 2016, SCRT and the Saskatchewan College of Paramedics (SCoP) received \$40,000 from the Government of Saskatchewan to meet the following outcomes:

- SCoP and SCRT will have an increased understanding of the assessment programs/processes available to internationally educated paramedics and respiratory therapists across Canada including awareness of jurisdictional documents, resources, and tools that are available.
- SCoP and SCRT will be better positioned to determine whether or not an in-province assessment program for internationally educated applicants is plausible.
- SCoP and SCRT will have increased knowledge regarding what an alternate assessment model for internationally educated applicants entails and if plausible for the province.
- Increase in SCoP's and SCRT's organizational capacity to develop and implement fair, transparent, consistent and timely registration policies and procedures for internationally educated applicants.

The final report having met the final deliverables was submitted to the government on March 31, 2016. SCRT will continue to work on this project throughout the 2016/2017 fiscal year with the intent to develop an in-province assessment process for internationally educated RT's.

Member Orientation Package

All new members applying to the SCRT for licensure now receive an electronic orientation package that provides important College information including the practice hour and continuing education requirements and links to *The Respiratory Therapists Act*, the Regulatory and Administrative Bylaws as well as the Continuing Education Program.

Collaboration

SCRT worked hard to collaborate with other regulatory bodies at the provincial and national level. SCRT continues to share office space and administrative support with two other regulatory colleges. SCRT continues to collaborate on a national level through our role with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). NARTRB is a not for profit organization whose members constitute those organizations in Canada responsible for the regulation of the profession of respiratory therapy. The mission of the NARTRB is to facilitate collaboration on regulatory issues while respecting the autonomy of each member organization to fulfill their regulatory mandate.

The 2015/2016 year was a good year for growth where the College laid a strong foundation for the future. We are extremely grateful for the contribution of many volunteers, Council members and Committee members!

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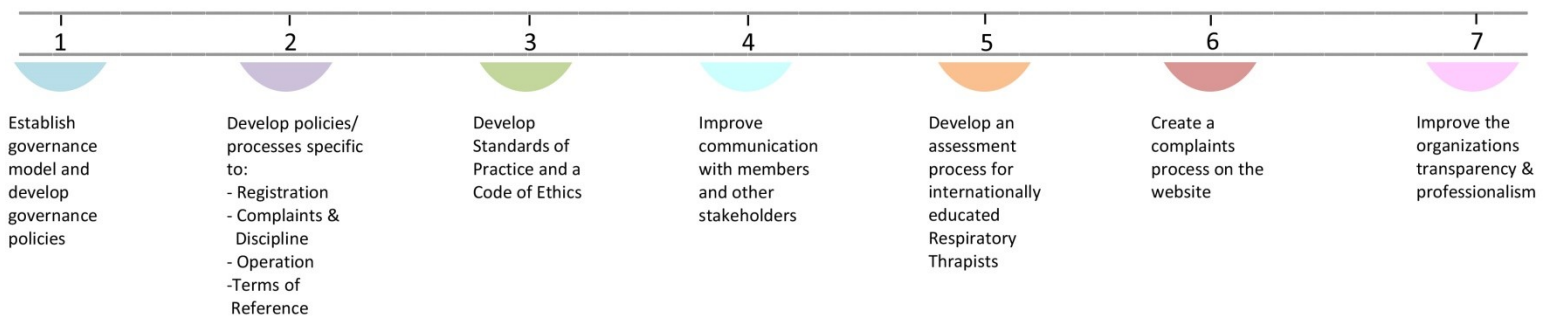
VISION

- The Saskatchewan College of Respiratory Therapists is a future-focused, responsive, collaborative regulator committed to excellence in practice and to accountability to the public.

VALUES

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STRATEGIES



COUNCIL

President	Sheldon Fizzard
Past President	Mark Herzog (President until September, 2015)
Treasurer	Michelle Turtle
Secretary	Andrea Dutchak
Director at Large Southern Chapter	Mike Amies
Director at Large Northern Chapter	Michelle Holodniuk

PUBLIC REPRESENTATIVES

Public Representative	Eugene Paquin
Public Representative	Jan Frayling
Public Representative	Marlene Klassen

STAFF

Executive Director/Registrar	Chelsea Wilker
Deputy Registrar	Steve Chard
Administrative Assistant	Ardis Monarchi



From left to right (back row) - Sheldon Fizzard, Michelle Turtle, Mark Herzog, Diana Holaday*, Jan Frayling

Front row - Andrea Dutchak, Marlene Klassen, Michelle Holodniuk, Mike Amies

Absent - Eugene Paquin

**Public representative appointed May, 2016*

PUBLIC REPRESENTATIVE'S REPORT

It is an honour and a privilege to serve as public representatives on the Council SCRT.

Public Representative's Role:

The role of a public representative is an important part of self-regulation. As volunteers, we are appointed by the Province of Saskatchewan to assist Council and the profession it regulates to protect the public interest. Our role is to represent the views of the public on matters before the Council and to report any public concerns to Council. By providing our own perspectives on decisions and activities of Council, we work to improve transparency and accountability, and to collectively ensure that the profession acts fairly, follows the Act and its bylaws, and fosters appropriate standards of practice and professional ethics.

Council Composition:

In addition to three public representatives appointed by the Lieutenant Governor in Council, SCRT has registered members who are elected by their peers and play a vital role on healthcare teams in Saskatchewan. The Executive Director/Registrar is an ex-officio member of Council without voting power.

Commitment to Excellence:

As public representatives, we continue to be impressed with SCRT's commitment to ensure that the public receives safe, competent, and ethical care by this regulated and continually advancing profession. The College works diligently to demonstrate fiscal responsibility and good governance. In addition, members have shown dedication and commitment to collaborative work with provincial and federal initiatives relative to the Respiratory Therapist profession.

In summary, we are pleased to report that the people of Saskatchewan are well served by this volunteer Council and by its Executive Director/Registrar.

Respectfully submitted by Marlene Klassen on behalf of the SCRT Public Representatives



COMMITTEE REPORTS

PROFESSIONAL CONDUCT COMMITTEE

Members

Scott Downey, RRT (Chair)
Marion Laroque, RRT
Chris Grant, RRT
Sheldon Hrynowsky, RRT
Jan Frayling, Public Representative
Eugene Paquin, Public Representative

The Professional Conduct Committee (PCC) is a statutory committee established by *The Respiratory Therapists Act*, and is responsible for reviewing, investigating and reporting on complaints or concerns received by the College regarding the conduct or competence of members.

The PCC is required to investigate any complaint referred to it by Council or any written complaint it receives alleging that a member is guilty of professional misconduct or professional incompetence. Once its investigation is completed, the PCC must make a written report to the Discipline Committee recommending either that a hearing into a formal complaint be held or that no further action be taken because the matter has been resolved with the consent of the complainant and the member, or has been dismissed because the facts do not support a formal complaint.

In 2015 - 2016, the Professional Conduct Committee reviewed a total of 5 cases. One case was carried over from the previous year.

Number of Complaints Received	4
Complaints dismissed	0
Number resolved through mediation or alternate dispute resolution	3
Number of formal investigations undertaken for misconduct and discipline	5
Number of cases referred to the Discipline Committee	0
Number of discipline hearings	0
Number of appeals and decisions	0
Number of complaints still under investigation and/or decision	2
Type of Complaint	
Professional Misconduct	5
Professional Incompetence	0

DISCIPLINE COMMITTEE

Members

Scott McCrae, RRT (Chair)
Candi Thompson, RRT
Angela Barsalou, RRT
Matthew Harrison, RRT
Marlene Klassen, Public Representative

The Discipline Committee (DC) is a statutory committee established by *The Respiratory Therapist Act* and is responsible for holding hearings of formal complaints of professional misconduct or professional incompetence that are referred to it by the Professional Conduct Committee.

There were no referrals to the Discipline Committee during the 2015/2016 fiscal year. The chair and a public representative attended a one day seminar on discipline investigations and conduct put on by the Saskatchewan College of Opticians.

CONTINUING EDUCATION COMMITTEE

Members

Bridgette Lang, RRT (Chair)
Barb Hewitt, RRT
Val Borsos, RRT
Marlene Klassen, Public Representative

Last year's audit period was April 1, 2013 to March 31, 2015. The committee is responsible for ensuring that SCRT members meet or exceed the required education credits as detailed in the college's Continuing Education Policy and Program. Members are required to meet 48 continuing education credits in a two year period.

The committee's job is to ensure all education credits are valid and fall within the program guidelines. We continually refer to the Continuing Education Policy and Program to ensure standards are met and to resolve any discrepancies we may find.

Of the total eligible membership, 5% were chosen through random lottery to be audited. Of the members audited, five passed with no additional clarification of information needed from the member. Five members required additional information to be sent to the committee, as they did not meet the required 48 credits. After receiving clarifying and additional information, three of the members passed the audit procedure. Unfortunately, two members needed to be passed on to the Professional Conduct Committee due to their inability to meet audit requirements. Eventually with the aid of the Professional Conduct Committee, the last two members did successfully pass the education audit.

Also, last year the committee updated and revised the Continuing Education Program. We thoroughly researched what other registered respiratory colleges are doing for continuing education to ensure our program was up to date. Not many changes were needed; mostly clarifications on areas where we were finding members had the most confusion about. We also decided to see, if possible, if we could do a talk at the SCRT Education Conference in 2016 to review the changes and to explain how the process of the audit works.

DEGREE ENTRY TO PRACTICE

The topic of degree entry-to-practice becoming the new minimum standard for respiratory therapists entering the workforce has been swirling around the profession for many years. Recently, the leadership of each Canadian regulatory body and the Canadian Society of Respiratory Therapists (CSRT) have agreed that degree as entry-to-practice is an issue that should be more carefully studied and pursued.

The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) established a Presidents' Committee (consisting of regulatory body Presidents) with the mandate to analyze evidence and develop strategies around degree entry-to-practice. As project lead, I report to and work with the Presidents' Committee (co-chairs: Cory Campbell, President MARRT, and Sheldon Fizzard, President SCRT) and the CSRT (Christiane Ménard, Executive Director).

On May 25, 2016, a national roundtable stakeholder discussion was held that was organized by the President's Committee of the NARTRB and the CSRT. The main purpose of this roundtable discussion was to start a national consultation process on a question that has been discussed informally for many years: ***Is Degree as Entry to Practice the Right Thing to Ensure the RT Profession Provides Optimal Patient Care?***

A total of 66 respiratory therapists participated in this first national roundtable discussion; these included educators, employers, as well as Respiratory Therapists from various areas of practice. I provided an overview of the degree entry-to-practice initiative and an update on my recent discussions with government officials in Saskatchewan, to date. This was followed by a presentation on a literature review completed by Andrew West from the University of Manitoba. The literature review showed evidence describing the relationship between the level of higher education attained by health professionals and health care outcomes.

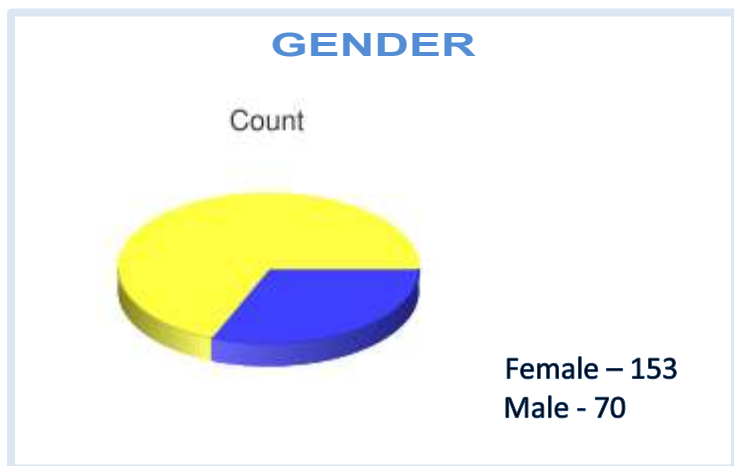
Participants then discussed and worked on preparing statements that supported degree as entry to practice for the profession of respiratory therapy based on the evidence in the literature and/or in their function as employer or educator. The Presidents' Committee and the CSRT are now in the process of writing up these statements (key messages) to be shared with provincial and national stakeholders as we move forward with broader consultations.

Respectfully Submitted,
Mark Herzog, BAdmin, RRT

AGE OF MEMBERS

<u>Age of SCRT Members</u>	<u>Count</u>
21 Years	1
23 Years	7
24 Years	6
25 Years	5
26 Years	11
27 Years	10
28 Years	8
29 Years	9
30 Years	15
31 Years	17
32 Years	13
33 Years	7
34 Years	6
35 Years	9
36 Years	5
37 Years	13
38 Years	2
39 Years	4
40 Years	9
41 Years	2
42 Years	8
43 Years	1

<u>Age of SCRT Members</u>	<u>Count</u>
44 Years	5
45 Years	4
46 Years	5
47 Years	3
48 Years	2
49 Years	3
50 Years	1
51 Years	5
52 Years	2
53 Years	6
54 Years	2
55 Years	1
57 Years	2
58 Years	3
59 Years	3
61 Years	4
63 Years	2
66 Years	1
69 Years	1
Total	223











MEMBERSHIP NUMBERS

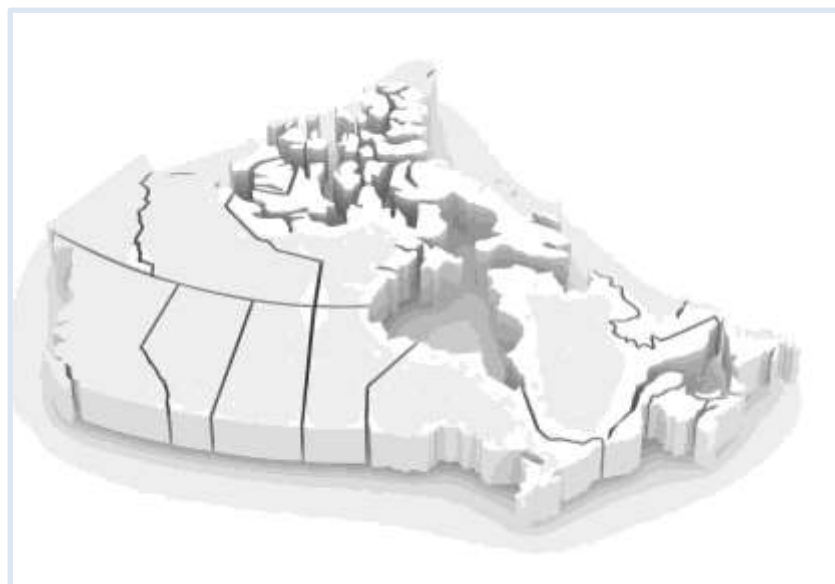
Year	Number
2009	153
2010	170
2011	183
2012	201
2013	203
2014	223
2015	223

LOCATION OF BASIC RRT GRADUATION

Active Licensed Members by Location of Initial Education in Respiratory Therapy

Location of Basic RRT Graduation Count

	Unknown/Other	7
	Alberta	128
	British Columbia	15
	Manitoba	11
	New Brunswick	13
	Newfoundland and Labrador	8
	Nova Scotia	5
	Ontario	35
	Quebec	1
Total		223



SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS
Financial Statements

Year Ended March 31, 2016

(Unaudited)

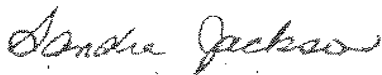
Review Engagement Report

To the Directors of
SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

I have reviewed the balance sheet of SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS as at March 31, 2016 and the statements of operations, net assets and cash flow for the year then ended. These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the company.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not for profit enterprises.



Sandra Jackson CPA Prof. Corp

Regina, Saskatchewan
May 26, 2016

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Balance Sheet as at March 31, 2016

(Unaudited)

ASSETS	2016	2015
Current		
Cash	\$ 149,910	\$ 115,116
Marketable securities	140,523	138,118
Accounts receivable	755	654
Prepaid expenses	5,965	3,521
	<hr/>	<hr/>
	297,153	257,409
	<hr/>	<hr/>
	\$ 297,153	\$ 257,409
	<hr/>	<hr/>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	\$ 3,693	\$ 1,719
Deferred revenue (note 4)	109,660	74,075
	<hr/>	<hr/>
	113,353	75,794
	<hr/>	<hr/>
	113,353	75,794
Net Assets		
Unrestricted Net Assets	183,800	181,615
	<hr/>	<hr/>
	183,800	181,615
	<hr/>	<hr/>
	\$ 297,153	\$ 257,409
	<hr/>	<hr/>

See accompanying notes to the financial statements

Approved by:

Director: *S. Figgard*

Director: *[Signature]*

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Statement of Net Assets for the year ended March 31, 2016

(Unaudited)

	2016		2015
Net Assets, beginning of the year	\$ 181,615	\$	167,538
Surplus	2,185		14,077
Net Assets, end of the year	\$ 183,800	\$	181,615

See accompanying notes to the financial statements

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Statement of Operations for the year ended March 31, 2016

(Unaudited)

	2016	2015
Revenue:		
License Fees	\$ 75,490	\$ 84,624
Exhibit Fees	18,150	12,320
ED Day Registration	4,025	4,422
Interest income	2,506	1,322
Other Income	1,885	1,900
	<hr/> 102,056	<hr/> 104,588
Operating Expenses:		
Communications and Branding	518	1,986
Insurance	5,135	5,052
Interest and bank charges	2,548	1,993
Management fees	6,120	-
Meetings and conventions	39,154	27,642
Office expenses	14,129	20,433
Website Development and Maintenance	6,953	9,240
Professional fees	6,615	3,456
Rental	6,960	8,120
Equipment rental and maintenance	164	-
Registrar Honorarium	7,200	7,800
Telephone	1,114	1,740
Travel expense	3,261	3,049
	<hr/> 99,871	<hr/> 90,511
Surplus	<hr/> <hr/> \$ 2,185	<hr/> <hr/> \$ 14,077

See accompanying notes to the financial statements

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Statement of Cash Flows for the year ended March 31, 2016

(Unaudited)

	2016	2015
Cash flow from operating activities		
Net income	\$ 2,185	\$ 14,077
Items not affecting cash:		
Changes in non-cash working capital:		
Accounts and notes receivable	(100)	(544)
Prepaid expenses	(2,444)	2,273
Accounts payable and accrued liabilities	1,975	1,719
Unearned revenue	35,585	21,225
Net cash provided by operating activities	37,201	38,750
Cash flows from investing activities		
Purchase of marketable securities	(2,407)	-
Net cash provided by (used in) investing activities	(2,407)	-
Cash flows from financing activities		
Net increase in cash	34,794	38,750
Cash at the beginning of the year	115,116	76,366
Cash at the end of the year	\$ 149,910	\$ 115,116

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

1. Description of Organization

The organization is incorporated under the Non-Profit Corporations act.

The organization is operating under the Respiratory Therapists Act as a professional association.

2. Summary of Significant Accounting Policies

Basis of presentation

The financial statements of the company are prepared in accordance with Canadian Accounting Standards for Not for Profit Organizations.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash and cash equivalents consist primarily of commercial paper and deposits with an original maturity date of purchase of three months or less. Because of the short term maturity of these investments, their carrying amount approximates fair value.

Credit risk

The organization has significant amounts deposited in a financial institution, which is its regular banker. Since CDIC rules guarantee only a maximum of \$100,000, the organization has a risk of non-recoverability in case of a default by the financial institution of an amount of about \$190,000. The organization minimizes risk by entering into agreements with large financial institutions with appropriate credit ratings.

Investments

Investments are classed as held for trading and are reported at fair market value.

Revenue

License fees are for the period April 1 to March 31 and are recognized as revenue in the period to which they apply.

3. Commitments

The organization leases office space for \$850.00 per month.

SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

Notes to Financial Statements

Year Ended March 31, 2016

(Unaudited)

4. Deferred Revenue

	<u>2016</u>	<u>2015</u>
Membership fees	\$ 106,410	\$ 68,725
Education Day income	750	5,350
Education Day sponsorship	<u>2,500</u>	<u>-</u>
Deferred revenue, ending	<u>\$ 109,660</u>	<u>\$ 74,075</u>

5. Comparative Figures

Prior year amounts were prepared by another accountant and are presented for comparative purposes. Amounts may have been reclassified to conform with current year presentation.





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