



**ANNUAL REPORT  
FOR 2008**



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## BOARD OF DIRECTORS

### Executive Committee

Chairman	<i>Paulette McKenna</i>
Vice Chairman	<i>Anne McNeil</i>
Treasurer	<i>Janice Atkins</i>
Corresponding Secretary	<i>Maureen Eagle Alders</i>

### Members

Post Graduate Education Fund Committee Rep.	<i>Tara Mercier</i>
<b>NSPAG and Alliance Rep.</b>	<i>Ann Read</i>
Physiotherapy Support Personnel Advisory Committee Rep.	<i>Maureen Eagle Alders</i>
Personnel Committee Rep.	<i>Paulette McKenna</i>
Complaints /Investigation Committee Rep.	<i>Heather Lonergan</i>
Peer Assessment Committee Rep. And NSPAG Rep.	<i>Anne McNeil</i>
Standards of Practice Committee Chair	<i>Janice Webber</i>
Finance Committee Rep.	<i>Robert Cowan</i>
Member-at-Large	<i>Sandra Curwin</i>
Lay Representatives	<i>Robert Cowan</i> <i>Janice Atkins</i>

### Staff

E.D. / Registrar	<i>Joan Ross</i>
Office Manager	<i>Toni Ann Baker</i>
Legal Counsel	<i>Kathryn Raymond</i>

### Address of the Board

Suite #356 Chebucto Place  
7105 Chebucto Rd.  
Halifax, NS B3L 4W8  
(902) 454-0158  
Fax (902) 484-6381  
1-866-225-1060  
Website <http://nsphysio.com>

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March 15, 2009

The Honourable Ms Karen Casey  
Minister of Health  
1690 Hollis St.  
4<sup>th</sup> Floor Joseph Howe Bldg.  
Halifax, NS

Dear Ms. Casey

I have the honour to present the Annual Report of the Nova Scotia  
College of Physiotherapists. It summarizes the activities of the year  
ending on December 31, 2008.

Respectfully Submitted,

Paulette McKenna  
Chairman of the Board

## CHAIRMAN'S REPORT

Paulette McKenna

Dear Members,

Thank you for the opportunity to work on behalf of our Physiotherapy profession over the last 6 years. It has been my ambition to promote change, but I also acknowledge that although much has been done, we still have a long way to go. I hope I have left the Board a little better than when I arrived. I know we have made many accomplishments, not all without conflict but certainly with forethought and study.

As you know the NSCP is the self regulated body of Physiotherapists in Nova Scotia. It elects a Board of Directors (often mistakenly referred to as the College or the NSCP) to act on its behalf. The mandate of the Board is to ensure the protection of the Nova Scotia public through the upholding of the Physiotherapy Act with its regulations and Standards of Practice as well as the Physiotherapy Code of Ethics. Our ongoing commitment to this is evidenced by the recent development of the new Standards of Practice Committee as well as continued support for the Investigations and Peer Review committees. The Board cannot be successful without the continued support from all of its committees including Complaint Investigations, Peer Review, Practice Standards, Physiotherapy Support Personnel and Post Graduate Education, as well as through its participation on the Nova Scotia Physiotherapy Advisory Group.

The NSCP has not avoided the impact of the global economic crisis. Investment losses and service industry decline have made their impression on the College finances. Much time and effort have been expended by the Board and the Registrar/Executive Director to minimize the financial effect and ensure the College remains in a sound financial position. In response to member suggestions the College office has very recently undergone much needed restructuring in efforts to make it more efficient and effective. The Board has eliminated position of Office Manager and split the Registrar/Executive Director position. A search for a part time Executive Director is about to commence. The new ED will take over responsibilities of organizing and managing office affairs, including human resource, financial and administration duties. In anticipation of this change, a personnel committee has been struck to ensure a smooth transition. The 2009 budget will reflect those measures taken to improve the organizational structure of the College and to enable us to continue to protect the public we serve through this extraordinary privilege of self regulation.

The issues we have faced over the last 6 years have become increasingly complex. The Board, and/or it's committees, has provided feedback in a variety of areas such as The Fair Registration Practices Act, the Statutory Privileges Act, Personal Health Information Legislation, the Models of Care Initiatives, Interprofessional Collaborative Practice, Emergency preparedness, and the Revised version of the Peer Assessment Regulations. In addition to regulatory issues we have addressed many member inquiries and concerns at the Board level,

This AGM 2009 marks the completion of my term as a member of the Board of Directors of the Nova Scotia College of Physiotherapist. I believe my journey is described by Barack Obama when he said;

***“Making your mark on the world is hard. If it were easy, everybody would do it. But it's not. It takes patience, it takes commitment, and it comes with plenty of failure along the way. The real test is not whether you avoid this failure, because you won't. It's whether you let it harden or shame you into inaction, or whether you learn from it; whether you choose to persevere.”***

Paulette McKenna  
Chairman Nova Scotia College of Physiotherapists

## EXECUTIVE DIRECTOR'S REPORT

Joan Ross

This past year has not been without its challenges. The Government has been busy passing new legislation that will impact the regulated professions.

Bill 127, The Protection of Disciplinary Proceedings Bill ( Passed in August.)

This bill was the first omnibus type of regulation to amend several Acts (including ours) in N.S. with regard to statutory privilege during disciplinary proceedings.

Bill Fair Access to Regulated Professions Act (FARPA)

This bill was introduced in the early spring and after much editing and discussion/input from the network of regulated health professions, it was reintroduced to legislature as *The Registration Practices Act* in the fall and has been passed. This Act falls under the responsibility of the new Minister of Labour and Workforce Development and details how regulatory bodies are expected to ensure that their registration practices are transparent, objective, impartial and fair. It includes periodic in-depth reporting. The information gathering required for these reports could have cost implications for our College with regard to human resources and time.

Apology Act

This legislation is designed to protect an apology in judicial and quasi-judicial proceedings. This is to encourage an open and transparent disclosure process.

Bill 163 The Personal Directives Act

This bill was passed but not yet proclaimed, as regulations are not yet ready.

Amendments to the Agreement on Internal Trade (AIT ) Chapter 7

The Internal Trade agreement has been reviewed and revised, as many of groups had not made the deadline. The federal government has tried to remove as many potential barriers as possible from all the existing agreements and avoid barriers in any new agreements. Groups wishing to have restrictive clauses remain must apply for a "legitimate objective". The physiotherapy community nationally has agreed to advocate for the PCE requirement or its equivalent to be left in as our assessment for assuring entry-level competency. This will be done on a provincial basis.

Protection of Personal Health Information legislation is in the consulting stages and this will impact all members. Currently NS, NB and NWT are the only jurisdictions without this legislation

I continue to be active on the Regulated Health Professions Network here in NS and I sit as invited guest to NSPAG. I am on the Governance and Nomination committee and the Registrars work group for the Alliance.

Closer to home, this has been a very challenging year to be on the Board of Directors.

The company that was working on our software went through some restructuring of their operations and can no longer continue to service our software. This clarified the lack of timely service we had been receiving, but also meant we needed to re-consider our options and explore the financial burdens associated with unexpected event. These are difficult times of economic stress to both individuals and businesses, including the College. The Board has made very prudent decisions on behalf of the membership in trying to meet our operational costs for 2008-09 and yet maintain our reserves. It is important for you, the members, to remember that these people volunteer their time on your behalf and they work with due diligence and little thanks. I would like to extend my sincere thanks to the Board members for their willingness to get involved and help keep this profession self-regulating. We could not do it without a Board and this has been a dedicated and committed Board. It is with regret that I see Paulette and Anne finish their 3 terms and Janice Webber leaves us after one term, but I have confidence that the membership will nominate/elect capable candidates in their place to carry us on into the next year.

Respectfully submitted  
Joan Ross

# REGISTRAR REPORT

Data reported as of December 31, 2008.

Joan Ross

In 2008 we saw a very slight increase in the membership over last year. This is slightly inconsistent with past years where we have generally been increasing our membership by 2-4% each year. It is also interesting however to note that resignations were also down from previous years (in the 6-8% range over the past 6 years). We are in a stable position from a human resource perspective, although it is obvious from the table on the next page that there is a need for more physiotherapists in the rural areas, and yet the number in metro keep growing, as do the number of private practices that are opening up.

## Member Statistics

**Table 1 Education**

Diploma in Physiotherapy	Baccalaureate in Physiotherapy	Masters in Physiotherapy	Doctorate in Physiotherapy Related Studies
36	528	25	3

**Table 2**

Gender	2008	2007	2006	2005	2004	2003
Male	120	123	102	91	89	88
Female	479	472	448	446	436	427

## Place of Graduation

**Table 3**

Nova Scotia	Canadian - Other	Country -Other
395	113	36

**Table 4**

New Registrants	2008	2007	2006	2005	2004	2003
<b>Total of new registrants</b>	<b>29</b>	<b>45</b>	<b>35</b>	<b>34</b>	<b>37</b>	<b>39</b>
New registrants educated in own province	16	20 (11)	19	20	24	25
New registrants educated in other provinces	6	9 (5)	14	11	10	11
New registrants non Canadian-educated	1	3	0	1	1	1
New registrants re-registrants	6	13	2	2	2	2

## PHYSIOTHERAPIST RESOURCE STATISTICS

Data as reported December 31, 2008

<u>Registration Type</u>	<b>2008</b>	<b>2007</b>	<b>Net Changes</b>
Full	521	520	1
Defined	40	48	(8)
Temporary	9		9
<u>Other Registrants</u>			
Out of Province	10	9	1
Inactive	6	7	(1)
Non-Practicing	13	18	(5)
<b>Total</b>	<b>599</b>	<b>595</b>	<b>4</b>
<u>Resigned</u>	22	42	(20)
<u>Location By DHA</u>			
1	31	30	1
2	25	25	0
3	35	36	1
4	19	19	0
5	13	13	0
6	16	18	2
7	19	17	2
8	51	51	0
9	361	359	2

## TREASURERS REPORT

**Janice Atkins**

I am pleased to provide the Nova Scotia College of Physiotherapist's Financial Statements, fiscal year January 1, 2008 to December 31, 2008, for your review and consideration.

As you are aware, 2008 did not treat investors kindly. Volatile trading days experienced in global financial markets created uncertainty for all investors. The college's portfolio was not exempt from these unpredictable market conditions and the return on your investments was a reflection of those conditions.

The Nova Scotia College of Physiotherapist's portfolio consists of Guaranteed Investment Certificates and Mutual Funds. The GIC's, which mature in 2009, were valued at \$5,858.16 and \$17,649.69 as of December 31, 2008.

The Mutual Funds, which outperformed the Canadian market, were down approximately 21% from a value of \$88,815.39 at the beginning of the year to \$69,964.11 at year-end. Dividends earned from the Mutual Fund were used to repurchase additional units; this should help the College recover its losses more quickly when the market stabilizes and begins its recovery. Our Investment Advisor, CIBC Wood Gundy, did not recommend any changes to our portfolio.

This year the NSCP implemented several cost saving measures to ease some of the financial burden and reduce operating costs. These measures included the refinancing of long-term debt (copier), re-negotiating the cost of hosting fees, any conferences that required travel/fees had to be financed from an outside source and we discontinued the practice of license rebates. We ended our year with a \$1,052.00 surplus in our operating budget.

In 2008 the College was presented with an unexpected financial challenge. The service provider of the membership registration system informed the College that it would not be able to complete the development of the system as a result of restructuring its business. The Board is exploring several options to have the system operational for membership renewals. These unforeseen expenditures of transition costs, additional development or software costs and their associated legal costs that the NSCP will incur in 2009 will have a negative impact on revenues. The College will have to increase revenues to offset these expenditures.

I would like to acknowledge the guidance and expertise of your Registrar/Executive Director Joan Ross and Finance Committee members Robert Cowan and Sandra Curwin

Respectively Submitted  
Janice Atkins  
Treasurer

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## **FINANCIAL REPORT**

To the members of the Nova Scotia College of Physiotherapists;

I have completed a review of the financial records of the Nova Scotia College of Physiotherapists for the 12 month period ended December 31,2008.

Based on the information provided, I believe the financial statements accurately reflect the financial position of the College as of December 31, 2008.

Michael Canavan  
Halifax, NS  
March 2009

**Comparative Balance Sheet**  
**December 31, 2007 / 2008**

	<b>2008</b>	<b>2007</b>
<b><i>CURRENT ASSETS :</i></b>		
Cash and Bank	\$154,901	\$162,484
Investments (note 2)	\$93,663	\$111,404
	\$248,564	\$273,887
<b><i>LONG-TERM ASSETS :</i></b>		
Capital Assets (note 3)	\$181,688	\$149,495
Less : Accumulated Depreciation	(\$45,455)	(\$54,288)
	\$136,233	\$95,207
Deferred Finance Charges (note 4)	\$18,917	\$0
<b>Total Assets</b>	<b>\$403,713</b>	<b>\$369,095</b>
<b><i>CURRENT LIABILITIES :</i></b>		
Accounts Payable (note 5)	\$13,827	\$21,236
Loan Payable (note 6)	\$16,179	\$0
	\$30,006	\$21,236
<b><i>LONG-TERM LIABILITIES :</i></b>		
Accounts Payable (note 5)	\$71,775	\$47,780
	\$71,775	\$47,780
<b><i>EQUITY :</i></b>		
Retained Earnings, beginning of year	\$300,079	\$262,355
Net Income (Loss) for year	\$1,852	\$37,724
Retained Earnings, end of year	\$301,931	\$300,079
<b>Total Liabilities and Equity</b>	<b>\$403,713</b>	<b>\$369,095</b>

**Comparative Statement of Net Income**  
**For 12 Months Ended December 31, 2007 / 2008**

	<b>2008</b>	<b>2007</b>
<b>REVENUE :</b>		
Membership Dues	\$179,865	\$196,636
Less : Processing Fees	(\$4,629)	(\$2,416)
	<b>\$175,236</b>	<b>\$194,220</b>
Investment Income	(\$17,741)	\$2,184
Other	\$12,580	\$430
<b>Total Revenue</b>	<b>\$170,075</b>	<b>\$196,834</b>
<b>EXPENSES:</b>		
Administration		
- Office Expense	\$17,771	\$17,060
- Office Staff	\$56,905	\$56,664
- Postage and Courier	\$2,875	\$2,715
- Printing and Copying	\$7,328	\$1,392
- Telecommunications	\$3,498	\$3,008
- Other	\$1,535	\$2,301
Annual General Meeting	\$2,619	\$806
Board Expenses	\$4,488	\$7,915
CAPRB Alliance Dues	\$8,254	\$7,918
Committees		
- CIC	\$200	\$2,465
- <i>ad hoc</i>	\$0	\$296
Capital Asset Depreciation	\$21,686	\$21,849
Gifts and Awards		
- Book Prize	\$200	\$200
- Post Graduate Award	\$3,800	\$3,200
- Other	\$0	\$473
Interest on Debt	\$23,233	\$14,101
Professional Fees		
- Accounting	\$300	\$300
- Board Honoraria	\$4,340	\$3,100
- Legal (Legislative)	\$4,664	\$5,744
- Legal (General)	\$4,527	\$7,339
Miscellaneous	\$0	\$264
<b>Total Expenses</b>	<b>\$168,224</b>	<b>\$159,110</b>
<b>Net Income (Loss)</b>	<b>\$1,852</b>	<b>\$37,724</b>

## Nova Scotia College of Physiotherapists

### Investment Schedule

For Year Ended December 31, 2008

Certificate #	Date Purchased	Maturity Date	Interest Rate	Original Cost	Accrued Interest	Book Value
<b>Bank of Montreal</b>						
Investment # 14	Feb. 27, '06	Feb. 27, '09	*1	\$ 16,000.00	\$ 1,649.69	\$ 17,649.69
Investment # 11	Sept. 5, '06	Sept. 8, '09	3.25 %	\$ 5,438.05	\$ 420.13	\$ 5,858.18
<b>CIBC Wood Gundy :</b>						
Transaction Account Balance				\$ 0.00	\$ 190.59	\$ 190.59
Mutual Funds				\$ 88,815.39	(\$18,851.28)	\$ 69,964.11
				<u>\$</u>		<u>\$</u>
				110,253.44	-\$ 16,590.87	93,662.57

**Notes :**

\*1 - 3.2 % in year 1; 3.4 % in year 2; 4 % in year 3

Change in accrued investment income = -\$ 17,741.09

# *Nova Scotia College of Physiotherapists*

## Notes to Financial Statements

December 31, 2008

**1. Purpose of the Organization**

The Nova Scotia College of Physiotherapists (NSCP) is a provincial organization which regulates the practice of physiotherapy and governs its members in accordance with the Physiotherapy Act and Regulations.

**2. Significant Accounting Policies**

*Investments*

Investments are recorded at cost with investment certificates adjusted for accrued interest and mutual funds for changes in market value.

*Capital Assets*

Purchased capital assets are recorded at cost. Leased capital assets are recorded at the principal value of the lease agreement. Amortization is provided for on a straight-line basis over the assets' estimated useful lives, which is 5, 5.5, and 10 years.

*Accounts Payable*

When a debt instrument (such as a lease) is replaced with a new debt instrument, the costs of terminating the original financial liability are added to the carrying cost of the new financial liability and amortized over its expected life.

**3. Capital Assets**

	<b>Cost</b>		<b>Accumulated Amortization</b>		<b>Net Book Value</b>	
	<u>2008</u>	<u>2007</u>	<u>2008</u>	<u>2007</u>	<u>2008</u>	<u>2007</u>
	Furniture & Equipment	\$71,843	\$71,843	\$44,228	\$32,197	\$27,615
Furn. & Equip. - Leased	\$40,495	\$54,000	\$23,318	\$22,091	\$17,177	\$31,909
Website Software *	\$69,350	\$23,652	\$0	\$0	\$69,350	\$23,652
	<u>\$181,688</u>	<u>\$149,495</u>	<u>\$67,546</u>	<u>\$54,288</u>	<u>\$114,142</u>	<u>\$95,207</u>

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\* Website software is under development as of December 31, 2008; therefore, no amortization has been recognized.

**4. Deferred Finance Charges**

The deferred finance charges are the difference between the carrying values of the printer/copiers held by NSCP on December 31, 2008 (refer to note 5) and the outstanding principal portion of the remaining lease payments. This amount was generated by the buyout of the Konica printer/copier acquired in 2005 in order to reduce the quarterly lease payments and reflects a discounted value of the interest charges on the terminated lease. These charges will be amortized on a straight-line basis over the remaining term of the new lease agreement (until December 2013).

**5.**

**Accounts Payable**

The lease payable to East Coast Capital Inc. for (1) the costs of a Sharp printer/copier which was initially leased and subsequently purchased in order to terminate the lease, and (2) the costs of a Konica printer/copier which meets the conditions of a capital lease as per CICA 3065. It is repayable at the rate of \$5,672 per quarter including interest and will be fully paid in October 2013.

**6.**

**Loan Payable**

The loan payable is to Alliance Funding Corporation for financing a portion of the costs of a software member registration system acquired from KLJ.. It is repayable at the rate of \$2,126.20 per month including interest and will be fully paid in November 2009.

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## Finance Committee Report

Janice Atkins

**Purpose:** To assist the Board of the College in effectively supervising and monitoring the financial activities and investments of the College.

**Committee Members:** Joan Ross, Sandra Curwin, Robert Cowan and Janice Atkins

The primary focus of the finance committee in 2008 was to explore options to reduce or eliminate the College's projected short term operating deficits in 2008 and 2009. Due to cost cutting efforts, at year-end 2008, the College maintained a small operating surplus of approximately \$1000.00.

The Committee recognized the College would continue to struggle with its financial obligations in 2009 unless it was able to generate additional monies and/or continue to reduce expenditures. Without changes operating expenses would have significantly exceeded revenues received through membership and administration fees. Cost cutting measures implemented in 2008 had not been enough.

The finance committee discussed several options and after considerable discussion made the following recommendations to the Board of Directors all of which were approved.

1. Immediately restructure the NSCP office by eliminating the position of Office Manager and splitting the position of Executive Director/Registrar.
2. Reduce the Board of Directors Honorarium from \$310.00 to \$1.00 until the operating deficit is eliminated.
3. Implement a credit card processing fee policy
4. Defer the Post Graduate Award & PGEF Committee until the operating deficit is eliminated.
5. Reduce the number of "in person" BOD meetings, taking better advantage of available technology, conference calling, e-mail.
6. Reduce miscellaneous office expenditures

Due to increased technology costs, it will become necessary to consider, a one-time levy to finance the completion of the development of the registration system or acquire a new system. Although the Board has received proposals for new membership registration software it has not yet received the final cost associated with completing the development of the existing system. The amount of the levy will have to be determined at a future date after all costs and options have been considered.

Respectively Submitted  
Janice Atkins, Chair Finance Committee

## ALLIANCE REPORT

Ann Read

In September 2008 I became the Nova Scotia College of Physiotherapists representative on the Canadian Alliance of Physiotherapy Regulators Board and attended my first Board of Directors meetings in Toronto Nov. 21<sup>st</sup> –22<sup>nd</sup>. An informative afternoon orientation session preceded the meetings, and was invaluable in improving my understanding of the Alliance and the responsibilities of Directors and Members (each provincial regulatory body/college is a Member of the Alliance). The Alliance strives to provide a cohesive voice on issues related to Physiotherapy regulation nationally and internationally.

The following is a brief summary of the key business of the November meetings:

- Collaboration with the National Physiotherapy Advisory Group (NPAG) continues in the development of Physiotherapy Models of Practice (document soon to be available on CPA website for feedback). NPAG has discussed that the Models of Practice document may be incorporated into the 2009 Essential Competencies Profile.
- Bridging program for Internationally Educated Physical Therapists (IEPT) to commence Jan. 2009 in Ontario (Humber College). The Evaluation Services Committee (ESC) reported the Analysis of Practice (AOP) was completed March 2008 and provides a snapshot of what is currently happening in practice.
- An Inter-rater Reliability study of the clinical component of the Physiotherapy Competency Exam (PCE) (to determine if ratings of the PT examiners are consistent and reliable) was approved for \$45,000 in funding from the Evaluation and Research Fund.
- College of Physiotherapists Ontario (CPO) to present a proposal to the Board of Directors regarding a project on bilateral agreements with other jurisdictions. ie ( Australia, UK)

Highlights from the Member reports included; consideration being given in Alberta to merge College and Association into one body; Saskatchewan to begin online registration; Ontario Health Minister has released the Scope of Practice Review prepared by the Health Professions Advisory Council (HPRAC) for public consultation (everything requested has been included); In Quebec work is ongoing regarding the regulation of mandatory continuing education; New Brunswick received push back from Department of Health regarding the requirement for the PCE; Prince Edward Island to have new website; A review of standards of practice is underway in Newfoundland as in several provinces.

I look forward to participating in future Alliance meetings, April 6<sup>th</sup> (teleconference) and May 21<sup>st</sup>-22<sup>nd</sup> in Toronto. The opportunity to learn and further develop my communication and leadership skills within a dynamic and diverse group is valued.

Respectfully submitted,

Ann Read

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## PHYSIOTHERAPY SUPPORT PERSONNEL ADVISORY COMMITTEE

### Nancy Walker

**Purpose:** To advise the Board on matters pertaining to Physiotherapy Support Personnel.

**Committee Members (2008):** Shannon Anderson, Jane Cameron, Tanya Dutton, Maureen Eagle-Aalders (Board Rep.), Debra Holman, Ron Savoie, Jane Veinot, Nancy Walker (Chair).

**Meetings:** The committee experienced a re-birth in August 2008 and recruited new membership. Since that time the committee has met approximately every 6 weeks.

**Issues/Activities:** The latter half of 2008 was a period of re-organization for the Physiotherapy Support Personnel Advisory Committee (PSPAC). The key activities in 2008 included:

1. Recruitment of new membership, including representatives of support worker educational programs from CompuCollege (Debra Holman) and NSCC (Tanya Dutton). This also included the selection of a new chair (Nancy Walker) and a new board liaison (Maureen Eagle-Aalders).
2. Terms or reference were reviewed and revised by the committee and submitted to the Board for approval.
3. PSPAC members spent much of November-December and into 2009 reviewing the Physiotherapy Assistant Role Description from the Model of Care work being done at the Department of Health. PSPAC members reviewed and provided feedback to the board on possible changes to the document.
4. Discussion of the priorities for action for the next steps of the committee, as well as a review of what has been done previously by PSPAC. It was felt that, besides the model of care review work, the two outstanding priorities for the committee were the following:
  - a. Education of physiotherapists in Nova Scotia re: the role of the physiotherapy assistant
  - b. Investigate possible regulation of physiotherapy support personnel in Nova Scotia.

Submitted by

Nancy Walker  
Chair, PSPAC

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## PEER ASSESSMENT COMMITTEE

Sally Shaw

**Purpose:** To administer the peer assessment program, develop criteria to used by the assessors, and based on the analysis of the assessments, make recommendations to the Board for improvements to physiotherapy practice.

**Committee Members (2008):**

**Sally Shaw (Chair), David Braha, Gail Creaser, Michelle Karis, Carolyn Sanford, and Anne McNeil board representative**

**Meetings:** The Peer Assessment Committee has met 8 times in 2008. We have continued to modify and refine the assessment tools that we outlined in the 2007 report. These reflect the new standards of practice and are as follows:

**1. Professional portfolio.**

- The committee reviewed 50 portfolios in the fall. This was a learning experience for us and we thank those therapists who participated for their cooperation. The portfolio is an efficient way for the committee to review a large number of therapists on a regular basis.
- We will be reviewing another 50 in May 2009. We will be asking that the online chart assessment form be completed and submitted as part of the portfolio.
- A list of what is required to be submitted as part of the portfolio will be available on the website.

**2. Patient satisfaction survey.**

- This has been completed and we are waiting for this to be available on line for patients to submit. Although this is not technically peer assessment it is another tool for assessing our services and continuing competency. We encourage therapists; clinics and facilities inform their clients that this is available.

**3. On site clinic assessments.**

- We are integrating the new standards and regulations in to the onsite peer assessment process, we expect to start auditing clinics this spring. Again as previously we will audit a number of new clinics and a random selection of old clinics.

**4. Online self-assessment clinics.**

- This is ready to go and once online will allow clinic owners to assess their own facility to ensure that it meets current standards. It can also be used by individual therapists to ensure that they are working in a safe environment. If completed it can be part of the continuing competency portfolio.

**5. Online self-chart audit**

- This will be available on the website for therapists to complete and should be submitted as part of the portfolio.

Respectively submitted

Sally Shaw  
Chair, PAC

## COMPLAINTS INVESTIGATION COMMITTEE

Cathy Byham

**Purpose:** To investigate complaints regarding a disciplinary matter concerning any member of the College

**Committee Members (2008):** Cathy Byham (Chair), Jill Dollimount , Allan Dwyer (Lay Member), Kim Johnson (Lay Member), David Kachan, Deanna Landry (April – present), Heather Lonergan (Board Liaison), Linda MacLaggan

**Meetings:** As needed to resolve complaints. There were 9 meetings in 2008.

### Complaints 2008

<u>Complaint</u>	<u>Origin</u>	<u>Resolution/Status</u>
Professional Misconduct (Poor quality of care, poor handling of personal information, inaccurate charting)	Patient	Dismissed
Professional Misconduct (Unprofessional statements)	Former Employee	Dismissed
Professional Misconduct <i>Two complaints against 2 members in same facility by same patient</i> (Poor quality of care and problems related to communication)	Patient	Dismissed
(Misleading information given to patient)		Dismissed
Professional Misconduct (Unprofessional business practice)	Physiotherapist	Dismissed

There were four new complaints received in 2008 one of which resulted in an investigation of two matters involving two members in the same facility related to the same treatment period. There were three complaints in 2007 and six in 2006.

Dean Wood resigned from the Committee and we were joined by David Kachan and Deanna Landry.

Two Committee members met with members of investigation committees of other professional regulatory bodies at the invitation of the College of Physicians & Surgeons of Nova Scotia.

From time to time items for the College Newsletter are prepared by the Committee as a means to inform members of particular problems that could affect practice. There will be one item in a 2009 Newsletter arising from a 2008 investigation.

The members of this Committee reflect a broad range of experiences both within our profession and in other professions/areas and are dedicated to providing thorough fair investigations of each complaint. In each of the cases our decisions were reached following debate/discussions and were unanimous.

Cathy Byham  
Chair, Investigation Committee

## POST-GRADUATE EDUCATION FUND COMMITTEE

Joan Walker

**Purpose:** To assist physiotherapists pursue further education related to their professional interests and the development of the profession. Such studies include continuing education courses, seminars and workshops, as well as focused conferences and may include individual academic courses.

Currently at least \$3000 is available annually and is awarded in two competitions a year. *There is an individual maximum application limit of \$500, at each competition. Separate applications must be made if funding is sought for more than one course.* The Committee may use its discretion in order to dispense the total funds. Forms can be obtained from NSCP office or the web site ([www.nsphysio.com](http://www.nsphysio.com)).

**Seven hard** copies must be received by the deadline date, however applications can be submitted at any time during the year. All applications must be signed. Courses must be taken in the current calendar year or the one following, and expenses itemized *only* for the course for which funding is sought. In requesting hard copies only, the Committee hopes that members will recognize the extra work that would be placed on the sole office staff member if fax or electronic were accepted.

### **Current Members:**

**Joan M Walker (chairperson), Tara Mercier (Board rep., from May '06), Frances Jamieson, Jane Cameron, Audrey DeVeaux, Linda MacLaggan (private practice), Ann Gillham (lay representative). Frances Jamieson has completed a 6-year term and we are most grateful for all her contributions and time.**

**Meetings:** Meetings were held in May and November (electronic).

**Applications:** There were 13 applications, 11 in May (2 ineligible), 4 in November.

**Funding:** Total expenses were \$16,154, with course fees of \$11,576. Thanks to an extra \$1000, this year we awarded \$4,000; (\$2800 Spring, \$1200 Fall). Awards were made to: K Adams, A Beaton, G Cernan, JL Chisholm, G Dechman, L Fownes, H Gillis, M Karis, S LeBlanc, L Rector, J Robertson, D Sanford & C Shupe. Individual awards range: 100 – 500.

**Topics Frequencies:** 7 manual therapy / musculoskeletal, 2 each thoracic and pelvic, 1 each neuro and acupuncture.

The percentage of course fees funded was 34.5%. The committee continues to fund considerably less than members' expenses (24.8%). Itemized tabulation of expenses, (accommodation, fares, meals, etc), as well as the course fees, enables the committee to better demonstrate to the College, members' continuing education funding needs.

### **Issues:**

Nearly half the applicants were from outside of HRM and the committee encourages those applications as over time more applications are from HRM members. *All* applicants only requested the stated individual limit of \$500. We funded 2 applications in the new category of focused conferences.

**Special Funding:** no further funds have been received.

Respectfully submitted,



Joan M Walker, PhD, PT (Chairperson)  
2009-03-23

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## PRACTICE STANDARDS COMMITTEE

Janice Webber

**Purpose:** This committee was established to review and update practice, and education standards, for physiotherapy service in the province. This may also involve the developing of new standards to reflect current practice. They research and draft new standards as needed and as directed by the BOD.

**Committee Members:** June Trenholm, Heather MacAuley, Cathy Donald, Jennifer Quigg and Janice Webber (Chair)

We have had a busy year reviewing and updating 4 standards.

We have position statements and practice standards for acupuncture, pelvic floor treatments, as well as practice standards for alternative and complementary practice, and spinal manipulation.

Submitted by

Janice Webber,  
Chair of the Practice Standards Committee  
March 2009

***Nova Scotia College  
of Physiotherapists***  
Suite 356, Chebucto Place  
7105 Chebucto Road  
Halifax, NS B3L 4W8

Phone: (902) 454-0158  
Fax: (902) 484-6381  
Toll Free: 1-866-225-1060  
E-mail: [office@nsphysio.com](mailto:office@nsphysio.com)  
Website: [www.nsphysio.com](http://www.nsphysio.com)