

2013 ANNUAL REPORT



Beyond the Obvious



College of Physiotherapists
of Manitoba

About the College

The College of Physiotherapists of Manitoba is the regulatory body established by the Manitoba government to oversee the practice of about 900 physiotherapists/physical therapists and students. The authority to conduct its work is derived from provincial legislation called *The Physiotherapists Act*. Through this legislation, the College is mandated to protect and serve the public interest by **registering** physiotherapists who have met the standards and essential competencies for practice and are safe and competent practitioners. The College sets the **standards of practice** for the profession by which all practitioners are expected to abide. The College also responds to written **complaints** against members which can lead to investigation of the complaint and possible disciplinary action.

The College of Physiotherapists of Manitoba (CPM) has new Vision Mission and Value Statements.

Vision:

Recognized as a leader in public protection, influencing the future direction and regulation of physiotherapy.

Mission:

To protect the public interest through regulation of physiotherapists in Manitoba.

Values:

We strive for excellence through:

Integrity

Respect

Transparency

Collaboration

... for public protection



Leadership Message - Tanya Kozera



It seems like yesterday that I assumed the Chair position of Council. While I had a good idea of the task I was about to undertake, it still feels rather unreal when I look at the massive list of tasks and accomplishments that the various committees and Council have addressed in this short year. First, I would like to highlight three committees that have had extraordinary tasks this past year. I congratulate the Continuing Competence Committee for the culmination of years of hard work investigating, deliberating, trialing and bringing to Council a solid plan for our Continuing Competence Program. This program will meet our legislative requirements of ensuring continuous learning and competence in our registrants. The Continuing Competence Evaluations Committee has also completed a significant portion of this time consuming work, and is well deserving of our sincere thanks. The Complaints Committee has made great strides forward in creating consistency in how complaints are dealt with, dealing with the backlog of complaints and starting the benchmarking process. I encourage you to discover the valuable work the rest of the committees have been doing, later in this annual report.

In November, Council revisited our mission, vision and values statements as well as our strategic plan. The new statements reflect the important role the College has been trusted with - in ensuring that Manitoba has safe and competent physiotherapy practitioners. Our primary mandate of public protection is also clearly stated. When we developed these statements we took the opportunity to reflect on how different it would be if the College did not exist. The biggest difference would be - not to have a say in how our profession was regulated, or not having a say in what defines a competent physiotherapist. I really believe that the role the College has played for us is truly 'beyond the obvious'. We are so used to benefitting from the work the College performs for us that we take it for granted. I encourage you to say thank you to the many hardworking colleagues that are listed as current committee members, to the past committee members, as well as to the executive team of the College. We can stand with pride knowing that the hard work of these people, has contributed to the respect that we garner from a number of other regulatory colleges and organizations, locally and nationally, as well as from the government. We need to ensure we continue to work hard together to maintain this.

We have much more to do. The new *Regulated Health Professions Act* has been declared in January 2014. The Legislative Committee, while having already completed many tasks, will have our attention in the coming year as their timeline shortens. The development and initial trial run of the Continuing Competence Practice Audit will also take place throughout this next year. We need to continuously update our practice standards and ethics statements. We also need to ensure we have the technology and staff resources in place to accomplish these tasks. We have much to do, and would appreciate your help. You can assist us by volunteering either on a committee or let us know if you would like to be called to participate on a task force that are created from time to time.

This past year has been one of growth and renewal for the College of Physiotherapists of Manitoba. Let's continue this into the new year.

Respectfully submitted by
Tanya Kozera, Chair of Council



Celebrating Contributions - Committees 2013-2014

Board of Assessors

Committee mandate:

1. To consider and decide an applications for registration where the Registrar may have concerns or questions of eligibility.
2. To review and make recommendations to the Council on matters pertaining to physiotherapy education programs.
3. To undertake prior learning experience assessments on appropriate candidates.

Nicole Littlewood, Chair

Mary Grimwood

Marika Panchuk

Joanne Parsons

Brenda McKechnie (Ex-Officio)

Krista Paulson

Susan Zwingerman

Cynthia Worsley, Public Member

Continuing Competence Committee

Committee mandate:

1. To plan and develop a continuing competence program for all practising physiotherapists in Manitoba.
2. To implement the Continuing Competence Program.

Andrew Neufeld, Chair

Ashley Brown

Mark Garrett

Leah Dlot

Carol Frampton

Jennifer Billeck (Ex-Officio)

Kathy Johnson

Nicole LeClair

Janis Lumsden

Gil Magne

Barbara Shay

Inquiry Committee

Committee Mandate:

To receive in whole or in part, matters referred by the complaints committee. This will involve a formal hearing at which the Inquiry Committee is presented with information and facts concerning the misconduct, conduct unbecoming or suitability to practice of a member.

Mary Grimwood, Chair Public Members

Susan Bowman

Kelly Waters

Annyue Wong

Arthur Crane

Ed Hinsburg

Lois Stewart-Archer



Continuing Competence Evaluation Committee

Gil Magne, Chair

Leah Dlot, Co-Chair

Kristyn Ball

Thom Berzish

Lindsay Clarke

Olivia Coneys

Sarah Eisbrenner

Dan Fillion

Maxine Koroscil

Megan Senchuk

Heather Wittenberg

Jennifer Billeck (Ex-Officio)

Celebrating Contributions - Committees 2013-2014

Complaints Committee

Committee Mandate:

The complaints committee of the College of Physiotherapists of Manitoba reviews written complaints against registered Physiotherapists.

Andrea Thiessen, Chair	Public Members:
Kelli Berzuk	Clarence Clarke
Carly Erenberg	Mike Davidson
Kathy Johnson	Dennis Wray
Jo-Anne Peltz	
Natalie Swain	

Ethics Committee

Committee Mandate:

1. To review and update policies related to Ethics (e.g. Code of Ethics, Conflict of Interest).
2. To educate the membership and others regarding appropriate ethical behavior.

Tricia Fisher, Chair	Tara Klassen
Anita Ngan	Beth Wonneck
Allison Watts	Tara Wolchuk
Brenda McKechnie (Ex-Officio)	

Physiotherapy Standards Committee

Committee Mandate:

To investigate, inform and make recommendations to the Council regarding physiotherapy practice as requested by the Council. Practice recommendations will reflect the minimum level of competency or essential competencies required of a physiotherapist. Physiotherapy practice issues may include, but are not limited to, treatment new to the practice of physiotherapy, treatment techniques, program or modalities; or changes to physiotherapy practice that result in significant modification of current procedures or practice.

Elizabeth Harvey, Chair
 Marlee Beaupre
 Allison Guerico
 Tia Kiez
 Leo Larocque
 Leah Lindsay
 Maureen Walker
 Brenda McKechnie (Ex-Officio)

Legislative Committee

Committee Mandate:

To investigate, inform and make recommendations to the Council on matters pertaining to the legislation of physiotherapy practice.

Darcy Reynolds, Chair	Sharon Shepherd
Tory Crawford	Kerry St. George
Dennis Desautels	Chris Vergata
Rukmali Mendis	Terrance Woodard
Linda Pooley	

AGM Committee

Tania Giardini, Chair
 Sheron Miller, Public Member
 Leslie Wilder, Public Member
 Brenda McKechnie (Ex-Officio)

Governance & Nominating Committee

Tania Giardini, Chair	Public Members
Rachel Wu	Alfredo Arrojado
Ricardo Paggao	Leslie Wilder
Brenda McKechnie (Ex-Officio)	



Strategic Directions

This year, CPM has chosen the theme of “Beyond the Obvious” for the annual report. Some of the 2013 activities undertaken by the College are ‘beyond the obvious’ in that College members and the public may not be aware of the College’s work and accomplishments in these areas. Along with reporting on the more obvious activities of CPM, this report will provide insight into the not so obvious accomplishments of the College.

Some of the “Beyond the Obvious” activities of the College concern the inner workings of CPM. In order to conduct the business of protecting and serving the public interest, the organization must be stable, with direction and focus, be fiscally secure and be nimble to respond to challenges. In other words, the organization must be healthy in order to conduct its business in an effective and efficient way.

Of course, in order to ensure a healthy organization, resources, both human and financial are required. Not unlike all other organizations, CPM is faced with challenges for member participation and financial resources. In order to meet the financial pressures arising from conducting the business of the College, the Active Practice Registration fee was increased to \$600 per member in 2013. Realizing the financial burden of a large one lump payment that members are required to provide the College, an investigation into time payments is being undertaken.

Some of the activities undertaken in 2013 include:

- Council continued to invite two student members to participate in Council meetings.
- Started in 2012, Council now undertakes a written evaluation of each Council meeting. At the end of a Council member’s term, a questionnaire is sent to each retiring Council member to receive feedback on the person’s time on Council, the benefits and what could be improved. Council responds to these suggestions by making improvements.
- The Council developed a presentation about personal malpractice(errors and omissions) insurance . The Council and the Registrar presented to the majority of hospital facilities and other centres in Winnipeg. Plans are to post this presentation on the CPM website in 2014.
- Work continued on revising a number of Position Statements, including the Acupuncture/Dry Needling Position Statement that is now out of date. It will be completed in 2014.
- The College’s new website went live in 2013. There will be more added to it as the Ethics Committee works on e-module cases and other sections are added.
- Discussion began in 2013 about changing the model of registration for new graduates. Following the lead of other professions and other physiotherapy Colleges across Canada, CPM is looking into abolishing the current mentorship model and requiring new graduates to work under supervised practice until completing the Physiotherapy Competency Examination.
- Over 2013, the College has been developing internal documents such as a Governance Manual which contains updated and new administrative policies for the organization, an Administrative Policy Manual which contains important information about how administrative processes are handled in the office, an Orientation Manual for Council, committee chairs and members and a Chair and Committee binder for almost all CPM committees.

Strategic Directions - cont'd

- In late 2013, the Council hired a facilitator to guide them through a process to re-develop Mission and Vision Statements and to develop a Values Statement for the College. The new statements can be found on page 2 of this report. The new strategic plan that came out of this work is more current with the regulatory environment and pressures facing the College. It is also more adaptable to changes in the environment.
- In 2013 Council presented to the membership, three By-Law changes that were passed at the Annual General Meeting. These 3 Bylaws were: about adopting the use of electronic votes as necessary, abolishing the category of Retired Membership and clarifying that student members do not carry a vote.
- Robust work continued in 2013 by the Legislative Committee to develop documents supporting The Reserved Acts that CPM will present to government in CPM's application to come under The *Regulated Health Professions Act* (RHPA). Members of the Legislative Committee met with Manitoba Health to discuss CPM's progress as well as to discuss the Code of Ethics statement developed by the Ethics Committee. By the end of 2013, most of the Reserved Act documents had been completed and the Legislative Committee will begin new tasks in 2014 to achieve CPM's goal of coming under the RHPA. The RHPA was proclaimed in early January, 2014 when the government proclaimed the first profession to come under the umbrella legislation, which was Audiologists and Speech Language Pathologists.
- The College hired an accountant in early 2013 to take care of the bookkeeping and other financial tasks such as payroll.
- During 2013, CPM worked on developing policies and website updates that were identified in the audit process conducted by the Office of the Fairness Commissioner. All of the short term goals that were identified in the 2012 audit have been completed and CPM is now working on the longer term changes that were identified.
- The CPM office trialed the use of "Go To Meetings" to bring members who do not reside in Winnipeg to committee meetings and even conducted a workshop on the Continuing Competence Program using this new technology. The trial has worked well and Council is pleased that we can offer opportunities for out of Winnipeg members to participate in CPM activities.
- Shortly after the new website went live, CPM suffered an attack on our site which put the website out of commission for a couple of weeks. CPM has now updated all of our security measures and implemented ongoing monitoring of the website
- The Canadian Alliance of Physiotherapy Regulators made a number of significant changes to the credentialing program in 2013. The result of this change was that a backlog of candidates who had been caught in the lengthy credentialing process were cleared to take the Physiotherapy Competence Examination(PCE). By the fall of 2013, the largest number of candidates ever taking the OSCE , completed the process. With changes to the credentialing program, the Alliance is now looking at developing an Evaluation Examination to replace critical parts of the credentialing process. The Evaluating Examination will provide a better way of testing an applicant's competence than the old method of reviewing an applicant's program of education. The CPM Registrar continued to participate in Alliance activities as an Executive Committee member as well as a Board of Directors member and also an Evaluation Services Committee member. Also serving on the Board of Directors from Manitoba was Tanya Kozera, Chair of Council. The Registrar was awarded the Award of Distinction at the Alliance's AGM in June.

Strategic Directions - cont'd

- The Complaints Committee, under the direction of CPM Legal Counsel, reviewed and modified the complaint management process. Another change that occurred in 2013 was the ability for the public or others, to send in an electronic complaint to the College. In 2014, some exciting work will be undertaken by the Complaints Committee as they begin to benchmark best practice timelines to ensure the process of handling complaints is managed as efficiently as possible. More information on the complaints that were received in 2013 follows in this report in the Evidence of our Performance section.
- An issue that was discussed at length in 2013, and continues into 2014, is the ownership of physiotherapy clinics and the names of clinics owned or not by physiotherapists.
- In co-operation with the Manitoba Physiotherapy Association, a half day workshop was held for new physiotherapy graduates to assist them to launch into their career. In preparation, CPM produced a handbook called Transitioning into Practice, loosely based on a document that had been developed by the College of Physiotherapists of Ontario. Workshop participants also heard from experienced members of the profession about liability insurance, and tips for good practice. The workshop was well received and will be repeated in 2014 as another joint CPM and MPA venture.
- In an effort to become more "tech savvy", CPM opened a YouTube account and posted the presentation made by Deanna Williams at the 2013 Annual General Meeting. There is a link from the CPM website to the YouTube account for members and others to hear Ms. William's fascinating presentation

Council Leadership 2013-2014



The Council of the College of Physiotherapists of Manitoba (CPM) meets on a monthly basis to manage and conduct the business affairs of the College.

Back row from left to right: Rachel Wu, Treasurer; Andrea Thiessen, Member; Leslie Wilder, Public Member; Sheron Miller, Public Member; Natalie Swain, Member, Lindsay Pratt, Student Member

Front row from left to right: Tania Giardini, Vice Chair; Tanya Kozera, Chair; Alfredo (Fred) Arrojado, Public Member; Jackie Gulenchyn, Member

Missing: Michael Millar, Student Member

Evidence of Performance

Complaints Committee

The Complaints Committee met nine times in 2013 to address a total of fourteen complaints. Six complaints were carried over from 2011-2012, and eight new complaints were received. The majority of the complaints required investigation, and a number required consultation with legal counsel.

2011 - One complaint carried over:

1. Complaint regarding an electrical burn. Investigation revealed multiple areas of concern regarding the registrant's practice.

Decision: The registrant was required to enter into a practice agreement with the College. The Committee continues to monitor the practice of this registrant.

2012 - Five complaints carried over:

1. Complaint of unprofessional conduct by a physiotherapist in a supervisory position, and allegations that the therapist's actions put a patient at risk

Decision: After investigation the Committee found no evidence to support allegations of misconduct. No action required.

2. Complaint from a patient being required to carry out her own ultrasound treatment

Decision: This practice had been addressed and corrected in a previous complaint, no further action was required.

3. Allegations of sexual boundary violation: inappropriate touch involving a minor

Decision: Referred to Inquiry

4. Complaint of poor service and inadequate consultation with the physiotherapist

Decision: After investigation the Committee found no evidence to support allegations of misconduct. No action required.

5. Complaint of unprofessional conduct, poor communication, and delay in release of personal health information

Decision: After investigation the Committee found no evidence to support allegations of misconduct. No action required.

2013 – Eight new complaints were received

1. Complaint alleging that a physiotherapist injured a patient during an assessment

Decision: The registrant was required to enter into a practice agreement with the College. The terms of the agreement have been fulfilled, and this complaint is considered resolved.

2. Allegations of poor care, lack of professionalism

Decision: After investigation it was decided that the registrant was not meeting practice standards. The registrant was required to enter into a practice agreement with the College. The terms of the agreement have been fulfilled, and this complaint is considered resolved.

3. Complaint alleging that a physiotherapist injured a patient during an assessment

Decision: The Committee found no evidence to support allegations of misconduct. No action required.

4. Complaint by a health care provider that a physiotherapist was providing care outside of his scope of practice.

Decision: After investigation, the registrant was found to be working within physiotherapy scope of practice. No action required.

5. Allegations of unethical billing

Decision: The registrant was censured for not meeting practice standards in the areas of billing, record keeping and informed consent. No further action is required.

Evidence of Performance cont'd

6. Complaint regarding a thermal burn

Decision: After investigation it was decided that the registrant was not meeting practice standards. The registrant has entered into a practice agreement with the College. The complaint will remain open until all elements of the practice agreement have been met to the satisfaction of the Complaints Committee.

7. Allegations of PHIA violation

Status: Currently under investigation

8. Complaint regarding care provided by a physiotherapist following a thermal burn

Decision: After investigation it was decided that the registrant was not meeting practice standards, and was providing care outside of her scope of practice. The registrant has entered into a practice agreement with the College. The complaint will remain open until all elements of the practice agreement have been met to the satisfaction of the Complaints Committee.

Inquiry:

One complaint from 2012 was referred to the Inquiry Panel. The allegation was inappropriate touch involving a minor. The registrant pled guilty to professional misconduct, conduct unbecoming a member, and to contravening *The Physiotherapists Act* and the Code of Ethics. A joint recommendation was accepted by the Inquiry Panel: to place restrictions on the registrant's practice until an approved psychiatrist / psychologist gives written notification to the College that he / she supports the registrant's return to unrestricted practice, that the registrant shall submit a referenced paper as detailed in the agreement, and that he shall reimburse costs to the College. This case will remain open until all elements have been met to the satisfaction of the Complaints Committee.

A total of five complaints were carried over to 2014 for completion of investigation, or monitoring.

Respectfully submitted by
Andrea Thiessen, Chair

Board of Assessors

The Board of Assessors met several times in 2013. The Board is responsible for issues concerning registration to practice. Besides monitoring people seeking registration or members going through the Physiotherapy Competency Examination (PCE), the Board also updated several registration policies and created new ones such as about Labour Mobility and Criminal Convictions. Following a report issued to the Canadian Alliance of Physiotherapy Regulators about supervision of new physiotherapy graduates, the Board began work to determine whether CPM should move to a model of supervised practice of new graduates following graduation until completion of the PCE. It was discovered that few physiotherapy regulatory Colleges in Canada, or other professions in Canada or abroad, permitted mentored practice following graduation. The vast majority required supervised practice. This will have a huge impact on the profession and may limit where new graduates can practice at graduation. The Board is carefully analyzing the results of its research and will report to the Council in 2014.

This report contains data on the membership as of December 31, 2013.

Evidence of Performance cont'd

Highlights of the data collect include:

- 40 new graduates passed the PCE
- 3 new graduates failed the PCE

There were 4 Internationally educated physiotherapists in 2013, who were working under supervised practice in preparation for the PCE.

- 2 passed the PCE
- 2 failed the PCE

Respectfully submitted by
Brenda McKechnie, Registrar

Continuing Competence Evaluations Committee

The Continuing Competence Evaluation Committee (CCEC) is responsible for evaluating the components of the Continuing Competence Program (CCP) for the College. This year we evaluated the Learning Goals (LG) and Accomplishment Statement (AS) Sheets by asking the registrants of the College for submissions. We developed a new custom-made, online program to assist in the submission and evaluation processes. We also made a few changes to the evaluation sheets and the process based on our pilot program from the previous year. Nine volunteer members of the CCEC evaluated the submissions and provided feedback to the registrants for creating more complete submissions.

Learning Goals Evaluation:

Of the 133 Learning Goal submissions, there were 259 Goals to evaluate. Seven registrants did not submit a second goal, hence the discrepancy in numbers. If rated "Complete", the submission met at least 6 of 7 criteria on the evaluation form. The following are the results of the evaluations:

Complete submissions: 173 (67%) Incomplete submissions: 86 (33%)

This showed an improved percentage from last year (56%), demonstrating that the registrants are following the provided instructions.

Accomplishment Statement Evaluation:

Of the 91 Accomplishment Statement submissions, there were 176 evaluations. Six registrants did not submit a second statement, hence the discrepancy in numbers. If rated "Complete", the submission met all 3 criteria on the evaluation form. The following are the results of the evaluations:

Complete submissions: 138 (78%) Incomplete submissions: 38 (22%)

This showed an improved percentage from last year (65%), demonstrating that registrants are following the provided instructions.

Portfolio Creation Evaluation

10 registrants were asked to submit their Portfolios using only the Professional Portfolio and Learning Plan Guide (PPLGG). Various templates were submitted due to each registrant's understanding of the guide. This indicated to the Committee that the guide needs clearer instructions to ensure more consistent results of submitted portfolios. Additionally a consistent submission is in order to be able to consistently evaluate the submissions.

Evidence of Performance cont'd

The following recommendations were made to Council:

1. Creating summarized documents of the PPLGG for the registrants to easily access information.
2. Having designated resource personnel to answer questions at larger facilities.
3. Provide educational sessions open to all members on how to create their submissions and properly fill out their forms.
4. The AS submissions should include all of the info from their previous LG submissions.

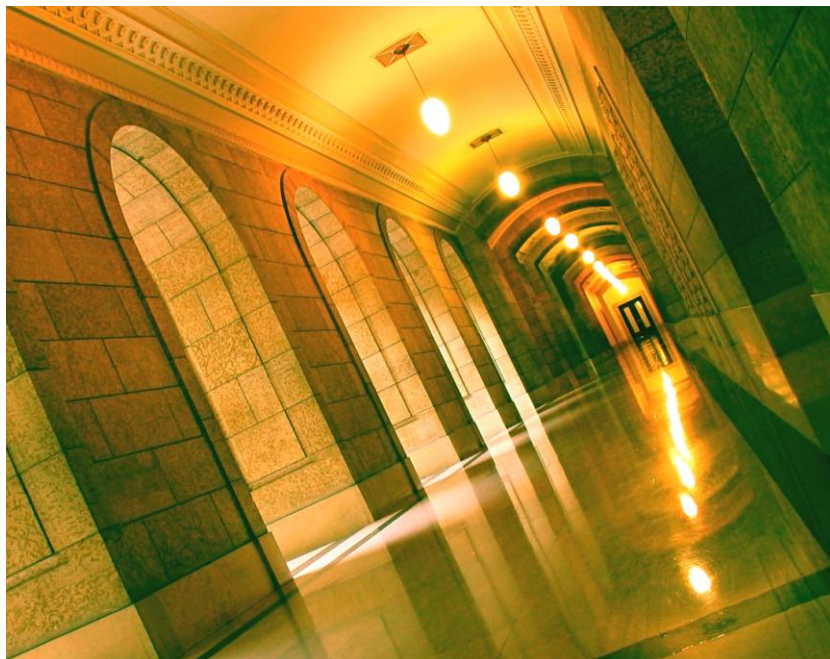
Respectfully submitted by
Gil Magne, Chair

Physiotherapy (PT) Standards Committee

The PT Standards Committee continues to review and update the Practice Standards. This year, we completed Standard 4.8 Physiotherapists Assigning Care (formerly Support Personnel). We are currently working on updating Standard 4.10 Communication and Consultation with Physicians and producing a new standard that will cover all Electro physical Agents. A collaboration with members from our committee and the Ethics committee was formed to update both Standard 4.14 Advertising (ongoing) and 5.2 Fee Schedule and Billing Practices.

Thank you to Maureen Walker, Allison Guerico, Brenda McKechnie, Tia Kiez, Leah Lindsay, Marlee Beaupre and Leo Laroque for your continued hard work.

Respectfully submitted by
Elizabeth Harvey, Chair





Financial Statements

(Unaudited)

College of Physiotherapists of Manitoba

December 31, 2013

College of Physiotherapists of Manitoba

Contents

	Page
Review Engagement Report	1
Statement of Operations	2
Statement of Fund Balances	3
Statement of Financial Position	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 8



Review Engagement Report

Grant Thornton LLP
94 Commerce Drive
Winnipeg, MB
R3P 0Z3

T +1 204 944 0100
F +1 204 957 5442
www.GrantThornton.ca

To the Members of the
College of Physiotherapists of Manitoba

We have reviewed the statement of financial position of the College of Physiotherapists of Manitoba as at December 31, 2013 and the statements of operations, fund balances, and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the College.

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

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

Winnipeg, Canada
March 17, 2014

Grant Thornton LLP

Chartered Accountants

College of Physiotherapists of Manitoba Statement of Operations

(Unaudited)

Year ended December 31

	2013	2012 (Note 7)
Revenues		
Registration fees	\$ 468,105	\$ 442,034
Other revenues	<u>2,153</u>	<u>10,120</u>
	470,258	452,154
Operating expenses		
Administrative	40,604	30,939
Amortization	10,976	7,859
Bank and transaction fees	15,212	13,615
Insurance	2,826	2,638
Meetings and conventions	15,321	11,001
Memberships and licenses	12,050	12,023
Office	22,495	22,888
Professional fees	31,182	20,620
Projects	18,289	5,051
Rental	43,404	45,365
Salaries and wages	242,691	222,355
Telecommunications	6,868	6,746
Training	<u>2,490</u>	<u>2,060</u>
	464,408	403,160
Excess of revenues over operating expenses before other income	<u>5,850</u>	<u>48,994</u>
Other income		
Interest	317	363
Gain on sale of marketable securities	7,024	1,075
Income from marketable securities	6,372	4,602
Writeup of marketable securities	<u>5,545</u>	<u>10,712</u>
	19,258	16,752
Excess of revenues over expenses	\$ 25,108	\$ 65,746

See accompanying notes to the financial statements.

2

College of Physiotherapists of Manitoba Statement of Fund Balances

(Unaudited)

Year ended December 31

	General Fund	Capital Assets Fund	Total 2013	Total 2012
Balance, beginning of year	\$ 344,723	\$ 54,881	\$ 399,604	\$ 333,858
Excess of revenues over operating expenses	25,108	-	25,108	65,746
Amortization of capital assets	10,976	(10,976)	-	-
Fund transfer on purchase of capital assets	<u>(22,450)</u>	<u>22,450</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 358,357</u>	<u>\$ 66,355</u>	<u>\$ 424,712</u>	<u>\$ 399,604</u>

See accompanying notes to the financial statements.

3

College of Physiotherapists of Manitoba
Statement of Financial Position

(Unaudited)

December 31

2013

2012

Assets

Current

Cash	\$ 22,677	\$ 11,076
Marketable securities (Note 3)	341,338	342,398
Accounts receivable	1,337	-
Prepaid expenses	1,992	1,992

367,344 **355,466**

Capital assets (Note 4)

66,355 **54,881**

\$ 433,699 **\$ 410,347**

Liabilities

Current

Accounts payable and accrued liabilities	\$ 8,987	\$ 6,279
Government remittances payable	-	4,464

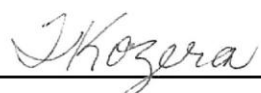
8,987 **10,743**
Fund balances

General Fund	358,357	344,723
Capital Assets Fund	66,355	54,881

424,712 **399,604**

\$ 433,699 **\$ 410,347**

On behalf of the board



Director



Director

See accompanying notes to the financial statements.

4

College of Physiotherapists of Manitoba
Statement of Cash Flows

(Unaudited)

Year ended December 31

2013**2012**

Increase (decrease) in cash and cash equivalents

Operating

Excess of revenues over operating expenses	\$ 25,108	\$ 65,746
Item not affecting cash		
Amortization	<u>10,976</u>	<u>7,859</u>
	36,084	73,605
Change in non-cash working capital items		
Accounts receivable	(1,337)	-
Accounts payable and accrued liabilities	2,708	2,559
Government remittances payable	<u>(4,464)</u>	<u>777</u>
	<u>32,991</u>	<u>76,941</u>

Investing

Marketable securities	1,060	(56,390)
Purchase of capital assets	<u>(22,450)</u>	<u>(23,444)</u>
	<u>(21,390)</u>	<u>(79,834)</u>

Increase (decrease) in cash

11,601 (2,893)**Cash**

Beginning of year	<u>11,076</u>	<u>13,969</u>
End of year	<u>\$ 22,677</u>	<u>\$ 11,076</u>

See accompanying notes to the financial statements.

5

College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)
December 31, 2013

1. Purpose

The College of Physiotherapists of Manitoba is the licensing body for the profession and was incorporated by a special act of the Manitoba Legislature. The College is a not-for-profit organization and is therefore not subject to income taxes.

2. Significant accounting policies

The College applies the Canadian accounting standards for not-for-profit organizations.

Fund method of accounting

Under the fund method of accounting, the excess of revenue over expenses is allocated to the General Fund and assets acquired are transferred to the Capital Assets Fund.

The General Fund accounts for the College's program and administration activities. Contributions are recognized as revenue of the fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Capital Assets Fund represents the College's investment in computers, software, office equipment and leasehold improvements. Amortization is recorded as an expense of the Capital Assets Fund.

Financial instruments

The College's financial instruments consist of cash, marketable securities, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the company is not exposed to significant interest, currency or credit risks arising from these financial instruments.

A financial asset or liability is recognized when the College becomes party to the contractual provisions of the instrument. The College initially measures its financial assets and financial liabilities at fair value and, except for securities quoted in an active market, which must be measured at fair value, subsequently measure them at amortized cost. All changes in fair value of the College's investments in securities quoted in an active market are recorded in the statement of operations.

Capital assets

Capital assets are stated at cost less accumulated amortization.

Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	20% Declining balance
Computer equipment	20% Declining balance
Computer software	20% Declining balance
Leasehold improvements	10% Straight-line

No amortization is recorded in the year of acquisition.

College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)
December 31, 2013

2. Significant accounting policies (continued)

Revenue recognition

Registration fees and sundry income are recognized as income in the year to which they relate.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

Contributed services

The work of the College is dependent on the voluntary services contributed by many members. Contributed services are not recognized in the financial statements because of the difficulty in determining their fair value.

3. Marketable securities

	<u>2013 Market</u>	<u>2013 Cost</u>	<u>2012 Market</u>	<u>2012 Cost</u>
Investors Income Plus Portfolio B	\$ 341,338	\$ 325,380	\$ 342,398	\$ 332,363

4. Capital assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2013 Net Book Value</u>	<u>2012 Net Book Value</u>
Equipment	\$ 68,195	\$ 60,031	\$ 8,164	\$ 7,829
Computer equipment	51,380	33,083	18,297	19,767
Computer software	96,364	56,470	39,894	27,285
Leasehold improvements	13,814	13,814	-	-
	<u>\$ 229,753</u>	<u>\$ 163,398</u>	<u>\$ 66,355</u>	<u>\$ 54,881</u>

College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)
December 31, 2013

5. Operating lease commitments

The College's total future minimum lease payments on premises it occupies under a lease expiring November 30, 2015 are as follows:

2014	\$ 43,663
2015	<u>40,025</u>
	<u>\$ 83,688</u>

6. Financial instruments

Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency risk

The College does not have significant receivable or payable balances denominated in a foreign currency therefore it has minimal exposure to currency risk from changes in foreign exchange rates.

(ii) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of financial instrument will fluctuate because of changes in market interest rates. Management believes that the College is not exposed to significant interest rate risk arising from its financial instruments.

(iii) Other price risk

Price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held. There was no significant change in exposure from the prior year.

This risk is managed through diversification of investments across industries.

7. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

Demonstrating Accountability - Registration Statistics (as of December 31, 2013)

Registration Status

REGISTER	NUMBER	PERCENT
Active	727	80%
In-Active	40	4%
Retired	7	<1%
Exam Candidate	46	5%
Other:		
Temporary	0	0%
Students - Manitoba	88	10%
Students - Out of Province	1	<1%
Total Membership	909	100%

New Registrations/Non-Renewals

New registrants educated in Manitoba	1
New registrants educated in other Canadian provinces	4
New registrants internationally educated	4
Total number of new registrations 2013	9
Number of registrations NOT renewed	17
Total number of re-registrations	17
First year students	39
Net Gain	48

Male/Female Distribution

	Active	Exam Candidate	In-Active	Retired	Manitoba Students
Male	162	16	4	0	33
Female	565	30	36	7	55
Total	727	46	40	7	88

Registrant Age Groups

Age	Active		
	M	F	Total
19	0	0	0
20-24	0	10	10
25-34	41	189	230
35-44	54	139	193
45-54	37	105	142
55-64	27	107	134
65-74	3	15	18
75+	0	0	0
Total	162	565	727

In-Active		
M	F	Total
0	0	0
0	0	0
1	18	19
3	8	11
0	4	4
0	4	4
0	2	2
0	0	0
0	0	0
4	36	40

Exam Candidates		
M	F	Total
0	0	0
2	9	11
12	21	33
2	0	2
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
16	30	46

Retired		
M	F	Total
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	6	6
0	1	1
0	0	0
0	7	7

Demonstrating Accountability - Education Statistics (as of December 31, 2013)

Entry Level Physiotherapy Education Credentials

Credential	Active			In-Active		
	M	F	Total	M	F	Total
PT Diploma	17	87	104	0	6	6
Baccalaureate Degree	143	467	610	4	27	31
PT Masters	2	11	13	0	3	3
PT PhD	0	0	0	0	0	0
Total	162	565	727	4	36	40

Post Entry Level Physiotherapy Education Credentials

Credential	Active			In-Active		
	M	F	Total	M	F	Total
Baccalaureate Degree	12	62	74	0	4	4
PT Masters	5	19	24	0	0	0
PT PhD	0	1	1	0	1	1
Total	17	82	99	0	5	5

Specific Area of Practice: Acupuncture

Male	Female	Total
86	218	304

New Registrants Educated Outside of Manitoba

Province	M	F	Total
Ontario	1	2	3
Quebec	0	1	1
Total	1	3	4

Active and Exam Candidate Registrants Internationally Educated

Country	M	F	Total
Argentina	0	1	1
Australia	2	1	3
Columbia	0	1	1
Croatia	0	1	1
Hong Kong	1	1	2
Israel	0	1	1
Jamaica	0	1	1
New Zealand	0	1	1
Philippines	3	2	5
South Africa	0	3	3
United Kingdom	1	6	7
United States	1	3	4
Total	8	22	30



Demonstrating Accountability - Employment Statistics (as of December 31, 2013)

Employment Status: Active and Exam Candidate (EC)

Category	Total	Percentage
Full-time Permanent	321	42%
Full-time Temporary	9	1%
Part-time Permanent	217	28%
Part-time Temporary	17	2%
Casual	32	4%
Self-Employed Part Time	51	7%
Self Employed Full Time	101	13%
Employee Unspecified	25	3%
Total Working in Physiotherapy	773	100%

Employment Status: In-Active

Working in Physiotherapy outside of Manitoba	10
On leave of absence from Physiotherapy	17
Working in another field	5
Unemployed and seeking employment in Physiotherapy	2
Unemployed and not seeking employment in Physiotherapy	1
Unemployed, unspecified	1
Retired	4
Total Not Working	40

Focus of Practice (Active and EC)

Clinical Focus on Musculoskeletal System	366
Clinical Focus on Neurological System	37
Cardio Vascular & Respiratory System	17
Clinical Focus on More than one System	276
Non-Clinical Focus	4
Not Applicable	60
Unknown	13
Total	773

Category of Patients (Active and EC)

Category of Patients	
Adult	137
Seniors	50
Paediatric	47
All Ages	465
Not Applicable	56
Other/Unknown	18
Total	773

Client Level (Active and EC)

Client Level	
Acute	109
Long Term Care	25
Rehabilitation	128
Mixed	433
Not Applicable	64
Unknown	14
Total	773

Organization Classification/Primary Employment (Active and Exam Candidates)

Location	M	F	Total	Location	M	F	Total
Assisted Living Residence	6	21	27	Regulatory Body	0	2	2
Association	2	4	6	Rehab Hospital/Facility	4	19	23
Community Health Centre	3	17	20	Residential Care Facility	0	7	7
Government	0	2	2	School/School Board	1	13	14
Group Professional Practice	7	15	22	Self Employed	8	11	19
Health Authority	5	25	30	Solo Professional Practice	7	8	15
Hospital	54	207	261	University	8	24	32
Industry	0	8	8	Visiting Agency	7	15	22
Private Practice	64	190	254	Other	3	6	9
				Unknown			0
Total							773

Demonstrating Accountability - Employment Statistics (as of December 31, 2013)

Area of Practice (Active and Examination Candidates)

Area of Practice	M	F	Total
Administration	2	15	17
Amputations	2	0	2
Burns and Wound Management	1	0	1
Cardiology	0	5	5
Client Services Management	0	2	2
Consultant	3	16	19
Continuing Education	0	0	0
Critical Care	1	3	4
Direct Patient Care	8	50	58
Ergonomics	0	3	3
General Practice	60	177	237
Gerontology	4	17	21
Health Promotion and Wellness	0	4	4
Home Care	0	1	1
Neurology	6	37	43
Oncology	0	1	1
Orthopedics	78	190	268
Other Area of Direct Service	0	9	9
Other Education	0	0	0
Other Area of Practice	2	4	6
Palliative Care	0	1	1
Perineal	0	3	3
Plastics	0	6	6
Return to Work Rehabilitation	1	3	4
Research	1	5	6
Respirology	1	5	6
Rheumatology	1	4	5
Sports Medicine	3	8	11
Teaching: Physiotherapy Related	2	10	12
Vestibular Rehab	0	2	2
Woman's Health	0	2	2
Not Applicable	0	0	0
Unknown	2	12	14
Total	178	595	773

Geographical Statistics (as of December 31, 2013)

Geographical Breakdown by Residence

Region (Manitoba)	Active			In-Active		
	M	F	Total	M	F	Total
Interlake-Eastern	9	33	42	0	2	2
Northern	1	9	10	0	1	1
Prairie Mountain Health	15	49	64	0	1	1
Southern Health/ Santé Sud	17	50	67	0	2	2
Winnipeg	120	421	541	2	21	23
Total	162	562	724	2	27	29
Out of Province						
Alberta	0	0	0	1	2	3
British Columbia	0	1	1	0	0	0
Northwest Territories	0	1	1	0	0	0
Ontario	0	0	0	0	1	1
Saskatchewan	0	1	1	0	0	0
Total	0	3	3	1	3	4
Out of Country						
China	0	0	0	0	1	1
New Zealand	0	0	0	1	0	1
United States	0	0	0	0	5	5
Total	0	0	0	1	6	7



Celebrating Contributions

The Office Team

Brenda McKechnie, Registrar/Executive Director
Jennifer Billeck, Deputy Registrar
Crystal Davis, Senior Office Administrator
Christie McKechnie, Office Administrator

Agents of the College

Heather Martin Brown, Investigator
Sally Lawler, Investigator
Pam Shymko, Investigator
David Marr, Legal Counsel - Campbell Marr LLP
Carol Rempel, Bookkeeper
Grant Thornton LLP, Accountant

Looking Forward

As we look forward into 2014 and beyond, there are a number of projects that have been started but not yet completed. The Continuing Competence Program will proceed into planning the Practice Audit phase in 2014. There are thoughts about designing a jurisprudence learning module associated with the Continuing Competence program.

The Legislative Committee will continue to work on bringing CPM under the new *Regulated Health Professions Act*. CPM will finalize submissions to send to Manitoba Health about the reserved acts which CPM would like to reserve for the physiotherapy profession. Other work will include registration categories, incorporation, developing regulations for the Continuing Competence program to name a few.

The Board of Assessors will continue to work on a supervised practice model for new physiotherapy graduates and to monitor registrants undertaking the PCE.

The Complaints Committee, besides handling complaints against registrants, will undertake a project to benchmark time frames for handling complaints. They also have a project to develop a position on publication of names for those who have been censured or are given practice recommendations or proceed to Inquiry.

PT Standards will continue to update the Practice and Position Statements. Part of their review includes an environmental scan of the position taken by other Colleges on a particular topic. The PT Standards Committee aims to bring CPM into line with the general positions of other Colleges for consistency.

CPM office staff will also begin to work on enhancing the Website. Now that the website is updated, our plans include having a Members only section for registrants to access, e-learning modules on ethics cases with blogs where you can provide your opinion. We plan to have access from the member's only side to the continuing competence program where you can update your goal submission statements.

CPM is looking at Over the Counter Drugs and if there is a role for physiotherapy on this topic. We plan to update our acupuncture/ dry needling statement to meet changes in the environment.

This is but a small list of those topics CPM needs to tackle. It will be a very busy year in 2014. Your participation in deliberating these topics and having input into where you wish to see the profession head is very important. Please consider joining a committee or Council to have input.

The College of Physiotherapists of Manitoba

211-675 Pembina Hwy
Winnipeg, Manitoba
R3M 2L6

Phone: (204) 287-8502
Fax: (204) 474-2506

Email: info@manitobaphysio.com