



# An Amazing Journey

2014 Annual Report



College of Physiotherapists  
of Manitoba

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## ***About the College:***

The College of Physiotherapists of Manitoba is the regulatory body established by the Manitoba government to oversee the practice of about 933 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 registrants which can lead to investigation of the complaint and possible disciplinary action.

### ***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:

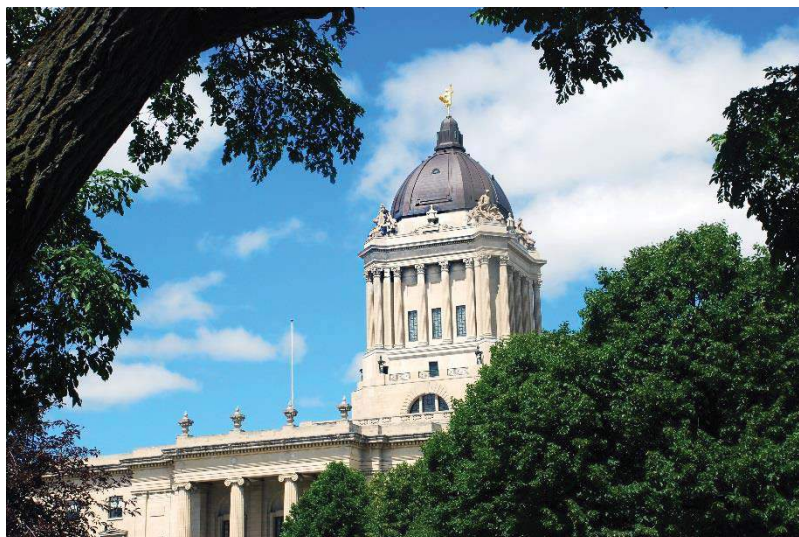
Integrity

Respect

Transparency

Collaboration

... for public protection



## Leadership Message - Tanya Kozera

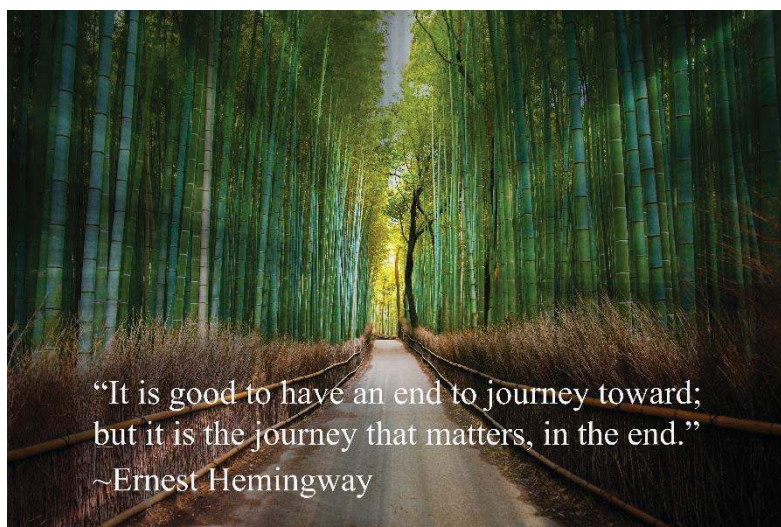


The theme for this annual report is “*An Amazing Journey*”, yet we often focus on the end. What is your end point? Your line in the sand? When are you done? I encourage you to consider your goals as a physiotherapist, how those goals have evolved and perhaps even reflect on the journey that got you to where you are now. “*An Amazing Journey*” certainly reflects how far we have come as a profession.

This past year alone has seen new practice opportunities occurring for physiotherapists using new communication technologies such as Tele-health, or working in primary care or emergency department settings. “*An Amazing Journey*” also speaks to the future that we can anticipate as we journey towards new opportunities and challenges. For example, the Legislative committee is working on proposals for expanding our physiotherapy scope of practice into such areas as ordering diagnostic imaging. This, of course, needs to be approved by the government when we transition under the *Regulated Health Professions Act*. At times, our journey takes us in a detour; in order to increase our skills and competencies, by taking new courses and training along the way. The Continuing Competency Program with its three components (Practice Reflection, Practice Audit and Practice Support) will help us track, manage, and demonstrate this continual growth in our competencies. Our “*Amazing Journey*” has many stops along the way. To ensure that baseline physiotherapy competencies are present, as determined by the Physiotherapy National Exam, Council recently approved a supervision model for new physiotherapists in Manitoba. This period of supervision will cover the period from graduation for new grads, or the period of time from the provision of the conditional license for internationally trained and re-entry physiotherapists, to successful completion of the clinical exam. The Ethics committee has been tasked with developing ethical case studies to support our ethical decision making. The Physiotherapy Practice Standards committee has been busy reviewing, revising and drafting many of our practice standards, such as those on Advertising and Communicating with Physicians. These and other tasks have been assigned to the various committees of the College. I thank each of these committees for their hard work and dedication to their assigned tasks. Our focus on the end has created many journeys with varied paths, yet with a common goal; excellence in the regulation of physiotherapy in Manitoba.

*An Amazing Journey* also reflects the team-work, camaraderie, and commitment to the work of the College that I have witnessed in our colleagues. I am impressed by the actions of those who volunteer for the College, on Council and on committees, and how our mandate of ‘*Public Protection*’ is paramount in their accomplishments. It has been a privilege to work with you. In the two short years that I have been Chair of Council, I have also truly come to appreciate the privilege of self-regulation. Canada is one of the few countries left in the world that has self-regulated health professions. We must ensure we are diligent in our practice habits, competencies, and accountabilities as we strive toward the end of our journey, which in my book, is to be the best physiotherapist we can be.

Respectfully submitted by  
Tanya Kozera, Chair of Council



## Celebrating Contributions - Committees 2014-2015

### Board of Assessors

#### Committee mandate:

1. To consider and decide on 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

Mary Grimwood

Dana Kliewer

Marika Panchuk

Brenda McKechnie (Ex-Officio)

Joanne Parsons

Krista Paulson

Susan Zwingerman

Cynthia Worsley, Public Member

### 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 **Public Members:**

Susan Bowman Arthur Crane

Kelly Waters Ed Hinsburg

Annyue Wong Lois Stewart-Archer

### 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 Linda Pooley

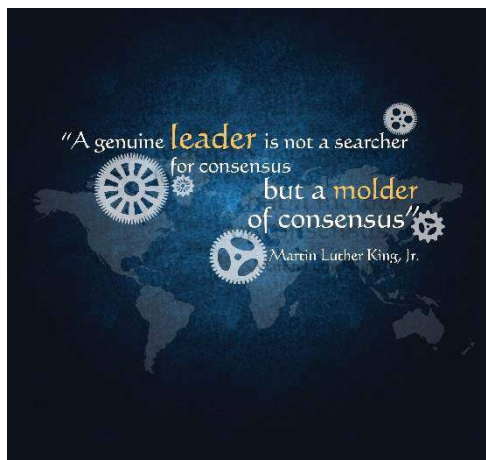
Grant Bainard Sharon Shepherd

Tory Crawford Kerry St. George

Dennis Desautels Chris Vergata

Rukmali Mendis Terrance Woodard

Brenda McKechnie (Ex-Officio)



### Governance & Nominating Committee

Tania Giardini, Chair

Maureen Walker

Jackie Gulenchyn

Rachel Wu

Ricardo Paggao

Alfredo Arrojado, Public Member

Brenda McKechnie (Ex-Officio)

## Celebrating Contributions - Committees 2014-2015

### Complaints Committee

#### Committee Mandate:

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

Andrea Thiessen, Chair

Kelli Berzuk

Carly Erenberg

Kathy Johnson

Jo-Anne Peltz

Natalie Swain

#### Public Members:

Clarence Clarke

Mike Davidson

Dennis Wray

### 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

Allison Watts

Tara Wolchuk

Elizabeth Wonneck

Anita Zhen

Brenda McKechnie (Ex-Officio)

### Physiotherapy Standards Committee

#### Committee Mandate:

To investigate, inform and make recommendations to the Council regarding physiotherapy practice. 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.

Leah Lindsay, Chair

Marlee Beaupre

Jillian (Enns) Renaud

Iris Gair

Allison Guerico

Elizabeth Hammond

Elizabeth Harvey

Tia Kiez

Leo Larocque

Maureen Walker

Brenda McKechnie (Ex-Officio)

### Continuing Competence Evaluation Committee

Leah Dlot, Chair

Thom Berzish

Lindsay Clarke

Olivia Coneys

Rhea Dufort

Sarah Eisbrenner

Dan Fillion

Leah Lindsay

Gil Magne

Megan (Senchuk ) Ferrone

Heather Wittenberg

Jennifer Billeck (Ex-Officio)

### AGM Committee

Natalie Swain, Chair

Tania Giardini

Sheron Miller, Public Member

Leslie Wilder, Public Member

Brenda McKechnie (Ex-Officio)



## ***Strategic Directions***

The Council of CPM is thrilled to bring you Keynote Speaker Tim Hague Senior, winner with his partner and son Tim Junior, of the first Canadian Amazing Race, to the 2015 Annual General Meeting. Tim Sr. undertook the Amazing Race, although diagnosed with Parkinson's disease. With determination and perseverance, the two Tim's beat the odds, and the other teams, to win the race.

Tim Sr.'s "amazing story" is inspirational to us all on a personal level. However, on an organizational level, it is also truly inspirational to realize what determination and perseverance of an organization such as CPM can accomplish.

While the College of Physiotherapists of Manitoba has not been on an "Amazing Race", for things do not proceed quickly in the regulatory world, CPM has certainly been on an "Amazing Journey" in the past year. The activities undertaken in 2014 by CPM have been significant and progressive. This report will highlight those activities which have moved the organization and the profession of physiotherapy forward in 2014.

The work of CPM can be divided into two parts:

- those activities aimed at protecting the public interest by guiding physiotherapy practice and
- by ensuring that the governance and administrative side of the organization work effectively and efficiently.

Through the voluntary effort of many registrants who devote their precious time to being on committees or Council, the work of the College is accomplished. Without our volunteers, the concept of self-regulation of the profession would be impossible. The committees develop and update practice standards and determine registration standards to ensure practitioners meet entry-level standards. Assuring the ongoing competency of registrants is undertaken by committees who review individual registrant's goals and accomplishment statements. Complaints against registrants and the inquiry process are handled by volunteers when a registrant fails to meet the standards of the profession. Volunteers discuss the changing landscape of ethical standards and review and update policies on this topic.

The other work of the College involves the activities such as administrative policy, recruitment and development of volunteers, governance issues and other initiatives to ensure that the organization operates in a grounded manner. This is the role of your Council.

Highlighted activities undertaken in 2014 include:

- In January 2014, the Council formally accepted the revised Mission, Vision and Value Statements that had been developed in a workshop in November 2013. From this exercise, a new strategic plan was developed to guide the work of the College.
- In February of 2014, the Council held an Open House at the College office. Registrants who were interested in applying for a Council or Committee position were invited to attend to learn more about the Council, the Committees and expectations of volunteering at CPM. Eight people attended and four registrants joined a Committee.
- The issue of registrants changing the name of their physiotherapy business without approval from CPM arose on several occasions. The Physiotherapy Standards Committee reviewed the 2011 policy on this topic and accepted it without amendment. Affected clinic owners were required to change back to the original name that CPM had previously approved.

## ***Strategic Directions cont'd***

- PT Standards reviewed and amended a number of policies including: “Physiotherapists Assigning Physiotherapy Care (Support Personnel)” and “Criminal Convictions”. “Fees Schedule and Billing Practices” including discounted services, were discussed at length over the year. There will be a new updated “Advertising Policy” introduced in 2015.
- The Board of Assessors reviewed and updated policies on the “Registration of New Physiotherapy Graduates” and “Membership in Good Standing”.
- Council approved a policy that Council members are required to undertake Board member training. Over the course of the year, several opportunities for training arose and all of Council completed training. Council also discussed a policy about the advertising of courses and workshops on the CPM website in response to numerous requests for advertising this year. It was decided to direct these requests to the Manitoba Physiotherapy Association.
- Council, through the Governance and Nominations Committee updated the policies on “Public Members” and developed the recruitment and appointment process. The “Role of the Treasurer”, “The Finance Committee” as well as the “Student Member on Council” policies were also updated.
- Over the course of the year, CPM worked with the Colleges in Alberta, Saskatchewan and British Columbia to discuss Tele-Health and develop a Memorandum of Agreement about service provision and registration. In early 2015, information sheets were developed for clients/patients and physiotherapists. This work will be completed in 2015.
- The issue of publication of registrant’s names following a censure, complaints or inquiry decision has been discussed. A policy will be developed in 2015 following further research on this topic. Transparency of public information about registrants and processes was a “hot topic” in the regulatory world in 2014.
- Many significant changes were introduced to the Alliance’s governance structure. Tanya Kozera, who chaired CPM Council in 2014, also became President of the Alliance in 2014. Only one representative from each province sat on the Alliance Board of Directors as of 2014. As well, there were a number of changes made to the Alliance’s Exam Credentialing program which simplified the process and improved access to the Physiotherapy Competence Examination for internationally educated physiotherapists. A large number of applicants took advantage of the changes resulting in record breaking examination takers in 2014.
- Moni Fricke was nominated by CPM and won the Alliance’s Award of Distinction for 2014.
- CPM, as well as other Manitoba regulators, contributed funds towards the development of a public relations campaign about self-regulated professions and the development of a web page for the Manitoba Alliance of Health Regulators. The television ads ran on local television stations in late 2014 and into 2015.
- CPM has added an informational section to its website where facility and registrant listings are found, to inform the public about people who may be posing as physiotherapists but are not registered with CPM. This was in response to a former registrant who lost his practice license in Manitoba and who worked illegally in Ontario as a physiotherapist. He has since returned to Manitoba.
- The College of Physicians and Surgeons of Manitoba developed information for health care practitioners about post-partum depression. CPM posted this information for registrants on the CPM website.
- CPM participated in several activities of the Office of the Fairness Commissioner (OFC) by providing data on registration, by participating in the development of educational modules for internationally educated professionals, by revising and updating the CPM website on registration information for internationally educated physiotherapists and developing a policy on Criminal Convictions.
- CPM worked with Broadway Across Canada to offer discounted show tickets for Council and committee members for stage productions that came to Winnipeg in 2014.

## Strategic Directions cont'd

- On the recommendation of the Board of Assessors, Council approved the transition from mentored practice for new graduates to supervised practice, similar to internationally educated and re-entry physiotherapists. The Board of Assessors worked on developing policy documentation on this transition in 2014.
- The Manitoba Alliance of Health Regulators (MAHR) and the Manitoba Patient Safety Initiative jointly worked on a strategy to publicly announce the *Apology Act*. CPM made a financial contribution to support the public announcement campaign.
- The College recruited a Continuing Competence Co-coordinator on a part time basis. A number of excellent applications were received and the successful candidate was Moni Fricke.
- The College purchased a module for the CPM database which will allow CPM to track information on complaints and inquiry in an electronic format. The module development will be completed in 2015.
- The College also purchased a program called "Articulate" which will allow CPM to make "talking" power point presentations to be posted to the Website. The first program will be a presentation for internationally educated physiotherapists about the registration process. The Office of the Fairness Commissioner provided CPM with a consultant to develop the script for this presentation. The presentation will be completed in early 2015. Future uses of this program are planned for educational purposes for registrants on such topics as professional malpractice insurance and the Continuing Competence Program.
- The College undertook research on social media, Facebook etc. and reported in a newsletter during 2014 about the differences between business and private Facebook postings. In 2015, the College will develop a policy on social media to provide further guidance to the registrants.

## Council Leadership 2014-2015



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

**Back row from left to right:** Michael Millar, Student Representative; Tania Giardini, Member; Tanya Kozera, Chair; Sheron Miller, Public Member; Ray Hoemsen, Public Member; Ken Grove, Vice Chair

**Front row from left to right:** Andrea Thiessen, Member; Natalie Swain, Member; Alfredo (Fred) Arrojado, Public Member; Julie Manguba, Student Representative; Jackie Gulenchyn, Treasurer



## Evidence of Performance

### Complaints Committee

In the past year the Complaints Committee addressed a total of fourteen complaints. Five complaints were carried over from 2011-2013, and nine new complaints were received. A decision has been rendered by the Committee for all complaints received prior to January 2015.

#### **Old Complaints:**

A resolution has been reached in all complaints lodged in years prior to 2014.

#### **New Complaints:**

Nine new complaints were received in 2014.

- 1-4. Four complaints initiated by the Registrar in relation to lapses in liability insurance

**Decision:** One registrant was able to produce evidence of insurance. Three registrants were censured for a lapse in liability insurance during the year.

5. Complaint against two therapists, alleging that the care they provided exacerbated an injury

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

6. Complaint alleging a therapist caused a burn

**Decision:** This complaint was lodged against a registrant who was already practicing under a practice agreement in relation to a similar incident. The complaint was elevated to Inquiry.

7. Complaint alleging that treatment took place without the client giving informed consent

**Decision:** It was found that the client was not adequately informed about the treatment he / she received, and was not given the opportunity to voice his / her objection. The therapist was censured for not meeting the practice standard regarding informed consent.

8. Complaint alleging that inadequate treatment was provided

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

9. Complaint alleging that the care provided exacerbated an injury

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

No complaints have been carried over to 2015.

Respectfully submitted by  
Andrea Thiessen, Chair



## ***Evidence of Performance***

### **Inquiry Committee**

The Complaints Committee referred only one case to the Inquiry Committee during the 2014/15 year in October 2014. The Inquiry Panel convened on November 24, 2014 for a hearing into charges against registrant, Lorraine Holmes.

The panel met with the counsel to the panel, Ted Bock LLB, for a pre-hearing meeting to review process and role of the panel.

At the completion of the hearing, the panel informed the registrant that she had been found guilty of 5 separate charges brought against her and all of which demonstrated the registrant's lack of knowledge, skill and/or judgement in the practice of physiotherapy and violated several sections of the Code of Ethics. The hearing was adjourned in order to consider the appropriate penalty.

Correspondence occurred over approximately one month among the panel membership and Mr. Bock. The Panel's recommendation to cancel the registrant's certificate of registration in the College of Physiotherapists of Manitoba was signed off on December 24<sup>th</sup>/2014 and sent to the College to serve the registrant.

Inquiry Panel members were:

Susan Bowman, Chair	Arthur Crane, Public Representative
Mary Grimwood	Ed Hinsburg, Public Representative
Annyue Wong	

Respectfully submitted by Susan Bowman, Chair of Panel

### **Continuing Competence Program**

The current Continuing Competence Program (CCP) has been developed and implemented by registrants of the College of Physiotherapists of Manitoba (CPM) over the last seven years in accordance with part 7 of the *Regulated Health Professions Act* of Manitoba. The CCP has three main components as depicted in Figure 1. The Practice Reflection component is well under way, while the Practice Audit and Practice Support components remain under development.

**Figure 1. CPM Continuing Competence Framework**



A part-time Coordinator for the CCP was hired in December 2014 to support the work of the CCP, as the duties and responsibilities became more than could be expected of volunteers moving forward. The overarching CCP committee was re-established in 2015 with four members of diverse clinical and administrative backgrounds, in addition to the pending appointment of a public member.

Moni Fricke  
Continuing Competence Coordinator

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## ***Evidence of Performance***

### **Continuing Competence Evaluations Committee**

The primary responsibility of the Continuing Competence Evaluation Committee (CCEC) is to evaluate the Learning Goals (LG) and Accomplishment Statements (AS) submitted by the registrants of the College in the Practice Reflection component of our Continuing Competence Program. This was the second year using a custom-made, online program to assist in the submission and evaluation processes. Additionally the Chair and Co-chair of the committee held an information night at the College prior to the 2014 Practice Reflection cycle. The goal of the evening was to reacquaint registrants with the CCEC, explain the purpose and method of reflective practice, and also to encourage “champions” at each facility who can lead and assist fellow colleagues through the program. A number of registrants attended and provided positive feedback on the education they received.

The following is a summary of the submissions received in 2014:

#### **Learning Goals Evaluation:**

- 210 registrants were randomly selected to submit Learning Goals in 2014
- Of the 210 random selected registrants 101 submitted goals
- 3 Registrants submitted Learning Goals without being randomly selected
- 12 Members of the Continuing Competence Evaluation Committee submitted goals
- total number of registrants that submitted Learning Goals: 116

Of the 116 Learning Goal submissions, there were 234 Goals to evaluate. One registrant did not submit a second goal and one registrant submitted more than 2 goals. 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: 167 (71.37%) Incomplete submissions: 67 (28.63%)

This showed an improved percentage from last year (67%), demonstrating that the registrants are following the provided instructions.

#### **Accomplishment Statement Evaluation:**

- 128 registrants were selected to submit accomplishment statements in 2014
- Of the 128 registrants 60 participated
- 5 registrants submitted accomplishment statements without being asked
- total number of registrants that submitted accomplishment statements: 65

Of the 65 Accomplishment Statement submissions, there were 126 evaluations. Four 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: 113 (89.68%) Incomplete submissions: 13 (10.32%)

This showed an improved percentage from last year (78%), demonstrating that registrants are following the provided instructions.

Respectfully Submitted by  
Leah Dlot, Chair



## Financial Statements

(Unaudited)

College of Physiotherapists of Manitoba

December 31, 2014

College of Physiotherapists of Manitoba

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## Review Engagement Report

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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, 2014 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 23, 2015

A stylized, handwritten-style signature of "Grant Thornton LLP" in black ink.

Chartered Accountants

## College of Physiotherapists of Manitoba Statement of Operations

(Unaudited)

Year ended December 31

	2014	2013 (Note 5)
Revenues		
Registration fees	\$ 479,358	\$ 465,664
Other revenues	<u>3,191</u>	<u>2,153</u>
	<u>482,549</u>	<u>467,817</u>
Operating expenses		
Administrative	45,148	40,604
Amortization	13,271	10,976
Bank and transaction fees	15,920	15,212
Insurance	2,856	2,826
Meetings and conventions	11,419	15,321
Memberships and licenses	15,721	12,050
Office	23,432	22,495
Professional fees	34,598	31,182
Projects	17,933	18,289
Rental	43,068	43,404
Salaries and wages	251,717	243,185
Telecommunications	6,951	6,868
Training	<u>3,466</u>	<u>2,490</u>
	<u>485,500</u>	<u>464,902</u>
(Deficiency) excess of revenues over operating expenses before other income	<u>(2,951)</u>	<u>2,915</u>
Other income		
Interest	205	317
Gain on sale of marketable securities	17,036	7,024
Income from marketable securities	5,619	6,372
Writeup of marketable securities	<u>2,464</u>	<u>5,545</u>
	<u>25,324</u>	<u>19,258</u>
Excess of revenues over expenses	<u>\$ 22,373</u>	<u>\$ 22,173</u>

See accompanying notes to the financial statements.

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## College of Physiotherapists of Manitoba Statement of Fund Balances

(Unaudited)

Year ended December 31

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	General Fund	Capital Assets Fund	Total 2014	Total 2013 (Note 5)
Balance, beginning of year				
As previously reported	\$ 358,356	\$ 66,355	\$ 424,711	\$ 399,604
Prior period adjustments (Note 5)	<u>(58,078)</u>	<u>-</u>	<u>(58,078)</u>	<u>(55,144)</u>
As restated	300,278	66,355	366,633	344,460
Excess of revenues over operating expenses	22,373	-	22,373	22,173
Amortization of capital assets	13,271	(13,271)	-	-
Fund transfer on purchase of capital assets	<u>(17,468)</u>	<u>17,468</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 318,454</u>	<u>\$ 70,552</u>	<u>\$ 389,006</u>	<u>\$ 366,633</u>

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See accompanying notes to the financial statements.

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## College of Physiotherapists of Manitoba Statement of Financial Position

(Unaudited)

December 31

2014

2013  
(Note 5)**Assets**

## Current

Cash	\$ 18,490	\$ 22,677
Marketable securities (Note 3)	398,457	341,338
Accounts receivable	-	1,337
Prepaid expenses	3,892	1,992
	<u>418,838</u>	<u>367,344</u>

## Capital assets (Note 4)

	<u>70,552</u>	<u>66,355</u>
	<u>\$ 489,491</u>	<u>\$ 433,699</u>

**Liabilities**

## Current

Accounts payable and accrued liabilities	\$ 58,664	\$ 27,307
Deferred revenue	41,821	39,759
	<u>100,485</u>	<u>67,066</u>

**Fund balances**

General Fund	318,454	300,278
Capital Assets Fund	70,552	66,355
	<u>389,006</u>	<u>366,633</u>
	<u>\$ 489,491</u>	<u>\$ 433,699</u>

On behalf of the board

 Director

 Director

See accompanying notes to the financial statements.

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## College of Physiotherapists of Manitoba Statement of Cash Flows

(Unaudited)

Year ended December 31

2014

2013  
(Note 5)

Increase (decrease) in cash and cash equivalents

**Operating**

Excess of revenues over expenses	\$ 22,373	\$ 22,173
Item not affecting cash		
Amortization	<u>13,271</u>	<u>10,976</u>
	<b>35,644</b>	33,149
Change in non-cash working capital items		
Accounts receivable	1,337	(1,337)
Prepaid expenses	(2,000)	-
Government remittances payable	-	(4,464)
Accounts payable and accrued liabilities	31,357	3,202
Deferred revenue	<u>2,062</u>	<u>2,441</u>
	<b>68,400</b>	<b>32,991</b>

**Investing**

Marketable securities	(55,119)	1,060
Purchase of capital assets	<u>(17,468)</u>	<u>(22,450)</u>
	<b>(72,587)</b>	<b>(21,390)</b>

(Decrease) increase in cash

(4,187) 11,601

**Cash**

Beginning of year	<u>22,677</u>	<u>11,076</u>
End of year	<b>\$ 18,490</b>	<b>\$ 22,677</b>

See accompanying notes to the financial statements.

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## College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)  
December 31, 2014

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### 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.

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### 2. Significant accounting policies

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

#### 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.

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## College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)  
December 31, 2014

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### 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.

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### 3. Marketable securities

	<u>2014 Market</u>	<u>2014 Cost</u>	<u>2013 Market</u>	<u>2013 Cost</u>
Investors Income Plus Portfolio B	<u>\$ 396,457</u>	<u>\$ 375,156</u>	<u>\$ 341,338</u>	<u>\$ 325,380</u>

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### 4. Capital assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2014 Net Book Value</u>	<u>2013 Net Book Value</u>
Equipment	\$ 68,195	\$ 61,664	\$ 6,531	\$ 8,164
Computer equipment	55,424	36,742	18,682	18,297
Computer software	109,788	64,449	45,339	39,894
Leasehold improvements	<u>13,814</u>	<u>13,814</u>	<u>-</u>	<u>-</u>
	<u>\$ 247,221</u>	<u>\$ 176,669</u>	<u>\$ 70,552</u>	<u>\$ 66,355</u>

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## College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)  
December 31, 2014

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### 5. Prior period adjustments

The comparative figures have been retroactively restated to reflect the deferral of registration fees and to record the liability for vacation pay. Registration fees had previously been recognized on a calendar year basis instead of over the term of the membership. Vacation had previously been recognized as paid instead of as earned. As a result, certain figures have been restated from those previously reported in order to properly account for the adjustments as follows:

Accounts payable and accrued liabilities previously reported as \$8,987 has been adjusted to \$27,306 and deferred revenue previously not reported has been adjusted to \$39,759. The cumulative effect of these adjustments is the adjustment of the opening fund balances previously reported as \$399,604 to \$344,460.

Registration fees previously reported for 2013 were overstated by \$2,441. Salaries and wages reported for 2013 were understated by \$494. The effect of these adjustments in 2013 is a \$2,935 decrease in the reported excess of revenues over expenses from \$25,108 to \$22,173.

The above noted changes necessitated a restatement of the statement of cash flows without impacting the cash position previously reported. The comparative adjustments are as follows: the excess of revenues over expenses has been adjusted to \$22,173; the change in accounts payable and accrued liabilities has been adjusted from \$2,708 to \$3,202; and the change in deferred revenue previously not reported has been adjusted to \$2,441.

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### 6. 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:

2015	\$ <u>40,025</u>
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## College of Physiotherapists of Manitoba Notes to the Financial Statements

(Unaudited)  
December 31, 2014

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### 7. 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 a 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

Other 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.

## Demonstrating Accountability - Registration Statistics (as of December 31, 2014)

### Registration Status

REGISTER	NUMBER	PERCENT
Active	756	81%
In-Active	35	4%
Exam Candidate	46	5%
<b>Other:</b>		
Students - Manitoba	96	10%
Students - Out of Province	0	0%
Temporary	0	0%
<b>Total Registrants</b>	<b>933</b>	<b>100%</b>

### New Registrations/Non-Renewals

New registrants educated in Manitoba	0
New registrants educated in other Canadian provinces	2
New registrants internationally educated	5
<b>Total number of new registrations 2014</b>	<b>7</b>
Number of registrations NOT renewed	27
Total number of re-registrations	6
First year students	47
<b>Net Gain</b>	<b>33</b>

### Male/Female Distribution

Sex	Active	Exam Candidate	In-Active	Manitoba Students
Male	172	18	3	29
Female	584	28	32	67
<b>Total</b>	<b>756</b>	<b>46</b>	<b>35</b>	<b>96</b>

### Registrant Age Groups

Age	Active			In-Active			Exam Candidates		
	M	F	Total	M	F	Total	M	F	Total
19	0	0	0	0	0	0	0	0	0
20-24	1	5	6	0	0	0	1	8	9
25-34	49	197	246	0	19	19	15	20	35
35-44	50	155	205	2	6	8	2	0	2
45-54	42	102	144	0	3	3	0	0	0
55-64	28	110	138	0	4	4	0	0	0
65-74	2	15	17	1	0	1	0	0	0
75+	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>172</b>	<b>584</b>	<b>756</b>	<b>3</b>	<b>32</b>	<b>35</b>	<b>18</b>	<b>28</b>	<b>46</b>

## Demonstrating Accountability - Education Statistics (as of December 31, 2014)

### Entry Level Physiotherapy Education Credentials

Credential	Active			In-Active		
	M	F	Total	M	F	Total
PT Diploma	14	79	93	1	3	4
Baccalaureate Degree	153	486	639	2	27	29
PT Masters	5	18	23	0	2	2
PT PhD	0	1	1	0	0	0
<b>Total</b>	<b>172</b>	<b>584</b>	<b>756</b>	<b>3</b>	<b>32</b>	<b>35</b>

### Post Entry Level Physiotherapy Education Credentials

Credential	Active			In-Active		
	M	F	Total	M	F	Total
Baccalaureate Degree	9	60	69	1	2	3
PT Masters	5	22	27	0	0	0
PT PhD	0	2	2	0	0	0
<b>Total</b>	<b>14</b>	<b>84</b>	<b>98</b>	<b>1</b>	<b>2</b>	<b>3</b>

### Specific Area of Practice: Acupuncture

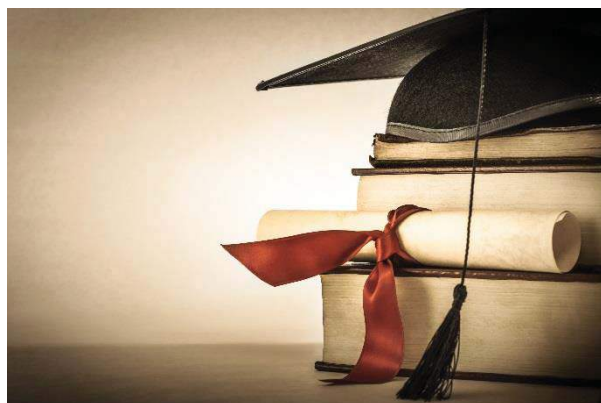
Male	Female	Total
99	254	353

### New Registrants Educated Outside of Manitoba

Province	M	F	Total
Alberta	0	1	1
Quebec	0	1	1
<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</b>

### Active and Exam Candidate Registrants Internationally Educated

Country	M	F	Total
Argentina	0	1	1
Australia	2	2	4
Columbia	0	1	1
Croatia	0	1	1
Egypt	1	0	1
Hong Kong	1	1	2
India	0	3	3
Jamaica	0	1	1
New Zealand	0	1	1
Philippines	2	2	4
South Africa	0	4	4
United Kingdom	1	7	8
United States	2	2	4
<b>Total</b>	<b>9</b>	<b>26</b>	<b>35</b>





## Demonstrating Accountability - Employment Statistics (as of December 31, 2014)

Employment Status: Active and Exam Candidate (EC)

Category	Total	Percentage
Full-time Permanent	341	43%
Full-time Temporary	20	2%
Part-time Permanent	224	28%
Part-time Temporary	15	2%
Casual	27	3%
Self-Employed Part Time	56	7%
Self Employed Full Time	94	12%
Employee Unspecified	25	3%
<b>Total Working in Physiotherapy</b>	<b>802</b>	<b>100%</b>

Employment Status: In-Active

Working in Physiotherapy outside of Manitoba	5
On leave of absence from Physiotherapy	22
Working in another field	3
Unemployed and seeking employment in Physiotherapy	0
Unemployed and not seeking employment in Physiotherapy	1
Unemployed, unspecified	1
Retired	3
<b>Total Not Working</b>	<b>35</b>

Focus of Practice  
(Active and EC)

Clinical Focus on Musculoskeletal System	377
Clinical Focus on Neurological System	39
Cardio Vascular & Respiratory System	18
Clinical Focus on More than one System	298
Non-Clinical Focus	4
Not Applicable	61
Unknown	5
<b>Total</b>	<b>802</b>

Category of Patients  
(Active and EC)

Category of Patients	
Adult	138
Seniors	52
Paediatric	44
All Ages	499
Not Applicable	60
Other/Unknown	9
<b>Total</b>	<b>802</b>

Client Level  
(Active and EC)

Client Level	
Acute	112
Long Term Care	21
Rehabilitation	129
Mixed	469
Not Applicable	66
Unknown	5
<b>Total</b>	<b>802</b>

Organization Classification/Primary Employment (Active and Exam Candidates)

Location	M	F	Total	Location	M	F	Total
Assisted Living Residence	6	23	29	Regulatory Body	0	2	2
Association	1	3	4	Rehab Hospital/Facility	5	36	41
Community Health Centre	8	25	33	Residential Care Facility	0	8	8
Government	3	3	6	School/School Board	0	13	13
Group Professional Practice	8	29	37	Self Employed	4	5	9
Health Authority	8	28	36	Solo Professional Practice	13	35	48
Hospital	37	210	247	University	3	10	13
Industry	3	2	5	Visiting Agency	3	13	16
Mental Health Facility	1	0	1	Other	2	8	10
Private Practice	85	154	239	Unknown	0	5	5
				<b>Total</b>			<b>802</b>

## Demonstrating Accountability - Employment Statistics (as of December 31, 2014)

### Area of Practice (Active and Examination Candidates)

Area of Practice	M	F	Total
Administration	2	15	17
Amputations	2	1	3
Burns and Wound Management	1	0	1
Cardiology	0	4	4
Client Services Management	0	4	4
Consultant	3	15	18
Continuing Education	0	0	0
Critical Care	1	5	6
Direct Patient Care	7	55	62
Ergonomics	0	3	3
General Practice	68	194	262
Gerontology	5	16	21
Health Promotion and Wellness	0	4	4
Home Care	1	2	3
Mental Health	1	0	1
Neurology	6	36	42
Oncology	0	2	2
Orthopedics	83	189	272
Other Area of Direct Service	0	9	9
Other Education	0	0	0
Other Area of Practice	2	6	8
Palliative Care	0	0	0
Perineal	0	3	3
Plastics	1	6	7
Return to Work Rehabilitation	1	3	4
Research	1	6	7
Respirology	1	5	6
Rheumatology	0	2	2
Sports Medicine	2	7	9
Teaching: Physiotherapy Related	2	10	12
Vestibular Rehab	0	2	2
Woman's Health	0	2	2
Not Applicable	0	0	0
Unknown	0	6	6
<b>Total</b>	<b>190</b>	<b>612</b>	<b>802</b>

### Geographical Statistics (as of December 31, 2014)

#### Geographical Breakdown by Residence

Region (Manitoba)	Active and EC			In-Active		
	M	F	Total	M	F	Total
Interlake-Eastern	11	40	51	0	2	2
Northern	2	10	12	0	0	0
Prairie Mountain Health	19	49	68	0	3	3
Southern Health/ Santé Sud	19	54	73	1	5	6
Winnipeg	139	456	595	1	13	14
<b>Total</b>	<b>190</b>	<b>609</b>	<b>799</b>	<b>2</b>	<b>22</b>	<b>25</b>
<b>Out of Province</b>						
Alberta	0	1	1	0	0	0
British Columbia	0	1	1	0	2	2
Saskatchewan	0	1	1	0	0	0
Ontario	0	0	0	0	1	1
<b>Total</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Out of Country</b>						
Australia	0	0	0	0	1	1
China	0	0	0	0	1	1
New Zealand	0	0	0	1	0	1
United States	0	0	0	0	4	4
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>7</b>



## Celebrating Contributions

### The Office Team

*Brenda McKechnie, Registrar/Executive Director*  
*Jennifer Billeck, Deputy Registrar*  
*Moni Fricke, Continuing Competence Coordinator*  
*Crystal Davis, Senior Office Administrator*  
*Christie McKechnie, Office Administrator*

### Agents of the College

*Heather Martin Brown, Investigator*  
*Pam Shymko, Investigator*  
*David Marr, Legal Counsel - Campbell Marr LLP*  
*Carol Rempel, Comptroller*  
*Grant Thornton LLP, Accountant*

## Looking Forward

As we head into the year 2015, it is apparent to Council that another busy year is ahead. Projects that have been started, such as new standards development or updating current policy and standards, will be front and centre. There is more work to be done on issues surrounding Tele-Health. Discussion will ensue on topics such as transparency of College processes and publication of names as well as social media.

The Board of Assessors is ready to roll out the new supervised practice guidelines for new graduates, which will replace the mentorship model. As well, a new clinical evaluation form for students, new grads, re-entry candidates and internationally educated is about to be released in 2015.

There will be considerable work involved inputting information onto the complaints database but at the end of the day, it will serve as a wonderful repository of information about the nature of complaints, processing times etc. This information will assist the Complaints Committee to establish benchmarks for processing times of complaints.

Work is progressing on the Continuing Competence Program as well as developing Regulations in order to come under the new *Regulated Health Professions Act*. The College will be developing a communication strategy in order to better inform registrants about work on these two projects.

The College plans to start an educational section on the website, using “talking Power Point” presentations.

The lease for the CPM office space will expire in November 2015. Work is underway to look at new space that is wheelchair accessible, accessible for registrants and a little larger than we currently occupy. Some discussion has begun with another regulator to possibly share office space.

Your participation in these activities is vital in maintaining the College’s standing of being a self-regulated profession. Please consider joining a committee or Council to have **your** say in the direction of the profession.



## **The College of Physiotherapists of Manitoba**

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