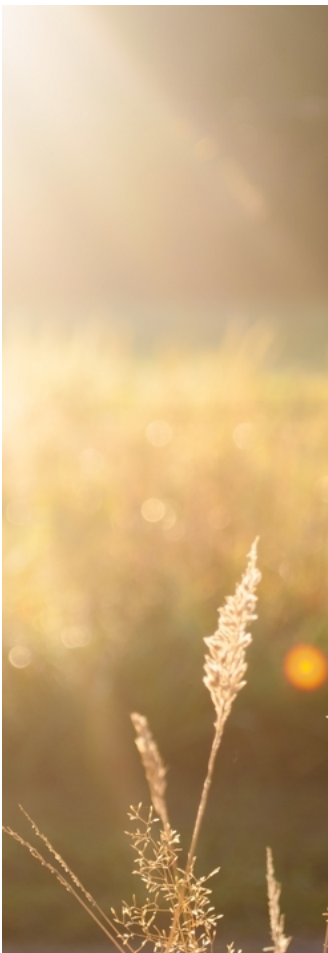


# COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

## ANNUAL REPORT 2016





Growing

Evolving

Forward



Together

Moving

Advancing

Collaboration

Teamwork

COLLEGE OF  
PHYSIOTHERAPISTS OF  
MANITOBA

# 2015-2016

## MOVING FORWARD

### **Mission**

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

### **Vision**

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

### **Values**

We strive for excellence through:

- Integrity
- Respect
- Transparency
- Collaboration

... for public protection

Every physiotherapist who practices physiotherapy in Manitoba must be a registered member of the College of Physiotherapists of Manitoba (CPM).

CPM is a self-supported professional body that regulates the practice of physiotherapy in Manitoba. CPM receives its regulatory authority from *The Physiotherapists Act* of Manitoba (2001). Our mission is to ensure that the public receives safe, competent physiotherapy care from qualified physiotherapists.

CPM is responsible for:

- Setting standards of practice
- Registering only qualified physiotherapists who wish to practice in Manitoba
- Ensuring that complaints of malpractice, misconduct or incompetence involving physiotherapists are thoroughly investigated and that appropriate action is taken
- Maintaining a Continuing Competency Program that requires members to demonstrate that they have engaged in activities to maintain and enhance their ability to practice



'Volunteers do not necessarily have the time; they just have the heart.'

Elizabeth Andrew

## Council Chair's Message

As I near the end of my second year on Council, it is hard to believe how quickly time has flown by and how much change continues to occur. Walt Disney once said, *"We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps leading us down new paths."* and so we continue with our theme of Moving Forward in this year's Annual Report.

I have discovered that sometimes it is our own curiosity as members of Council, or that of you as our Membership, that has led us to examine our policies or processes, open new doors or go down new paths, while other times it is external circumstances or challenges that motivate us to move forward in new and innovative ways.

Moving forward is not always easy; many of us are very comfortable with "the way things used to be" and over the last year, we have fielded many questions about the Supervised Practice Model, the Continuing Competency Program, the new office location and as always, the new fees.

The one year anniversary in our new space quietly came and went, but the use of the space over the year has been far from quiet with the office juggling bookings for our nine standing committees, webinars, meetings and educational events. We also hit the one year milestone of the roll out of the revised Supervised Practice Model with 49 exam candidates mentored through this process. Thank you to all of you that provided your thoughts, feedback, time and experience! Although the date to come under the *Regulated Health Professions Act* has been pushed back, the work of the Legislative Committee and the Continuing Competency Program have continued and will serve us well once it is our turn. Unfortunately, the work of our Complaints Committee and our investigators seems to grow each year and 2016 was no different. The need for a timely and consistent approach to complaints led to the creation of the Complaints Coordinator position part way through this year to support this incredibly important role of CPM.

Despite the many years since my graduation, these last two years on Council have helped me move forward with a better appreciation of the privilege we have, to be trusted to be a self-regulated profession, and to be able to call ourselves professionals. *"In its original meaning, the essence of being a professional was to have made a public commitment to a high standard of performance, to integrity and to public service"*. This definition from Human Resources Professionals Association exemplifies the work that CPM and its volunteers do every day to hold us accountable to this commitment and remind us what it means to be a professional.

The work of the College cannot be done without the commitment of the numerous volunteers for all of our committees who give their time, knowledge and experience to embody CPM's values of *Integrity, Respect, Transparency and Collaboration*. I would like to thank them all for their hard work, help and support over the last year but would also encourage any of you that would like to help us continue to move forward and impact change to become involved.



**Susan Bowman**  
Council Chair



**Back row from left to right: Vincent Francisco, Ray Hoemsen, Lindsay Pratt, Natalie Swain**

**Front row left to right: Ashley Froese, Susan Bowman, Jacquelyn Ogloza**

**Missing: Leslie Wilder, Nancy Saini and Jennifer Forbes**

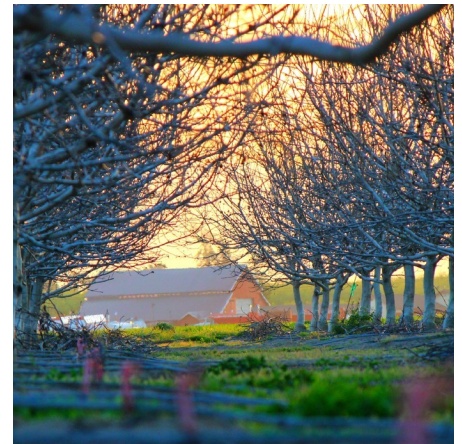


**COUNCIL CHAIR:**

Susan Bowman

**ELECTED REPRESENTATIVES:**

Susan Bowman  
Ashley Froese  
Natalie Swain  
Jacquelyn Ogloza  
Lindsay Pratt  
Jennifer Forbes



**PUBLIC MEMBERS:**

Leslie Wilder  
Ray Hoemsen

**STUDENT MEMBERS:**

Nancy Saini  
Vincent Francisco

The logo for the Registrar's Report is located on a green vertical banner. It features the text "Registrar's Report" in a white, bold, sans-serif font. The banner has a white outline of a mountain peak at the bottom, with a red triangle inside the peak.

# Registrar's Report

As the year 2016 comes to a close, it is time to reflect on the progress of College activities in the past year.

The work of the College centers around a strategic plan that is developed annually and is reviewed several times throughout the year to ensure that progress is being made. The main areas of emphasis in the strategic plan under which the activities follow include:

1. Enhancing mandated processes.
2. Building and nurturing relationships.
3. Strengthening governance practices of the organization.
4. Influencing and implementing new legislation.

In addition to the work of the staff, the College's activities are accomplished through the volunteer efforts of the Council who provide strategic direction and policy development for CPM. As well, there are committee volunteers who dedicate their time and resources to the activities of the College. Without the commitment from our registrants to participate in the activities of the Council and committees, by having input into the direction of the profession, developing our standards of practice and code of ethics and other activities, our profession would have difficulty in maintaining its self-regulated status.

In late 2016, the College hired a policy writer, Shauna Martin. This is an exciting step for CPM to have professional help to assist the committees with policy writing and direction. Shauna has also worked with the government so she will be able to assist us as CPM proceeds with the new legislation. Having a policy writer means that committees, such as the PT Practice Standards Committee will have a shift in their roles. Rather than writing policy from scratch, the committees will work in an advisory capacity to Shauna who will take the information provided by the Council and committees and write the actual policy.

The College has now been in our new home for a year. The move has afforded the College the ability to be compatible with the new *Accessibility Act* as it relates to being physically accessible to the public with disabilities. The new location has also allowed CPM to host meetings for various groups, including Manitoba Health, The Office of the Fairness Commissioner, Alliance exam writing groups, School Therapy Services etc. This increases the College's leadership profile.

During 2016, the Governance and Nominations Committee (GNC), which reviews the current CPM administrative policies and also recruits to committees and Council, focused on reviewing, editing and passing many of the College's administration policies.

The College's Emergency Preparedness Plan was reviewed and extensively edited, partly in response to the move to our new location. The College's website was updated and further plans are being made to develop a member's only side. Council education was emphasized during 2016 to assist the Council to improve their board management skills. An Open House was held in February to recruit new committee and Council members for the upcoming years. The Open House was educational to let registrants hear about the work of the CPM and the issues facing the College and Council. Council also began to research the idea of pre-authorized payments for renewal fees. You will be hearing more about this in 2017. The Council began to discuss and research the issue of e-mailing confidential information, which could include complaint information, information on registrants etc. The plan is to develop best practice policy on sending confidential information in order to maintain the confidentiality of the content. At the same time, Council has been discussing the publication of names in Complaints and Inquiry procedures. There is a move across some provinces to publish names. CPM has not published names consistently. The Provincial Government

is looking at legislation about Colleges releasing certain information on its members to the public in order that the public can make an informed decision about the choice of their service provider.

January of 2016 marked the beginning of mandatory Supervised Practice for Examination Candidates. This was an undertaking of the Board of Assessors to bring consistency with the policies of the other provinces in the registration of Examination Candidates. In January, there were several new graduates who failed the OSCE in November 2015 who came under supervised practice. This number included six University of Manitoba students who failed the OSCE, four internationally educated physiotherapists and one person educated elsewhere in Canada. By August 15, 2016, 39 new graduates had passed the written component and were eligible for registration in September on the Examination Candidate Register to practice under supervision. While the Board of Assessors is still working out little kinks in the process, they are very appreciative of how the clinical community has banded together to make supervision of new graduates or international physiotherapists a successful program.

The PT Standards Committee was very busy in the early part of 2016 working on a number of difficult practice statements that needed updating. Unfortunately, the committee ran out of steam and without a Chairperson, the committee did not meet again until late 2016.

The Council realized that writing difficult policy when most physiotherapists have no experience in this area, was the problem. So the Council decided to hire a policy writer in late 2016. As well, Gisele Pereira agreed to take on the Chair of PT Standards for a short period of time to get things back on track. The role of this committee has now changed significantly and the committee is serving in more of an advisory capacity to the policy writer, rather than the writing of policy. Using the expertise of the committee members to advise the policy writer is proving to be way more efficient and effective (and fun!).

The Legislative Committee met with Manitoba Health in 2016 to review our progress on the work being done to come under the *Regulated Health Professions Act* (RHPA). Much of the work of this committee for the past few years has been around applying for Reserved Acts which necessitated researching and writing papers to justify each of the Reserved Acts for which the committee should be applying. The Legislative Committee also undertook a survey of the members in 2016 asking members to identify areas of practice that they work in which may require a reserved act that the committee had not yet identified.

Further work will be done in 2017 towards writing the Reserved Act submissions but the committee is nearing completion of this work and will move onto writing Regulations for the new legislation. To date, only Audiology and Speech Language Pathologists have come under the RHPA.

The Ethics Committee spent most of 2016 developing a workshop on Ethics that was presented to interested registrants of the College in early 2017. The Committee is hoping to develop a talking Power Point presentation from the workshop which will be posted on the CPM website at a later date.

The Office of the Fairness Commissioner requested CPM's participation in a review of our registration standards. This was a second round of review from a few years ago and the purpose was to update our compliance with items identified in the previous review. The initial workshop occurred in June 2016 and the review was successfully completed in the fall of 2016.

CPM joined forces with several Manitoba Regulators to collaborate on a joint project to develop a jurisprudence module for each of the Regulators. Work is continuing on this project. CPM and other Colleges have contributed funding to hire a consultant to guide them through the development work.

# Registrar's Report



In 2016, some of our public member's terms of office expired or the public member resigned early before his/her term was completed. The government who usually makes these appointments was contacted a number of times but as of December 31, a public member position on the Complaints Committee was vacant as well as a Council public member position left vacant from the spring. By the end of March 2017, it is anticipated that there will be nine public member vacancies. There is a clause in the CPM By-Laws which permits the College to fill these vacancies if the Minister of Health has not done so within 90 days. The Council will use this By-Law to fill these vacancies. Any registrant who has a suggestion for a public member to fill any of these vacancies is urged to contact the CPM office.

Physiotherapy Alberta, which is the regulator and professional association combined, contacted several physiotherapy regulators across Canada to discuss the use of accreditation for clinics that are not owned by physiotherapists. A presentation was held in the fall of 2016 and the Council is interested in learning more about this process.

In 2016, the Alliance and Physiotherapy Alberta undertook a major project with funding to develop a National Code of Ethics as well as a National Standards of Practice document. A consultant was hired to undertake this project and widespread consultation with the physiotherapy profession nationally was conducted. The project has now been completed and the two documents have been accepted by Council. The documents will be posted on the CPM website in 2017. Following up on this work, Alberta is now moving to develop a jurisprudence model based on the National Standards of Practice and Code of Ethics. CPM is involved in this project which is being carried forward into 2017.

Respectfully submitted by:



**Brenda McKechnie**

*Registrar/ Executive Director*





## Evidence of Performance

In 2016 the Complaints Committee of the College of Physiotherapists of Manitoba (“the Committee”) addressed a total of 16 complaints. 12 new complaints were received, and 4 were carried over from 2014.

### Complaints:

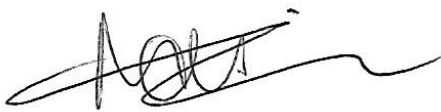
- 1-5: Five complaints were initiated by the Registrar for lapses in professional liability insurance.  
**Decision:** Four registrants were censured for a lapse in professional liability insurance. One registrant was able to provide evidence of uninterrupted insurance; no action was required in this complaint.
- 2: Complaint alleging that treatment caused injury.  
**Decision:** After investigation, the Committee found no evidence to support the allegations. No action was required.
- 3: Complaint alleging that inadequate treatment was provided.  
**Decision:** After investigation, the Committee found no evidence to support the complainant’s allegations. As a result of the investigation, the Committee found that the registrant’s documentation did not meet the expected standard of practice. The registrant has entered into a practice agreement to undergo monitoring of his/her documentation.
- 4: Complaint alleging that the complainant was not made aware of fees for treatment.  
**Decision:** This complaint was lodged against a registrant who had been censured for a similar offense in 2013. The complaint was elevated to Inquiry.
- 5: Complaint alleging that the complainant’s subjective concerns were ignored, and that physiotherapy treatment caused harm.  
**Status:** This complaint remains under investigation; carried forward to 2017.
- 6: Complaint questioning the practice of a physiotherapist administering a drug via iontophoresis.  
**Decision:** The Committee sought advice of legal counsel, and was advised that it is not within the scope of practice of a physiotherapist in Manitoba to prescribe, administer, dispense, sell or compound a drug. The registrant has voluntarily agreed to discontinue the practice of iontophoresis with a drug. As a result of the investigation, the Committee found that the registrant’s documentation did not meet the expected standard of practice. The registrant has entered into a practice agreement to undergo monitoring of his/her documentation.

- 7: Complaint alleging double-billing.  
**Decision:** After investigation, it was the decision of the Committee that there was no intent to deceive the complainant or the insurer. No action was required.
- 8: Complaint against a registrant alleging double-billing and injury as a result of acupuncture. (Related to above complaint).  
**Status:** Elements of this complaint remain under investigation. Carried forward to 2017.
- 9: Complaint alleging that an insurance report submitted was inaccurate and resulted in a loss of benefits.  
**Decision:** After investigation, the Committee decided that the registrant's documentation was inadequate to support or refute the complainant's allegations. The registrant was required to enter into a practice agreement to undergo monitoring of his/her documentation.
- 10: Complaint alleging that an insurance report submitted was inaccurate and resulted in a loss of benefits. (Related to above complaint).  
**Decision:** After investigation, it was determined that the registrant's documentation met the expected standard.
- 11: Complaint alleging incompetence.  
**Decision:** This complaint was lodged by a supervisor against a former employee. This complaint is carried forward.

## Other Business:

In 2016 the College of Physiotherapists of Manitoba established a new position: Coordinator of Complaints. Acknowledging the time-consuming nature of the Chair of Complaints position, and the increasingly complex nature of incoming complaints, this role was created to provide support to the Chair of Complaints and to ensure consistency of the Complaints process as Committee membership evolves.

Respectfully submitted by:



**Natalie Swain**

*Chair of Complaints  
Committee*



**Andrea Thiessen**

*Complaints Coordinator*

# Evidence of Performance

## Inquiry Committee Report

The College received a complaint from the public concerning a member of the College, Christopher Bisignano. The Complaints Committee investigated the complaint and decided to elevate the complaint to the Inquiry Committee.

Mr. Bisignano was charged with professional misconduct and/or contravention of *The Physiotherapists Act* or Regulations, By-Laws or Code of Ethics of the College and/or was guilty of conduct unbecoming a member.

The details of the charges were:

1. Between September 2 and 8, 2015, Mr. Bisignano failed to inform his patient of his fees and the terms and conditions of payments prior to that patient receiving his services, contrary to Practice Statement 5.2; and
2. In an e-mail exchange between Mr. Bisignano and the same patient that occurred between October 7 and 8, 2015, Mr. Bisignano represented to the patient that there was a provincial fee for physiotherapy, a standardization of professional fees and a fee schedule, and all of these statements were not factual.

The hearing of the Inquiry Panel was held on November 4, 2016 and Mr. Bisignano appeared before the Inquiry Panel consisting of Kelly Codispodi (Chair), Gil Magne (PT Member) and Lois Stewart-Archer (Public member).

Mr. Bisignano entered a plea of guilty to the two charges.

The Inquiry Committee Panel found Mr. Bisignano guilty of professional misconduct.

He was ordered to pay fines and costs in the aggregate sum of \$3,000.00. He will also submit to two random audits between November 10, 2016 and November 10, 2018 to ensure compliance with the requirements that proper fee schedules be posted in his clinic.

The publication of the decision by CPM shall include Mr. Bisignano's name but shall not identify his clinic or its location.

Respectfully submitted by:



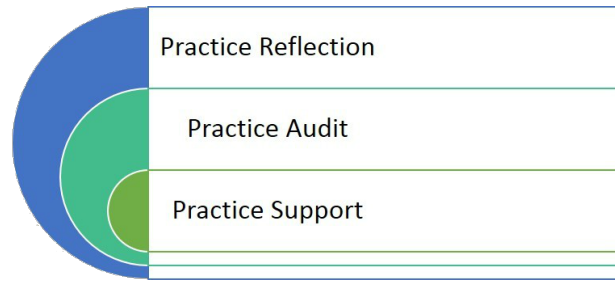
**Brenda McKechnie**

*Registrar/ Executive Director*

# Continuing Competency Program

The College of Physiotherapists of Manitoba (CPM) in accordance with part 7 of the *Regulated Health Professions Act* (RHPA) of Manitoba has developed a Continuing Competency Program (CCP) which consists of three components (Figure 1). The Practice Reflection component was initiated in 2010, and the Practice Audit component was piloted this past year in 2016. The Practice Support component has been developed but has yet to be implemented. The inability to enforce participation remains a challenge until such time as the relevant Regulations are put in place.

Figure 1. CPM Continuing Competence Framework



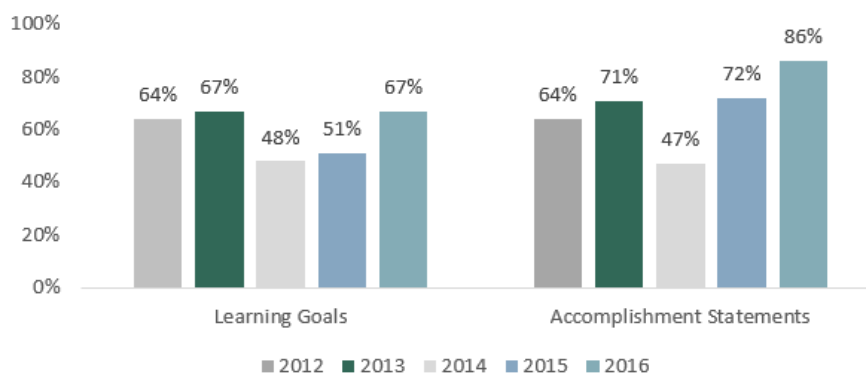
## Practice Reflection

The Practice Reflection component of the CCP consists of registrants identifying their own two professional learning goals for the coming year and explicitly reflecting on their learning outcomes the following year. All active registrants of CPM are encouraged to participate independently, while 20% of registrants are requested to submit their learning goals or accomplishment statements electronically for peer review. It is anticipated that participation in this component of the CCP will be a requirement for annual registration once the necessary Regulations are in place and physiotherapists in Manitoba are functioning under the RHPA.

## Participation Rates in 2016

182 registrants from the Active Register were selected for peer review in 2016: 91 to submit Learning Goals and 91 to submit Accomplishment Statements based on the prior year's Learning Goal submissions. This equates to 23% of the active registrants with the College of Physiotherapists of Manitoba. Eight deferrals of participation in the Practice Reflection component of the CCP were requested in 2016, the majority of which were related to pending maternity leaves (50%) or retirement (25%). Overall participation rates in the peer review process of both Learning Goal and Accomplishment Statement submissions rose from 2015 to 67% and 86% respectively (Figure 2).

Figure 2. Rates of Participation in Practice Reflection Peer Review



# Evidence of Performance



## **Practice Audit**

The Practice Audit component of the CCP underwent significant development in 2016 based on a proven reliable and valid tool developed by the College of Physiotherapists of Ontario.<sup>1</sup> Eight practice auditors with diverse clinical backgrounds were recruited and trained this past year, as well as successfully undergoing practice audits themselves. The Practice Audit forms and processes were then tested further through a pilot of the program with 10 registrants who volunteered from a variety of clinical settings, both rural and urban, public and private practice. This resulted in a total of 18 registrants who successfully underwent a practice audit in 2016 (roughly 2% of registrants). Mixed methods incorporating both quantitative and qualitative approaches were used to evaluate the practice audit, resulting in further modifications to the audit tool and processes.

At the time of selection, registrants with a minimum of three years of clinical experience receive a copy of the Practice Audit Reference Guide with links to all the supporting resources. An opportunity to declare a conflict of interest is then provided to both the registrant and the practice auditor before the actual audit is scheduled. The practice audit itself must occur within three months of the selection notice at a time deemed mutually acceptable by both the registrant and the practice auditor. It is anticipated that the program will expand moving forward to 2017.

## **Practice Support**

The Continuing Competence Committee is positioned to develop the necessary practice support on an individual basis as a result of the findings of a practice audit. The Practice Support component of the CCP was not utilized in 2016 as all 18 practice audits met the minimum criteria without requiring any form of practice direction, remediation or support.

## Additional Activities

A total of 205 registrants attended information sessions in 2016 geared towards education and promotion of CPM's Continuing Competency Program. Work-place sessions were held with the following:

- Interlake-Eastern RHA in Selkirk
- Prairie Mountain Health RHA in Dauphin
- Southern Health RHA in Steinbach, Winkler and Portage la Prairie
- WRHA PT Leadership Group
- WRHA at the Winnipeg Health Sciences Centre, Deer Lodge Centre, Grace Hospital and the Seven Oaks Hospital and Wellness Centre
- School Therapy Services in Winnipeg
- Self-selected private practices in Brandon and Winnipeg

The development of an on-line jurisprudence module that will help registrants understand the role of self-regulation under the [Regulated Health Professions Act](#) was also begun in 2016 in collaboration with other health care regulatory Colleges in Manitoba. Participating Colleges feel strongly that this shared endeavor will not only provide a cost-saving mechanism but may also foster greater understanding of our shared roles and responsibilities in the provision of collaborative patient-centered care.

Respectfully submitted by:



**Kathy Johnson, BMR (PT)**

*Chair of Continuing Competence Committee*



**Moni Fricke, PhD, BMR (PT)**

*Coordinator, Continuing Competency Program*

## Reference

1. Miller, PA, Nayer, M & Eva, KW (2010). Psychometric properties of a peer-assessment program to assess continuing competence in physical therapy. *Phys Ther* 90: 1026-1038.



# Financial Statements 2016



## Financial Statements

(Unaudited)

College of Physiotherapists of Manitoba

December 31, 2016

# Financial Statements 2016

College of Physiotherapists of Manitoba

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## Review Engagement Report

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, 2016 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 20, 2017

*Grant Thornton LLP*

Chartered Professional Accountants

# Financial Statements 2016

## College of Physiotherapists of Manitoba Statement of Operations

(Unaudited)

Year ended December 31

	2016	2015
Revenues		
Registration fees	\$ 572,083	\$ 520,300
Other revenues	<u>2,761</u>	<u>1,164</u>
	<u>574,844</u>	<u>521,464</u>
Operating expenses		
Administrative	47,489	40,470
Amortization	34,265	14,110
Bank and transaction fees	19,039	17,785
Insurance	3,319	4,877
Meetings and conventions	10,256	17,957
Memberships and licenses	16,532	15,729
Office	26,158	21,523
Professional fees	33,906	26,156
Projects	9,954	778
Rental	98,988	54,719
Salaries and wages	306,203	265,859
Telecommunications	6,403	6,957
Training	<u>3,276</u>	<u>5,365</u>
	<u>615,788</u>	<u>492,285</u>
(Deficiency) excess of revenues over operating expenses before other income	<u>(40,944)</u>	<u>29,179</u>
Other income		
Interest	374	207
(Loss) gain on sale of marketable securities	(2,535)	26,977
Income from marketable securities	7,677	8,789
Writeup (writedown) of marketable securities to market value	<u>17,533</u>	<u>(40,725)</u>
	<u>23,049</u>	<u>(4,752)</u>
(Deficiency) excess of revenues over expenses	<u>\$ (17,895)</u>	<u>\$ 24,427</u>

## College of Physiotherapists of Manitoba Statement of Fund Balances

(Unaudited)

Year ended December 31

	General Fund	Capital Assets Fund	Total 2016	Total 2015 (Note 7)
Balance, beginning of year	\$ 91,564	\$ 321,869	\$ 413,433	\$ 389,006
(Deficiency) excess of revenues over expenses	(17,895)	-	(17,895)	24,427
Amortization of capital assets	34,265	(34,265)	-	-
Fund transfer on purchase of capital assets	<u>(12,869)</u>	<u>12,869</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 95,065</u>	<u>\$ 300,473</u>	<u>\$ 395,538</u>	<u>\$ 413,433</u>

# Financial Statements 2016


## College of Physiotherapists of Manitoba Statement of Financial Position

(Unaudited)  
December 31

	2016	2015 (Note 7)
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 30,149	\$ 112,134
Marketable securities (Note 3)	289,171	266,497
Prepaid expenses	<u>-</u>	<u>4,753</u>
	319,320	383,384
Capital assets (Note 4)	300,473	321,869
Security deposits	<u>58,771</u>	<u>57,708</u>
	<b>\$ 678,564</b>	<b>\$ 762,961</b>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 50,698	\$ 99,932
Deferred revenue	<u>48,455</u>	<u>47,771</u>
	99,153	147,703
<b>Long-term</b>		
Lease inducement	182,000	195,000
Long term payable	-	6,825
Deferred rent payable	<u>1,873</u>	<u>-</u>
	183,873	201,825
	<u>283,026</u>	<u>349,528</u>
<b>Fund balances</b>		
General Fund	95,065	91,564
Capital Assets Fund	<u>300,473</u>	<u>321,869</u>
	395,538	413,433
	<b>\$ 678,564</b>	<b>\$ 762,961</b>

On behalf of the board

 Director

 Director

## College of Physiotherapists of Manitoba Statement of Cash Flows

(Unaudited)

Year ended December 31

2016

2015

Increase (decrease) in cash

### Operating

(Deficiency) excess of revenues over expenses	\$ (17,895)	\$ 24,427
Items not affecting cash		
Amortization	34,265	14,110
Amortization of deferred lease inducement	<u>(13,000)</u>	<u>-</u>
	3,370	38,537
Change in non-cash working capital items		
Prepaid expenses	4,753	(761)
Accounts payable and accrued liabilities	(49,234)	41,268
Deferred revenue	684	5,950
Security deposits	(1,063)	(57,708)
Deferred rent payable	<u>1,873</u>	<u>-</u>
	<u>(39,617)</u>	<u>27,286</u>

### Financing

Long term payable	<u>(6,825)</u>	<u>6,825</u>
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### Investing

Marketable securities	(22,674)	129,960
Purchase of capital assets	<u>(12,869)</u>	<u>(70,427)</u>
	<u>(35,543)</u>	<u>59,533</u>

(Decrease) increase in cash

(81,985) 93,644

### Cash

Beginning of year	<u>112,134</u>	<u>18,490</u>
End of year	<u>\$ 30,149</u>	<u>\$ 112,134</u>

# Financial Statements 2016

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## College of Physiotherapists of Manitoba

### Notes to the Financial Statements

(Unaudited)

December 31, 2016

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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 organizations.

##### Fund method of accounting

Under the fund method of accounting, the excess of revenues 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 payable and accrued liabilities and long term payable. 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 measures 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

Amortization of leasehold improvements is recorded over the remaining term of the lease.

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, 2016

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### 2. Significant accounting policies (continued)

#### Lease inducement

The College has entered into a lease agreement. The negotiation of the lease agreement included the consideration of incentives, or inducements, for the lessee to sign the lease. The deferred lease inducements are amortized on a straight line basis over the term of the lease, and are included as a reduction of rent expense each year.

#### 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.

#### Rent

The College leases its premises. Rent expense is recognized on a straight line basis over the term of the related lease agreements.

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### 3. Marketable securities

	<u>2016 Market</u>	<u>2016 Cost</u>	<u>2015 Market</u>	<u>2015 Cost</u>
Investor Income Plus Portfolio J NL	<u>\$ 289,171</u>	<u>\$ 290,596</u>	<u>\$ 266,497</u>	<u>\$ 286,039</u>

# Financial Statements 2016

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## College of Physiotherapists of Manitoba

### Notes to the Financial Statements

(Unaudited)

December 31, 2016

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#### 4. Capital assets

			<u>2016</u>	<u>2015</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Equipment	\$ 86,605	\$ 67,318	\$ 19,287	\$ 21,739
Computer equipment	78,519	48,087	30,432	38,041
Computer software	109,788	80,771	29,017	36,271
Leasehold improvements	<u>236,792</u>	<u>15,055</u>	<u>221,737</u>	<u>225,818</u>
	<u>\$ 511,704</u>	<u>\$ 211,231</u>	<u>\$ 300,473</u>	<u>\$ 321,869</u>

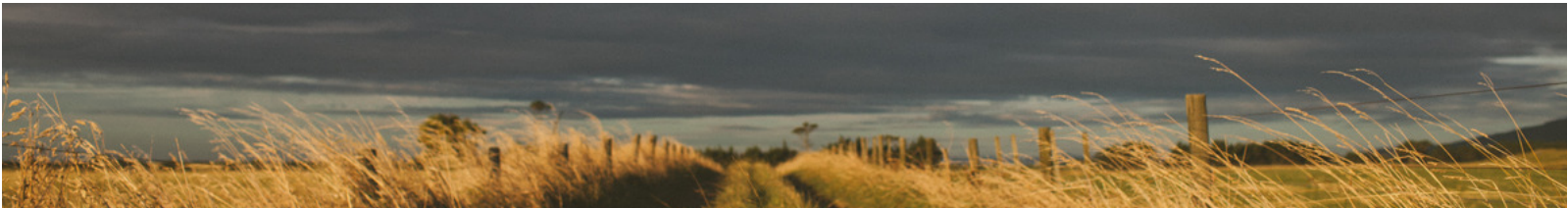
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#### 5. Operating lease commitments

The College's total future minimum lease payments in aggregate and for each of the next five years on premises it occupies under a lease expiring November 30, 2030 are as follows:

2017	\$ 78,663
2018	78,663
2019	78,663
2020	79,151
2021	84,513
Subsequent years	<u>721,009</u>
	<u>\$ 1,120,662</u>





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## College of Physiotherapists of Manitoba

### Notes to the Financial Statements

(Unaudited)  
December 31, 2016

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#### 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 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.

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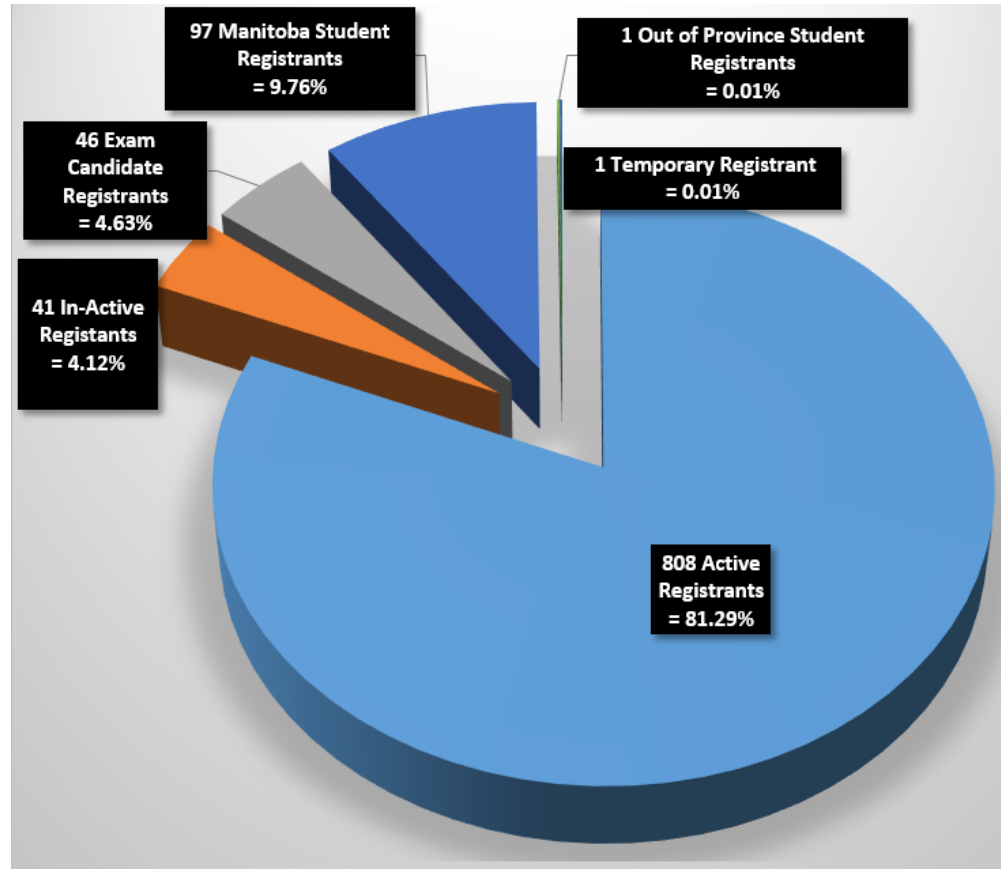
#### 7. Comparative figures

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

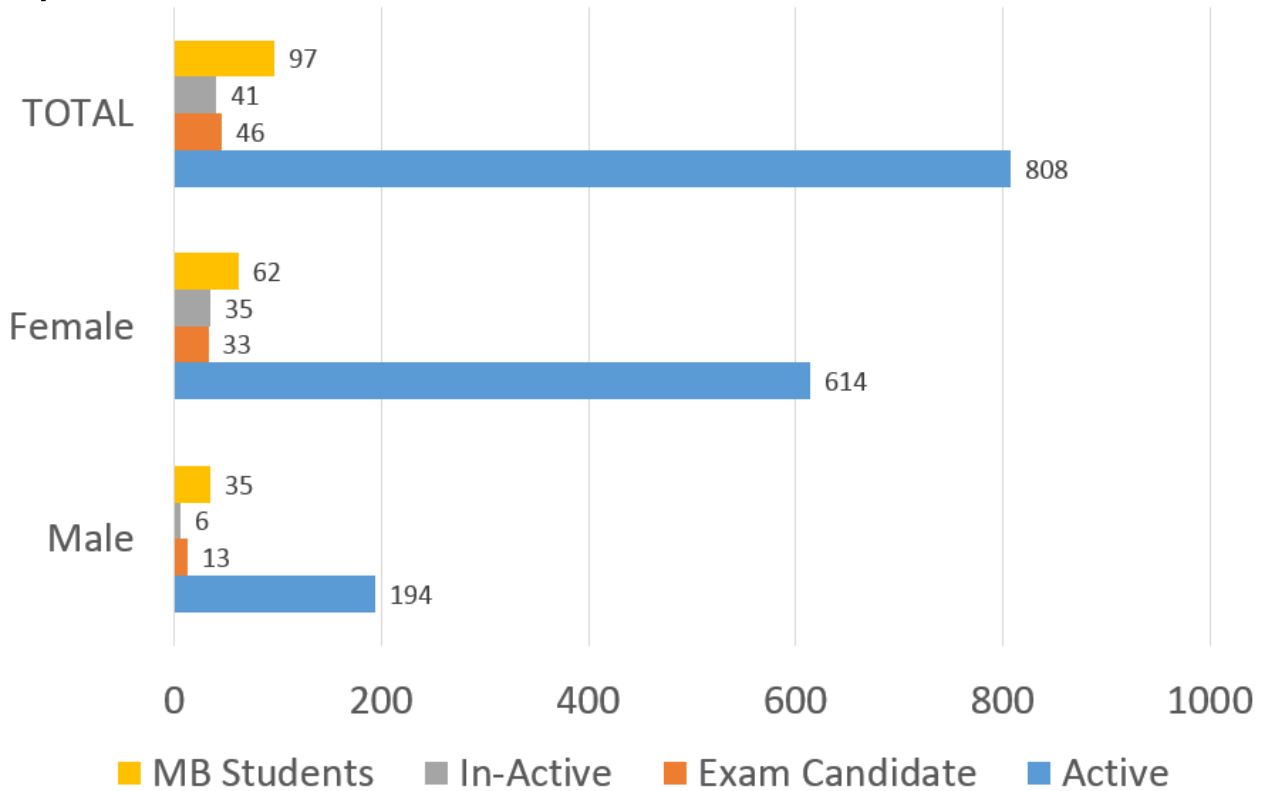
# Registration Statistics

as of December 31, 2016

## Registration Status



## Male/Female Distribution



# Registration Statistics

as of December 31, 2016

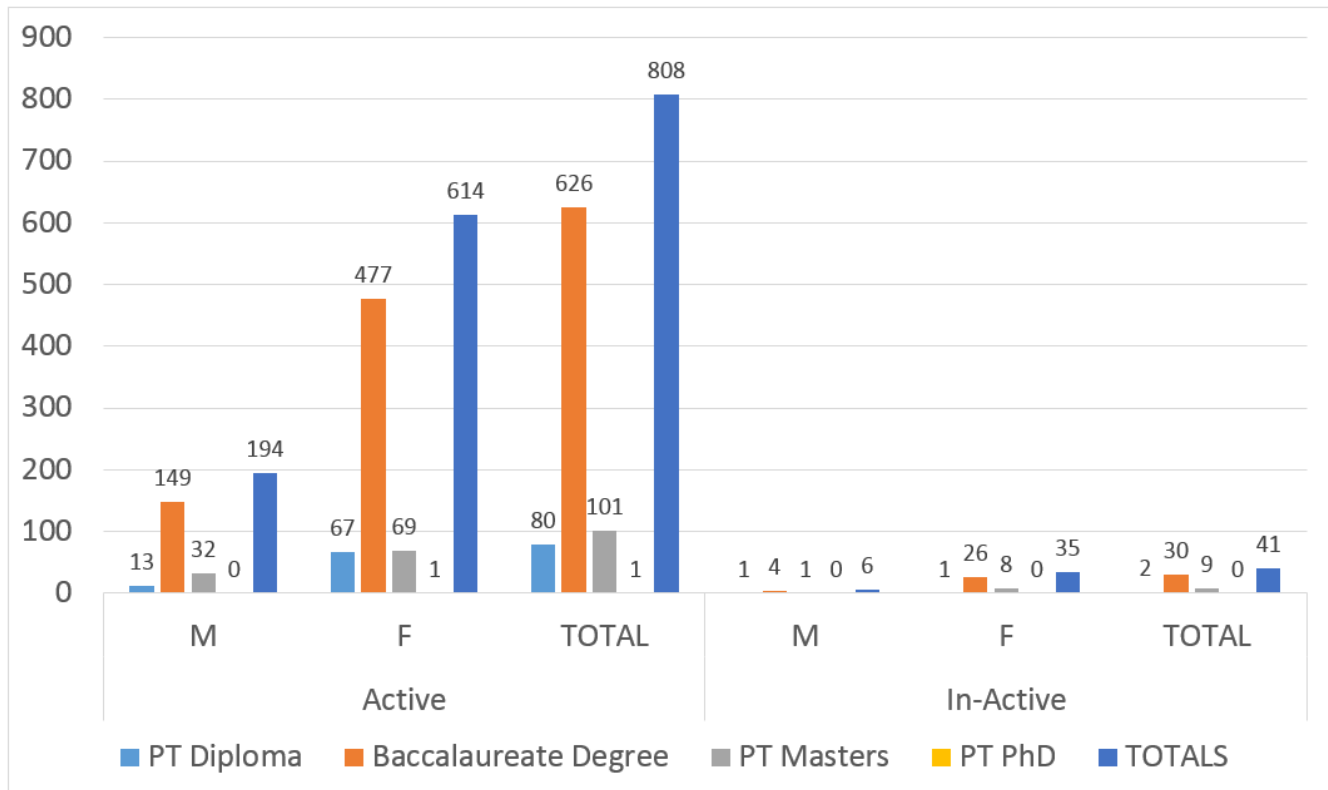
## New Registration/Non-Renewals

New registrants educated in Manitoba	41
New registrants educated in other Canadian provinces	3
New registrants internationally educated	7
<b>TOTAL NUMBER OF NEW REGISTRATRATION 2016</b>	<b>51</b>
Number of registrants NOT renewed	29
Total number of re-registrants	5
First year students	48
<b>NET GAIN</b>	<b>75</b>

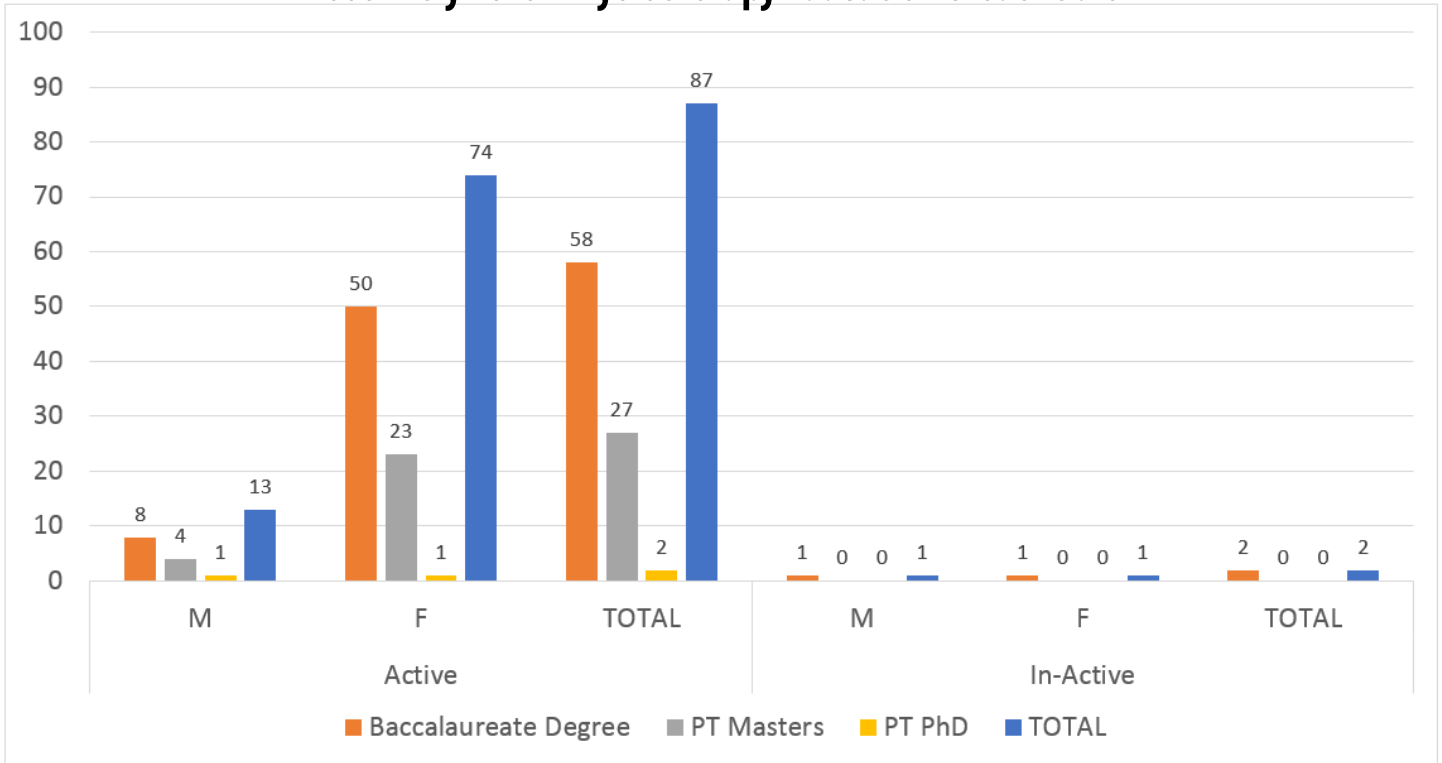
## Group Age Chart

Age	Active			In-Active			Exam Candidate		
	M	F	Total	M	F	Total	M	F	Total
19	0	0	0	0	0	0	0	0	0
20-24	1	1	2	0	0	0	3	2	5
25-34	61	217	278	0	17	17	10	28	38
35-44	51	167	218	5	10	15	0	2	2
45-54	46	108	154	0	6	6	0	1	1
55-64	28	99	127	1	2	3	0	0	0
65-74	7	22	29	0	0	0	0	0	0
75+	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>194</b>	<b>614</b>	<b>808</b>	<b>6</b>	<b>35</b>	<b>41</b>	<b>13</b>	<b>33</b>	<b>46</b>

## Entry Level Physiotherapy Credentials



## Post Entry Level Physiotherapy Education Credentials



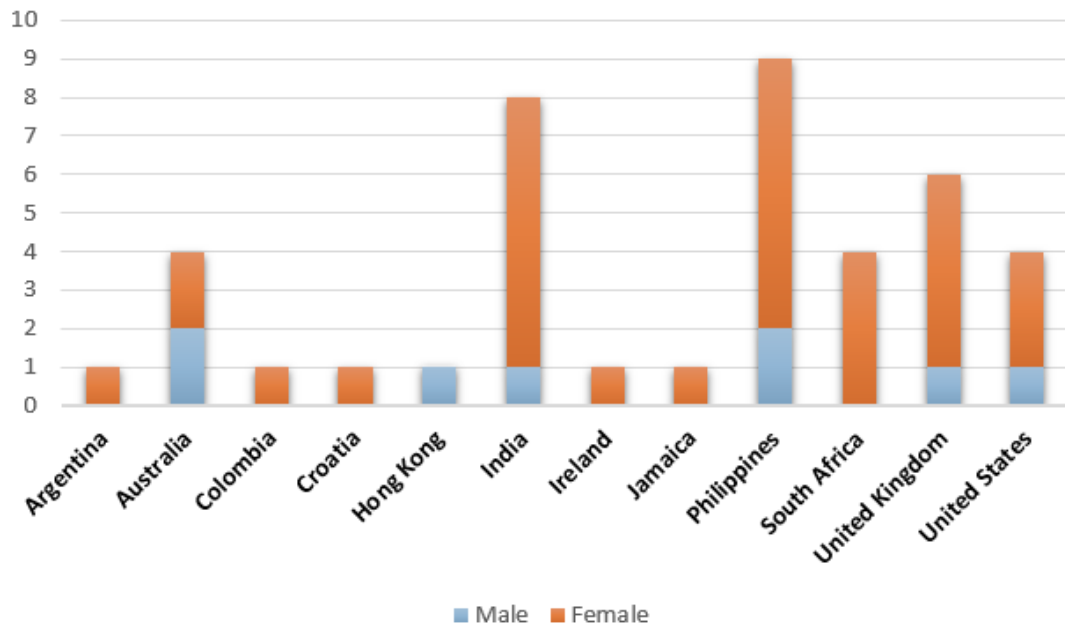
## New Registrants Educated Outside Manitoba

Province	Males	Females	Total
Quebec	0	1	1
Saskatchewan	0	1	1
Ontario	0	1	1
<b>Total</b>	<b>0</b>	<b>3</b>	<b>3</b>

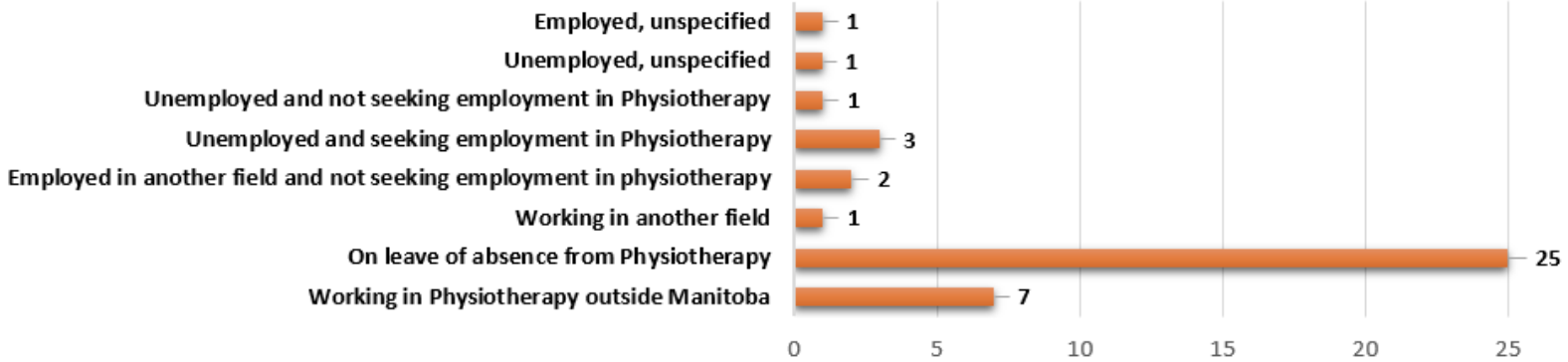
## New Internationally Educated Professionals

Country	Males	Females	Total
India	0	4	4
Philippines	0	2	2
United States	0	1	1
<b>Total</b>	<b>0</b>	<b>7</b>	<b>7</b>

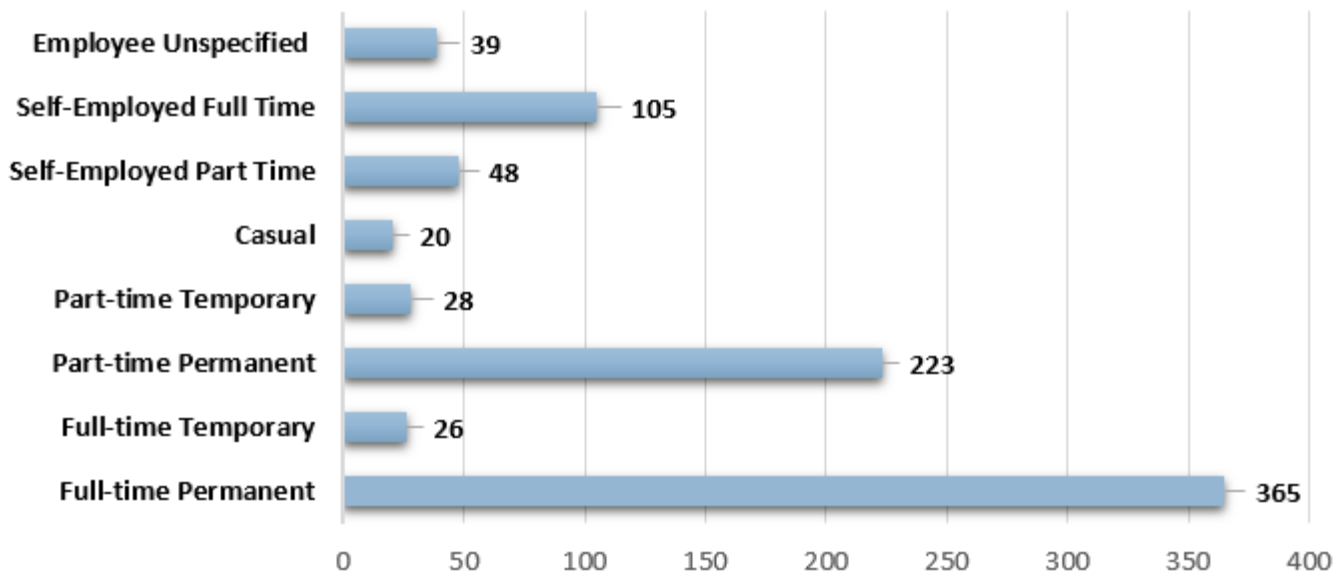
## All Active and Exam Candidates Internationally Educated



## Employment Status: In-Active



## Employment Status: Active and Exam Candidate



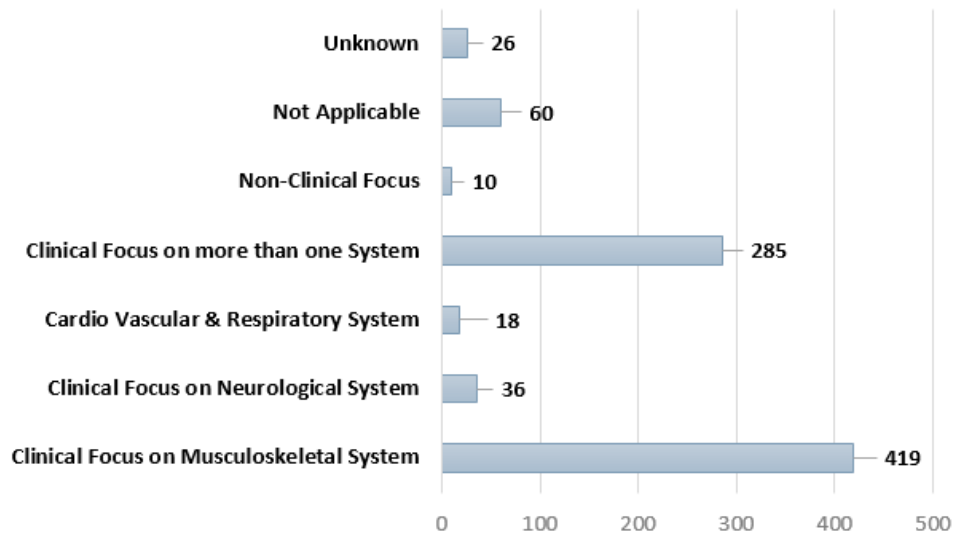
# Registration Statistics

as of December 31, 2016

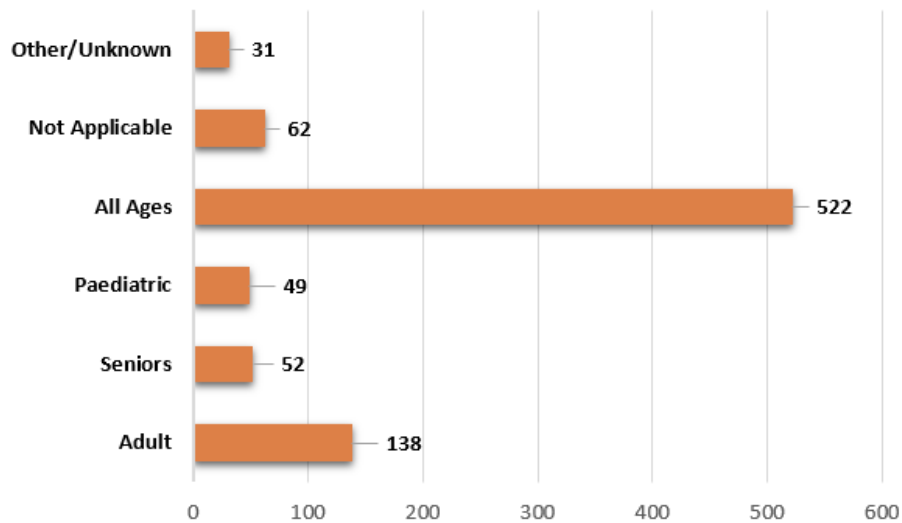
## Area of Practice Active and Exam Candidate

Area of Practice	Male	Female	Total
Administration	3	12	15
Amputations	2	1	3
Burns and Wound Management	1	0	1
Cardiology	0	5	5
Client Services Management	0	6	6
Consultant	5	13	18
Continuing Education	0	0	0
Critical Care	2	3	5
Direct Patient Care	6	44	50
Ergonomics	0	5	5
General Practice	69	232	301
Gerontology	6	18	24
Health Promotion and Wellness	0	4	4
Home Care	1	4	5
Mental Health	1	0	1
Neurology	7	34	41
Oncology	0	0	0
Orthopedics	94	196	290
Other Area of Direct Service	0	12	12
Other Education	0	0	0
Other Area of Practice	2	7	9
Palliative Care	0	0	0
Perineal	0	3	3
Plastics	1	6	7
Return to Work Rehabilitation	0	3	3
Research	1	6	7
Respirology	1	6	7
Rheumatology	0	2	2
Sports Medicine	3	7	10
Teaching: Physiotherapy Related	2	9	11
Vestibular Rehab	0	2	2
Woman's Health	0	5	5
Not applicable	0	2	2
Unknown	0	0	0
<b>Total</b>	<b>207</b>	<b>647</b>	<b>854</b>

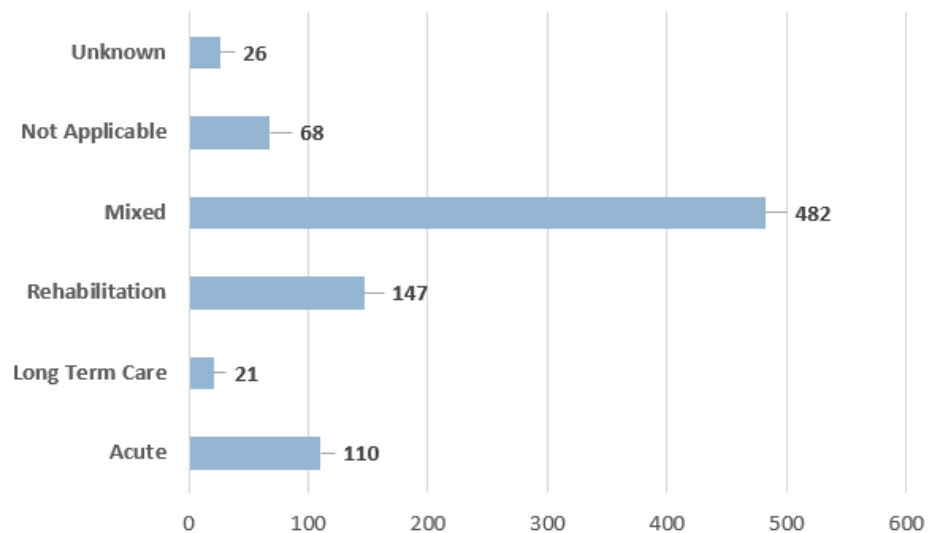
## Focus of Practice: Active and Exam Candidate



## Category of Patients: Active and Exam Candidate



## Client Level: Active and Exam Candidate



## Organization Classification/Primary Employment Active and Exam Candidate

Location	Male	Female	Total	Location	Male	Female	Total
Assisted Living Residence	7	24	31	Regulatory Body	0	2	2
Association	1	3	4	Rehab Hospital/Facility	6	46	52
Community Health Centre	6	23	29	Residential Care Facility	0	9	9
Government	3	2	5	School/School Board	0	16	16
Group Professional Practice	2	3	5	Self Employed	6	8	14
Health Authority	8	35	43	Solo Professional Practice	0	3	3
Hospital	43	210	253	University	3	9	12
Industry	2	2	4	Visiting Agency	1	15	16
Mental Health Facility	1	2	3	Other	3	6	9
Private Practice	115	229	344	Unknown	0	0	0
<b>Total</b>							<b>854</b>

## Geographical Breakdown by Residence

Region (Manitoba)	Active and EC			In-Active		
	Male	Female	Total	Male	Female	Total
Interlake-Eastern	14	44	58	0	0	0
Northern	2	12	14	0	1	1
Prairie Mountain Health	20	57	77	0	2	2
Southern Health/Santé Sud	17	61	78	0	2	2
Winnipeg	154	469	623	3	27	30
<b>Total</b>	<b>207</b>	<b>643</b>	<b>850</b>	<b>3</b>	<b>32</b>	<b>35</b>
<b>Out of Province</b>						
Alberta	0	2	2	0	0	0
British Columbia	0	2	2	0	1	1
Saskatchewan	0	0	0	1	0	1
<b>Total</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Out of Country</b>						
China	0	0	0	0	1	1
New Zealand	0	0	0	1	0	1
United States	0	1	1	1	2	3
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>





# Our Appreciation

'Alone we can do so little; together we  
can do so much'  
Helen Keller

## 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.

**Committee Members:** Susan Bowman (Interim Chair), Candice Tremblay, Brenda Tittlemier, and Maureen Morrison (Government Appointed Public Member). *Outgoing Members:* Kristy Janz, Marika Panchuk, and Jami Boyd.

## Complaints Committee

### Committee Mandate:

To review written complaints against registered Physiotherapists.

**Committee Members:** Natalie Swain (Chair), Kelli Berzuk, Jo-Anne Peltz, Evelyn Lightly, Kathy Johnson, Carly Erenberg, Dennis Wray (Government Appointed Public Member), Kathleen Garrity (Government Appointed Public Member), and Clarence Clarke (Government Appointed Public Member).

## Continuing Competence Committee

### Committee Mandate:

1. Oversee the Continuing Competency Program;
2. Monitoring the work of the Continuing Competence Evaluation Committee;
3. Monitoring and making recommendations to the Registrar regarding the results of individual Practice Audits;
4. Performing a five-year evaluation of the program;
5. Advising Council on recommendations to improve the Continuing Competency Program.

**Committee Members:** Kathy Johnson (Chair), Laura Harder, Jan Lumsden, Doug Treloar, and Ray Hoemsen (Public Member).

## Continuing Competence Evaluation Committee

### Committee Mandate:

To consider written submissions for the Reflective Practice Component of the College's Continuing Competency Program.

**Committee Members:** Maxine Koroscil, Lindsay Clarke, Tracy Dreger, Daniel Halpin, Lori Weiman, Maggie Wallin, Debra Suderman, Becky Schorr, Megan Ferrone, and Olivia Coney.

**AGM Committee:** Lindsay Pratt (Chair), Ashley Froese, Leslie Wilder (Public Member)

**Finance Committee:** Ashley Froese (Council Treasurer) and Brenda McKechnie.

**Governance and Nominations Committee:** Jacquelyn Ogloza (Chair), Jennifer Forbes, and Tania Giardini. *Outgoing Members:* Natalie Swain and Rachel Wu.

# Our Appreciation

'Alone we can do so little; together we  
can do so much' Helen Keller

## Ethics Committee

### Committee Mandate:

1. To provide a multi representative forum to encourage ethical reflection and learning on the ethical dimensions of Physiotherapy Practice.
2. To promote ethical practice among the membership, this reflects values of the Code of Ethics and The College of Physiotherapists of Manitoba.
3. To discuss and facilitate the application of an ethical lens to the development, revision and and implementation to policies, procedures and standards of practice.
4. To identify educational opportunities for promoting ethically sound practice for college members.
5. To promote a forum for issues of an ethical nature or concern to be discussed.

**Committee Members:** Suzanne Dyck (Chair), Anna Dimarco, Donna Marr, Michael Millar, Karen Reimer, Allison Watts, Sandra Webber, and Monique Wichenko. *Outgoing Members:* Tara Wolchuk and Anita Zhen

## 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.

**Committee Members:** Kelly Codispodi, Mary Grimwood, Annyue Wong, Sam Steinfeld, Murray MacHutchon, Mark Beatty, Gil Magne, Arthur Crane (Government Appointed Public Member), Ed Hinsburg (Government Appointed Public Member) and Lois Stewart-Archer (Government Appointed Public Member).

## Legislative Committee

### Committee Mandate:

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

**Committee Members:** Tory Crawford (Chair), Maria Froese, Morgan Dachenhaus, Rukmali Mendis, Caitlin Trakalo, Leslie Milne, and Corinne Gautron. *Outgoing Member:* Grant Bainard.

## 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 of 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 results in significant modification of current procedures or practice.

**Committee Members:** Gisele Pereira (Interim Chair), Lisa Baldwinson, Marlee Beaupre, Iris Gair, Elizabeth Hammond, Leo Larocque, Karen Oswald, Alison Pethrick, Dona Watts-Hutchings, and Jamie Wheaton. *Ongoing Members:* Leah Lindsay (Outgoing Chair), Jillian Renaud, Allison Guerco, and Gaylene Wiebe.

# Agents of the College

David Marr and Joey Pollock  
*Legal Counsel, Marr Finlayson Pollock LLP*

Heather Martin-Brown  
*Investigator*

Pamela Shymko  
*Investigator*

Carol Rempel  
*Comptroller, Carol Rempel Accounting Services*

Shauna Martin  
*Policy Writer*

## The Office Team

Brenda McKechnie  
*Registrar / Executive Director*

Jennifer Billeck  
*Deputy Registrar*

Moni Fricke  
*Continuing Competence Coordinator*

Andrea Thiessen  
*Complaints Coordinator*

Christie Lamy  
*Executive Assistant*

Cheryl Saranchuk  
*Administrative Assistant*

Kris Blais  
*Executive Assistant*



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