

Annual Report 2019



THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES of MANITOBA





April 30, 2020

The Honourable Cameron Friesen
Minister of Health, Seniors and Active Living
Room 302, Legislative Building
450 Broadway
Winnipeg, Manitoba R3C 0V8

Dear Minister:

The College of Registered Psychiatric Nurses of Manitoba is pleased to present our 2019 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2019 to December 31, 2019 and includes statistical information and a financial statement of accounts of the College as required by the *Act*.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Thiele', is positioned above the printed name of the signatory.

Tracy Thiele, RPN
President

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About the College

Our Mission

The College of Registered Psychiatric Nurses of Manitoba regulates the psychiatric nursing profession to protect the public by ensuring safe, competent and ethical practice.

Our Core Functions

The College of Registered Psychiatric Nurses of Manitoba achieves its mission through its core functions of:

- *setting standards for psychiatric nursing education and practice*
- *making registration decisions that are transparent, objective, impartial and fair*
- *ensuring the continuing competence of its registrants*
- *receiving complaints, conducting investigations and appeals, and taking appropriate disciplinary action*





Strategic Priorities

- Complete the transition and implementation of regulations under the Regulated Health Professions Act.
- Foster strong relationships with the government and key stakeholders.

Regulatory Priorities

- Support professional practice in a manner that protects and serves the public interest.
- Collaborate with regulatory partners provincially, nationally and internationally to ensure evidence-based regulatory policy and practice.

Message from the President and Executive Director

We are pleased to share some highlights of the activities the College has undertaken, or completed, in 2019 to meet our mission, core functions and strategic priorities.

Results-Based Strategic Board Governance

The CRPNM has a well-defined governance structure and the appropriate resources to support the Board in its governance role. The Board ensures effective board governance and leadership through board and committee succession planning, formal board orientation and education, and a formal board evaluation process. Remaining results-based and strategic and actively preparing for the transition to regulation under the *Regulated Health Professions Act* (RHPA) continued to be a priority for the CRPNM in 2019.

To prepare for the next 5 years, the Board has approved a 2020-2025 Strategic Planning Framework which outlines a process for external consultation with our registrants, current and former public members, education and practice leaders, students and other nursing regulatory bodies. Our processes will be guided by the College's *Community Engagement Framework* and will also include a scan of the internal and external environment, and the participation of the College's committees for self-assessment against the *Standards of Good Regulation*. The board will develop their next strategic plan in 2020.

The College is fortunate to be able to rely on a committed group of staff and volunteers to accomplish its work. We wish to acknowledge the hard work and exceptional commitment of the board, staff, and committee members in supporting the CRPNM to achieve its mission, core functions and strategic priorities. A complete list of the Board members can be found on page 9. A list of the committees and their members can be found on pages 10-11.

A list of the CRPNM staff can also be found on page 9.

Preparing for the Regulated Health Professions Act (RHPA)

The CRPNM continues to be actively engaged in the work required to transition the Registered Psychiatric Nursing profession to regulation under the *Regulated Health Professions Act* (RHPA). Some of the highlights of our transition journey include:

- Formal submission of our reserved acts requests and our change in scope of practice proposals to Manitoba Health Seniors and Active Living (MHSAL). The 2018 submission outlines our active consultation with Registered Psychiatric Nurses (RPNs), and their employers, on the reserved acts that Manitoba RPNs are safely and competently performing today. View the submission [here](#).
- Submission of the policy draft of the College of Registered Psychiatric Nurses General and Practice Regulations. The draft includes the Board's decisions with respect to the College's approach to professional liability protection and the approval, in principle, of the register of regulated members (classes of members) and the section on delegation.
- Participation in the continuing consultation processes led by the Workforce, Policy and Accountability Division of MHSAL on the CRPNM's reserved acts and change in scope of practice proposals. From January to May 2019, MHSAL and the CRPNM met with stakeholders to raise awareness of the Registered Psychiatric Nurse profession, the reserved acts requests, and to plan for any administrative and operational issues and opportunities at the health systems level.

- The approval of updated *Standards of Psychiatric Nursing Practice* so that they may be appropriately referenced in regulation.
- The introduction and implementation of a new requirement for Professional Liability Protection (PLP) for those on the Practising and Graduate registers beginning January 1, 2020.
- An improved public register which helps members of the public identify whether a person providing services as a Registered Psychiatric Nurse or Graduate Psychiatric Nurse is registered with the College and if there are any conditions or restrictions on the registrant's practice.
- The introduction of the *Regulation 101* jurisprudence learning module. This has been implemented on a voluntary basis but will be a requirement of the Continuing Competency Program once the RPN profession is regulated under the RHPA.
- A review of the College's complaints and investigation processes to bring these processes in line with best practice, our current legislation and to prepare for the requirements of the RHPA. The Board also increased the discipline reserve fund to \$100,000 at the end of 2019 due to increased expenses in this area.

To continue to prepare for the CRPNM's transition to regulation under the RHPA, and to ensure that the College has the appropriate structures and resources in place for this transition, the Board is recommending changes to some of the CRPNM by-laws. These by-law recommendations include a change that would decrease the board size to (12), from fifteen (15), and would repeal the College's refund of fees by-law.

Pursuant to section 52(2) of the *Registered Psychiatric Nurses Act*, the Board has prepared the proposed by-law changes for member review and comment. Following the consultation process, the Board will review and consider all comments received. The final revised by-laws will be presented for approval by the members at the CRPNM Annual General Meeting on June 25, 2020.

The documents outlining the changes and the rationale can be found [here](#).

We look forward to our continued work in 2020 and the remaining activities that will transition the Registered Psychiatric Nurses profession to regulation under the RHPA.

We welcome any questions or comments on any of the items we have presented in this report.

Respectfully,

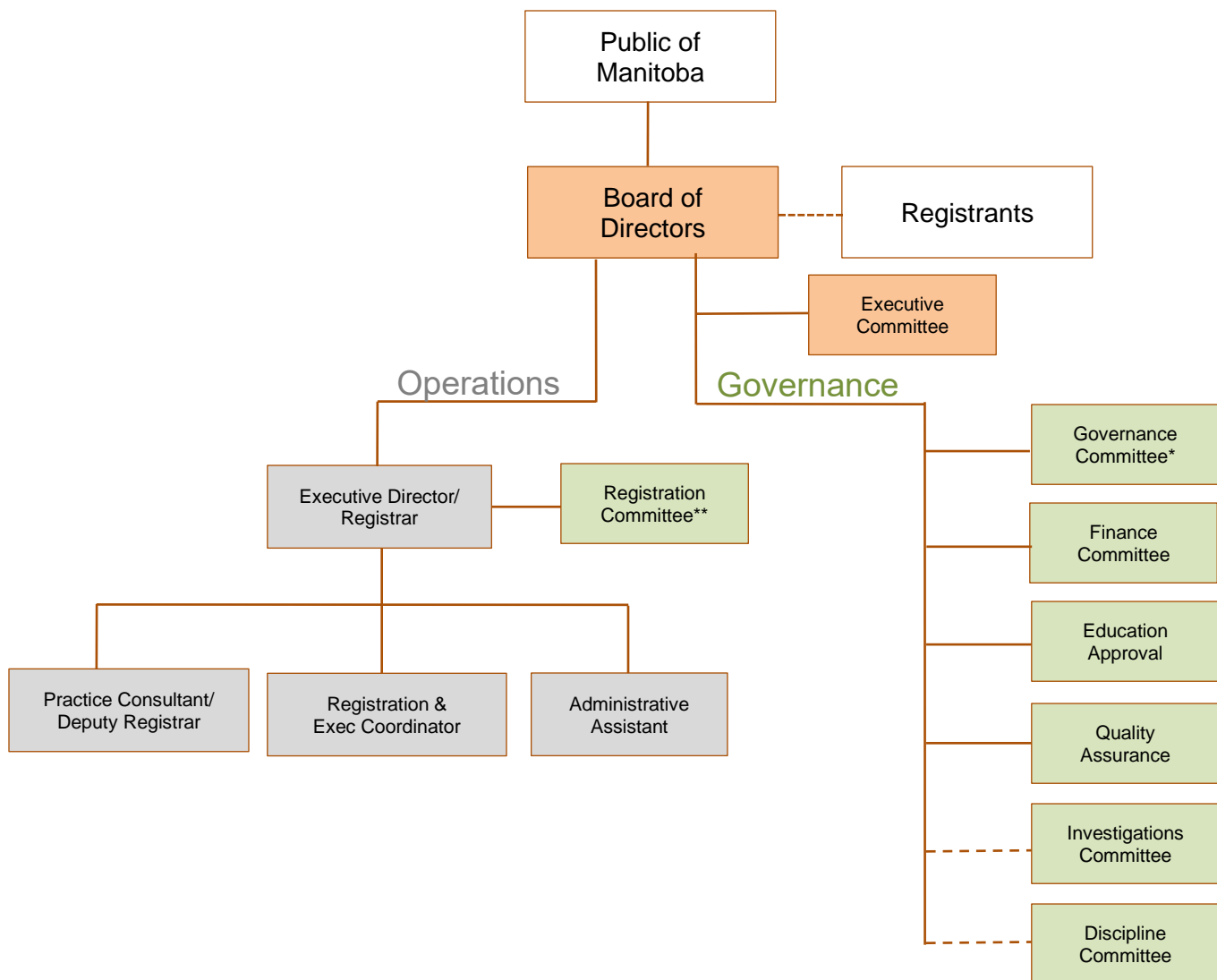


Tracy Thiele
President



Laura Panteluk
Executive Director

Organizational Structure



* The Governance Committee also acts as the College's Appointment/Nominations Committee

** The Board directed that the Registration Committee would be a Registrar's Committee

Board of Directors

CRPNM BOARD OF DIRECTORS 2019

Executive



Tracy Thiele, RPN
President



Wanda Brine, RPN
Vice President



Kelly-Ann Stevenson, RPN
Finance Committee Chair



Candice Holden-Piush,
Public Representative
Executive Member at Large

Directors



Annette McDougall, RPN



Jennifer McKelvey, RPN



Sharran Mullins, RPN



Taryn Schrot, RPN



Andrea Thomson, RPN



Sara Wikstrom, RPN



Richard Zwiep, RPN



Kristen Kroeker,
Public Representative



Joanne Burns,
Ministerial Appointment



Carole Lupkowski,
Ministerial Appointment



Destiny Watt,
Ministerial Appointment

CRPNM Staff



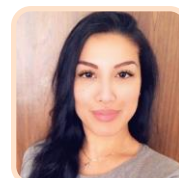
Laura Panteluk, RPN
Executive
Director/Registrar



Ryan Shymko, RPN
Practice Consultant/
Deputy Registrar



Marigrace Licerio,
Registration and
Executive Coordinator



Sherry Leynes,
Administrative
Assistant



John Schmidt,
Contract Accountant

Committees

Executive Committee

The Executive Committee ensures the functioning of the CRPNM, the Board and its committees in keeping with the mission, core functions and strategic plan.

Chair/RPN	Tracy Thiele
RPN	Wanda Brine
RPN	Kelly-Ann Stevenson
Public Rep	Candice Holden-Piush

Investigation Committee

The Investigation Committee's role is to review complaints made against members or former members and determine how to best deal with the matter. The Investigation Committee's options are identified in the *Registered Psychiatric Nurses Act*.

Chair/RPN	Christine Prociuk
RPN	Kris Lischynski
RPN	Arlene MacLennan
RPN	Val Mondor
Public Rep	Brian Bjorklund
Public Rep	Norman Schatz
Public Rep	Dale Oleschuk

Discipline Committee

The Discipline Committee's role is to hold a hearing into matters that are referred from the Investigation Committee.

Chair/RPN	Marg Synyshyn
RPN	Melissa Ramharakh
RPN	Ken Krahn
RPN	Kelly Sweeney
RPN	Jacquie Williams
RPN	Robert Sokoliuk
RPN	Alexandria Taylor
RPN	John Jackson
RPN	Renee Martens
RPN	Amudat (Nikky) Oladeji
RPN	Dixie Tomchuk
RPN	Lori Kemp
Public Rep	Lee-Ann Dowsett
Public Rep	Gil Johnston
Public Rep	Patrick Desrochers

Governance Committee

The Governance Committee ensures effective board governance and leadership through board and statutory committee succession planning and board member development. The Governance Committee also acts as the College's appointment and nominating committee.

Chair/RPN	Lynda Stiles
RPN	Tracy Thiele
RPN	Wanda Brine
RPN	Richard Zwiep
Public Rep	Barb Gemmell

Finance Committee

The Finance Committee assists the Board of Directors to fulfill its fiduciary responsibilities for financial reporting, internal controls, auditing, and accountability for the use of the College's assets.

Chair/RPN	Kelly-Ann Stevenson
RPN	Sara Wikstrom
Public Rep	Kristen Kroeker
Staff	John Schmidt

Quality Assurance Committee

The Quality Assurance Committee ensures that Registered Psychiatric Nurses maintain their competence to practice by monitoring the *Code of Ethics and Standards of Psychiatric Nursing Practice* and by ensuring compliance in the CRPNM Continuing Competence Program.

Chair/RPN	Teri Stefanation
RPN	Sharon Combiadakis
RPN	Isabelle Jarrin
RPN	Tina Curtis
RPN	Robert Sokoliuk
RPN	Kyla Johnston
RPN	Kimberly Dawn Sawatsky
RPN	Iulia Macavei
Public Rep	Kate Dubberley

Psychiatric Nursing Education Approval Committee

The Psychiatric Nursing Education Approval Committee ensures that the program(s) for psychiatric nursing education leading to registration as a Registered Psychiatric Nurse in Manitoba meet the *Standards and Indicators for Approval of Psychiatric Nursing Education in Manitoba*, as referenced in the *Registered Psychiatric Nurse Regulation*.

Chair/Public Rep	Atlanta Sloane-Seale
RPN	Patrick Griffith
RPN	Isabelle Jarrin
RPN	Doreen Fey
RPN	Ashley Stewart
Ministerial Appointment	Anju Bajaj

RPNCE Item Writers - Subject Matter Experts

The CRPNM nominates RPNs who apply to participate in exam development activities by being item writers. The following RPNs participated in 2019:

Bonita Fanzega
Tracy Thiele

RPNCE Examination Committee

The Exam Committee approves test materials at critical points in the test development cycle. The following RPNs represented Manitoba on this committee in 2019:

Ryan Shymko
Wanda Brine

Setting Standards for Psychiatric Nursing Education and Practice

Psychiatric Nursing Education Approval



The *Registered Psychiatric Nurses Act* gives the College of Registered Psychiatric Nurses of Manitoba (CRPNM) the legislated responsibility for the approval of psychiatric nursing education programs in Manitoba. The Psychiatric Nursing Education Approval Committee (PNEAC), a standing committee required by legislation, is responsible to ensure regular review and follow up with the psychiatric nursing education program.

The Bachelor Science in Psychiatric Nursing (BScPN) program at Brandon University was formally evaluated in 2015 and subsequently awarded a 4-year approval. In 2018, the Board approved a request from the program to defer the external evaluation of the Bachelor of Science of Psychiatric Nursing Program (BScPN) by one year, to 2020. The Psychiatric Nursing Education Approval Committee (PNEAC) was busy in 2019 making the necessary arrangements for the planned February 2020 review and approval process. The PNEAC retained Dr. Lyle Grant and Ms. Sue Myers as the external evaluators.

Review & Approval of the CRPNM Standards of Psychiatric Nursing Practice

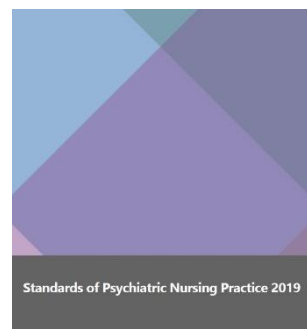
The College of Registered Psychiatric Nurses (CRPNM) schedules a review of the *Standards of Psychiatric Nursing Practice* (the “Standards”) approximately every five (5) years. This is done to ensure the document remains current and relevant and reflective of the current and emerging trends in health and mental health delivery systems.

In 2018, the College of Registered Psychiatric Nurses in Manitoba, together with Psychiatric Nursing regulators in Alberta, British Columbia and Saskatchewan launched a joint project to review and update the 2010 Registered Psychiatric Nurse Regulators of Canada (RPNRC) *Standards of Psychiatric Nursing Practice*.

An expert working group of representatives from each of the provinces participated in a series of meetings to review and consider trends in the profession, various psychiatric nursing practice scenarios, and the literature to recommend revisions to the current Standards. Participants on the working group included practising registered psychiatric nurses, regulators, and psychiatric nursing educators.

With permission from RPNRC, the original publication was modified and prepared for consultation. All Practising RPN's in Canada were invited to participate in an electronic survey on the proposed revisions to the Standards. Manitoba was well represented in the responses. All the feedback was reviewed and considered, even feedback that was not incorporated into the final proposed document. When considering how the feedback might be incorporated, the steering committee ensured that any revisions were consistent with the Colleges' mandate.

The [*Standards of Psychiatric Nursing Practice*](#) were approved by CRPNM Board of Directors on October 17, 2019.



Promoting Good Practice and Preventing Poor Practice

Quality Assurance Committee

In 2019, the Quality Assurance Committee continued to refine the CRPNM Continuing Competence Audit and the audit process. These refinements have resulted in a more robust process and the revised audit questions enhance RPNs' ability to evaluate their learning needs and gaps.

The Quality Assurance Committee also continues to play an instrumental role in assisting the CRPNM to prepare for the *Regulated Health Professions Act*. While the RHPA and the profession specific regulations will provide the overarching regulatory structure, there is much work to be done to operationalize this structure once it is in place. The Quality Assurance Committee has begun to identify and develop the practice directions and interpretive documents to guide Registered Psychiatric Nurses in their practice under this new regulatory framework.

In 2019, the committee developed a practice direction on *Telepractice* and updated the *Professional Boundaries in Psychiatric Nursing* practice direction. The Quality Assurance Committee also played an important role in reviewing the revised *Standards of Psychiatric Nursing Practice* prior to recommending them to the Board.

Collaboration with Other Regulators

As noted in the President and Executive Director report, the three nursing Colleges (CRPNM, CRNM & CLPNM) have been working collaboratively with each other, and with other health regulators, on a variety of common regulatory issues.

The following are some examples of our collaborative work and/or our joint publications.

Joint Jurisprudence Module Development

Jurisprudence programs ensure that health professionals remain current and knowledgeable about the laws that impact their practice. Jurisprudence modules facilitate knowledge and understanding of provincial and federal law; health professions legislation, regulation and by-laws; and practice standards.



In 2019, the CRPNM, in collaboration with our regulatory colleagues from the Colleges of Physiotherapists of Manitoba (CPM), Dietitians of Manitoba (CDM), Registered Nurses of Manitoba (CRNM), Opticians of Manitoba (OOM), Occupational Therapists of Manitoba (COTM), Pharmacists of Manitoba (CPhM), and Medical Laboratory Technologists of Manitoba (CMLTM), completed work on a second jurisprudence module on *Social Media and Professional Practice*.

The CRPNM expects to implement the *Regulation 101-The Regulated Health Professions Act Learning Module* and the *Social Media and Professional Practice* jurisprudence modules, on a voluntary basis, in 2020. Once the RPN profession is regulated under the RHPA, the completion of the jurisprudence learning modules will be a mandatory requirement of the Continuing Competency Program.

Duty to Provide Care

In 2019, the three nursing Colleges developed a practice direction intended to help nurses and their employers understand nurses' professional and legal responsibilities related to the duty to provide care. This document is also intended to describe factors that contribute to, and impact a nurse's ability to meet their duty to provide care.

Professional nursing practice standards, practice directions, and codes of ethics, all of which establish practice expectations for each of the three nursing professions in Manitoba, underpin the guidance provided within this document.

Reserved Acts Requiring Additional Education

Some of the reserved acts under the RHPA will require additional education, approved by the College. While each of the three nursing professions will have different reserved acts that require additional education, the three nursing Colleges have been working together to identify common standards and processes for the recognition of the programs that will provide this additional education.

Scope of Practice

The RHPA recognizes the overlapping scopes of practice of regulated health professionals. While each of the three nursing professions have different scopes of practice, the nursing Colleges have been working to achieve a consistent approach to defining scope of practice under the RHPA.

Practice Consultation & Support

Providing practice consultation and support is one of the ways that the CRPNM supports RPNs in their practice. The College supports professional practice by assisting RPNs to understand the *Standards of Psychiatric Nursing Practice* and the CRPNM *Code of Ethics* and to apply them to their practice. In this way, the CRPNM meets its public protection mandate by promoting good practice and preventing poor practice.

The CRPNM Practice Consultant provides presentations to workplaces and to students on a variety of professional practice issues and is available for consultation to individual RPNs and to employers. The Practice Consultant also participates in, or provides support to, various local, provincial or interprovincial and national committees that address professional practice issues.

Making Registration Decisions that are Transparent, Objective, Impartial and Fair

The Fair Registration Practices in Regulated Professions Act

At times specified by the Office of the Manitoba Fairness Commissioner (OMFC), Manitoba regulators are required to review their registration practices and to provide a report to the OMFC. The CRPNM last underwent the OMFC registration review process in 2017.

The CRPNM's registration review report highlighted many fair and progressive practices in addition to areas in which we could improve. The College submitted a work plan to address the recommendations and we have started to explore solutions to the three long-term progress issues that were identified in the report.

National Nursing Assessment Service (NNAS)



The National Nursing Assessment Service (NNAS) is an incorporated national body of member nurse regulatory bodies that collectively developed a harmonized approach to the initial assessment of internationally educated nurses (IENs). The purpose of the NNAS is to coordinate a consistent national approach for internationally educated nurses (IENs) seeking registration in Canada. Since 2014, all internationally educated nurse applicants, be they RN, RPN or LPN, wishing to come to Canada apply through the National Nursing Assessment Service.

While the requirements for Internationally Educated Psychiatric Nurses (IEPNs) has not changed, applicants now apply through the NNAS web portal and submit all the supporting documents for initial assessment (steps 1-4) through the NNAS. Once the assessment is complete, the applicant is ready to apply to the nursing profession(s) and province(s) of their choice. The IEPN only becomes an applicant to CRPNM after they have made this choice and have initiated the registration application process with CRPNM. In 2019, the CRPNM registered four applicants through the NNAS process.

Report on Registration



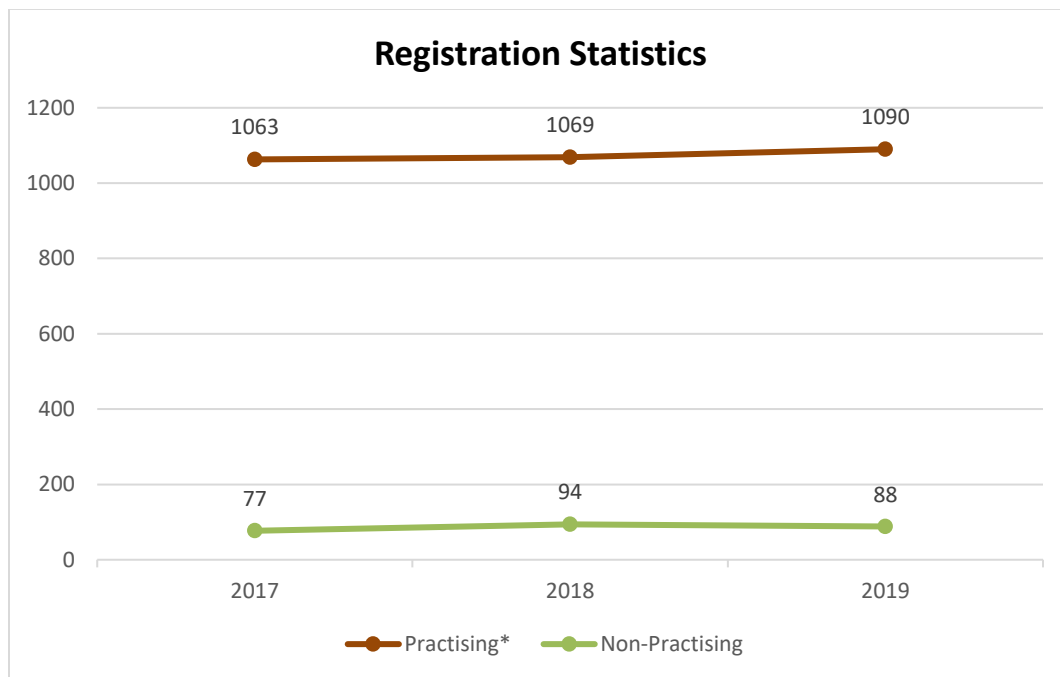
To meet its public protection mandate, the CRPNM ensures valid and timely registration, and the prevention of unauthorized practice by implementing policies and processes for initial and continued registration. These policies and processes are consistent with the requirements of the *Registered Psychiatric Nurses Act* and the *Registered Psychiatric Nurses Regulation*.

In late 2019, the CRPNM migrated to a new database and implemented a new and improved public register and employer verification site. The 24/7 availability of the Member Portal ensures the accurate and timely collection of registration and employment data. The online public register can be accessed through the CRPNM website and an online registration verification system assists employers to meet their obligations under the *Registered Psychiatric Nurses Act*.

Complete employment information is a requirement of the *Registered Psychiatric Nurses Act* but is also essential for health human resource planning. On an annual basis, the CRPNM submits registration data, in aggregate form, to Manitoba Health, Seniors and Active Living (MHSAL) and the Canadian Institute for Health Information (CIHI) for this purpose. The CRPNM does not share personal member information with other persons or agents except where required by law.

The CRPNM works to ensure the accuracy of the data and works with others, like Manitoba Health, Seniors and Active Living, to put the data in context. The data in this report, unless otherwise specified, was captured at December 31, 2019.

Registration Statistics

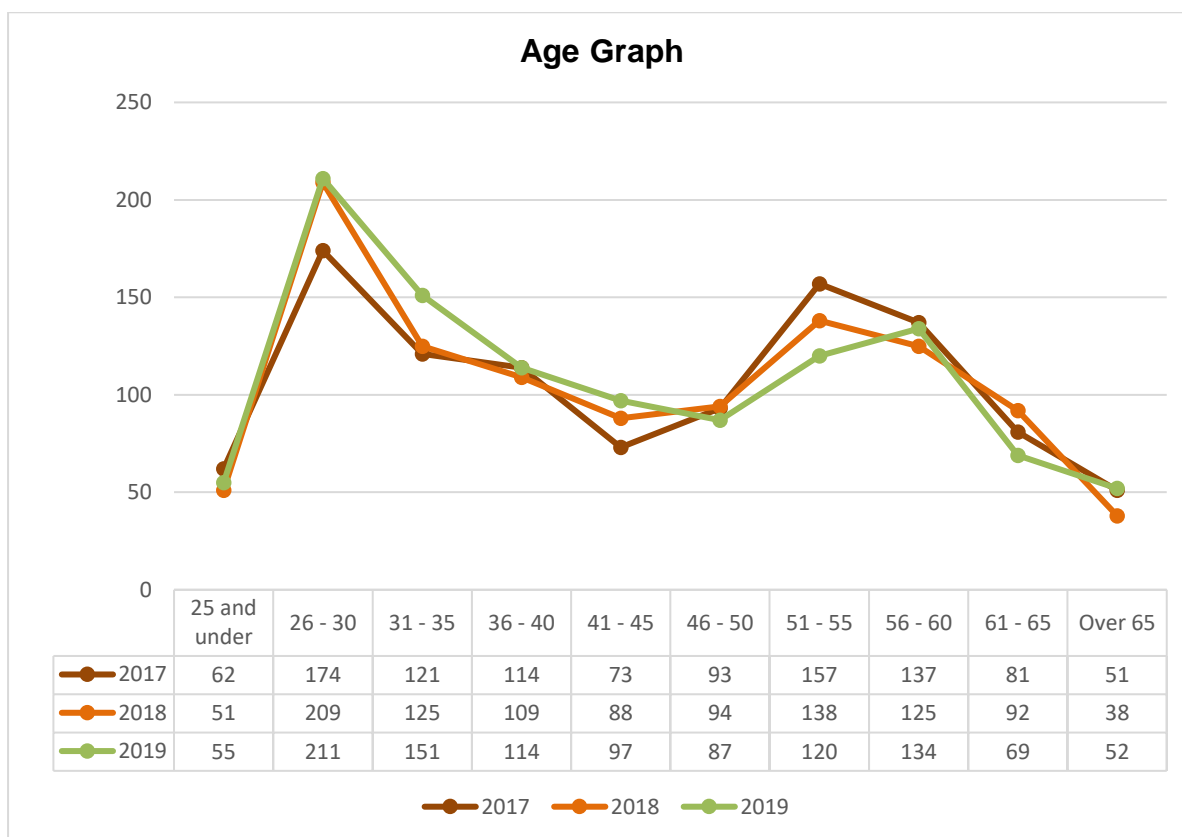


*These numbers also include those that were on the graduate register at December 31.

Despite eighty-six (86) new registrants in 2019, the number of Practising registrants only grew by 2% in 2019. This growth was less than 1% in 2018.



Demographics of the Current Supply



While the numbers of RPNs in the 51-55 age category has been decreasing steadily, the number of RPNs in the over 65 age category has increased in 2019. This might suggest that RPNs are staying in the workforce longer and that the common age of retirement is now later.

Currently, the number of RPNs in the 25 and under and the 26-35 age categories offset the number of RPNs who are leaving the register. Those RPNs who are 55+ age category represent 23% of the current RPN workforce. When we add in the RPNs who are in the 51-55 age category, this increases to 34%.

Supply - New Graduates

The CRPNM collects data on the number of graduates who wrote the registration examination and subsequently register. The number of graduates in the calendar year is defined as those individuals who have met all the requirements for registration, except for the successful completion of the Registered Psychiatric Nurses of Canada Examination (RPNCE). These individuals have successfully completed the Bachelor of Science in Psychiatric Nursing (BScPN) program.

Year	Total Number of Graduates Who Wrote the Registration Exam	Number & Percent Who Did Not Register	Reason
2019	76	2 (<3%)	2 transfers to SK
2018	76	3 (<4%)	2 transfers to SK; 1 in process
2017	75	1 (<1%)	1 transfer to SK
2016	65	7 (9%)	2 transfers to BC, 1 transfer to SK, 3 unknowns, 1 in process
2015	62	3 (5%)	2 transfers to SK, 1 transfer to BC

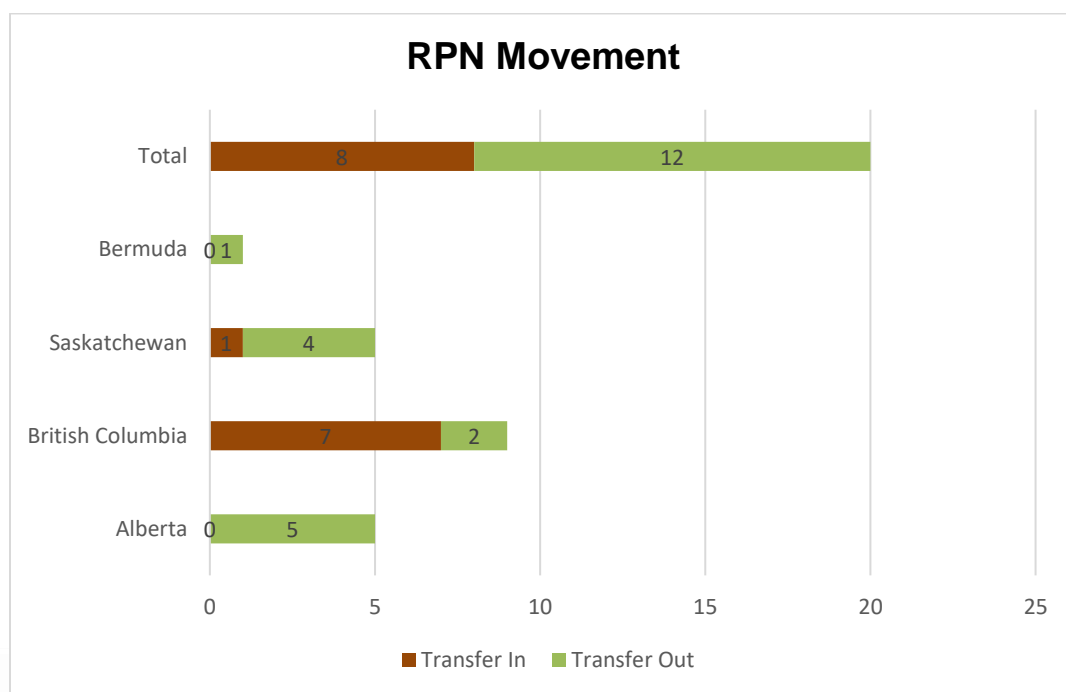
New Graduates Who Were New Registrants

There were seventy-six (76) new graduates who completed the BScPN program and registration exam in the 2019 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some immediately seek registration in another psychiatric nursing jurisdiction. Others chose to register in the next calendar year.

In the past five years, the average retention rate for new psychiatric nursing graduates has been 95%. The rate of retention has increased from 92% in the previous five-year period. The highest rate of retention was in 2017 at 99%.

Supply - Out of Province/Out of Country

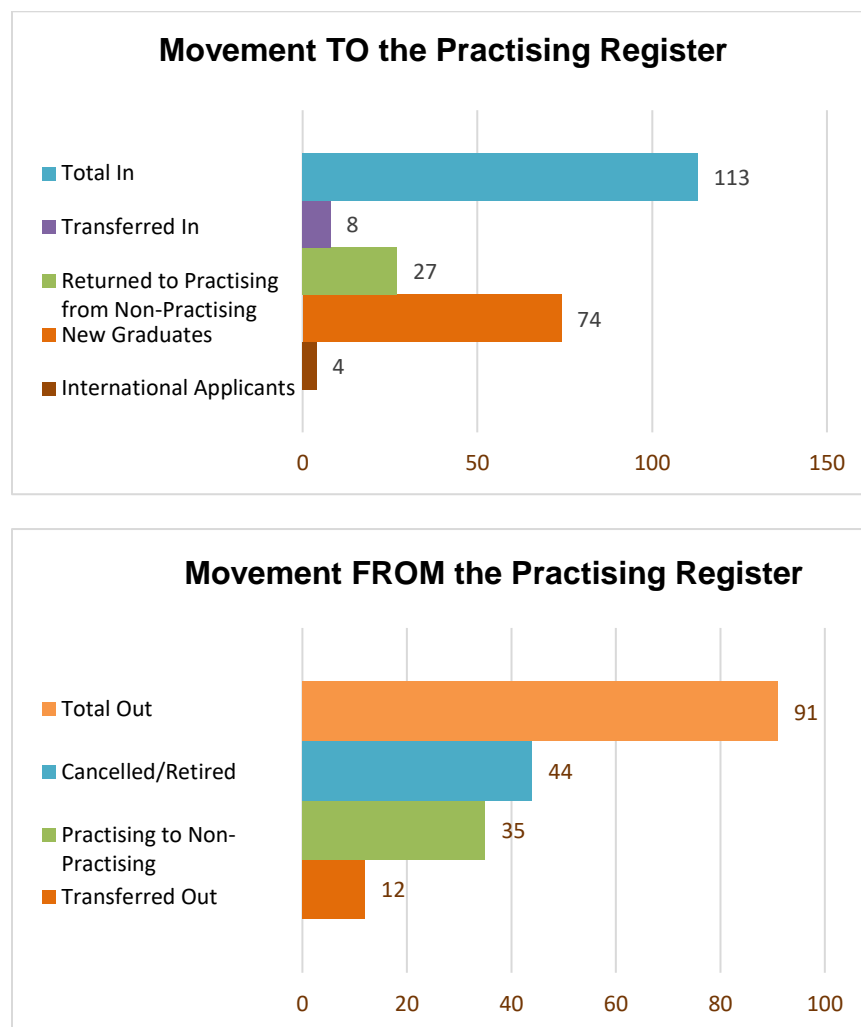
The *RPN Endorsement Agreement* identifies the requirements that facilitate the mobility of RPNs between the jurisdictions that currently regulate the psychiatric nursing profession in Canada. The agreement also ensures that the RPN regulators in Canada meet the labour mobility obligations under the *Canadian Free Trade Agreement* (CFTA).



The "transfer in" numbers are actual numbers. The "transfer out" data is collected when an RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction.

At December 31, 2019, twelve (12) RPNs requested that their registration be confirmed to facilitate a transfer to another jurisdiction. Not all RPNs who made this request have left the province. Some RPNs hold registration in more than one jurisdiction.

Supply - Movement Between the Registers



Unlike the previous graphs, the above graphs illustrate the movement to and from the Practising register throughout 2019.

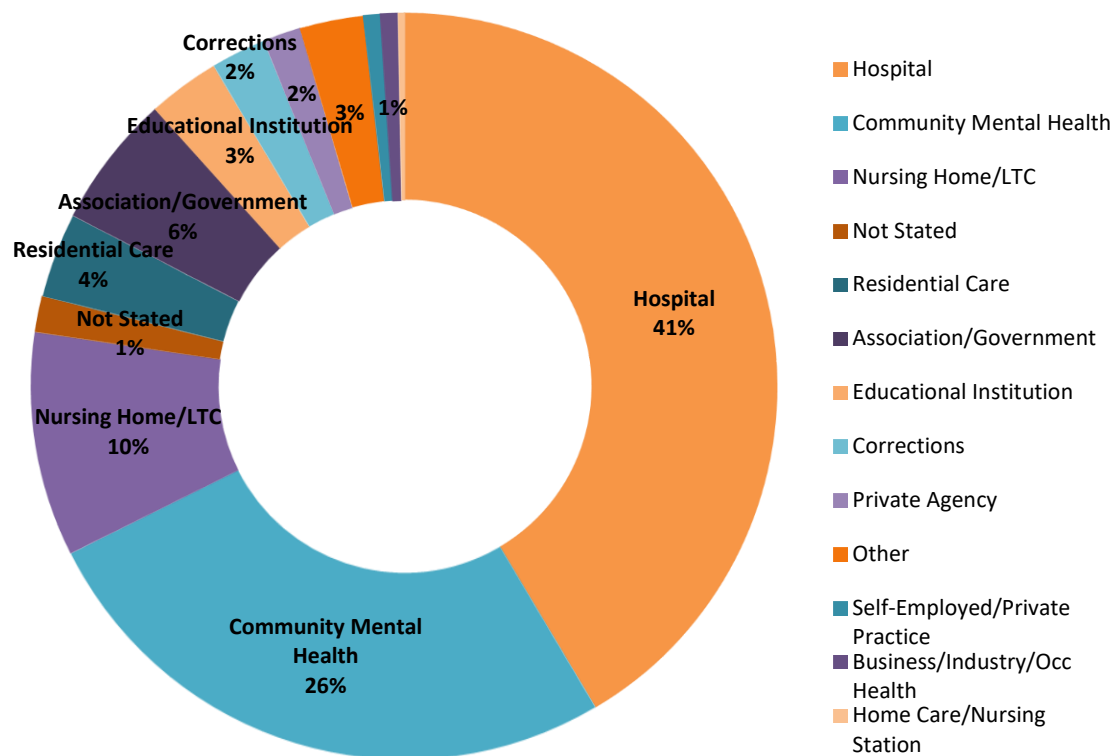
In the 2019 registration year, a total of thirty-five (35) RPNs moved from the Practising to Non-Practising register due to maternity leave, medical leave, or retirement. In 2019, there was an increase in the number of RPNs moving to the non-practising register due to retirement.

Those that move to the Non-Practising register due to maternity/paternity leave are, for the most part, considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2018 when twenty-seven (27) RPNs returned to the Practising register.

At January 1, 2020, twenty-six (26) RPNs were cancelled for non-renewal. The number of cancellations at January 1 was the same as the previous year, but the majority of those who cancelled their registration indicated that they were not renewing because they have retired. Others indicated that they were not renewing because they had transferred to another jurisdiction.

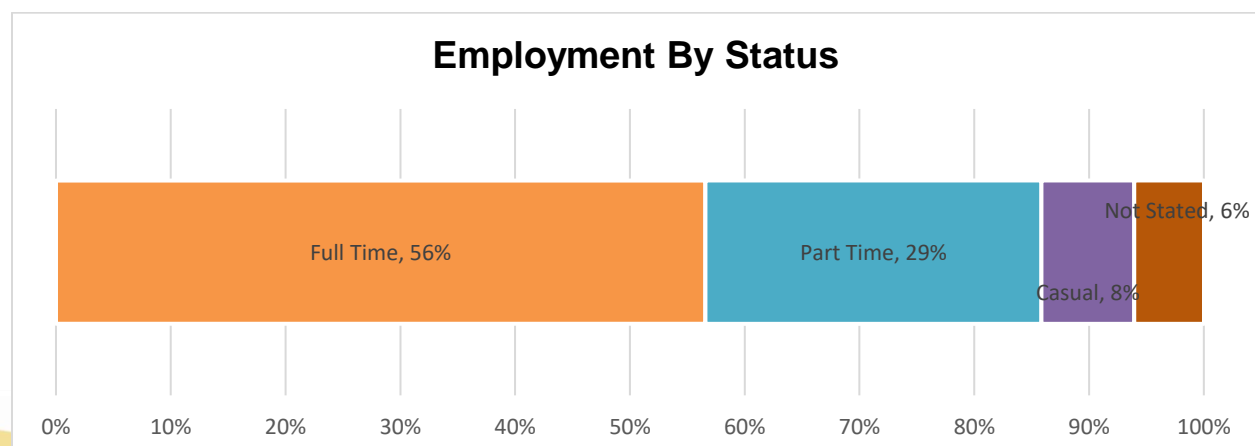
Utilization of the Current RPN Supply

Practising Registrants – Primary Place of Work (2019)



Data about where RPNs work is captured during the annual registration renewal process. While more discrete data is collected, some data elements are suppressed due to small numbers (<5). For reporting purposes, some of the data elements are combined. For example, Community Mental Health includes: community mental health and family services. The majority of RPNs in this category work in community mental health services.

Employment by Status



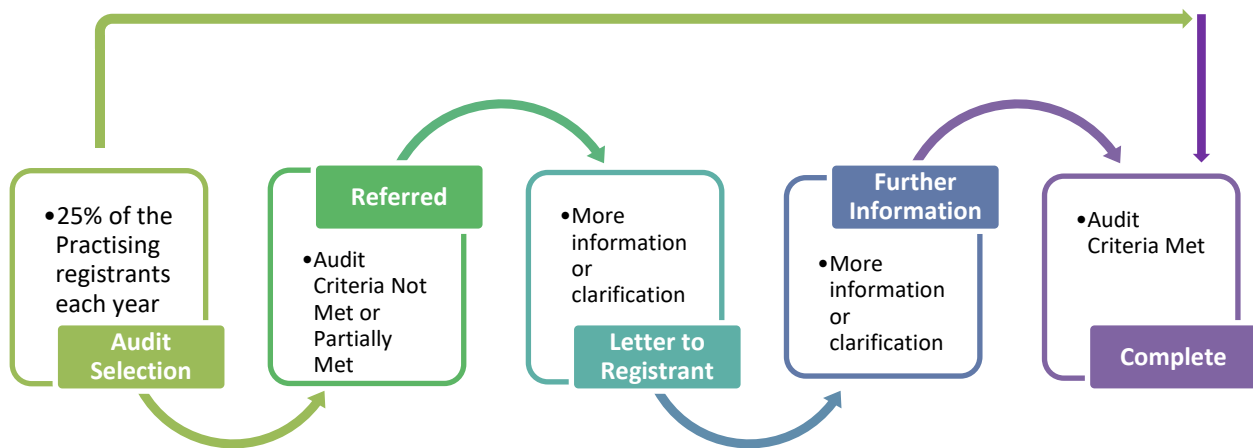
Ensuring the Continuing Competence of Its Registrants

The CRPNM has implemented a Continuing Competence Program more than ten (10) years ago, and we have been auditing RPN participation in this program since 2006.

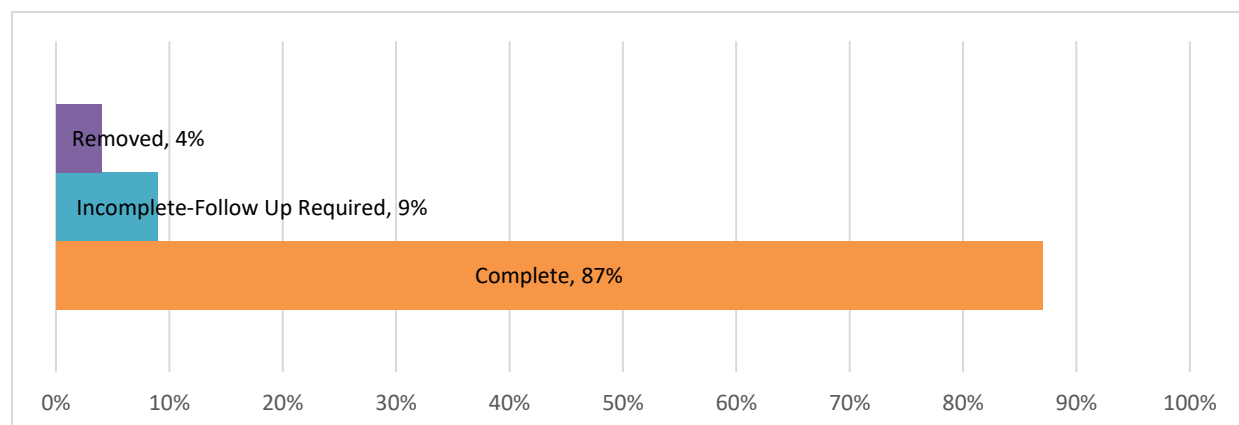
Continuing Competence Program Audit

The CRPNM randomly selects 25% of RPNs to complete the audit process each year. The audit cycle occurs over a five-year period. An RPN could be randomly selected more than once in the five-year period. A new audit cycle began in 2018.

The CRPNM Continuing Competence Program Audit Process



Results of the 2019 Continuing Competence Program Audit



Those with an 'incomplete' audit result subsequently met the requirements and were able to proceed to registration renewal. RPNs who were not renewing their registration were removed from the audit.

Receiving Complaints, Conducting Investigations and Appeals, and Taking Appropriate Disciplinary Action

Through its website, the CRPNM has ensured that there is clear, transparent and accessible information for RPNs, employers and members of the public about the CRPNM's complaint process.

Investigation Committee

Complaints can be made by employers, other RPNs, or members of the public. The Investigation Committee, composed of four (4) RPNs and three (3) public representatives, reviews all complaints and determines how to best deal with the matter.

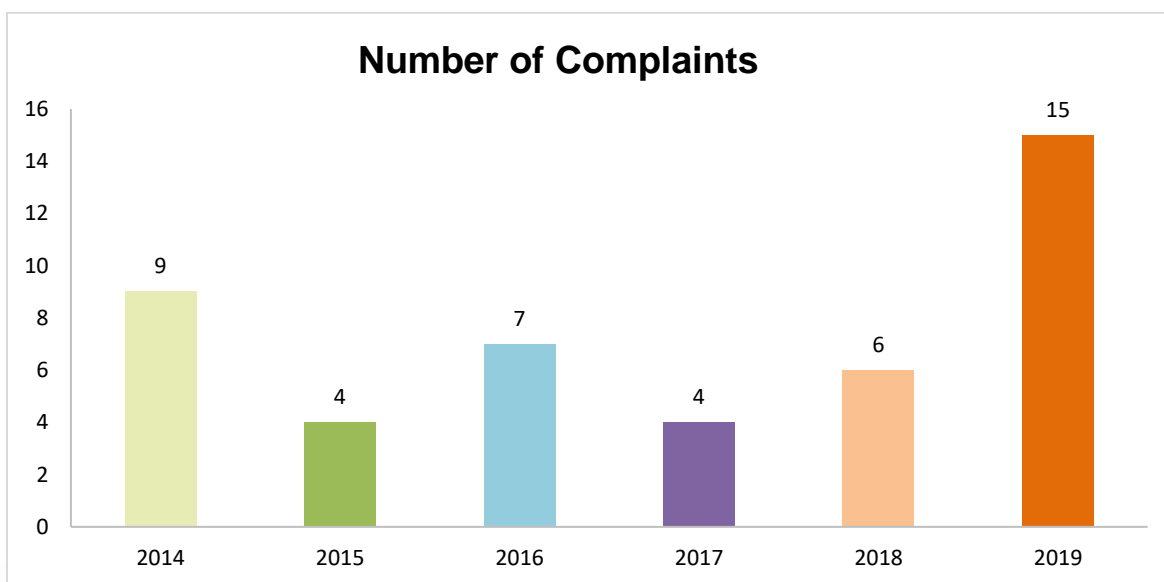
The mandate of the Investigation Committee is to protect the public interest. To achieve this mandate, it must decide what actions, if any, are required. The Committee's options are identified in section 23(1) of the *Registered Psychiatric Nurses Act*.

The investigation committee received and reviewed fifteen (15) new complaints in 2019. The nature of the complaints and the dispositions are outlined in the table below.

ID Number	Complaint	Final Disposition
2016-3	Non-compliance with agreement made in 2017.	New agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2018-5	Unskilled practice.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> following investigation.
2019-1	Unethical behaviour, unprofessional practice. Insensitive and disrespectful communication. Destruction and removal of employer property.	Referred to discipline.
2019-2	Impairment at work.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-3	Unprofessional and disrespectful e-mail communication.	The Committee was unable to properly assess the complaint. No further action.
2019-4	Failure to conduct a suicide risk assessment.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> following investigation.
2019-5	Failure to document which placed others at risk.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .

ID Number	Complaint	Final Disposition
2019-6	Fitness to practice.	Pending.
2019-7	PHIA breach. Disclosure of personal health information without consent.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-8	Failure to uphold standards related to confidentiality, documentation and poor medication administration practices.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-9	Failure to investigate, intervene and report allegations of mistreatment and abuse.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> following investigation.
2019-10	Failure to communicate and take a leadership role.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-11	Failure to assess and investigate patient concerns. Breach of employer policies.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-12	Failure to uphold the standards with respect to confidentiality, documentation, and appropriate and professional communication.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-13	Inappropriate, unprofessional and disrespectful workplace communication.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2019-14	Social media posts tarnishing reputation of former employer.	Voluntary surrender of certificate of registration pursuant to 23(1)(e) of the <i>Registered Psychiatric Nurses Act</i> .
2019-15	Sexual harassment.	Referred to investigation. In progress.

Complaints by Year (2014-2019)



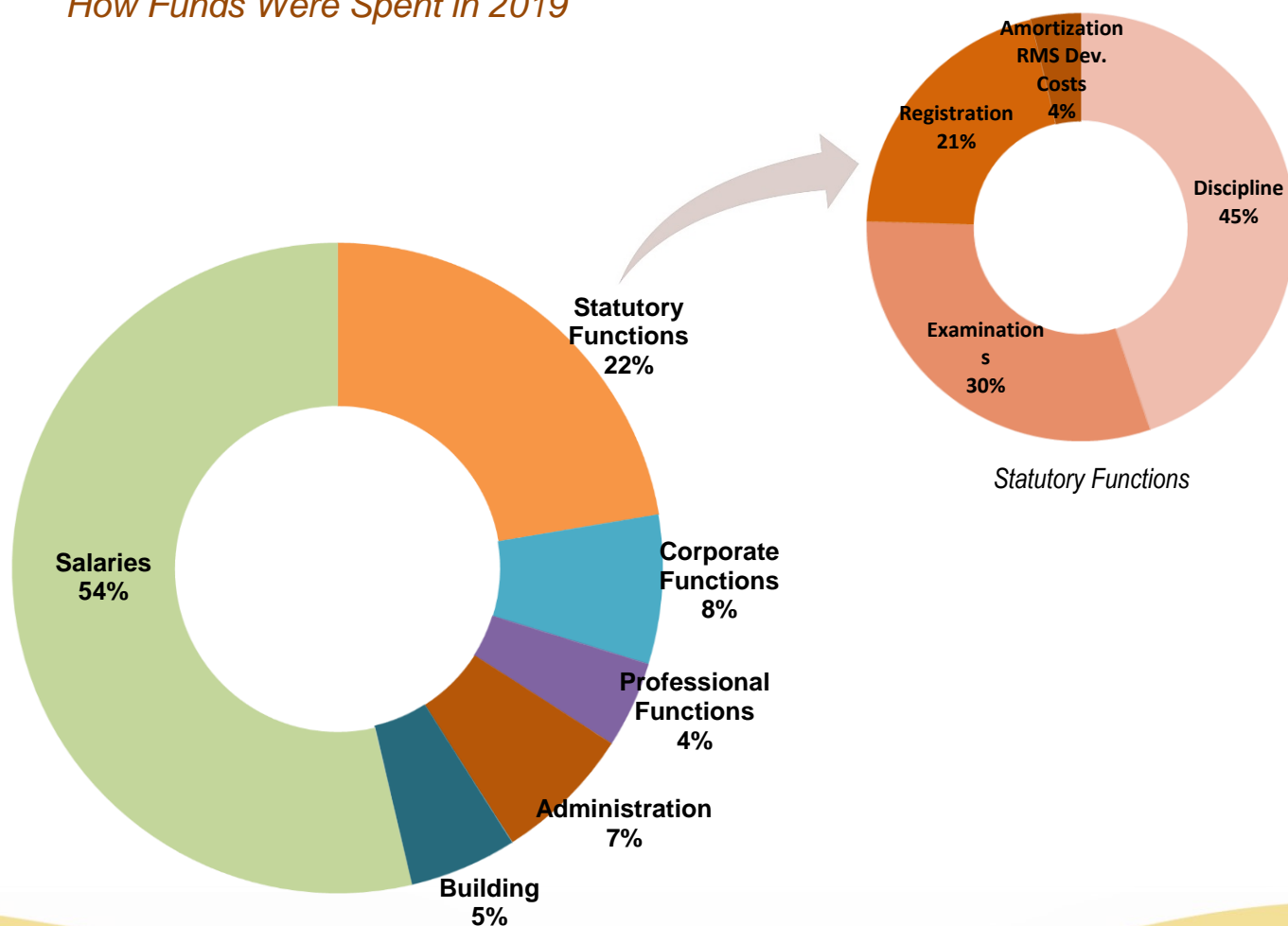
Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2019. The complete audited financial statements can be found on the following pages. The audited financial statements will also be presented at the CRPNM Annual General Meeting, being held on June 25, 2020 via webinar. Members of the board and staff will be available to answer any questions.

The College's primary and most significant source of revenue are registration fees. Registration with the CRPNM gives members with the legal authority to call themselves a Registered Psychiatric Nurse and the privilege of being one of Manitoba's regulated health professions. The CRPNM is mandated, by the government of Manitoba and the *Registered Psychiatric Nurses Act*, to carry out its activities and govern its members in a manner that serves and protects the public interest. The registration fees support the work of the College in fulfilling the legislated mandate to regulate the practice of all RPNs in the public interest.

The last page of the auditor's report is Schedule 1 - General Fund Expenses. This schedule breaks down expenses by functional category and compares this year expenses to last year. The following chart identifies how the CRPNM's funds were spent in 2019.

How Funds Were Spent in 2019



Setting the Registration Fees - 3% Increase Recommended for 2021

One of the Board's responsibilities is to ensure that the College has sufficient resources to finance its operations. In exercising this responsibility, the Board uses a 5-year planning tool to forecast the impact of various scenarios on our revenue and expenses and makes recommendations about the registration and other fees.

It has been determined that a fee increase of 3% will be required next year, in order to keep the college in a sound financial position. The CRPNM Board of Directors is therefore recommending that the 2021 Practising fees be set at \$557 (plus the GST). This recommendation will be presented to the members at the Annual General Meeting.

The Board of Directors is also recommending an increase in the Graduate Psychiatric Nurse registration fee for 2021. The recommendation that the 2021 Graduate Psychiatric Nurse registration fee be set at \$120 (plus the GST) will be presented to the members at the Annual General Meeting.

As noted in the President and Executive Director report, some of the proposed by-law changes relate to the fees. Consultation on the proposed by-laws is facilitated through the [CRPNM website](#).



THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES of MANITOBA

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Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Financial Statements
Year Ended December 31, 2019



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
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Year Ended December 31, 2019

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INDEPENDENT AUDITOR'S REPORT

To the Members of College of Registered Psychiatric Nurses of Manitoba

Opinion

We have audited the financial statements of College of Registered Psychiatric Nurses of Manitoba (the College), which comprise the statement of financial position as at December 31, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

(continues)

Independent Auditor's Report to the Members of College of Registered Psychiatric Nurses of Manitoba
(continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Winnipeg, Manitoba
March 14, 2020

CHARTERED PROFESSIONAL ACCOUNTANTS

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Financial Position
December 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 271,488	\$ 205,961
Money market fund and savings account	45,982	144,608
Accounts receivable	6,621	1,875
Accrued Interest receivable (Note 2)	6,100	4,596
Prepaid expenses	21,321	31,764
Due from Registered Psychiatric Nurses Foundation Inc.	179	1,031
	<u>351,691</u>	<u>389,835</u>
LONG TERM INVESTMENTS (Notes 2, 3)	518,000	409,500
CAPITAL ASSETS (Notes 2, 4)	150,617	163,735
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	-	6,109
	<u>\$ 1,020,308</u>	<u>\$ 969,179</u>
LIABILITIES		
CURRENT		
Accounts payable	\$ 142,443	\$ 61,807
Goods and services tax payable	28,646	25,332
Employee deductions payable	6,771	6,973
Prepaid membership fees	573,504	544,470
Unearned rent	3,240	3,240
	<u>754,604</u>	<u>641,822</u>
NET ASSETS		
GENERAL FUND	128,494	253,265
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	37,210	24,092
DISCIPLINE RESERVE FUND (Note 7.)	100,000	50,000
	<u>265,704</u>	<u>327,357</u>
	<u>\$ 1,020,308</u>	<u>\$ 969,179</u>

ON BEHALF OF THE BOARD


 _____ Director


 _____ Director

See notes to financial statements

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Revenues and Expenditures
Year Ended December 31, 2019

	2019	2018
REVENUE		
Membership Fees - Practicing	\$ 560,888	\$ 558,930
Membership Fees - Non-practicing	8,975	8,025
Membership fees - Graduate	6,300	6,900
Examinations	52,131	51,765
Fees and penalties	8,136	7,402
Interest	13,513	12,922
Rent	19,779	19,282
Other income	200	102
	<u>669,922</u>	<u>665,328</u>
EXPENSES		
Statutory functions - schedule 1	163,517	124,348
Corporate Functions - schedule 1	54,299	47,078
Professional Functions - schedule 1	31,451	26,157
Administration - schedule 1	50,619	41,009
Building - schedule 1	39,213	34,941
Salaries and benefits	392,476	401,916
	<u>731,575</u>	<u>675,449</u>
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (61,653)</u>	<u>\$ (10,121)</u>

See notes to financial statements

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Changes in Net Assets
Year Ended December 31, 2019

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 253,265	\$ 24,092	\$ 50,000	\$ 327,357	\$ 337,478
Deficiency of revenue over expenses	(61,653)	-	-	(61,653)	(10,121)
Utilization of Restricted Reserve	2,198	(2,198)	-	-	-
Transfer to Restricted Reserve	(15,316)	15,316	-	-	-
Discipline Reserve allocation	(122,992)	-	122,992	-	-
Utilization of Discipline Reserve	72,992	-	(72,992)	-	-
NET ASSETS - END OF YEAR	<u>\$ 128,494</u>	<u>\$ 37,210</u>	<u>\$ 100,000</u>	<u>\$ 265,704</u>	<u>\$ 327,357</u>

See notes to financial statements

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Statement of Cash Flows

Year Ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from members and customers	\$ 680,697	\$ 652,186
Cash paid to suppliers and employees	(619,273)	(637,586)
Interest received	12,009	17,233
Goods and services tax	3,314	(466)
	<u>76,747</u>	<u>31,367</u>
Cash flow from operating activities		
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(2,198)	(66,277)
Proceeds from (purchase of) investments	(108,500)	100,700
	<u>(110,698)</u>	<u>34,423</u>
Cash flow from (used by) investing activities		
FINANCING ACTIVITY		
Advances from related parties	852	1,731
	<u>852</u>	<u>1,731</u>
INCREASE (DECREASE) IN CASH FLOW	(33,099)	67,521
Cash - beginning of year	<u>350,569</u>	<u>283,048</u>
CASH - END OF YEAR	\$ 317,470	\$ 350,569
CASH CONSISTS OF:		
Cash	\$ 271,488	\$ 205,961
Money market fund and savings account	45,982	144,608
	<u>\$ 317,470</u>	<u>\$ 350,569</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2019

1. PURPOSE OF THE ORGANIZATION

The College is incorporated without share capital under the laws of Manitoba and its principal activities are to establish and maintain standards of education and practice for psychiatric nursing. The College must carry out its activities and govern its members in a manner that serves and protects the public interest as set out in the Registered Psychiatric Nurses Act.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

General

The College follows the restricted fund method of accounting for contributions.

The General Fund accounts for the College's program delivery and administrative activities. This fund reports unrestricted resources.

The Internally Restricted Reserve Funds, Building and Equipment Reserve and the Discipline Reserve Funds report the transfers to restricted reserve from the General Fund and the capital expenditures and discipline expenditures for the year.

Membership Fees

Membership fees are recorded as revenue in the year that the membership applies.

Capital assets

Capital assets are stated at cost. Amortization is provided on the straight - line basis, using the following annual rates:

Buildings	5%	straight-line method
Office furniture and equipment	20%	straight-line method
Computer equipment	33 1/3%	straight-line method

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known.

(continues)

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Investments

All short-term investments are classified held-for trading and reported at market value.

Long-term investments are classified held-to-maturity investments. The held-to-maturity investments are classified as such because the College has the positive intent and ability to hold the securities until maturity and are recorded at cost plus accrued interest receivable.

Financial Instruments

The College's financial instruments comprise cash, short-term investments, accounts receivable, long-term investments, accounts payable, accrued liabilities, deferred revenue and due to or from related company.

Cash, accounts receivable, accounts payable, accrued liabilities, deferred revenue and due to related company approximates are reported at their fair values on the balance sheet. The fair values are the same as the carrying values due to their short-term nature.

The fair value of short and long-term investments are disclosed in the respective notes to the financial statement.

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2019

3. LONG TERM INVESTMENTS

	2019	2018
Equitable Bank - GIC, 2.22%		
Cost \$58,500, Due June 13, 2019	\$ -	\$ 58,500
Province of P.E.I. - Coupon Bond, 4.25%		
Cost 19,524, Due September 24, 2019	-	19,000
HSBC TR GIC 2.55%		
Cost \$24,000, Due November 25, 2019	-	24,000
Bank of Montreal GIC, 2.30%		
Cost \$25,000, Due March 16, 2020	25,000	-
Equitable Bank - GIC, 2.00%		
Cost \$41,500, Due May 19, 2020	41,500	41,500
Home Equity Bank GIC 2.21%		
Cost \$36,000, Due October 14, 2020	36,000	36,000
Bank of Montreal GIC, 2.15%		
Cost \$55,000, Due November 13, 2020	55,000	-
Province of B.C. Serial Bond 3.70%		
Cost \$42,341, Due December 18, 2020	41,000	41,000
Canadian Western Bank - GIC 1.88%		
Cost \$54,000, Due January 11, 2021	54,000	54,000
Canadian Western Bank - GIC 2.00%		
Cost \$45,500, Due May 17, 2021	45,500	45,500
Laurentian Bank - GIC, 2.23%		
Cost \$55,000, Due November 15, 2021	55,000	-
Canadian Tire Bank GIC 2.02%		
Cost \$55,000 due January 11, 2022	55,000	55,000
Laurentian Bank - GIC, 2.57%		
Cost \$25,000, Due March 14, 2022	25,000	-
Cameco Series E Bond 3.75%		
Cost \$36,477.95, Due November 14, 2022	35,000	35,000
Laurentian Bank - GIC, 2.62%		
Cost \$25,000, Due March 15, 2023	25,000	-
Canadian Tire Bank GIC 2.80%		
Cost \$25,000 due March 14, 2024	25,000	-
NET BOOK VALUE OF INVESTMENTS	\$ 518,000	\$ 409,500

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2019

4. CAPITAL ASSETS

	2019		2018	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	462,303	349,892	462,303	340,978
Office furniture and equipment	235,916	226,537	233,718	220,135
	<u>\$ 727,046</u>	<u>\$ 576,429</u>	<u>\$ 724,848</u>	<u>\$ 561,113</u>
Net book value	<u>\$ 150,617</u>		<u>\$ 163,735</u>	

5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	2019	2018
Registration management system development costs	\$ 199,109	\$ 199,109
Accumulated amortization	(199,109)	(193,000)
	<u>\$ -</u>	<u>\$ 6,109</u>

The College capitalized all the costs related to the development of an on-line registration management system. Those costs are amortized on a straight-line basis over five years.

6. BUILDING AND EQUIPMENT RESERVE FUND

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$37,210 into a Reserve Fund for building and equipment. Transfers of these amounts were made from the General Fund to the Building and Equipment Fund. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors.

	2019	2018
Internally Restricted Reserve, Beginning of year	\$ 24,092	\$ 75,069
Transfer to restricted reserve - amortization	15,316	15,300
Capital Expenditures for the year	(2,198)	(66,277)
Internally Restricted Reserve, End of Year	<u>\$ 37,210</u>	<u>\$ 24,092</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2019

7. DISCIPLINE RESERVE FUND

The purpose of the Fund is to ensure the College has adequate fiscal resources to meet its statutory obligations related to complaints, investigations, and discipline. Each year the fund will be replenished with enough funds to bring the balance to \$100,000 after current years expenses. The fund will be assessed on an annual basis to determine its sufficiency. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors.

	2019	2018
<u>Discipline Reserve Fund</u>		
Internally Restricted Reserve opening balance	\$ 50,000	\$ 44,612
Discipline Reserve allocation from General Fund	122,992	25,266
Utilization - expenses incurred during the year	(72,992)	(19,878)
Internally Restricted Reserve Ending balance	<u>\$ 100,000</u>	<u>\$ 50,000</u>

8. FINANCIAL INSTRUMENTS

The college is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the college's risk exposure and concentration as of December 31, 2019.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The college is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources and accounts payable. The college has set aside funds in investments to minimize this risk.

Unless otherwise noted, it is management's opinion that the college is not exposed to significant other price risks arising from these financial instruments.

THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES' OF MANITOBA

Schedule 1 - General Fund Expenses

Year ended December 31, 2019, with comparative figures for 2018

	2019	2018
Statutory Functions:		
Discipline	\$ 72,992	\$ 19,878
Examinations	50,107	48,129
Registration	33,903	36,111
Education Approval	406	230
Amortization RMS Dev. Costs	6,109	20,000
	<u>\$ 163,517</u>	<u>\$ 124,348</u>
Corporate Functions:		
Annual Conference & Report	\$ 866	\$ 1,320
Board and Executive	17,626	37,746
Finance	35,807	8,012
	<u>\$ 54,299</u>	<u>\$ 47,078</u>
Professional Functions:		
Communications	\$ 8,745	\$ 7,993
Professional Practice	10,747	8,272
Membership Fees	3,791	3,691
Inter-Provincial Activities/RPNC	8,168	6,200
	<u>\$ 31,451</u>	<u>\$ 26,156</u>
Administration:		
Equipment Depreciation	\$ 6,402	\$ 5,809
General Liability Insurance	2,227	2,178
Stationary and Office	6,769	5,885
Legal Fees	11,091	2,471
Professional Development	4,080	3,073
Telephone	6,838	6,733
IT	13,213	14,861
	<u>\$ 50,619</u>	<u>\$ 41,010</u>
Building:		
Depreciation	\$ 8,914	\$ 9,492
Utilities	5,344	5,657
Security	775	940
Property Taxes	15,757	12,623
Maintenance	4,108	2,233
Landlord Expense	546	936
Janitorial	3,770	3,060
	<u>\$ 39,214</u>	<u>\$ 34,941</u>
Total	\$ 339,100	\$ 273,533