



THE COLLEGE OF

REGISTERED PSYCHIATRIC NURSES of MANITOBA

Annual Report

for the period ending December 31

2015

The Honourable Sharon Blady
Minister of Health
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 2015 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2015 to December 31, 2015 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 'Isabelle Jarrin', written over a thin horizontal line.

Isabelle Jarrin, RPN, BScPN, BA, MN
President

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About the College

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.

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:

The CRPNM Board of Directors has identified the following priorities for 2015-2016:

- Priority #1 - Results-based strategic governance Board
- Priority #2 - Preparing for the *Regulated Health Professions Act (RHPA)*
- Priority #3 - Increased awareness and understanding of the College's function
- Priority #4- Transformation of business practices to increase efficiency for regulatory processes
- Priority #5- Active Participation in National Activities

Message from the President and Executive Director

In 2015, the CRPNM Board of Directors continued to implement its three year (2012-2015) strategic plan. The plan has been continually monitored and updated and in 2016 the Board will engage in a formal strategic planning session to identify its strategic priorities for the coming three year period.

Ensuring that the Board of Directors remains results-based and strategic and that the College was actively preparing for the transition to regulation under the *Regulated Health Professions Act (RHPA)* were priorities in 2015.

We are pleased to provide this annual report and to share some highlights of the activities the College has undertaken, or completed, in 2015 to meet our mission, core functions and strategic priorities.

Results-Based Strategic Board Governance

In the context of the provisions of the *Regulated Health Professions Act (RHPA)*, and in preparation for the transition to regulation under this *Act*, the CRPNM has engaged in comprehensive review and revision of the College's governance policies and processes over the past three years. The CRPNM Governance Committee, which also acts as the College's appointments and nominating committee, has been instrumental in the development and implementation of resources to support the Board in their governance role. In 2015, this included development of policies and processes for nominations and elections and formal board evaluation.

2015 was an election year for the CRPNM. The Governance Committee, in their role to ensure effective board governance and leadership through Board and Committee succession planning, implemented the new nominations and online elections process that was introduced in the 2013 revisions to the CRPNM by-laws. In the end, the number of candidates was equal to the number of vacant RPN positions and an election was not required. We are pleased to introduce you to the CRPNM's 2015-2017 Board of Directors on page 9.

The requirements of regulation are increasing and while the College is fortunate to be able to rely on a committed group of staff and volunteers, the Board recognized that this was not sustainable with the work ahead. Consequently, the Board supported a plan to increase the College's human resources and a new, full time, administrative staff position was implemented in 2015. The Board, through the work of its Executive, Personnel and Finance committees, continues to ensure that the College's human resources is appropriately resourced and that, as an employer, the CRPNM meets employment standards and all applicable employment law.

All of the CRPNM committees have been active in 2015 and continue to establish work plans that are consistent with the College's core functions and strategic priorities. We are pleased to report on the activities of the CRPNM committees throughout this report.

We wish to acknowledge the hard work and exceptional commitment of all of the staff, committee members and Chairs in supporting the CRPNM to achieve its mission, core functions and strategic priorities. A complete list of the Committee's and their membership can be found on pages 10-11. A list of the CRPNM staff can be found on page 9.

Preparing for the *Regulated Health Professions Act (RHPA)*

Throughout 2015 the CRPNM was actively engaged with the Legislative Unit of Manitoba Health, Healthy Living and Seniors to prepare for our transition to regulation under the *Regulated Health Professions Act (RHPA)*. We had regular meetings with staff from the department and did a significant amount of work on the proposal that will request authorization for those reserved acts that are relevant to the psychiatric nursing profession. A draft scope of practice statement was also prepared. In December 2015, the Board met with staff from Manitoba Health, Healthy Living and Seniors and discussed the Board's role in the transition to the *RHPA*. To facilitate the board decision making and approval, the Board has developed a plan to review the policy drafts of the CRPNM regulations once they are ready.

Much of the work to consult with the CRPNM members, employers and other stakeholders on the reserved acts has been facilitated by a very dedicated group of volunteers from the Quality Assurance Committee and the CRPNM Practice Consultant. The data collection has included consultations through surveys, focus groups, and individual, key informant interviews. An employer survey has been prepared and is ready for deployment in 2016. The College plans to complement this data collection with focus groups and further key informant interviews, as required.

We look forward to our continued work in 2016 and will keep members and the public apprised as we proceed with the *RHPA*.

Transforming Business Practices for Efficient Regulatory Functions

The College continues to work towards its goal of an integrated regulatory management system. The technology platform and all of the business processes have increased members' ability to manage their personal and employment information and to renew their registration in a secure on-line environment. These processes, along with all of the registration application processes, are now completely online.

The regulatory management system assists the College to ensure complete and timely registration data and to ensure that the registration status of its members is immediately available and accessible to employers and the public.

Participating in National Activities

The CRPNM continued to be involved with two major national projects; the National Nursing Assessment Service (NNAS) and the Registered Psychiatric Nurses of Canada (RPNRC) project on the *Mobility and Assessment of Canadian and Internationally Educated Registered Psychiatric Nurses* in 2015.

The National Nursing Assessment Service

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. As of August 12, 2014 all internationally educated nurse applicants, be they RN, RPN or LPN, wishing to come to Canada apply through the National Nursing Assessment Service.

The project was initially funded by the Government of Canada and has been supported by further funding and significant in-kind contributions from the twenty-two LPN, RN and RPN member regulatory bodies. The NNAS is governed by a Board of Directors with equitable representation from Canada's three regulated nursing professions. The CRPNM Executive Director, Laura Panteluk and the College of Registered Psychiatric Nurses of Alberta (CRPNA) Executive Director, Barbara Lowe, currently represent the Registered Psychiatric Nurse regulatory bodies on the NNAS Board.

The CRPNM staff also participates in the governance and operations of the NNAS through involvement on Board or operational committees. Additionally, the College participates with the other psychiatric nurse regulators to continually improve the RPN assessment tool and with the NNAS to ensure that all of the processes continue to meet the requirements of the *Registered Psychiatric Nurses Act (RHPA)*.

Mobility and Assessment of Canadian and Internationally Educated Registered Psychiatric Nurses



Registered Psychiatric Nurse Regulators of Canada
ensuring excellence in registered psychiatric nursing regulation

In 2013, the Registered Psychiatric Nurse Regulators of Canada (RPNRC), formerly the Registered Psychiatric Nurses of Canada, launched a pan-Canadian initiative aimed to improve the mobility and assessment of Canadian and internationally educated Registered Psychiatric Nurses. This project was

supported by funding from the Government of Canada and the RPNRC. The College of Registered Psychiatric Nurses of Manitoba is a member of RPNRC and an active partner in this project. In addition, Manitoba RPNs were active participants in the project through their participation in committees, focus groups, and surveys.

National entry level competencies for Registered Psychiatric Nurses in Canada and a Competency - Education Mapping tool were developed and validated as two core activities of the project.

RPNRC approved and publicly released the *Registered Psychiatric Nurse Entry Level Competencies* in November of 2014. The CRPNM Board of Directors subsequently adopted the RPNRC entry level competencies and approved them as their own. In 2015, the *Registered Psychiatric Nurse Regulation* for Manitoba was amended with a reference to this document.

Comprehensive research was also undertaken as part of the project to describe the regulation, education and workforce of the Registered Psychiatric Nurse profession and to document the enablers for and barriers to recognition and mobility of the profession. These core activities formed the basis of the context setting and background to the stakeholder roundtables that took place in February 2015.

The roundtables were the last deliverable for the *Mobility and Assessment* project. Some potential next steps were identified during the roundtables, and the RPNRC has been reviewing and considering these.

The final project report can be found on the RPNRC website at <http://www.rpnc.ca/national-projects>.

Registered Psychiatric Nurses of Canada Exam (RPNCE)

The provinces that regulate the psychiatric nursing profession in Canada, collaborate with our exam testing vendor, Assessment Strategies Inc. (ASI), and each other, to develop and implement a national registration exam. Oversight for the exam development and administration is provided by the Client Advisory Group (CAG) which consists of representatives from the four regulating provinces. The CRPNM is represented by the Executive Director and the Practice Consultant/Deputy Registrar.

Additionally, Manitoba RPNs play an active role in the test development activities as item writers or as members of the exam committee. A list of the RPNs who participated in the exam development activities in 2015 can be found on page 11.

With the implementation of the new *Entry Level Competencies* a new exam blueprint was developed and approved in 2015. The new blueprint will be implemented in May of 2016. At the same time, the total number of questions on the RPNCE will be decreased from the former 230-250 items (over two books) to a single, 4-hour exam of approximately 200 questions. We are pleased to achieve a shorter exam and to be in line with industry standard for testing and measurement.

It has been our pleasure to work with our nursing regulatory colleagues to bring the goals and deliverables from these national projects to fruition.

Respectfully,



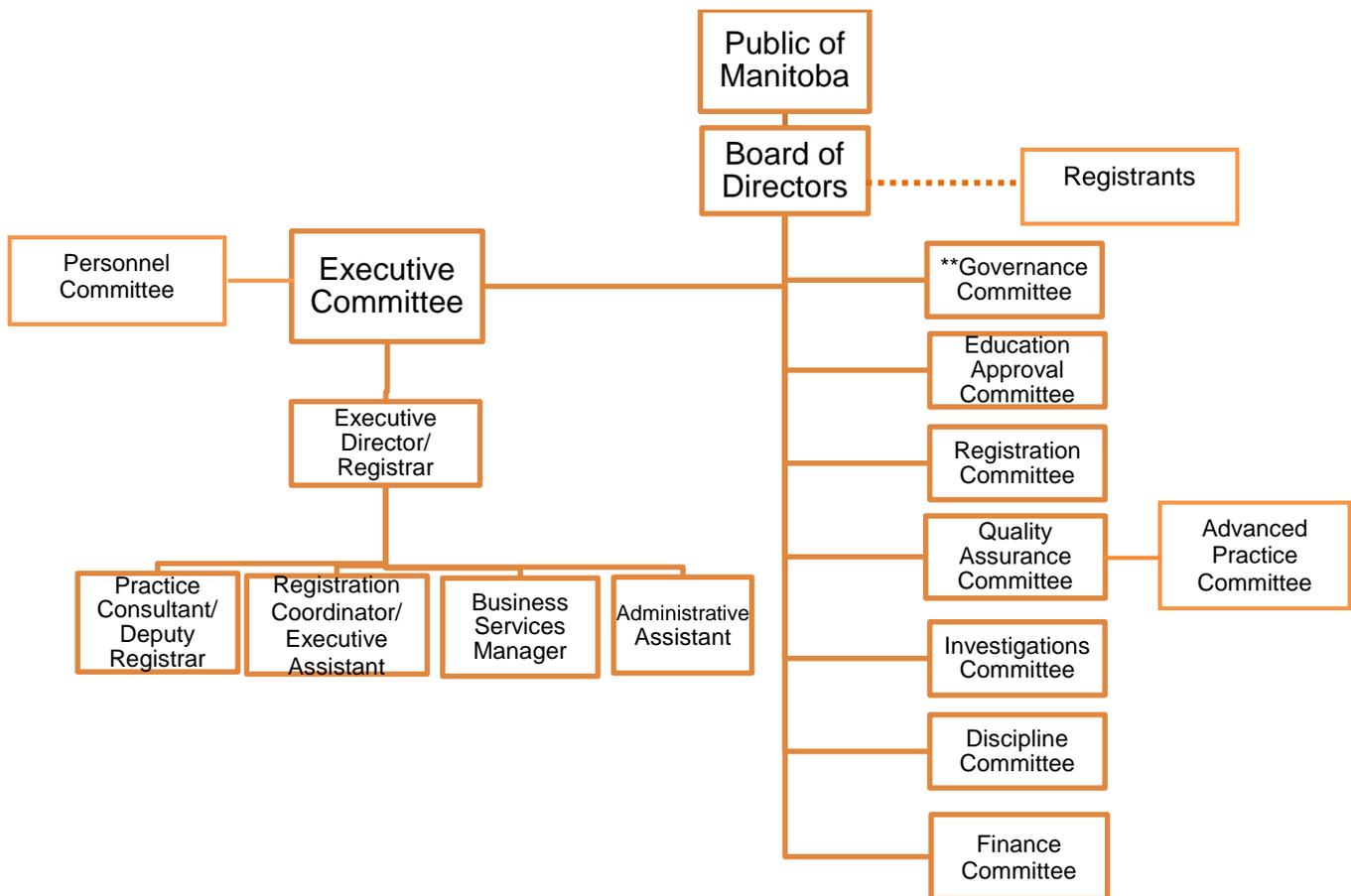
Isabelle Jarrin
President



Laura Panteluk
Executive Director

Organizational Structure

The College of Registered Psychiatric Nurses of Manitoba



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

Board of Directors

The Board of Directors is the governing body of the College.

It is comprised of members of the College of Registered Psychiatric Nurses of Manitoba, elected by their peers, and members of the public appointed by the Minister responsible for the *Registered Psychiatric Nurses Act* or by the Board.

In accordance with the *Registered Psychiatric Nurses Act* and the CRPNM Bylaws, the board will consist of a minimum of 12 members, one third of whom are public representatives.

The board provides oversight to ensure the College meets its mandate.

CRPNM BOARD OF DIRECTORS 2015 - 2017

Executive:

Isabelle Jarrin, RPN, President
Tracy Thiele, RPN, Vice President
Joel Prejet, RPN, Finance Committee Chair
Chris Dooley, Public Member,
Executive Member at Large

Directors:

Wanda Brine, RPN
Shirley Labman, Ministerial Appointment
Lance Lywak, Public Representative
Mike MacIver, Ministerial Appointment
Jennifer McKelvey, RPN
Deb Melanson, RPN
Leslie Orlikow, Ministerial Appointment
Katherine Pachkowski, RPN
Robert Sokoliuk, RPN
Kelly-Ann Stevenson, RPN
Sarah Wikstrom, RPN

CRPNM Staff

Laura Panteluk RPN, Executive Director/Registrar
Ryan Shymko RPN, Practice Consultant/Deputy Registrar
Laurie Cenerini, Registration Coordinator/Executive Assistant
John Schmidt, Business Services Manager
Marigrace Licerio, Administrative Assistant

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	Isabelle Jarrin
RPN	Tracy Thiele
RPN	Joel Prejet
Public Rep	Chris Dooley

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

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	Patricia van Aggelen
RPN	Terry Klassen
RPN	Ken Krahn
RPN	Debra Melanson
RPN	Claudette Moquin
RPN	Robert Sokoliuk
RPN	Alexandria Taylor
RPN	Dixie Tomchuk
RPN	Debra Wikstrom
Public Rep	Kristen Kroeker
Public Rep	Nia Massey
Public Rep	Brenda Slikker
Public Rep	Paul Wowchuk

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	Isabelle Jarrin
Public Rep	Barb Gemmell
RPN	Wanda Brine

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	Joel Prejet
Public Rep	Chris Dooley
RPN	Darlene Henry

Personnel Committee

The Personnel Committee is a working committee of the Executive Committee. The Personnel Committee is established to ensure that the CRPNM's human resources infrastructure is clearly defined and appropriately resourced. The committee also ensures that the CRPNM, as an employer, meets all of its statutory obligations.

Chair/RPN	Jennifer McKelvey
RPN	Tracy Thiele
Public Rep	Leslie Orlikow
Public Rep	Shirley Labman

Registration Committee

The Registration Committee ensures registration decisions are transparent, objective, impartial, fair, and in compliance with the *Registered Psychiatric Nurses Act and Regulation*, the *Fair Registration Practices in Regulated Professions Act*, and the provisions of Chapter 7 of the *Agreement on Internal Trade*.

Chair/RPN	Deb Melanson
RPN	Michelle Bobowski
RPN	Katherine Pachkowski

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 for Psychiatric Nursing Practice and by ensuring compliance in the CRPNM Continuing Competence Program.

Chair/RPN	Tracy Thiele
RPN	Sharon Combiadakis
RPN	Karen Reimer
RPN	Teri Stefanation
RPN	Tina Curtis
RPN	Robert Sokoliuk
RPN	Alison Done
RPN	Kyla Johnston

Advanced Practice Committee

The Advanced Practice Committee is a working committee that is exploring the development and implementation of the advanced practice RPN role in Manitoba.

Chair/RPN	Debbie Frechette
RPN	Amber Gilberto
RPN	Renee Robinson
RPN	Marg Synyshyn
RPN	Karen Clements

Psychiatric Nursing Education Approval Committee

The Psychiatric Nursing Education Approval Committee ensures that the psychiatric nursing education program meets the *Standards and Indicators for Approval of Psychiatric Nursing Education in Manitoba*, a Schedule to the *Registered Psychiatric Nurses Regulation*.

Chair/Public Rep	Atlanta Sloane-Seale
RPN	Patrick Griffith
RPN	Isabelle Jarrin
RPN	Doreen Fey
RPN	Ashley Smith
Public Rep	Ross Wedlake

RPNCE Item Writers-Subject Matter Experts

The CRPNM nominates RPNs who apply to participate in exam development by being item writers. The following RPNs participated in item writing in 2015:

Raquel Almeida
Bonita Fanzega
Darrin Hale
Wandra Brine
Sharran Mullins
Maureen Anderson

RPNCE Examination Committee

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

Ryan Shymko
Isabelle Jarrin

Setting Standards for Psychiatric Nursing Education and Practice

Psychiatric Nursing Education Approval

The provinces that regulate the psychiatric nursing profession in Canada continue to work together to harmonize the processes for the approval of psychiatric nursing education programs. This, in turn, supports the Canadian psychiatric nursing regulators to meet the mobility obligations identified in Canada's *Agreement on Internal Trade*. In 2013, the *Standards and Indicators for the Approval of Psychiatric Nursing Education Programs* was updated and revised.

In 2014, the CRPNM worked with the Legislative Unit of Manitoba Health, Healthy Living and Seniors to consult with Manitoba stakeholders and to request an amendment to the *Regulated Psychiatric Nurse Regulation*. The purpose of the amendment was to update the regulation so that it referenced the *Standards and Indicators for the Approval of Psychiatric Nursing Education Programs in Manitoba* that were approved and published by the CRPNM in July 2014. The regulation amendment was approved in April 2015.

The Psychiatric Nursing Education Approval Committee (PNEAC), in discharging their responsibility to ensure that the regular review of the psychiatric nursing education program takes place at the required intervals, contracted with an external evaluator to formally evaluate the Bachelor of Science in Psychiatric Nursing (BScPN) in 2015.

In June 2015, the CRPNM Board of Directors awarded the Bachelor of Science in Psychiatric Nursing (BScPN) program at Brandon University a 4 year approval. Following an approval, and for the purposes of the continuous improvement of the psychiatric nursing education, the PNEAC

will follow up on any recommendations from the approval process. The BScPN program will next be formally evaluated in 2019.

The CRPNM Board of Directors also approved the Douglas College *Psychiatric Nursing Refresher Certificate Program* in 2015.

Standards for Psychiatric Nursing Practice

The CRPNM Board approved the Registered Psychiatric Nurses of Canada (RPNC) *Code of Ethics and Standards for Psychiatric Nursing Practice* in 2010 following an extensive national consultation and validation process led by the RPNC.

To prepare for the requirements of the *Regulated Health Professions Act (RHPA)*, the CRPNM will undertake a full review of the *Standards for Psychiatric Nursing Practice*. This review will take place in consultation with Manitoba Health, Healthy Living and Seniors to determine the wording of those standards that will be included in regulation as opposed to the standards that will be addressed by practice directions approved by the Board.

The Quality Assurance Committee is reviewing the *Code of Ethics*. The CRPNM will engage in a consultation process with the members and other stakeholders for any proposed changes.

Scope of Practice

The CRPNM continues to participate in a variety of initiatives, presentations and publications independently and in partnerships with our nursing regulatory colleagues, employers and representatives of government to assist the public and others to understand psychiatric nursing education and practice.

As noted in the President and Executive Director report, the CRPNM website is profiling RPNs to educate the public about Registered Psychiatric Nurses.

The collaborative work with our nursing regulatory colleagues continues.

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/national committees that address professional practice issues.

The CRPNM is proud of our collaborative relationship with our nursing regulatory colleagues and is pleased to participate with the College of Registered Nurses (CRNM) and College of Licenced Practical Nurses (CLPNM) on various committees and in the delivery of joint educational materials and/or presentations to stakeholders. As an example of this collaboration, the CRNM, CLPNM and CRPNM are working together to develop

materials on physician-assisted death and the impact it could have on RNs, RN(NP)s, LPNs and RPNs.

The work of the three nursing regulators has been exemplified this past year as we anticipate the interpretive documents that might be required for Manitoba nurses and their employers as we all transition to regulation under the *Regulated Health Professions Act (RHPA)*. We also continue to work collaboratively with other health regulators and the Manitoba Nurses Union (MNU) to identify and address issues of mutual interest.

The CRPNM continues to be an active participant in the Winnipeg Regional Health Authority's *New Grad Day*. One of the goals of this conference is to provide orientation and support, from both the employers and regulatory bodies, to new graduates as they begin their careers.

Quality Assurance Committee

The Quality Assurance Committee has engaged in a number of activities over the past year to ensure that Registered Psychiatric Nurses remain current and competent and that they meet the requirements of the CRPNM Continuing Competence Program.

In 2015, the committee undertook another review of the continuing competence audit form to ensure that the tool being used appropriately measures and evaluates member participation in the Continuing Competence Program. As 2016 will conclude the last year of our current audit cycle, the Quality Assurance Committee has committed to a full program review in 2016-2017. The Quality Assurance Committee is also continuing to investigate enhancements to the CRPNM Continuing Competence Program. A full report of the 2015 continuing competence audit process and the proposed enhancements can be found on pages 21-23.

As noted in the President and Executive Director report, the Quality Assurance Committee has been instrumental in assisting the College to prepare its reserved acts submission. Building on the data collection from the focus groups and key informant interviews in 2014, the Quality Assurance Committee completed an extensive consultation process with RPNs in 2015. Over the summer months, an extremely committed group of volunteers, the Quality Assurance Reserved Act Sub-Committee, with the leadership of Chair and the CRPNM Practice Consultant, analyzed the data from the reserved act member survey. Almost 450 RPNs participated in the member consultations either through a focus group, the member survey or 1:1 interviews. As a result, the group has developed thirteen draft proposals for the reserved acts. This data collection will be further complemented by a formal employer consultation process in 2016. Data collected from these consultations will be included in the College's final reserved act submission.

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 where the development of practice directions and interpretive documents will be required.

PROTECTION

Manitoba's Health Regulators
Protecting your right to safe and ethical care.

You can rely on Manitoba's Health Regulators to ensure professional standards of care for over twenty regulated health professions.

It is important that your health care is delivered by providers who are appropriately educated and who follow standards of conduct and codes of ethics.

Our goal is safe, quality health care.

If you have questions or wish to check if your health-care professional is regulated, visit the related website or contact them directly.

<ul style="list-style-type: none"> Acupuncture Chiropractic Massage Therapy Optometry Podiatry Registered Dietitians Registered Health Care Assistants Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians 	<ul style="list-style-type: none"> Midwives Occupational Therapists Physiotherapists Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians 	<ul style="list-style-type: none"> Registered Dietitians Registered Health Care Assistants Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians
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For more information and a list of Manitoba's Health Regulators visit mahrc.net

Advanced Practice

The CRPNM continues to explore the concepts of advanced psychiatric nursing practice and to consult with others to determine if there is a need for such a role.

In 2012, the CRPNM achieved agreement from a diverse group of stakeholders to explore the need for an Advanced Practice Registered Psychiatric Nurse. On that basis, the CRPNM Advanced Practice Committee has continued to examine the issues over the past year and, as noted elsewhere in this report, completed consultations related to the upcoming *Regulated Health Professions Act (RHPA)*.

The Advanced Practice Committee will continue to explore the need for an Advanced Practice RPN through its consultations with employers and other stakeholders in 2016.

CONDUCT

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<ul style="list-style-type: none"> Acupuncture Chiropractic Dental Hygienists Registered Dietitians Registered Health Care Assistants Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians 	<ul style="list-style-type: none"> Midwives Occupational Therapists Physiotherapists Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians 	<ul style="list-style-type: none"> Registered Dietitians Registered Health Care Assistants Registered Nurses Registered Respiratory Therapists Registered Social Workers Registered Speech-Language Pathologists Registered Technicians Registered Therapeutic Recreationists Registered Veterinary Technicians
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For more information and a list of Manitoba's Health Regulators visit mahrc.net

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

The Fair Registration Practices in Regulated Professions Act

The *Fair Registration Practices in Regulated Professions Act* was proclaimed on April 15, 2009 and established the Office of the Manitoba Fairness Commissioner (OMFC). At times specified by the Fairness Commissioner, regulators are required to review their registration practices and to provide a report to the OMFC. While the next review has yet to be scheduled, the CRPNM continues to prepare in advance by refining our registration practices and policies as they relate to internationally educated psychiatric nurse applicants.

Additionally, at regular intervals specified by the OMFC, the regulators are required to submit registration application data. As a result, we continue to refine our data collection processes to ensure reliable and accurate data.

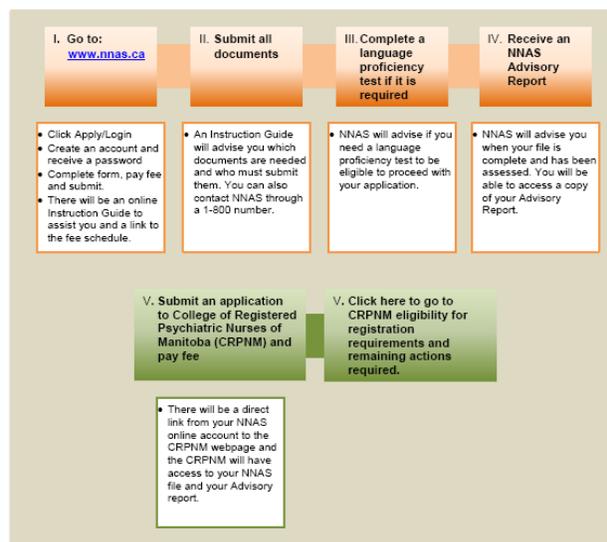
National Nursing Assessment Service (NNAS)

On August 12, 2014, the CRPNM along with the College of Registered Nurses of Manitoba (CRNM), the College of Licensed Practical Nurses of Manitoba (CLPNM) and Canada's other nineteen (19) LPN, RN and RPN member regulatory bodies, announced the launch of the National Nursing Assessment Service for Internationally Educated Nurses. A project nine years in the making, the NNAS has now been operational for a full year.

The purpose of the NNAS is to streamline the registration application process for internationally educated nurses (IENs) who want to become Licensed Practical Nurses (LPNs), Registered Psychiatric Nurses (RPNs) or Registered Nurses (RNs) in Canada. IEN applicants to the NNAS must have completed a nursing education program outside of Canada in order to apply.

While the requirements for Internationally Educated Psychiatric Nurses has not changed, applicants must now apply through the NNAS web portal and submit all of the supporting documents for initial assessment (steps 1-4) through the NNAS. The NNAS conducts an assessment based on the documentation the applicant provides and provides a report to the profession (LPN, RN or RPN) and jurisdiction(s) where the applicant wishes to seek registration. The nursing regulatory body that receives the application, makes a decision regarding the applicant's eligibility for registration based on their profession specific provincial legislation.

IEPN Application for Registration Pathway



As noted in the message from the President and Executive Director, the CRPNM remains actively engaged in both the governance and operations of the NNAS and is committed to ensuring that this process meets the requirements of the *Registered Psychiatric Nurses Act* while enhancing and streamlining the application process for Internationally Educated Psychiatric Nurses wishing to practice as RPNs in Manitoba.

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*.

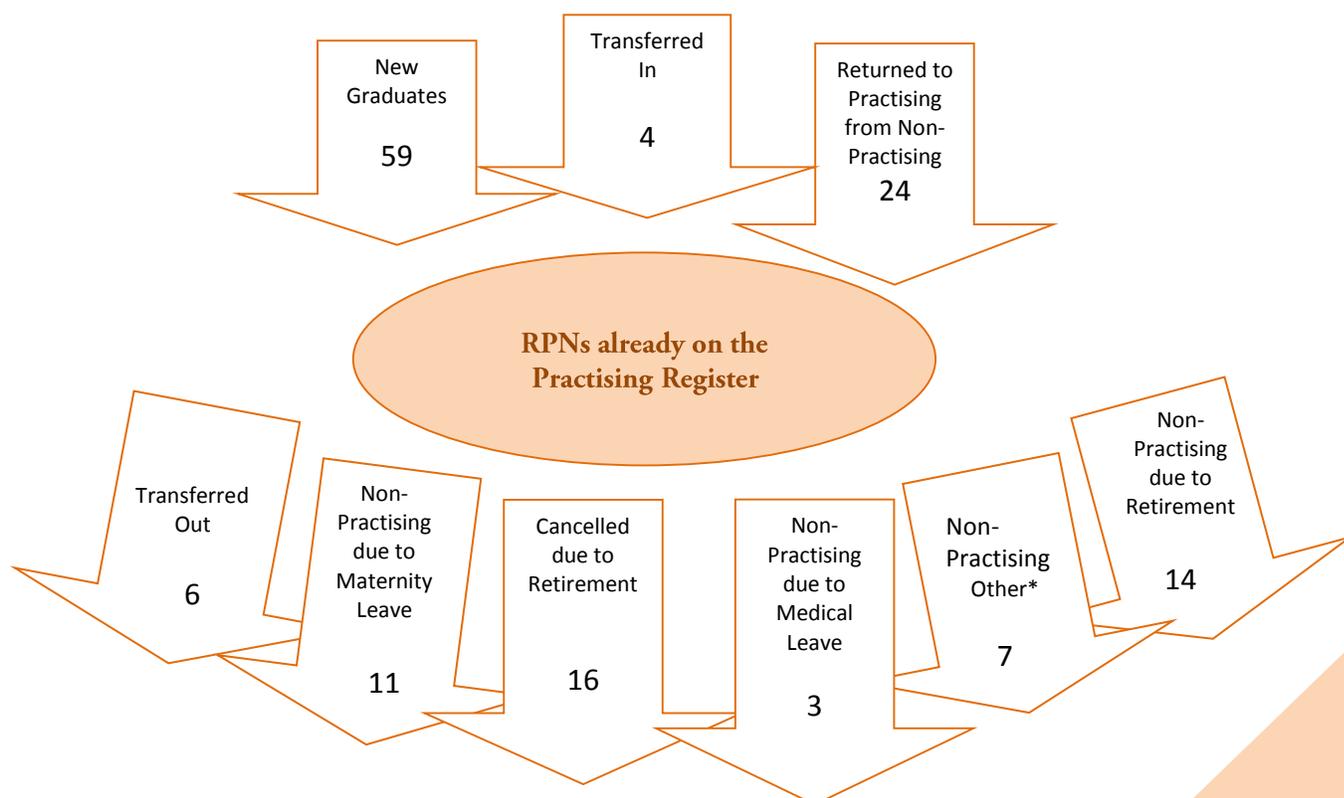
The CRPNM's regulatory management system and the 24/7 availability of the On-Line Member portal assists to ensure the accurate and timely collection of registration and employment data. While the CRPNM online registration verification system has been available to assist employers in meeting their obligations under the *Registered Psychiatric Nurses Act* since 2004, the regulatory management system provides employers with immediate access to real time information. All of the registration application and renewal processes are now online.

Complete employment information is a requirement of the *Registered Psychiatric Nurses Act* but is also essential for accurate psychiatric nurse data and for health human resource planning. On an annual basis, the CRPNM submits registration data, in aggregate form, to Manitoba Health, Healthy Living and Seniors, Health Workforce Secretariat 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, Healthy Living and Seniors, to put the data in context. The data in this report was captured at December 31, 2015.

Registration Statistics

	December 31, 2013	December 31, 2014	December 31, 2015
Practising Registrants	967	983	1014
Non-Practising	81	76	66



Note: The numbers do not equal the total as cancellations due to non-renewal or suspensions that are a result of the CRPNM's complaints/investigation process have not been captured.

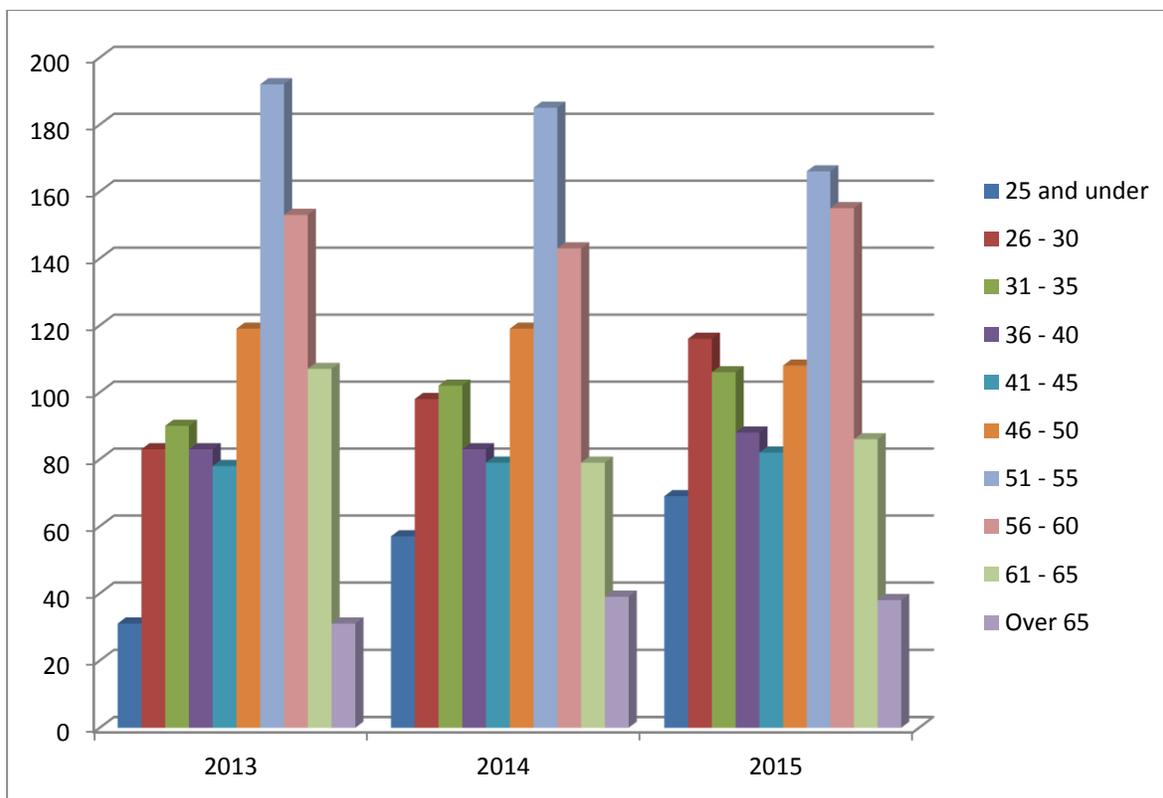
**The Non-Practising "Other" category represents movement to the Non-Practising register due to unemployment, lack of practice hours, other LOAs (such as educational leaves) or those that were unknown.*

The above diagram shows the movement to and from the Practising register in 2015. In the 2015 registration year, a total of 35 RPNs moved from the Practising to Non-Practising register due to maternity leave, medical leave, retirement, or other. Those that move to the Non-Practising register are considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2015 when 24 RPNs returned to the Practising register.

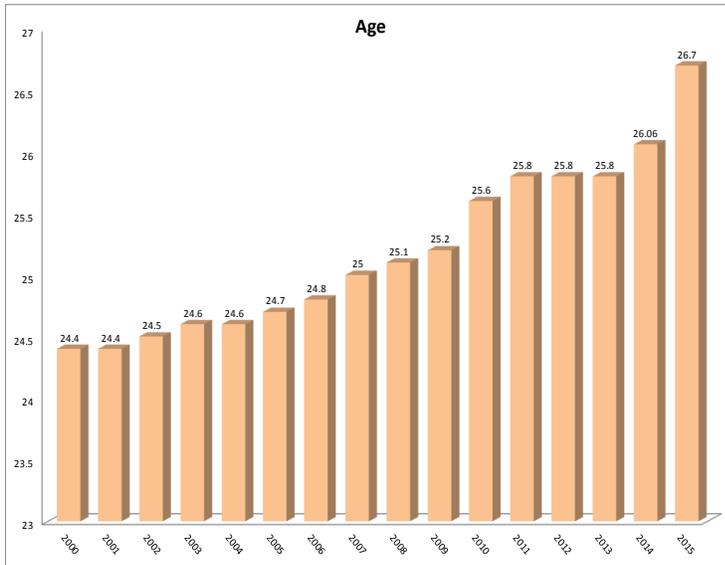
The total number of RPNs who cancelled their registration due to retirement in 2015 (n=16) has increased slightly from 2014. There has also been a slight increase in the number of RPNs who moved to the Non-Practising register in 2015 due to "retirement." Some of these members may choose to return to the workforce at a later date.

Demographics of the Current Supply

The largest change in the past three years is in the number of RPNs in the 51-55 and 56-60 age groups. While the numbers of RPNs in the 51-55 age group has been decreasing steadily, the number of RPNs in the 56-60 age group has increased. While this may suggest that RPNs are staying in the workforce longer, it may also suggest that the common age of retirement has increased. Currently, the number of RPNs in the 25 and under and the 26-35 age groups offset the number of RPNs who are retiring. This may, however, begin to change if the 56 and over age group begin to retire.



Age at Graduation



The average age at graduation increased in 2015. As the average age at graduation increases so does the average of the workforce.

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 met all of the requirements for completion of the Bachelor of Science in Psychiatric Nursing (B.Sc.PN) education program.

YEAR	TOTAL NUMBER OF GRADUATES WHO WROTE THE REGISTRATION EXAM	NUMBER & PERCENT WHO DID NOT REGISTER	REASON
2015	62	3 (5%)	2 transfer to SK, 1 transfer to BC
2014	55	4 (7%)	2 transfer to SK, 1 transfer to AB, 1 unknown
2013	39	3 (8%)	2 transfer to SK, 1 transfer to AB
2012	38	4 (10%)	2 transfer to SK, 1 transfer to AB, 1 unknown
2011	34	1 (3.4%)	1 transfer to SK

On average, since 2009, 95% of new graduates passed the registration exam on their first attempt.

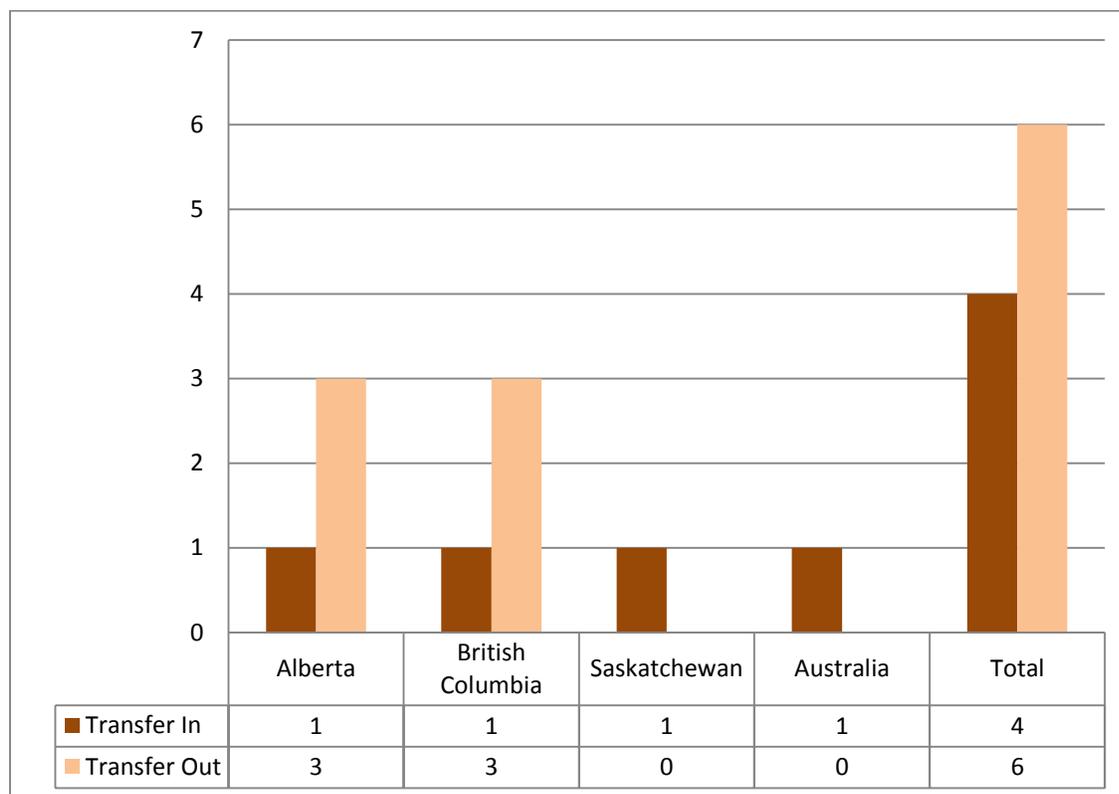
New Graduates who were New Registrants

There were sixty-two (62) new registrants who completed the B.Sc.PN and registration exam in the 2015 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some, as noted above, seek registration in another psychiatric nursing jurisdiction. Other new graduates chose to register in the next calendar year.

In the past five years, we have noted a 93.45% retention rate of new psychiatric nursing graduates with the highest rate of retention in 2011 at 97.05%.

Supply- Out of Province/Out of Country

Migration Report (January 1-December 31, 2015)



Note: The “transferred out” data is collected when a RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction. This is one of the requirements under the endorsement agreement.

The RPN Endorsement Agreement ensures that the CRPNM meets its obligations under Canada’s Agreement on Internal Trade (AIT) and identifies the requirements that facilitate the mobility of RPNs between the jurisdictions that currently regulate the psychiatric nursing profession in Canada. Although there are many reasons that RPNs may opt to move to another province, wages and recruitment incentives are often factors in their decision.

The “transferred in” numbers are actual numbers. As of December 31, 2015, six (6) 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.

As of August 12, 2014, all internationally educated nurse applicants (RN, RPN or LPN) wishing to come to Canada apply through the National Nursing Assessment Service (NNAS). The NNAS assesses applicants in steps 1-4 of the IEN application process. At the completion of the assessment process, the applicant is issued an advisory report and can proceed to apply to the nursing profession(s) and province(s) of their choice. Some applicants apply to multiple nursing professions and multiple jurisdictions and may not make their final choice until after their education assessment. An IEN applicant only becomes an applicant of the CRPNM at the point at which they have completed the NNAS process and open a formal application with the CRPNM.

As of December 31, 2015, the CRPNM had not yet received an IEN applicant who completed the process with the NNAS. The CRPNM continues to manage the unusually large number of applications that were received prior to the August 2014 implementation of the NNAS. Some of these applications are still in process. Others, while approved to write the registration examination (RPNCE), have not been permitted by immigration to come to Canada to write the exam.

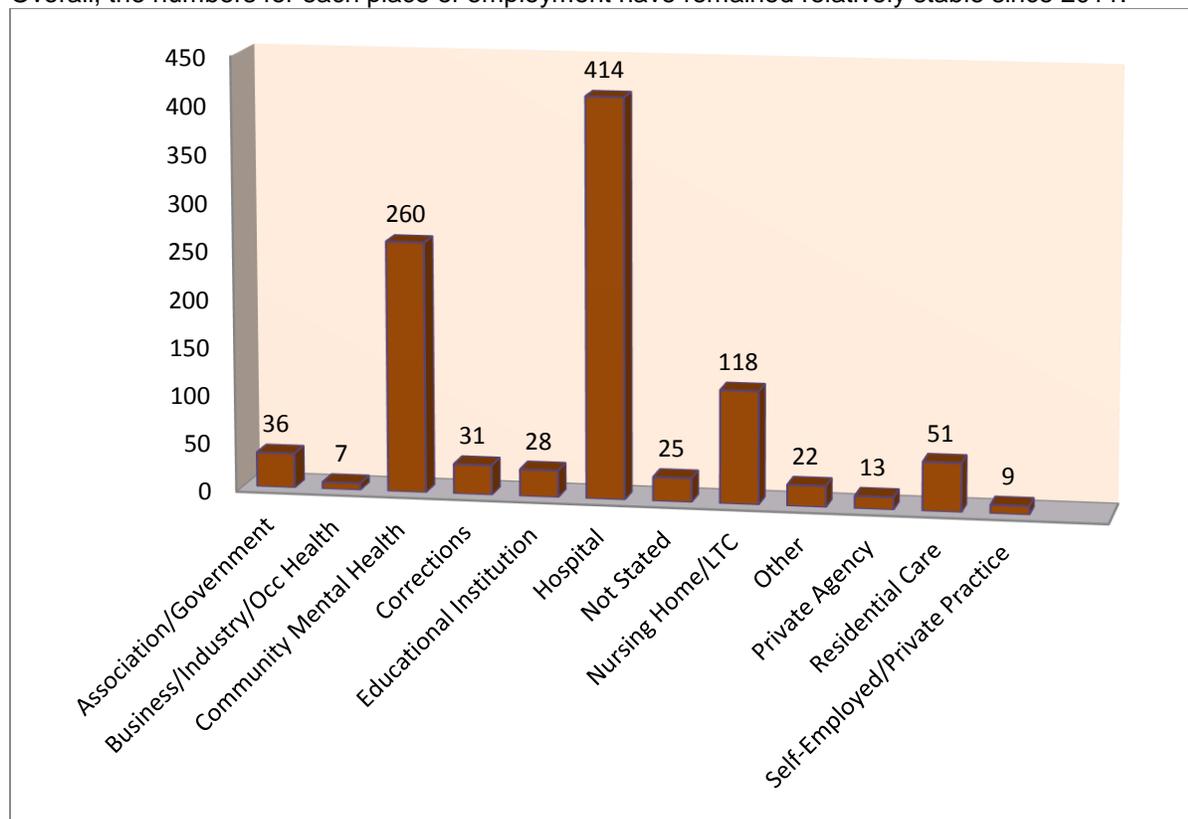
Immigration, whether from foreign or Canadian sources, has not had any significant impact on the number of RPNs in Manitoba for at least 25 years.

Utilization of the Current RPN Supply

Practising Registrants-Place of Work (2015)

Place of work is reported throughout the year and during the annual registration renewal process. The data is captured at December 31st of each calendar year. While more discrete data is collected, some data elements have to be suppressed due to small numbers. In some cases, data elements are combined. For example, *Community Mental Health* includes: community mental health, family services and home care. The majority of RPNs in this category work in community mental health services. Due to small numbers, RPNs who work for family service or homecare are combined with community mental health. The *Other* category includes: nursing stations/outposts and other areas not fully represented in one of the major categories.

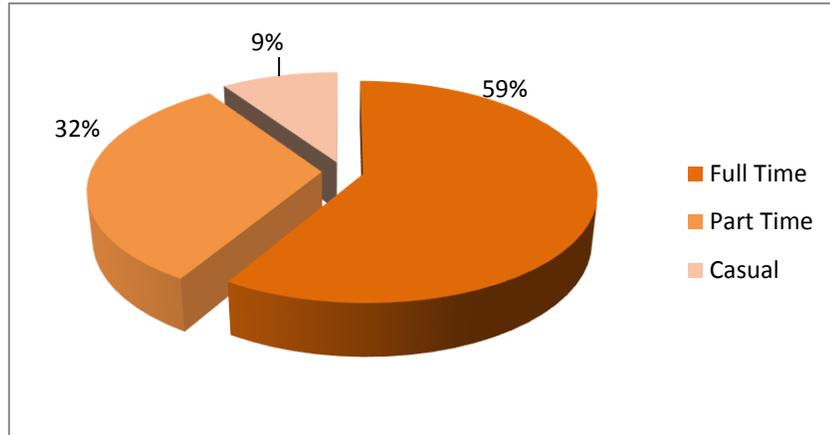
Overall, the numbers for each place of employment have remained relatively stable since 2011.



Employment by Status

This is a breakdown of employment by status for 2015.

59% of RPNs in Manitoba work full time. For those that work part-time and casual, the majority do so by choice.



Ensuring the Continuing Competence of Its Registrants

CPRNM Continuing Competence Program

Registered Psychiatric Nurses have long engaged in activities to maintain their competence. The Continuing Competence Program is another way that the CRPNM supports professional practice while meeting its obligations under the *Registered Psychiatric Nurses Act* and its attendant regulation.

The CRPNM Continuing Competence Program was fully implemented in 2005 and the first audit process was implemented in 2006. The audit process reminds RPNs that they are required to keep documentation of a self-assessment, a learning plan and their continuing competence activities and requires that RPNs engage in a reflective practice process. Since 2006, the audits have revealed that the vast majority of RPNs are engaging in the continuing competence program requirements and they are using creative and innovative approaches to meet their ongoing professional development needs.

ETHICAL CARE

Manitoba's Health Regulators
Protecting your right to safe and ethical care.

You can rely on Manitoba's Health Regulators to ensure professional standards are met for over 100 regulated health professions.

It is important that your health care is delivered by providers who are appropriately educated and who follow standards of conduct and codes of ethics.

Our goal is to help you by health care.

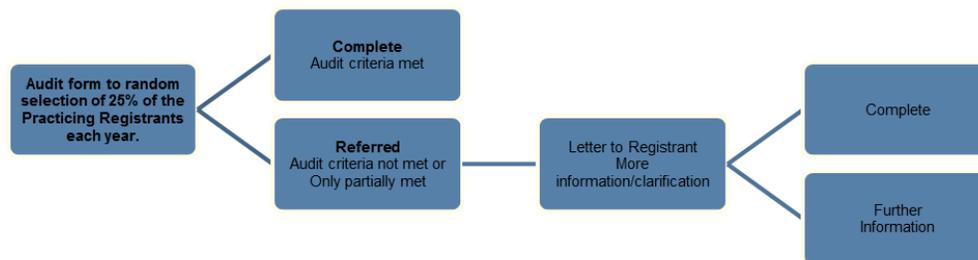
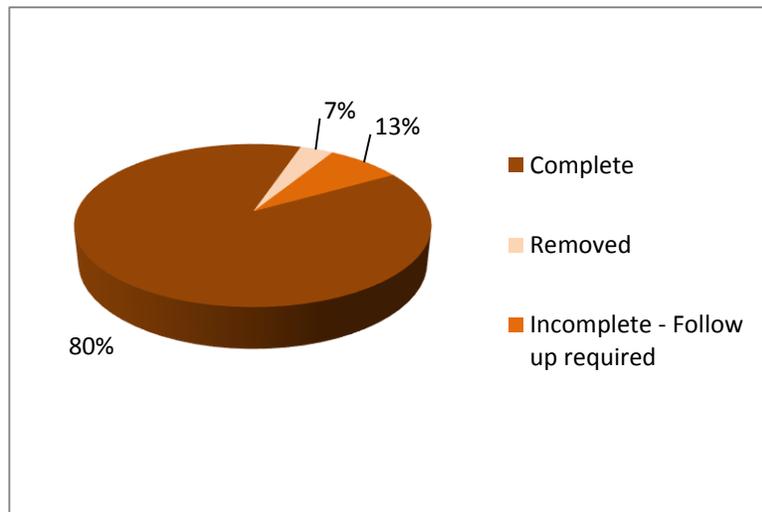
If you have a concern or wish to discuss if your health care provider is regulated, visit the associated website to contact them directly.

• Audiologists	• Midwives	• Physiotherapists
• Chiropractors	• Occupational Therapists	• Psychologists
• Dentists	• Opticians	• Registered Nurses
• Dietitians	• Occupational Therapists	• Respiratory Therapists
• Health Care Assistants	• Paramedics	• Registered Respiratory Therapists
• Licensed Practical Nurses	• Therapeutic Recreationists	
• Medical Laboratory Technologists	• Therapeutic Recreationists	

For more information and a list of Manitoba's Health Regulators visit: mahrc.net

Each June, the CRPNM randomly selects 25% of RPNs to complete the audit process. Each audit cycle occurs over a five year period. The audit selection is such that an RPN might be randomly selected more than once in the five year period. The current five year cycle will conclude in 2016. At that time, all of the RPNs on the Practising register will have been subject to an audit on their participation in the CRPNM Continuing Competence Program at least once.

Of the 224 RPNs that were selected for the audit in 2015, 198 completed the process, 18 were incomplete and required follow-up and 8 were removed from the audit process due to retirement or various types of leave.



The CRPNM would like to acknowledge the following RPNs who volunteered as Auditors in 2015:

Colleen Cobbe
Tina Curtis
Linda Fey
Isabelle Jarrin
Jocelyn Meroniuk-Vezey

Karen Reimer
Robert Sokoliuk
Teri Stefanation
Tracy Thiele
Andrea Young

Enhancements to the CRPNM Continuing Competence Program

The Quality Assurance Committee is exploring enhancements to the CRPNM's Continuing Competence Program to ensure that the program remains current and relevant and reflective of best practices in adult learning, continuing education and professional development.

In recent years, many regulated health professions have implemented jurisprudence programs as a means to ensure that health professions remain current and knowledgeable about the laws that impact their practice. These programs generally include facilitating knowledge and understanding of provincial and federal law; professional legislation, regulation and by-laws; and, practice standards.

Jurisprudence Program

In 2014, the CRPNM Board of Directors supported the direction of a jurisprudence program for CRPNM members as a requirement of the CRPNM Continuing Competence Program. In 2015, the College began to examine the content development, operational and the technology and integration requirements to implement a jurisprudence program as part of our continuing competence program. We have determined that content development and technology integration are two distinct issues and have decided to prioritize the content development. The College is exploring options with vendors who have the appropriate psychometric expertise.

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. The Investigation Committee, composed of three RPNs and two public representatives, reviews the complaint and determines how to best deal with the matter. The Committee's options are identified in section 23(1) of the *Registered Psychiatric Nurses Act*.

The investigation committee received and reviewed four (4) new complaints in 2015. The nature of the complaints and the dispositions are outlined in the table below.

ID Number	Complaint	Final Disposition
2015-1	Unprofessional conduct and conduct unbecoming a Registered Psychiatric Nurse.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2015-2	Lack of skills/competence in psychiatric nursing practice. Unsafe medication practices.	Graduate registration expired. Not eligible for continued registration.
2015-3	Lack of follow up, ineffective/inadequate leadership.	No further action.
2015-4	Breach of PHIA and FIPPA.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .



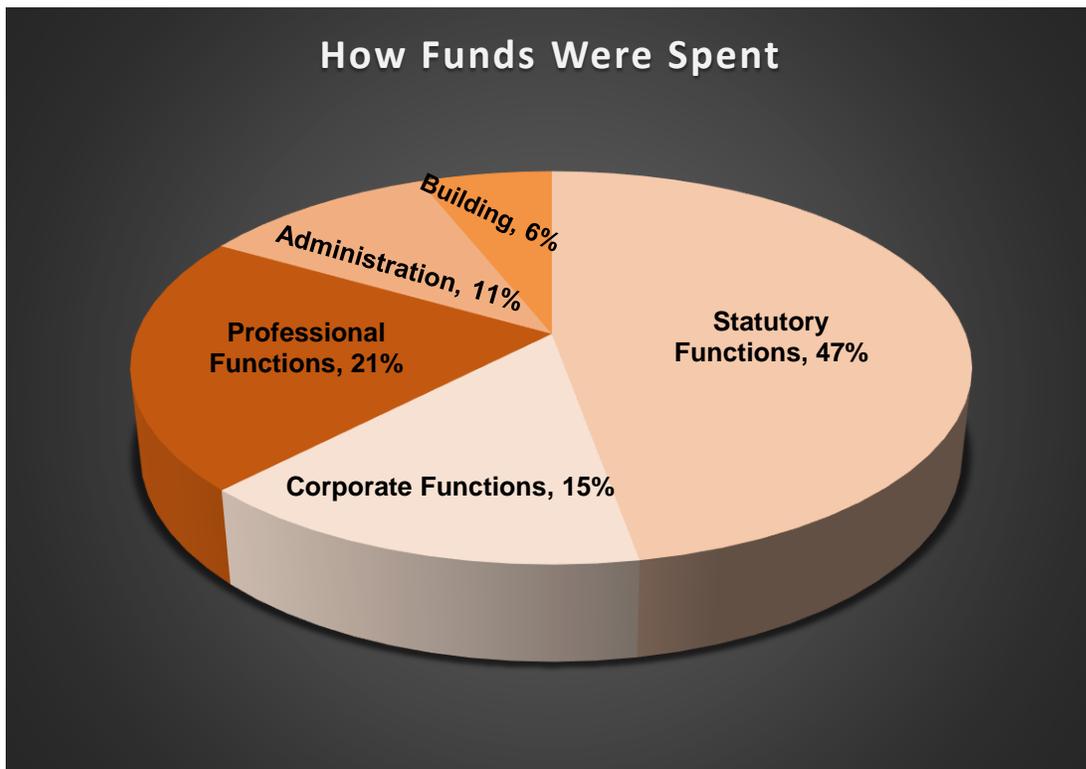
There were no Discipline Hearings in 2015.

Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2015. 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 May 12, 2016 at the Norwood Hotel in Winnipeg, where 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 the Schedule- General Fund Expenses. There are three columns in each of the categories: one is the direct expenses incurred in that area, the next is the cost of staff time spent in that area, and the third column is the total of the two figures. The column marked "salaries" includes all related staffing expenses such as benefits, salaries, employer contributions to pensions and employment insurance. The following chart identifies how the CRPNM's funds were spent in 2015. The Schedule on the last page of the audit provides information of the activities in each of the categories.



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 reviews and makes recommendations about the registration fees. The CRPNM Board of Directors is recommending that the 2017 Practising fees be set at \$525 (plus the GST). This recommendation will be presented to the members at the Annual General Meeting.

Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Financial Statements
Year Ended December 31, 2015

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Financial Statements

Year Ended December 31, 2015

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
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Year Ended December 31, 2015

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DEAN R. JENKYNs
CHARTERED PROFESSIONAL ACCOUNTANT LTD.
100 - 2033 PORTAGE AVENUE
WINNIPEG, MB R3J 0K6
PH. 204-885-2490 • FAX 204-885-2482
Email: djenkyns@drjca.com

INDEPENDENT AUDITOR'S REPORT

To the Members of College of Registered Psychiatric Nurses of Manitoba

I have audited the accompanying financial statements of College of Registered Psychiatric Nurses of Manitoba, which comprise the statement of financial position as at December 31, 2015 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

(continues)

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

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of College of Registered Psychiatric Nurses of Manitoba as at December 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba

March 19, 2016



CHARTERED PROFESSIONAL ACCOUNTANT

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Financial Position
December 31, 2015

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 164,901	\$ 138,547
Money market fund and savings account	30,565	14,792
Accounts receivable	461	216
Interest receivable	6,947	4,030
Prepaid expenses	7,855	8,483
Due from Registered Psychiatric Nurses Foundation Inc.	2,679	283
	213,408	166,351
LONG TERM INVESTMENTS (Notes 2, 3)	482,500	489,000
CAPITAL ASSETS (Notes 2, 4)	84,661	94,327
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	98,877	118,506
	\$ 879,446	\$ 868,184
LIABILITIES		
CURRENT		
Accounts payable	\$ 49,330	\$ 62,581
Goods and services tax payable	23,887	21,653
Prepaid membership fees	498,284	471,311
Unearned rent	3,240	3,240
	574,741	558,785
NET ASSETS		
GENERAL FUND	169,824	185,287
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	103,168	93,501
DISCIPLINE RESERVE FUND (Note 7)	31,713	30,611
	304,705	309,399
	\$ 879,446	\$ 868,184

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Revenues and Expenditures
Year Ended December 31, 2015

	2015	2014
REVENUE		
Membership Fees - Practicing	\$ 485,800	\$ 477,638
Membership Fees - Non-practicing	6,690	6,629
Examinations	40,550	37,609
Fees and penalties	11,613	19,791
Interest	12,515	13,426
Rent	18,120	9,100
Other income	2,381	948
	<u>577,669</u>	<u>565,141</u>
EXPENSES		
Statutory functions - schedule 1	276,862	250,410
Corporate Functions - schedule 1	85,150	82,701
Professional Functions - schedule 1	124,133	130,051
Administration - schedule 1	61,691	60,315
Building - schedule 1	35,629	45,865
	<u>583,465</u>	<u>569,342</u>
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (5,796)</u>	<u>\$ (4,201)</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Changes in Net Assets
Year Ended December 31, 2015

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2015	2014
NET ASSETS - BEGINNING OF YEAR	\$ 185,287	\$ 93,501	\$ 30,611	\$ 309,399	\$ 315,122
Deficiency of revenue over expenses	(5,796)	-	-	(5,796)	(4,201)
Utilization of Restricted Reserve	3,750	(3,750)	-	-	-
Transfer to Restricted Reserve	(13,417)	13,417	-	-	-
Discipline Reserve allocation	-	-	10,000	10,000	28,000
Utilization of Discipline Reserve	-	-	(8,898)	(8,898)	(29,522)
NET ASSETS - END OF YEAR	\$ 169,824	\$ 103,168	\$ 31,713	\$ 304,705	\$ 309,399

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Statement of Cash Flows

Year Ended December 31, 2015

	2015	2014
OPERATING ACTIVITIES		
Cash receipts from members and customers	\$ 591,883	\$ 556,607
Cash paid to suppliers and employees	(547,041)	(506,469)
Interest received	9,598	13,119
Interest paid	-	3
Goods and services tax	2,234	2,556
Cash flow from operating activities	56,674	65,816
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(3,750)	(4,707)
Proceeds from (purchase of) investments	6,500	(64,000)
Registration management system development costs	(14,901)	(21,783)
Cash flow used by investing activities	(12,151)	(90,490)
FINANCING ACTIVITY		
Advances to related parties	(2,396)	(768)
INCREASE (DECREASE) IN CASH FLOW	42,127	(25,442)
Cash - beginning of year	153,339	178,781
CASH - END OF YEAR	\$ 195,466	\$ 153,339
CASH CONSISTS OF:		
Cash	\$ 164,901	\$ 138,547
Money market fund and savings account	30,565	14,792
	\$ 195,466	\$ 153,339

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements Year Ended December 31, 2015

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 (GAAP).

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 Fund reports the transfers to restricted reserve from the General Fund and the capital expenditures.

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, 2015

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.

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, 2015**

3. LONG TERM INVESTMENTS

	<u>2015</u>		<u>2014</u>	
AGF Trust - GIC, 1.75%				
Cost \$32,500, Due May 19, 2015	\$	-	\$	32,500
Bank of Nova Scotia GIC 2.20%				
Cost \$45,000, Due October 9, 2015		-		45,000
Equitable Trust - GIC, 2.00%				
Cost \$50,000, Due May 9, 2016		50,000		50,000
HSBC Trust Company GIC 2.70%				
Cost \$50,000, Due December 16, 2016		50,000		50,000
Bank of Nova Scotia GIC, 2.15%				
Cost \$50,000, Due May 9, 2017		50,000		50,000
Royal Bank of Canada GIC 2.15%				
Cost \$32,500, Due May 16, 2017		32,500		32,500
Canadian Tire Bank GIC 2.55%				
Cost \$45,000 due October 9, 2017		45,000		45,000
Bank of Nova Scotia GIC, 2.66%				
Cost \$50,000, Due May 9, 2018		50,000		50,000
Province of P.E.I. - Coupon Bond, 4.25%				
Cost 19,524, Due September 24, 2019		19,000		19,000
HSBC TR GIC 2.55%				
Cost \$24,000, Due November 25, 2019		24,000		24,000
Home Equity Bank GIC 2.21%				
Cost \$36,000, Due October 14, 2020		36,000		-
Province of B.C. Serial Bond 3.70%				
Cost \$42,341, Due December 18, 2020		41,000		41,000
Cameco Series E Bond 3.75%				
Cost \$36,477.95, Due November 14, 2022		35,000		-
TD Bank Coupon Bond, 4.779%				
Cost \$51,850, Extendible starting 2016 every 5 years at 1.74% above Cdn Bond rate, Due December 14, 2105		50,000		50,000
NET BOOK VALUE OF INVESTMENTS	\$	482,500	\$	489,000

4. CAPITAL ASSETS

	<u>2015</u>		<u>2014</u>	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	359,537	311,544	359,537	302,917
Office furniture and equipment	212,237	204,396	208,486	199,606
	<u>\$ 600,601</u>	<u>\$ 515,940</u>	<u>\$ 596,850</u>	<u>\$ 502,523</u>
Net book value	<u>\$ 84,661</u>		<u>\$ 94,327</u>	

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2015

5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	<u>2015</u>	<u>2014</u>
Registration management system development costs	\$ 199,109	\$ 184,208
Accumulated amortization	<u>(100,232)</u>	<u>(65,702)</u>
	<u>\$ 98,877</u>	<u>\$ 118,506</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 commencing November 2012.

6. BUILDING AND EQUIPMENT RESERVE FUND

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$103,199 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.

	<u>2015</u>	<u>2014</u>
Internally Restricted Reserve, Beginning of year	\$ 93,501	\$ 94,689
Transfer to restricted reserve - amortization	13,448	14,176
Capital Expenditures for the year	<u>(3,750)</u>	<u>(15,364)</u>
Internally Restricted Reserve, End of Year	<u>\$ 103,199</u>	<u>\$ 93,501</u>

7. DISCIPLINE RESERVE FUND

During 2013 the College set up the Discipline Reserve Fund. The College will maintain a reserve fund. This fund was established with \$30,000 for payment of expenses arising from discipline investigations and hearings. During 2014 the Board increased the funding by \$10,000 to a total of \$40,000. Each year the fund will be replenished with enough funds to bring the balance to \$40,000 before current years expenses. The fund will be assessed on an annual basis to determine its sufficiency.

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2015

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, 2015.

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.

THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES' OF MANITOBA

Schedule 1 - General Fund Expenses

Year ended December 31, 2015, with comparative figures for 2014

	2015			2014		
	Expenses	Salaries	Total	Expenses	Salaries	Total
Statutory Functions:						
Discipline	\$ 10,000	\$ 10,250	\$ 20,250	\$ 28,000	\$ 22,866	\$ 50,866
Examinations/Registration	58,605	128,267	186,872	52,770	101,674	154,444
Amortization RMS Dev. Costs	34,530		34,530	33,996		
Education Approval	15,167	20,042	35,209	359	10,745	11,104
	<u>\$ 118,302</u>	<u>\$ 158,560</u>	<u>\$ 276,862</u>	<u>\$ 115,125</u>	<u>\$ 135,285</u>	<u>\$ 250,410</u>
Corporate Functions:						
Salaries		65,491.06	65,491.06		63,210	63,210.00
Annual Conference & Report	\$ 694		694	586		586
Board and Executive	11,352		11,352	10,760		10,760
Finance	7,613		7,613	8,145		8,145
	<u>\$ 19,659</u>	<u>\$ 65,491</u>	<u>\$ 85,150</u>	<u>\$ 19,491</u>	<u>\$ 63,210</u>	<u>\$ 82,701</u>
Professional Functions:						
Salaries		93,370	93,370		97,035	
Communications	\$ 4,203		4,203	6,436		6,436
Professional Practice	9,086		9,086	9,732		9,732
Special Committees	(130)		(130)	5,957		5,957
Inter-Provincial Activities/RPNC	15,888		15,888	9,303		9,303
Membership Fees	1,716		1,716	1,588		1,588
	<u>\$ 30,763</u>	<u>\$ 93,370</u>	<u>\$ 124,133</u>	<u>\$ 33,016</u>	<u>\$ 97,035</u>	<u>\$ 130,051</u>
Administration:						
Salaries	\$ -	\$ 26,437	\$ 26,437	\$ -	\$ 26,220	\$ 26,220
Equipment Depreciation	4,790	-	4,790	5,555	-	5,555
Service Contracts	288	-	288	741	-	741
General Liability Insurance	1,985	-	1,985	2,063	-	2,063
Stationary and Office	5,669	-	5,669	4,125	-	4,125
Legal Fees	-	-	-	756	-	756
Professional Development	1,745	-	1,745	3,851	-	3,851
Telephone	5,822	-	5,822	5,359	-	5,359
IT	14,955	-	14,955	11,645	-	11,645
	<u>\$ 35,254</u>	<u>\$ 26,437</u>	<u>\$ 61,691</u>	<u>\$ 34,095</u>	<u>\$ 26,220</u>	<u>\$ 60,315</u>
Building:						
Depreciation	\$ 8,627	\$ -	\$ 8,627	\$ 8,621	\$ -	\$ 8,621
Utilities	6,286	-	6,286	6,862	-	6,862
Security	871	-	871	772	-	772
Property Taxes	10,025	-	10,025	9,746	-	9,746
Maintenance	5,361	-	5,361	4,781	-	4,781
Landlord Expense	1,399	-	1,399	1,366	-	1,366
Janitorial	3,060	-	3,060	3,060	-	3,060
Building Engineering Audit	-	-	-	10,657	-	
	<u>\$ 35,629</u>	<u>\$ -</u>	<u>\$ 35,629</u>	<u>\$ 45,865</u>	<u>\$ -</u>	<u>\$ 45,865</u>
Total	\$ 239,607	\$ 343,858	\$ 583,465	\$ 247,592	\$ 321,750	\$ 569,342