



THE COLLEGE OF

REGISTERED PSYCHIATRIC NURSES of MANITOBA

Annual Report

for the period ending December 31

2016



The Honourable Kelvin Goertzen
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 2016 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2016 to December 31, 2016 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", is positioned above the printed name and title.

Isabelle Jarrin, RPN, BScPN, BA, MN
President

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About the College



THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Strategic Priorities 2016-2019



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

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

Regulatory Priorities

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

Message from the President and Executive Director

In 2016, the Board engaged 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 is actively preparing for the transition to regulation under the *Regulated Health Professions Act (RHPA)*, continue to be priorities for the CRPNM. The Board's strategic and regulatory priorities can be found on page 1.

We are pleased to provide this annual report and to share some highlights of the activities the College has undertaken, or completed, in 2016 to meet our mission, core functions and strategic priorities.

Results-Based Strategic Board Governance

Over the past several years, the Board has worked diligently to ensure that the CRPNM has a well-defined governance structure and the appropriate resources to support the Board in its governance role. In 2016, board education, facilitated strategic planning, and the continued development of the CRPNM's governance policies supported the Board in its role. The Board, with the support of the Governance Committee, continues to ensure effective board governance and leadership through board and committee succession planning and formal board evaluation processes. It is anticipated that the CRPNM's revised governance policy manual will be completed in 2017 and that the Board will be well positioned to update its by-laws in anticipation of the transition to regulation under the *Regulated Health Professions Act (RHPA)*.

2017 will be an election year for the CRPNM. The Governance Committee, which also acts as the College's appointments and nominating committee, plays a key role in the CRPNM's bi-annual nominations and elections process. The 2017-2019 CRPNM Board of Directors will be announced at the CRPNM's Annual General Meeting on May 11, 2017.

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. The requirements of regulation are increasing and the College is fortunate to be able to rely on a committed group of staff and volunteers to accomplish its work.

All of the CRPNM committees have been active in 2016 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 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 can be found on page 6. A list of the committees and their members can be found on pages 7-8 and a list of the CRPNM staff can be found on page 6.

Preparing for the Regulated Health Professions Act (RHPA)

The CRPNM was actively engaged with the Legislative Unit of Manitoba Health, Healthy Living and Seniors in 2015 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.

The CRPNM Board has developed a plan to review the policy drafts of the CRPNM regulations once they were ready. An electronic survey to facilitate the reserved acts consultation with employers was developed in 2016 and is ready to be deployed. It will be used in the next stage of the RHPA transition process.

We look forward to our continued work in 2017 and will keep members and stakeholders apprised as we proceed with the *RHPA*.

Collaboration with our Regulatory Partners

The Colleges of Licensed Practical Nurses, Registered Nurses and Registered Psychiatric Nurses of Manitoba (the Colleges) have had a collaborative working relationship, centered on common regulatory issues pertaining to nursing practice in Manitoba, for many years. However, with the arrival of the Regulated Health Professions Act, (RHPA) the need to be working even more closely has become evident.

Guided by a strong desire to provide consistent structures and guidance to employers and our members on the implementation of the RHPA, the CRPNM has been working collaboratively with our nursing regulatory colleagues, and with other health regulators, on a variety of common issues. An overview of our collaborative work can be found on pages 11-12.

Partnering to Increase Public Awareness

The CRPNM is a member of the Manitoba Alliance of Health Regulatory Colleges (MAHRC) and a proud partner in the MAHRC public awareness campaign planned for 2017. The campaign educates the public about Manitoba's regulated health professions and the role of the regulatory Colleges. The campaign is intended to raise public awareness that their health care is delivered by professionals who are educated and who follow standards for conduct.

National Collaboration

The CRPNM continues to collaborate with our nursing regulatory colleagues through our involvement with the National Nursing Assessment Service (NNAS) and the Registered Psychiatric Nurse Regulators of Canada (RPNRC).

National Nursing Assessment Service

The Canadian National Nursing Assessment Service (NNAS), coordinates a consistent national approach for internationally educated nurses (IENs) seeking registration/licensure to practice in Canadian jurisdictions.

The development of the NNAS was initially funded by the Government of Canada and has been supported by the 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 Executive Directors from the Colleges of Registered Psychiatric Nurses of Manitoba and Alberta currently represent the Registered Psychiatric Nurse regulatory bodies on the NNAS Board.

Registered Psychiatric Nurse Regulators of Canada

The Registered Psychiatric Nurse Regulators of Canada (RPNRC) provides leadership for the profession of psychiatric nursing by collaborating to achieve excellence and consistency in regulatory requirements and processes; engaging with stakeholders on regulatory matters; and informing the public about how the regulation of Registered Psychiatric Nurses in Canada protects the public.

The President and Executive Director represent the CRPNM on the RPNRC Board of Directors.

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 2016 can be found on page 8.

A new exam blueprint was implemented in May 2016. At the same time, a shorter exam was also introduced. In 2016, the psychiatric nursing regulators approved a plan to develop a prep guide and a practice test to enhance candidate's ability to be successful on the RPNCE. It is anticipated that the prep guide and practice test will be ready for implementation in 2017.

The Manitoba average pass rate for the May 2015 to January 2016 exam year was 97% for first time Canadian writers.

Respectfully,



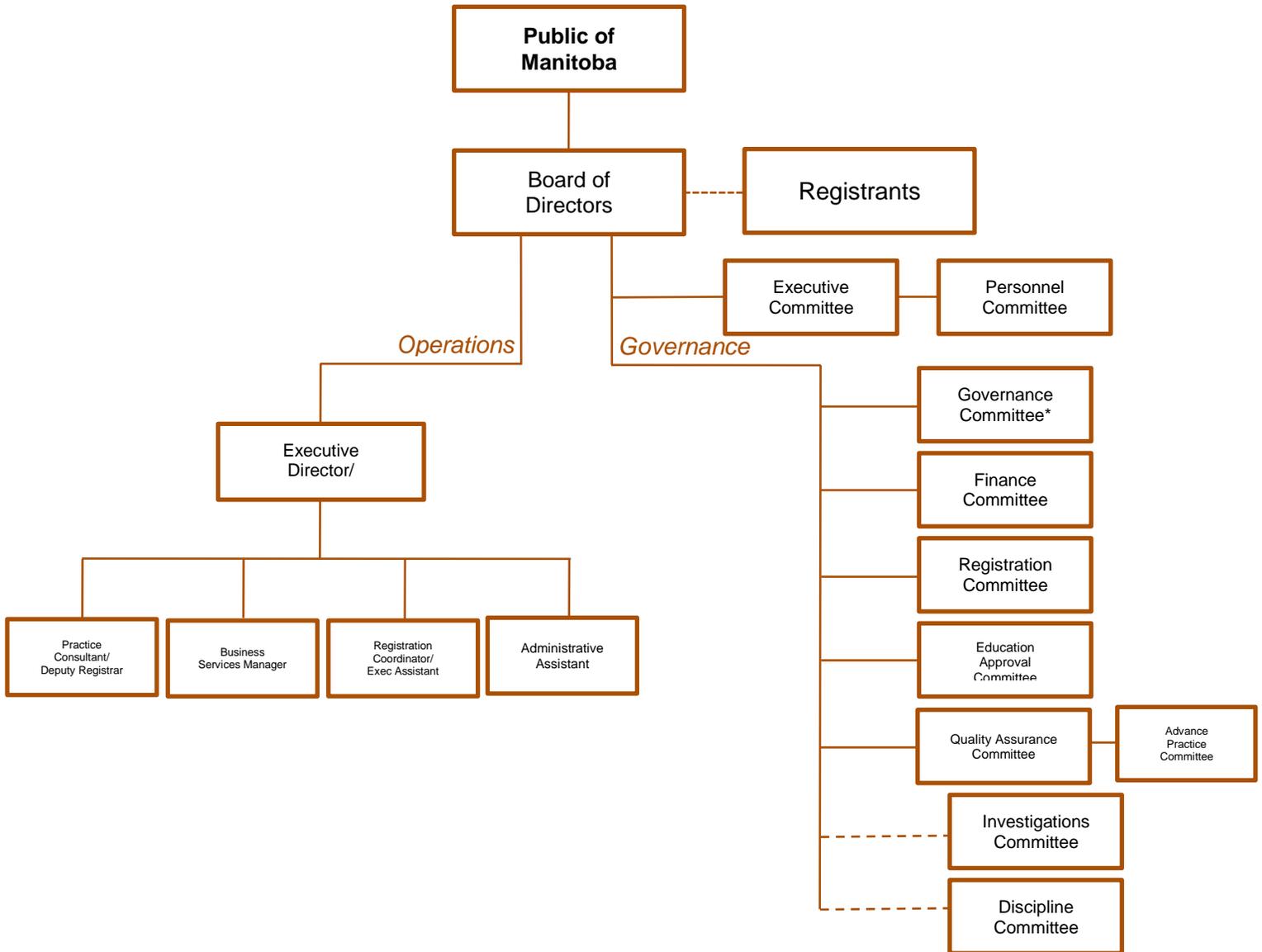
Isabelle Jarrin
President



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
John Schmidt, Business Services Manager
Marigrace Licerio, Acting Registration Coordinator/EA
Sherry Leynes, Administrative Assistant
Laurie Cenerini, Registration Coordinator/EA (on leave)

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
Public Rep	Kristen Kroeker

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	Debra Wikstrom
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 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 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 2016:

Darrin Hale
Wanda Brine

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:

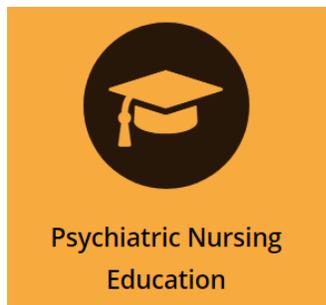
Ryan Shymko
Katherine Pachkowski

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 of the CRPNM Board of Directors 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. Following the approval process, and for the purposes of the continuous improvement of the psychiatric nursing education, the PNEAC follows up with the psychiatric nursing education program on any recommendations.

The learning environment at the Winnipeg campus was one of the issues identified during the approval process. The evaluator cited overcrowding, insufficient skills lab space, and a lack of windows as a major concern. The psychiatric nursing education program at the Winnipeg site has continued to grow and the students need a learning environment that is comfortable and stimulating and that provides them with the resources and technology necessary to support their learning needs and the acquisition of the professions entry level competencies. The issue of the space at the Winnipeg campus has arisen in previous

education approval processes but the last time there was any major renovations/enhancements to the learning environment there was in 2006. The BScPN program provided a report, with plan to deal with these issues, to the Board in June 2016. Construction to the additional space at the Winnipeg campus began late last year as a short-term solution to address some of the identified issues. The CRPNM and Brandon University also implemented an annual reporting process in 2016. The BScPN program will next be formally evaluated in 2019.

The CRPNM also approves the Psychiatric Nursing Refresher Program. The program, offered by Douglas College in British Columbia, was approved in 2015 and is delivered by distance education. The availability of specific courses through Douglas College also provides an accessible option for Internationally Educated Psychiatric Nurses (IEPNs) who require bridging or gap training to meet the educational requirements for registration with the CRPNM.

Standards for Psychiatric Nursing Practice

In 2010, the CRPNM Board of Directors approved the Registered Psychiatric Nurse Regulators of Canada (RPNRC) *Standards for Psychiatric Nursing Practice* as their own. A full review of the *Standards* is scheduled for 2017.

Revisions to the CRPNM Code of Ethics

The College of Registered Psychiatric Nurses of Manitoba (CRPNM) schedules a review of the Code of Ethics 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.

The Code of Ethics is a statement of the profession's ethical values and the commitments that Registered Psychiatric Nurses (RPNs) make to those that they provide care to. The Code of Ethics applies to all Registered Psychiatric Nurses, in all contexts, with all client groups (individuals, families, groups and communities) and in all domains of practice. The specific values, behaviours and ethical responsibilities expected of Registered Psychiatric Nurses in Manitoba are set out in this document.

Revisions Prior to Consultation

In 2010, the CRPNM Board of Directors approved the Registered Psychiatric Nurse Regulators of Canada (RPNRC) *Code of Ethics* as their own. The 2010 approved *Code of Ethics* were extensively reviewed and, following consultations with nurse ethicists and a jurisdictional review, the Quality Assurance Committee recommended a continuing commitment to the 2010 document with some revisions. With permission from RPNRC, the original publication was modified and prepared for consultation.

Consultation

Prior to adopting a Code of Ethics, the CRPNM engages in a consultation process with its registrants and other key stakeholders. The Quality Assurance Committee developed an electronic survey to facilitate the consultation process. On February 3, 2017, all Practising RPNs were sent an invitation to participate in the consultation survey. Additionally, the invitation and survey link were sent to the members of the CRPNM's Investigation and Discipline Committees; the Dean and faculty of the psychiatric nursing education program; and, employers of RPNs.

The survey was open for a two-week period closing on February 17, 2017.

Potential survey respondents were informed that additional revisions were considered for the *Code of Ethics* as a result of the feedback received.

Review and Revisions Following the Consultation

A total of fifty-nine (n=59) surveys were returned. All of the feedback was reviewed and considered by the Quality Assurance Committee, including feedback that was not incorporated into the final proposed document. When considering how the feedback might be incorporated, the Quality Assurance Committee ensured that any revisions were consistent with the CRPNM's mandate. In some instances, the feedback was better suited to the *Standards of Psychiatric Nursing Practice*. The Quality Assurance Committee has noted this feedback and will review and consider it when they begin their work on the revision of the *Standards*.

The final proposed *Code of Ethics* was approved by the CRPNM Board of Directors on March 18, 2017. The changes made as a result of the consultation are included in the document.

The *Code of Ethics* will be presented to the members at the Annual General Meeting for adoption in the manner described in section 53 of the *Registered Psychiatric Nurses Act*.

A copy of the proposed Code of Ethics can be viewed at the following link:
<http://www.crpnm.mb.ca/psychiatric-nursing/standards-and-code-of-ethics/2017-code-of-ethics-consultation/>

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.

The Quality Assurance Committee commenced a full review of the Continuing Competence Program audit in 2016. A full report of the 2016 continuing competence audit process can be found on pages 19-20.

The Quality Assurance Committee has also been instrumental in assisting the CRPNM to prepare for the *Regulated Health Professions Act*. For example, the Committee undertook a comprehensive review and a consultation with members and other stakeholders on the CRPNM *Code of Ethics* in 2016. Building on the extensive consultation with Registered Psychiatric Nurses in on the reserved acts in 2015, the Quality Assurance Committee also prepared an employer consultation survey in 2016. This survey is ready to be deployed and the data collection will commence as soon as the CRPNM is advised to continue with their reserved acts consultation. 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.

Collaboration with Other Regulators

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

Assignment, Delegation & Teaching Unregulated Care Providers

This will be a joint practice document distinguishing assignment, delegation and teaching and explaining the circumstances under which reserved acts may, or may not, be delegated.

Collaborative Framework

A collaborative framework will be used as a tool to implement the reserved acts under the RHPA. The three nursing regulators are working with six other regulators to define collaboration.

Joint Practice Statement - Rural, Remote and Underserved Populations: Access to Prescribed Medications

This will be a joint practice direction with the CRNM, CLPNM, the College of Physicians & Surgeons (CPSM) and the College of Pharmacists (CPhM) to provide direction regarding the supplying of medication in rural, remote and for underserved populations in the absence of an authorized prescriber and/or a pharmacist.

Joint Jurisprudence Program

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

Seven regulators have agreed to move forward with the proposed joint jurisprudence module development. These are: the College of Medical and Laboratory Technologists of Manitoba (CMLTM), the College of Audiologists and Speech and Language Pathologists of Manitoba (CASLPM), the College of Physicians and Surgeons of Manitoba (CPSM), the College of Physiotherapists of Manitoba (CPM), the College of Registered Nurses of Manitoba

(CRNM), the Opticians of Manitoba (OOM) and the CRPNM.

Medical Assistance in Dying (MAiD)

The three nursing Colleges are engaged in ongoing discussions and the development of joint practice resources for members of the three nursing professions. The MAiD Advisory Committee, made up of CLPNM, CRNM, CRPNM, members from all three nursing professions, employers and the MAiD team, meet on an ad hoc basis.

Psychosocial Intervention

A working group of five health regulators (College of Physicians and Surgeons of Manitoba (CPSM), Psychological Association of Manitoba (PAM), CRNM, CRPNM and College of Occupational Therapists of Manitoba (COTM) are examining the concept of a “psychosocial intervention” as it pertains to the *Regulated Health Professions Act of Manitoba, 2009*. The group is working on a ‘white paper’ and a matrix to identify when a psychosocial intervention is a reserved act and when it is not.

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 additional education programs.

Scope of Practice

The RHPA recognizes the overlapping scopes of practice with regulated health care providers. While each of the three nursing professions have a different scope of practice, the three nursing Colleges have been discussing scope of practice under the RHPA to achieve a consistent approach in defining each of the nursing college’s scope of practice.

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.

Advanced Practice

The CRPNM continues to explore the concepts of advanced practice psychiatric nursing and to consult with others if there is a population need for such a role. The Advanced Practice Committee will continue to explore the need for an Advanced Practice Registered Psychiatric Nurse through its consultations with employers and other stakeholders in 2017.

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 will undergo its second registration review process in 2017. At that time, the College will update the OMFC on our processes for the assessment, evaluation and registration of Internationally Educated Psychiatric Nurses (IEPNs) and will report on the progress of CRPNM's 2013 action plan.

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. 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.

While the requirements for Internationally Educated Psychiatric Nurses (IEPNs) has not changed, applicants now apply through the NNAS web portal and submit all of 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 applicant may not make their final choice until after they receive the results of their education assessment. The IEPN only becomes an applicant to CRPNM after they have made this choice and have initiated the registration application process with CRPNM. In 2016, the CRPNM received its first 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*.

The CRPNM's regulatory management system and the 24/7 availability of the On-Line 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 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, unless otherwise specified, was captured at December 31, 2016.

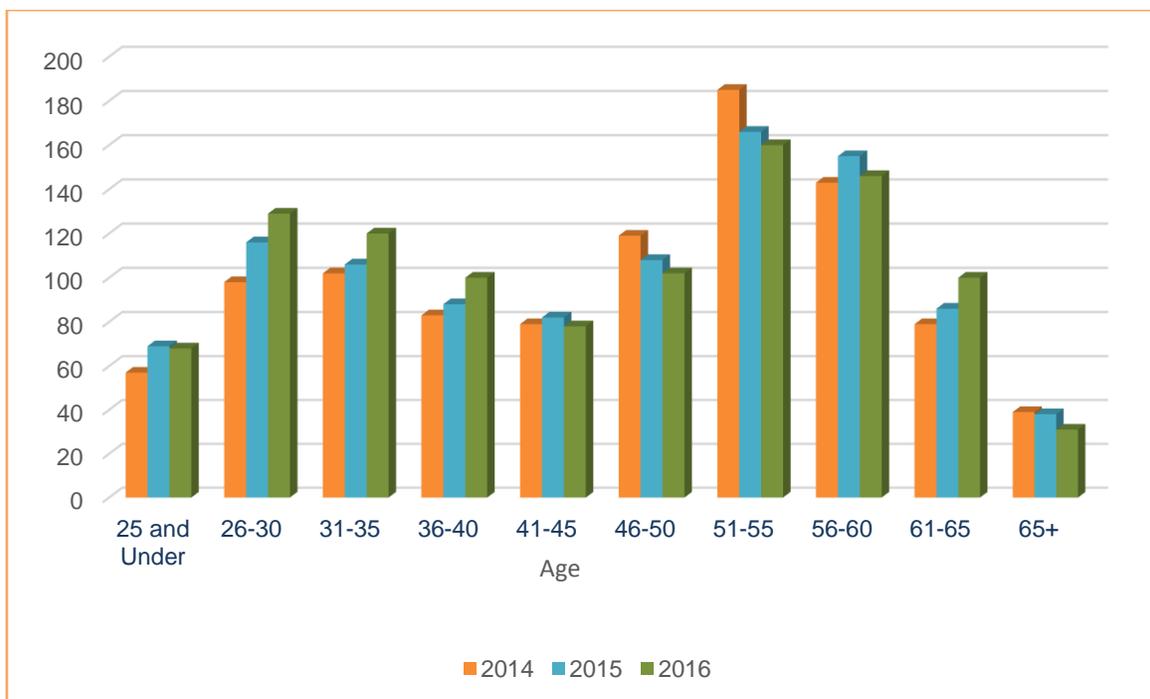
Registration Statistics

	December 31, 2014	December 31, 2015	December 31, 2016
Practising Registrants	983	1017*	1035*
Non-Practising	76	66	65

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

Demographics of the Current Supply

While the numbers of RPNs in the 51-55 age group has been decreasing steadily, the number of RPNs in the 61-65 age group increased in 2016. 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 groups begin to retire.



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. The introduction of the Pre-Psychiatric Nursing year at Brandon University has reduced the attrition rate in the psychiatric nursing education program. This has brought the number of annual graduates closer to the number of seats in the program.

YEAR	TOTAL NUMBER OF GRADUATES WHO WROTE THE REGISTRATION EXAM	NUMBER & PERCENT WHO DID NOT REGISTER	REASON
2016	65	7 (9%)	2 transfer to BC, 1 transfer to SK, 3 unknown, 1 in process
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

New Graduates who were New Registrants

There were sixty-five (65) new graduates who completed the B.Sc.PN program and registration exam in the 2016 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some, as noted above, immediately seek registration in another psychiatric nursing jurisdiction. Other new graduates chose to register in the next calendar year. In 2016, fifty-eight (58) new graduates entered onto the Practising register.

In the past five years, the average retention rate for new psychiatric nursing graduates has been 92%. The highest rate of retention was in 2015 at 95%.

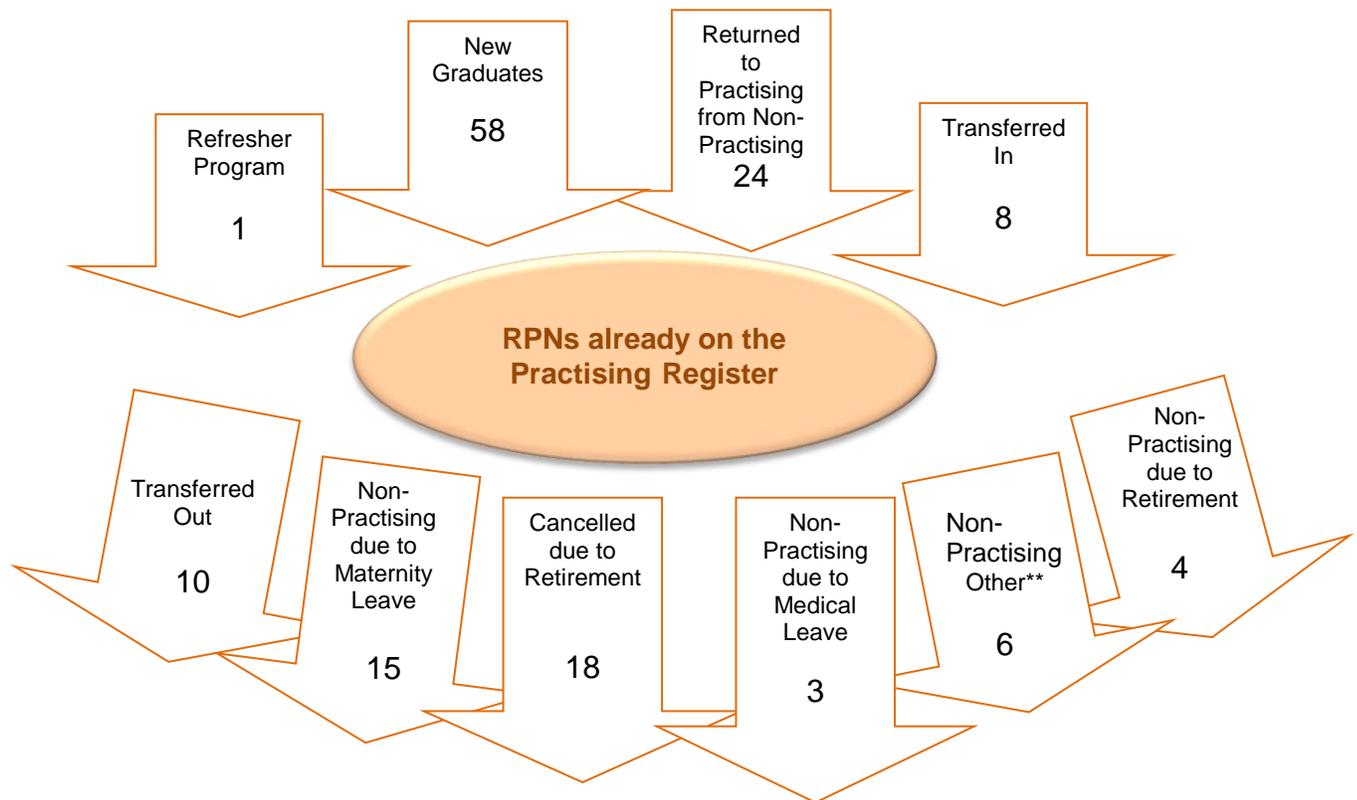
Supply - Out of Province/Out of Country



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. The “transferred out” data is collected when a RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction. As of December 31, 2016, ten (10) 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



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 are not 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.

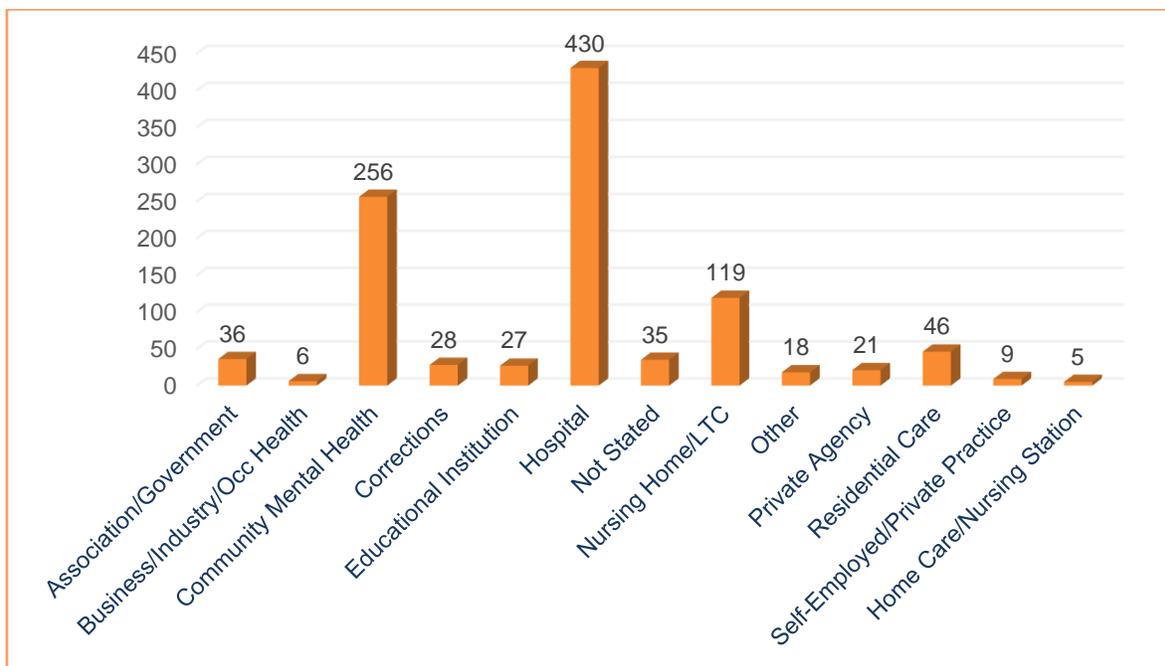
Unlike the previous graphs, the above diagram illustrates the movement to and from the Practising register throughout 2016.

In the 2016 registration year, a total of twenty-eight (28) 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, for the most part, considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2016 when twenty-four (24) RPNs returned to the Practising register.

At December 31, 2016, thirty-one (31) RPNs were cancelled for non-renewal. Sixty-one percent (61%) of these RPNs notified the CRPNM that they were not renewing their registration. While the majority 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 - Place of Work (2016)

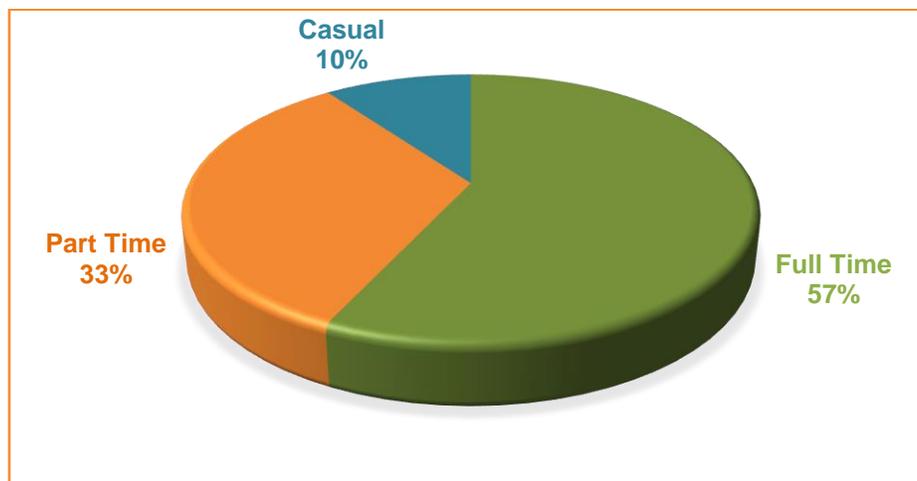


Data about where RPNs work is captured during the annual registration renewal process. While more discrete data is collected, some data elements have to be suppressed due to small numbers (<5). For reporting purposes, some of the data elements are combined. For example, *Community Mental Health* includes: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

The place of work category “Home Care/Nursing Station” is new in 2016. Previously, this data was included in the “other” category.

Overall, the numbers for each place of work have remained relatively stable since 2012.

Employment by Status



In 2016, there was a 2% decrease in the number of RPNs who work full-time. When compared to 2014 and 2015, there is also a related increase in the number of RPNs who work part-time and casual in 2016.

Ensuring the Continuing Competence of Its Registrants

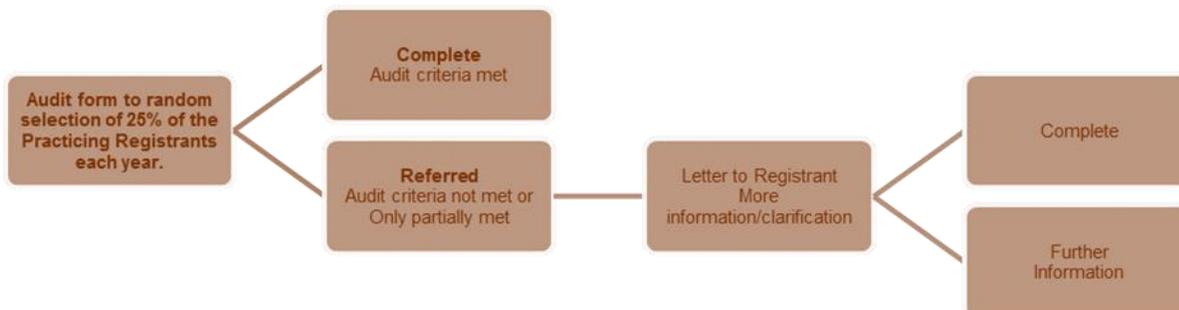
Continuing Competence Program (CCP)

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.

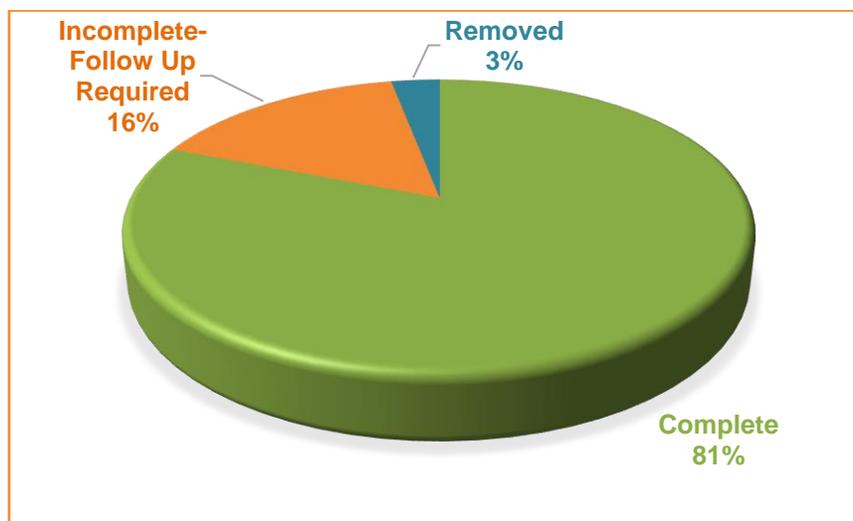
The CRPNM Continuing Competence Program was fully implemented in 2005 and the first audit process was implemented in 2006. The audit process reminds RPNs that they are required to keep documentation of a self-assessment, a learning plan and their continuing competence activities and requires that RPNs 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.

Continuing Competence Program Audit

The CRPNM randomly selects 25% of RPNs to complete the audit process each year. To date, the audit cycle has occurred 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 concluded in 2016. This means that each RPN on the Practising register has completed an audit on their participation in the CRPNM Continuing Competence Program at least once within the last five years.



2016 CCP Audit



Of the two hundred and twenty-four (224) RPNs that were selected for the audit in 2016, one hundred and eighty-two (182) completed the process, thirty-five (35) were incomplete and required follow-up, and seven (7) were removed from the audit process because they were no longer practising due to retirement or other types of leave.

The CRPNM would like to acknowledge the following RPNs who volunteered as Auditors in 2016:

Nancy Greenaway
Tina Curtis
Linda Fey
Isabelle Jarrin
Cindy Finlayson

Irene Drabik
Robert Sokoliuk
Teri Stefanation
Tracy Thiele
Maria Bonifacio

Enhancements to the Continuing Competence Program

The Quality Assurance Committee is in the process of reviewing the current audit form to ensure that it is continuing to meet the needs of the CRPNM and its registrants. We expect that there will be revisions to the current form which will be ready for implementation for our next audit cycle beginning in 2018.

The Quality Assurance Committee also continues to explore potential enhancements to the Continuing Competence Program, overall, to ensure that the program remains current and relevant and reflective of best practices in adult learning, continuing education and professional development.

Jurisprudence Program

As noted elsewhere in this report, the CRPNM is collaborating with six (6) other health regulators on the development of a joint jurisprudence program. The content will be developed in 2017 and it is anticipated that the program will be piloted and then implemented, as part of the CRPNM's Continuing Competence Program, in 2018.

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

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*.

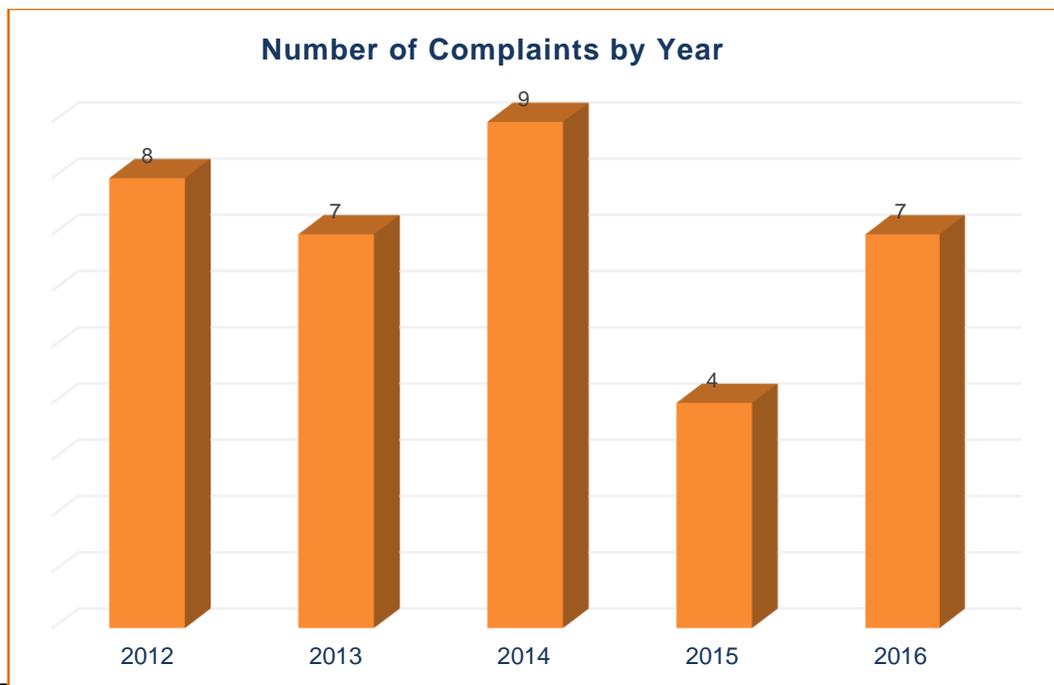
The investigation committee received and reviewed seven (7) new complaints in 2016. The nature of the complaints and the dispositions are outlined in the table below.

ID Number	Complaint	Final Disposition
2016-1	Lack of skill and judgement in psychiatric nursing practice. Failure to assess. Abandonment. Breach of PHIA.	Suspended pending proceedings under the <i>Registered Psychiatric Nurses Act</i> . Referred to Discipline.
2016-2	Conflict of interest. Breach of trust.	No further action.
2016-3	Unprofessional conduct. Boundary violations.	Referred to investigation. In progress.
2016-4	Poor documentation practices. Lack of assessment. Ethical issues.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2016-5	Patient abuse. Excessive use of force.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> following suspension.
2016-6	Unprofessional behaviour.	No further action.
2016-7	Boundary violations. Breach of employer policies.	Voluntary surrender of certificate of registration pursuant to section 26(1) (e) of the <i>Registered Psychiatric Nurses Act</i> .

Appeals

Section 27(1), of the *Registered Psychiatric Nurses Act* provides for the appeal of the decisions of the Investigation Committee by the complainant. The CRPNM Board of Directors heard two such appeals in 2016. In both cases, the Board upheld the decision of the Investigation Committee.

Complaints by Year (2012-2016)



Discipline Committee

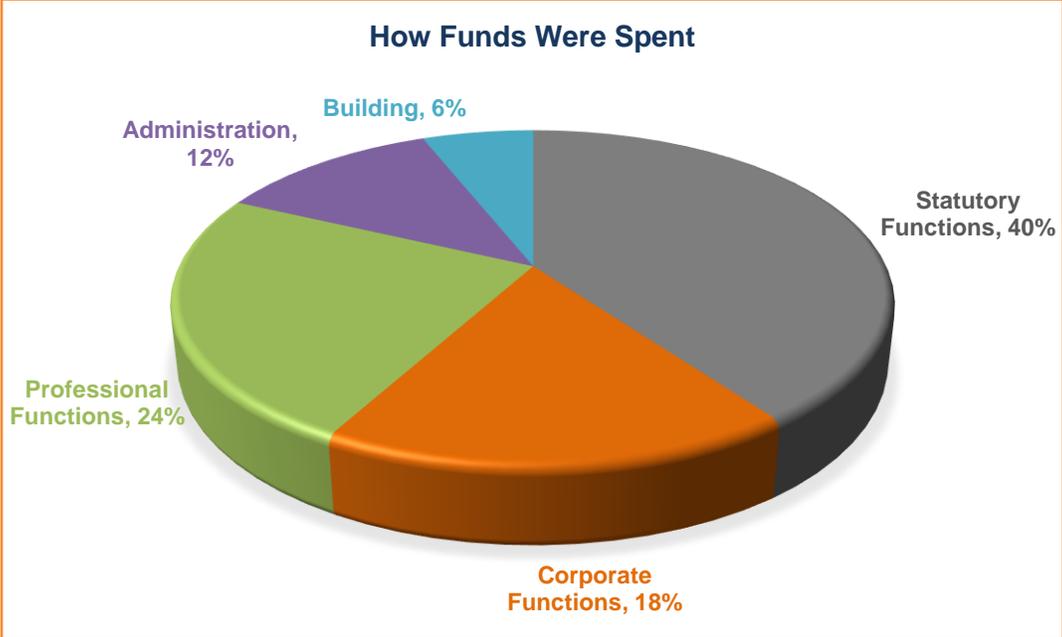
The Discipline Committee convened a hearing into matter on December 20, 2016 to establish the College's jurisdiction. The hearing was adjourned to a later date.

Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2016. 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 11, 2017 at the Viscount Gort 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 2016. The Schedule on the last page of the audit provides information of the activities in each of the categories.



Setting the Registration Fees - No Increase Required for 2018

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 2018 Practising fees be maintained at the 2017 rate. Accordingly, the Practising registration fee for 2018 will be \$525 (plus the GST).

Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Financial Statements
Year Ended December 31, 2016