



THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES of MANITOBA

Annual Report

for the period ending December 31st 2012

The Honourable Theresa Oswald
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 2012 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2012 to December 31, 2012 and includes statistical information and a financial statement of accounts of the College as required by the Act.

Respectfully submitted,

A handwritten signature in cursive script, reading "Leo O'Rourke".

Leo O'Rourke, RPN
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

Message from the President and Executive Director

The CRPNM Board of Directors continues to implement the three year (2012-2015) strategic plan developed in December of 2011. The Board regularly reviews the goals, action plans and target dates of the strategic plan monitoring our progress towards achieving our three strategic priorities of: results based strategic board governance; increasing the awareness and understanding of the College's function; and, transforming our business practices to increase efficiency in our regulatory processes.

We are pleased to provide this annual report and to share some highlights of the activities the College has undertaken or completed in 2012 to meet our mission, core functions and strategic priorities.

Results-Based Strategic Board Governance

Over the past year, the Board has been reviewing and revising the CRPNM by-laws. As a result, the Board is proposing changes with respect to the Board terms and the election process to allow for Board and Committee renewal and greater member participation. Other changes are being recommended for greater transparency, active governance and to align, where possible, to future changes under the *Regulated Health Professions Act*.

Pursuant to section 52(2) of the *Registered Psychiatric Nurses Act*, the Board has been preparing the proposed by-laws for member review and comment. Following the consultation process, the Board will present the by-laws changes for approval by the members at the CRPNM Annual General Meeting on May 23, 2013. The complete document outlining the changes and the rationale can be found at: <http://www.crpnm.mb.ca/about/legislation-regulation-and-by-laws/2013-proposed-by-law-changes/>

As a result of the proposed by-law changes, the CRPNM organizational chart has been updated. The revised organizational structure is compliant with the current *Registered Psychiatric Nurses Act* and, at the same time, prepares the CRPNM for the pending legislative changes of the *Regulated Health Professions Act* (RHPA). The intent is to have strong, active committees that ensure the College's mission is met. The updated organizational chart can be found on page 8 of this report.

All of the CRPNM committees have been reviewing their terms of reference and establishing work plans to ensure consistency with the CRPNM by-laws and the CRPNM Strategic Plan. The Governance Committee have been exceedingly busy in 2012 developing the structures for Board processes that are reflective of the Board's chosen governance model.

The Executive Committee and its working committee, the Personnel Committee, have ensured that the College's human resources infrastructure meets employment standards and is appropriately resourced. As a result, the Board has approved a comprehensive human resource policy manual and current position descriptions and salary scales in 2012.

We wish to acknowledge the hard work and exceptional commitment of all of the 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 7 & 8.

Increased Awareness and Understanding of the College's Function

The CRPNM is pleased to have launched its new website in 2012.

Building on the funding the College received from the Office of Manitoba Fairness Commissioner, the CRPNM made a further investment to create an up-to-date website that features information for RPNs, applicants, employers and the public. In addition to improving navigation, browser and search capability, attention has been paid to the requirements of the *Regulated Health Professions Act* so that the public of Manitoba can easily access information about RPNs and the College's regulatory mandate.

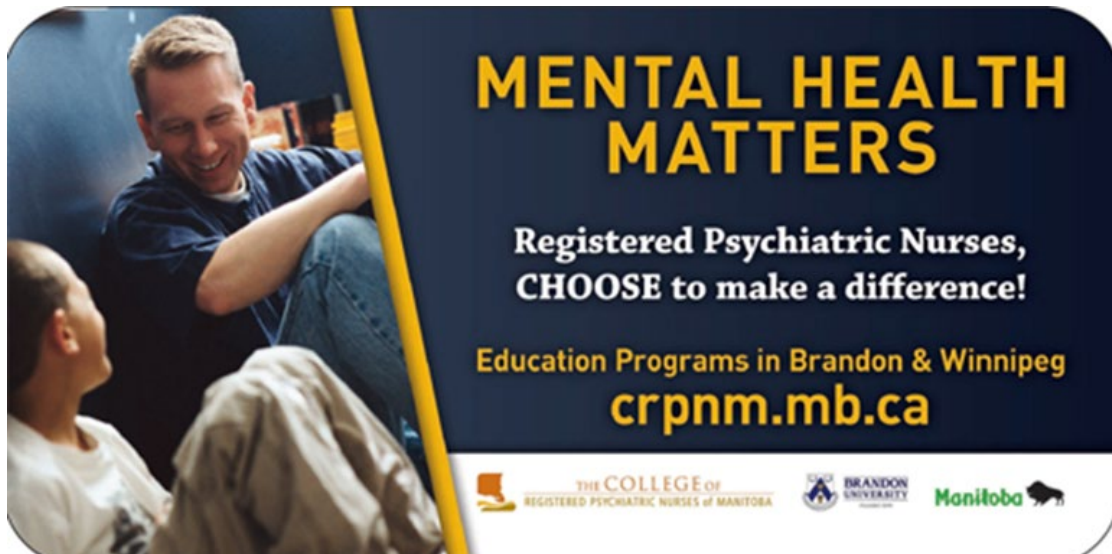
The new website serves as the primary method of communication between the College and RPNs by providing up-to-date information on registration, practice and continuing competence and the member portal to the CRPNM's regulatory management system.

Partnering to Increase Public Awareness

The psychiatric nursing planning group was established in June 2008 under the direction of the Minister of Health, the Minister of Healthy Living, and the Minister of Advanced Education and Literacy. The purpose of the group was to develop strategies to address provincial psychiatric nursing resources within the context of mental health services in Manitoba. Completed in November 2010, the *Psychiatric Nursing Planning Group- Final Report* was presented to the Ministers and released for circulation in 2011.

Building on the recommendations from the Psychiatric Nursing Planning Group report, the College of Registered Psychiatric Nurses of Manitoba, Brandon University and Manitoba Health partnered to increase awareness about psychiatric nursing education, the profession and the role of the CRPNM.

In October of 2012, the partners placed the following ad on the inside and outside of the transit buses in Winnipeg and Brandon and on billboards in Flin Flon, the Pas and Morden/Winkler. A second campaign is planned for the spring of 2013.



Transforming Business Practices for Efficient Regulatory Functions

Building on earlier work to transform the CRPNM's business processes and to improve efficacy and maximize member self-service, 2012 was exceptionally busy as CRPNM chose and implemented a new Regulatory Management Solution.

The new system was implemented in October 2012. The implementation of the CRPNM On-Line Member Service allowed RPNs to manage their information and renew their registration online for the first time. 90% of RPNs renewed their registration online prior to the December 1st deadline using this system.

The new regulatory management system continues to facilitate online registration verification for employers and introduced an online public register. Employers and members of the public can now easily identify whether a person providing services as a registered psychiatric nurse or graduate psychiatric nurse is registered with the CRPNM. The public register can be found at <http://www.crpnm.mb.ca/public-services/list-of-manitoba-registered-psychiatric-nurses/>

We wish to acknowledge the exceptional commitment of the CRPNM staff during this transition and would like to thank RPNs for embracing the technology and for providing us feedback so that we could continue to improve the system. Further development is planned for 2013.

Registration Examination

In May 2012, the CRPNM, along with the three other provinces that regulate the psychiatric nursing profession in Canada, offered the Registered Psychiatric Nurses of Canada (RPNCE) exam for the first time.

The exam, in its new one-day format, is a multiple-choice, paper and pencil exam, that has been designed to test the entry level competence and safety to practice of new graduates and internationally educated applicants who are seeking initial registration as a Registered Psychiatric Nurse.

Over the last year, the Board has approved a number of exam policies and has nominated six Manitoba RPNs, as subject matter experts, to participate in ongoing exam development activities. The CRPNM, in partnership with our exam vendor, Assessment Strategies Inc (ASI) plays an active role in the exam development cycle by participating in the exam committee and the client advisory committee.

Respectfully,



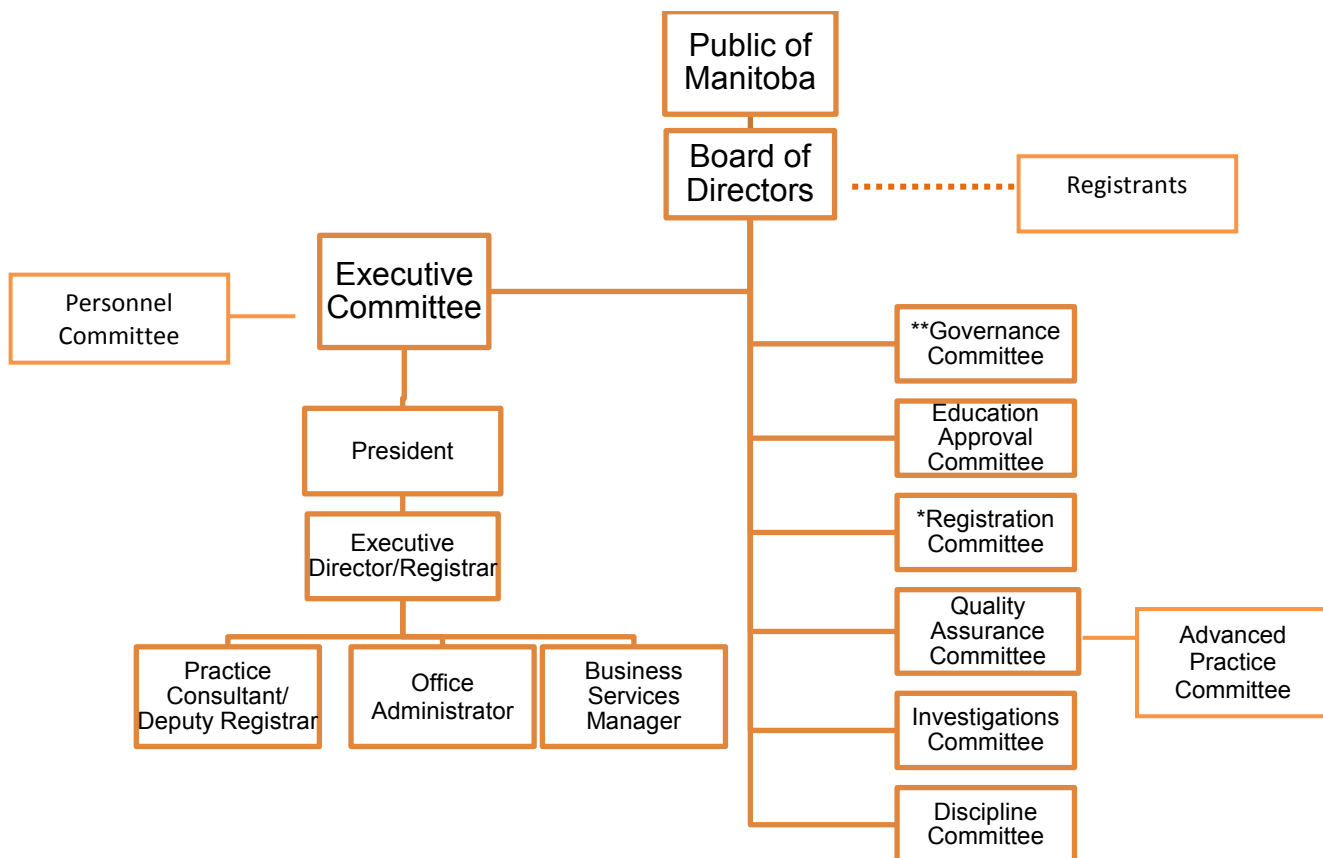
Leo O'Rourke
President



Laura Panteluk
Executive Director

Organizational Structure

The College of Registered Psychiatric Nurses of Manitoba



*The Registration committee will be formalized in 2013.

**The Governance Committee also acts as the College's Appointments/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 Board or by government.

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 includes a President, Vice President, Secretary/Treasurer and an Executive Member at Large.

The board manages and conducts the business and affairs of the College.

CRPNM BOARD OF DIRECTORS 2011 - 2013

Executive:

Leo O'Rourke, RPN, President

Debbie Frechette, RPN, Vice President

Melanie Ferg, RPN, Secretary Treasurer

Chris Dooley, Public Member,
Executive Member at Large

Directors:

Amber Gilberto, RPN

Isabelle Jarrin, RPN

Esyllt Jones, Ministerial Appointee

Shirley Labman, Ministerial Appointee

Lynn Luining, RPN

Amy Martyniuk, RPN

Leslie Orlikow, Ministerial Appointee

Robert Sokoliuk, RPN

Tracy Young Ridgen, RPN

Glenda Zelmer, RPN

CRPNM Staff

Laura Panteluk RPN, Executive Director/Registrar

Ryan Shymko RPN, Practice Consultant/Deputy Registrar

Laurie Cenerini, Office Administrator

John Schmidt, Business Services Manager

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	Leo O'Rourke
RPN	Debbie Frechette
RPN	Melanie Ferg
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	Arlene MacLennan
RPN	Kris Lischynski
Public Rep	Brian Bjorklund
Public Rep	Norman Schatz

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	Doreen Fey
RPN	Patrick Griffith
RPN	Isabelle Jarrin
RPN	Dawn Bollman
Public Rep	Sharon Taylor

Discipline Committee

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

Chair	Marg Synyshyn
RPN	Debra Anderson
RPN	Jeff Gunter
RPN	Ken Krah
RPN	Debra Melanson
RPN	Jocelyn Meroniuk-Vezey
RPN	Claudette Moquin
RPN	Robert Sokoliuk
RPN	Dixie Tomchuk
RPN	Debra Wikstrom
Public Rep	Kristen Kroeker
Public Rep	Nia Massey
Public Rep	Linda Perry
Public Rep	Brenda Slikker

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	Esyllt Jones
RPN	Lynda Stiles
RPN	Leo O'Rourke
Public Rep.	Barb Gemmell

Quality Assurance

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.

Jane Karpa – Chair
Tina Curtis
Colleen Cobbe
Jocelyn Meroniuk-Vezey
Karen Reimer
Robert Sokoliuk
Tracy Thiele
Linda Fey
Teri Stefanation

Advanced Practice

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

Marg Synyshyn – Chair
Amber Gilberto
Dean Care
Larry Mackie

World Congress Planning Committee

The World Congress Planning Committee is a working committee that is planning the 2013 RPNC Congress on behalf of the CRPNM as the host province.

Isabelle Jarrin - Chair
Leo O'Rourke
Ryan Shymko
Denise Thomas
Debbie Frechette
Karen Burgess

RPNCE Item Writers- Subject Matter Experts

The CRPNM nominates RPNs who apply to participate in exam development by being item writers.

Dawn Bollman
Tina Curtis
Linda Nash
Stephanie Roy
Ashley Smith
Karen Doty-Sweetnam

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.

Lynn Luining – Chair (acting)
Leo O'Rourke
Chris Dooley
Leslie Orlikow

Setting Standards for Psychiatric Nursing Education and Practice

Psychiatric Nursing Education Approval

In 2012, the Psychiatric Nursing Education Approval Committee (PNEAC) clarified that the 2009 approval of the Bachelor of Science in Psychiatric Nursing (BScPN) program resulted in a full, five year approval and not a four year approval as had previously been reported. As such, the Brandon University was notified that the next approval process would take place in 2014.

In the past year, the PNEAC welcomed a RPN to a vacant committee position and has updated the terms of reference to ensure that they are current and consistent with CRPNM by-laws. The committee has been preparing for the 2014 approval process.

The *Standards for Approval of Psychiatric Nursing Education Programs* were revised and approved by the Board and in 2009 were subsequently approved by the Lieutenant Governor in Council as an amendment to the regulation to the *Registered Psychiatric Nurses Act*. The four provinces that regulate the psychiatric nursing profession in Canada are working together to review the standards and indicators and to develop an evidence guide and common processes for the evaluation of psychiatric nursing education programs. Laura Panteluk, the CRPNM Executive Director and Dr. Noreen EK, Acting Dean, Faculty of Health Studies, Brandon University represent Manitoba on this interprovincial working committee.

The PNEAC will review the completed work in 2013 and make recommendations to the CRPNM Board of Directors.

Standards for Psychiatric Nursing Practice

In 2010, the CRPNM Board approved the Registered Psychiatric Nurses of Canada (RPNC) *Code of Ethics and Standards for Psychiatric Nursing Practice*. As part of the development, there had been an extensive national consultation and validation process led by RPNC. The RPNC document had also been approved by the other Canadian psychiatric nursing regulatory bodies.

The CRPNM will be engaging in a review and revision of the *Code of Ethics and Standards for Psychiatric Nursing Practice*. To start with the Quality Assurance Committee will undertake a full review of the *Code of Ethics* in 2013.

Preparing for the Regulated Health Professions Act

The CRPNM continues to work on preparing for the legislative changes of the *Regulated Health Professions Act* (RHPA). In addition to the work on the CRPNM by-laws, the College has begun a review of the *Code of Ethics* and has developed a plan to consult with the registrants on the reserved acts. The member consultation plan will also be implemented in 2013.

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 the psychiatric nursing education and practice.

In 2012, the CRPNM Practice Consultant participated in various “scope of practice” conversations that examined the utilization of RPN’s in various practice environments as well as defining the differences and scope in practice amongst the three nursing regulatory bodies in Manitoba. The CRPNM, in collaboration with the CRNM and CLPNM has also released a new document entitled: *Guiding Principles for Determining the Appropriate Nurse*. This document has been posted on the CRPNM website and is available for download.

The collaborative work with our nursing regulatory colleagues is continuing and we have begun work on a second collaborative scope of practice document. This document will examine the entry level competencies and education programs of the three nursing professions.

The CRPNM has been pleased to participate in committees like the WRHA New Grad Day Committee and the Interprofessional Continuing Professional Development Group (ICPD) to actively promote collaboration among health care professionals.

Practice Consultation & Support

Providing practice consultation is one of the ways that the CRPNM supports RPNs in their practice. The CRPNM’s Practice Consultant, Ryan Shymko, assists RPNs to understand and apply the *Standards of Psychiatric Nursing Practice* and the *CRPNM Code of Ethics* to their practice. This is generally accomplished through telephone enquiries and presentations.

The CRPNM provides presentations on various professional practice issues both alone and in partnership with RPNs in practice and our other nursing regulatory colleagues. The intent of these presentations is to promote good practice and prevent poor practice by assisting RPNs to examine various practice issues in the context of the *Codes* and *Standards* and to provoke conversation and consideration of the potential legal and ethical issues that might arise in practice.

In 2012, the CRPNM continued to receive voluminous requests for the “MySpace, Facebook and Blogs: Implications for Professional Practice” presentation which has previously been facilitated by our three RPN volunteers: Jennifer Adair, Pamela Kachur and Larissa Medwid. In the past year, we have collaborated with the College of Registered Nurses of Manitoba to develop a new Social Media presentation. This presentation is being facilitated through the WRHA Continuing Education Department and will be delivered four times a year at various WRHA sites. As a result of this collaboration, the CRPNM is able to offer a “practice series” online PowerPoint which is available for viewing on the CRPNM website.

Advanced Practice

Since 2010, the CRPNM has been gathering information and exploring the concepts of advanced psychiatric nursing practice. Much of the work done to that point had focussed on reviewing the Canadian and international literature and on consulting with key stakeholders. A small working group held their inaugural meeting in 2011 to begin to more carefully examine the issues related to client needs, system readiness, workforce planning and integration, education and regulation.

In 2012, the CRPNM began formal consultation with various stakeholders to explore the need for Advanced Practice Registered Psychiatric Nurses. The inaugural meeting of the Advanced Practice Steering Committee was held on November 13, 2012. This was a full day meeting with a group orientation to psychiatric nursing regulation, education, advance practice nursing in Canada and the implementation of advanced psychiatric nursing practice roles in other countries. We achieved agreement to conduct research regarding the need for such a role.

The CRPNM Advanced Practice Committee has developed a plan to continue the work necessary to consult with stakeholders and to seek funding for the research. In 2013, the committee will consult with the CRPNM members regarding advanced practice. The Steering Committee will act in an advisory capacity and the CRPNM Advanced Practice Committee will seek consultation on specific issues as we move forward with identified activities.

The CRPNM wishes to extend our sincere appreciation to the stakeholders who agreed to participate in the inaugural RPN Advanced Practice Steering Committee meeting:

Diana Clarke, Associate Professor and Associate Dean, Faculty of Nursing, Research Director, Manitoba Centre for Nursing & Health Research, University of Manitoba

Dr. Noreen Ek, Acting Dean Faculty of Health Studies, Brandon University

Dr. Murray W. Enns, Medical Director, Adult Mental Health Program, Winnipeg Regional Health Authority

Debbie Frechette, Director of Patient Services, Mental Health & Regional Nursing Lead, Adult Mental Health, Winnipeg Regional Health Authority

Helen Hezsely, Policy/Business Analyst, Health Workforce Strategies, Manitoba Health

Dr. Keith Hildahl, Medical Director, WRHA Child and Adolescent Mental Health Program and CEO, Manitoba Adolescent Treatment Centre

Lori Lamont, Vice President & Chief Nursing Officer, Winnipeg Regional Health Authority

Nancy Parker, Director Crisis Services, Adult Community Mental Health Services, Winnipeg Regional Health Authority

Fran Schellenberg, Executive Director, Mental Health & Spiritual Health Care Branch Healthy Living, Seniors & Consumer Affairs, Manitoba Health

Carolyn Strutt, Regional Director, Adult Mental Health, Winnipeg Regional Health Authority

Josh Watt, Director, Institutional Relations, Council on Post-Secondary Education

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

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 requirements of the *Registered Psychiatric Nurses Act* and the *Registered Psychiatric Nurses Regulation*.

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, Health Workforce Strategies 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.

As noted earlier in this report, the CRPNM implemented a new regulatory management system in October 2012. In past years, employment information was typically only captured during the registration renewal period. CRPNM members can now report their employment information and make changes to their registration status online at any time during the year. The ongoing availability of the CRPNM On-Line Member Service assists to ensure the accurate and timely collection of registration and employment data.

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, like the CRPNM, are required to review their registration practices and to provide a report to the OMFC.

Over the past year, the CRPNM has been preparing for the OMFC registration review process that is scheduled to occur in April 2013. In an attempt to be proactive, the CRPNM has been reviewing our current registration practices and the information we provide on the CRPNM website for internationally educated, Canadian educated and Manitoba educated applicants. The new CRPNM website, implemented in September 2012, was designed with applicants as one of the targeted audiences in mind.

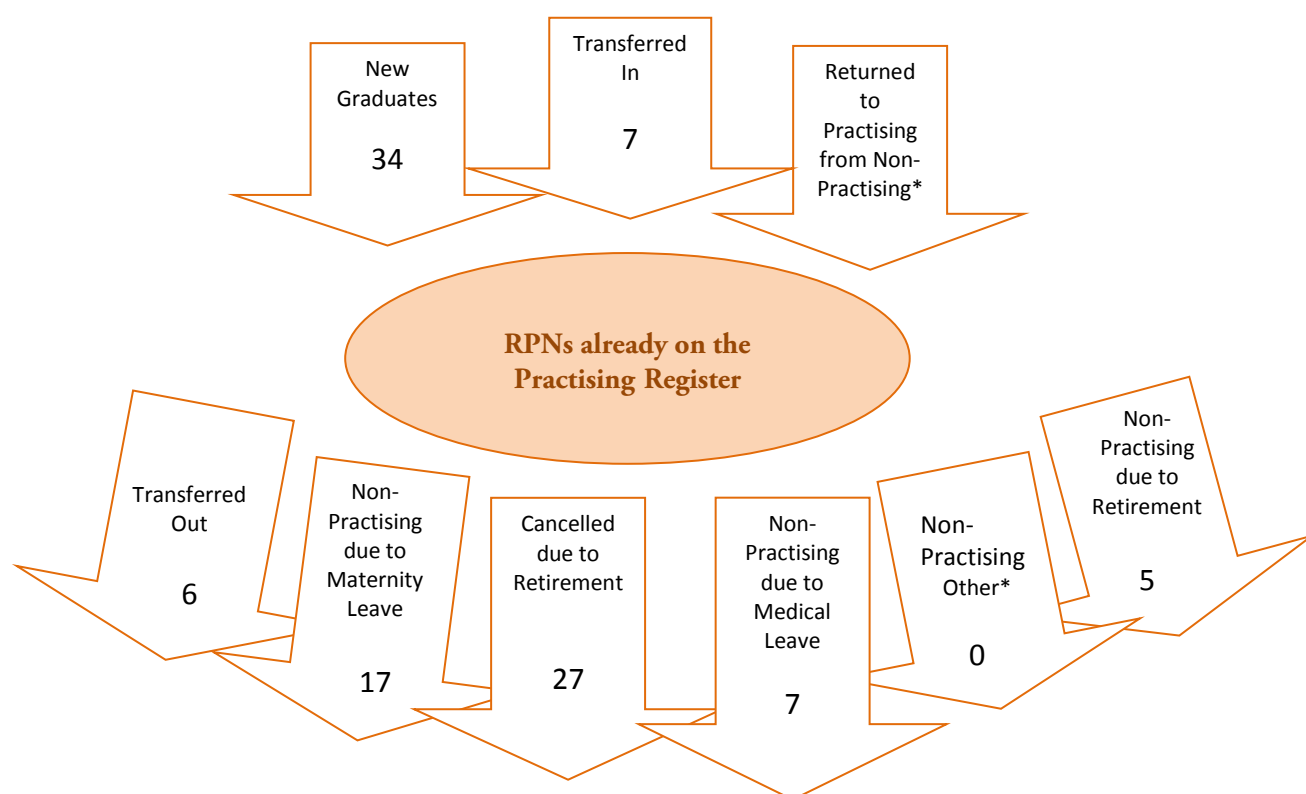
The CRPNM's new regulatory management system has been designed and is being configured to facilitate online application and to collect the data elements that the CRPNM is required to report to the OMFC on an annual basis. The CRPNM reported on applicant data for the first time in 2012.

Report on Registration

The CRPNM works to ensure the accuracy of the data and works with others, like Manitoba Health, to put the data in context for a comprehensive approach to health human resources planning. The CRPNM registration data is one source of data that is used for planning. The data in this report was captured at December 31, 2012. The following report identifies the demographics of the current RPN workforce; where the current supply of RPNs comes from; and, the utilization, in terms of place of work, of the current RPN workforce.

Registration Statistics

	December 31, 2010	December 31, 2011	December 31, 2012
Practising Registrants	980	983	976
Non-Practising	61	70	68



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.

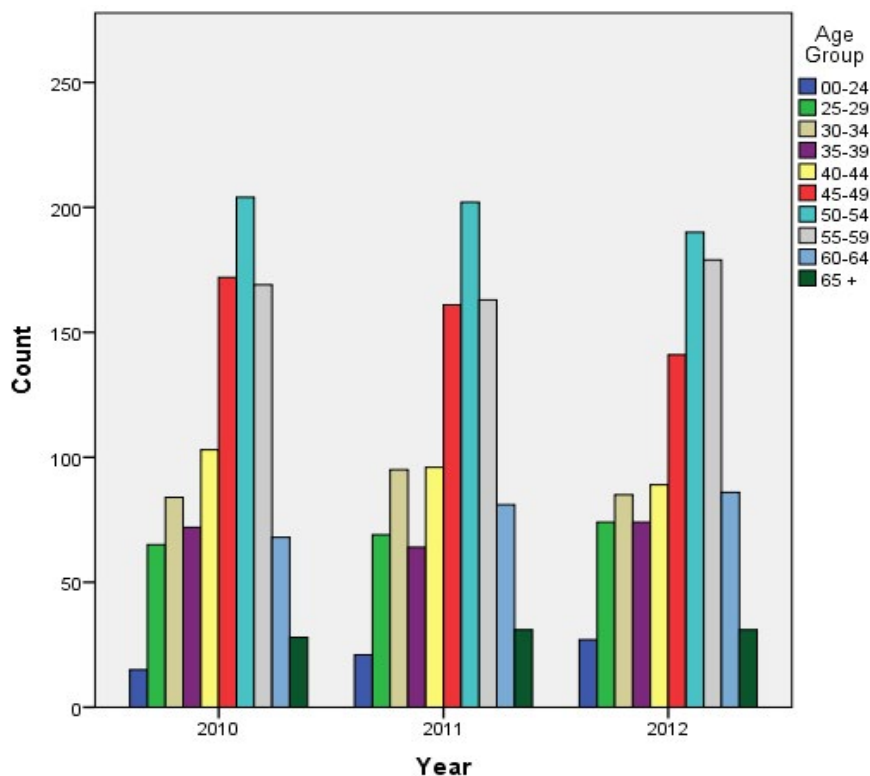
*The Non- Practising "Other" category represents movement to the Non-Practising register due to unemployment, lack of practice hours, other LOAs (such as educational leaves) or those that were unknown.

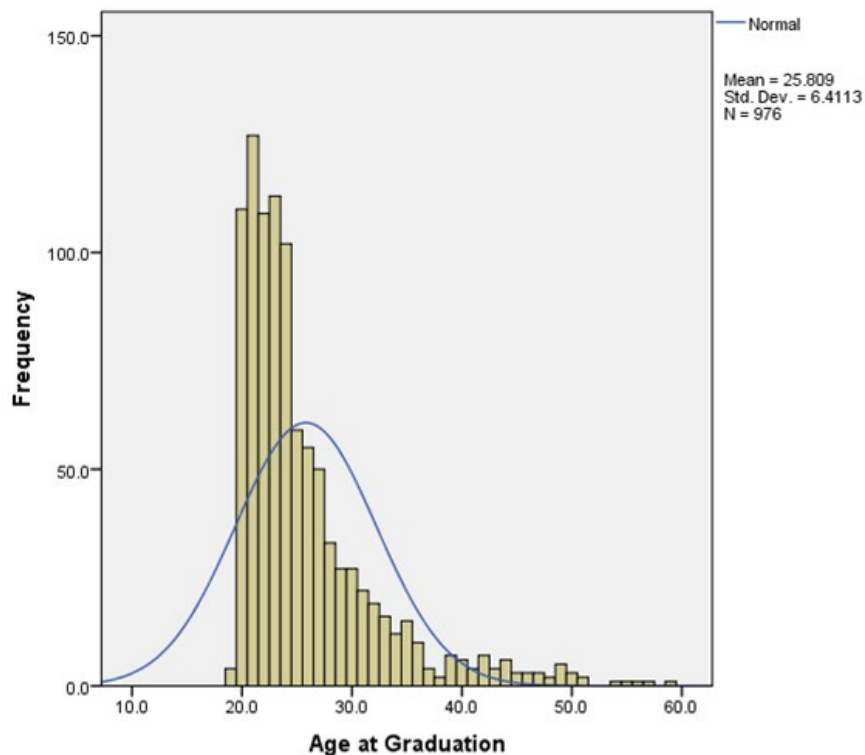
The above diagram shows the movement to and from the Practising register in 2012. In the 2012 registration year, a total of 29 RPN's moved from the Practising to Non-Practising register due to maternity leave, medical leave or retirement. It was anticipated that more than 50% of these RPN's were only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2012 when 19 RPNs returned to the Practising register.

The number of RPNs who have cancelled their registration due to retirement remained consistent in 2009 and 2010. However, in both 2011 and 2012 there were more RPNs who moved to the Non-Practising register or cancelled their registration all together due to retirement. In 2011, thirty (30) RPNs notified the CRPNM that they were moving to the Non-Practising register or cancelling their registration due to retirement. Thirty two (32) RPNs provided this notification in 2012.

Demographics of the Current Supply

The average age of RPNs on the Practising register in 2012 was 47.14. This is a slightly higher average age as compared to 2009 and 2010. In 2012, as in past years, we continue to see a significant increase in the number of RPNs that have moved into the 60-64 year old age group. As well, in 2012, we also have noted a significant increase in the 55-59 age groups that we have not seen before. These trends largely continue to be offset by an increasing number of graduates in the 25 year and under age group as well as the 25-29 year old age group.



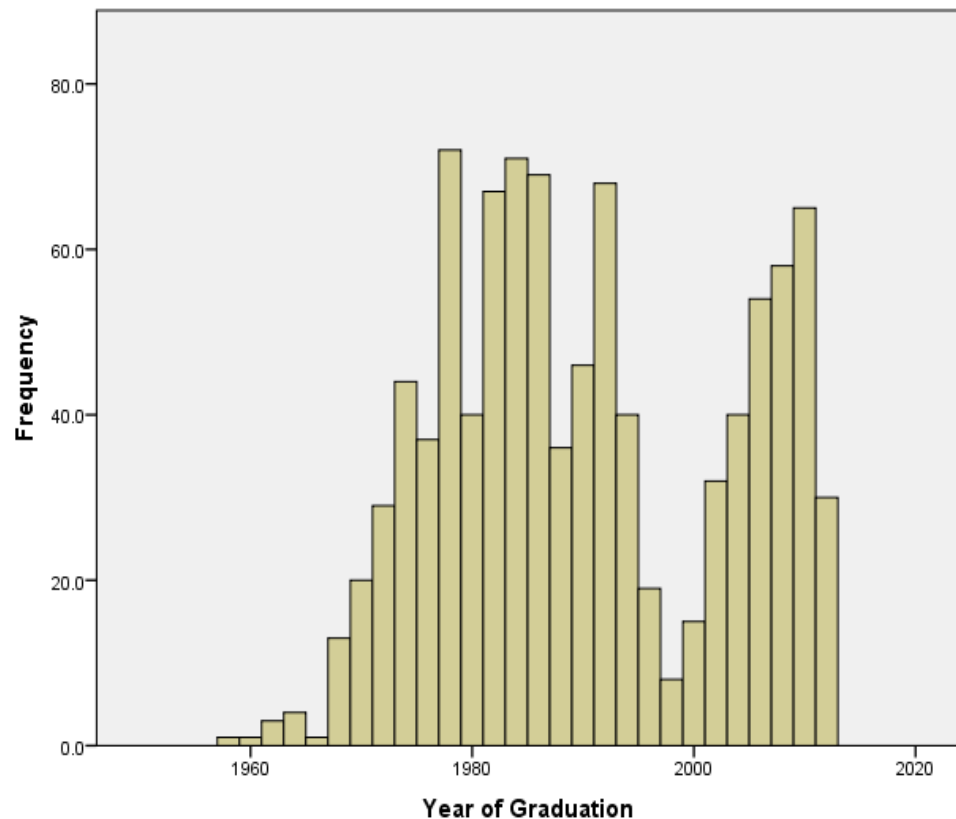


Age at Graduation (2012)

Again, the consistent trend over the past twelve years has seen a slight year-to-year increase in the average age of graduates at the time of graduation. 2012 saw a levelling off of the mean age at graduation which remained steady at 25.8.

Average Year of Graduation (2012)

This graph shows the year of graduation for those RPN's on the Practising register in 2012. The transition from the diploma to the baccalaureate psychiatric nursing education program explains the lower graduate numbers in 1998 and 1999. In 2012, the average year of graduation was 1991 as compared to the average year of graduation of 1988 in 2010. While the workforce counts remain relatively stable on a year over year basis, this two year increase can be interpreted as a positive trend for the RPN workforce as a whole. As such, this trend shows evidence of workforce renewal and graduate retention.



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 CRPNM registration examination. 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	# & PERCENT WHO DID NOT REGISTER	REASON
2012	38	4 (10%)	2 transfer to SK, 1 transfer to AB, 1 unknown
2011	34	1 (3.4%)	1 transfer to SK
2010	39	3 (7.6%)	1 transfer to AB; 1 transfer to BC; 1 unknown
2009	34	7 (20%)	2 transfer to SK; 2 transfer to BC; 3 unknown
2008	40	7 (17%)	5 transfer to SK; 1 transfer to AB; 1 unknown

On average, since 2008, 96% of new graduates passed the registration exam on their first attempt.

New Graduates who were New Registrants

Thirty eight (38) new graduates completed the B.Sc.PN and registration exam in the 2012 calendar year. Not all new graduates chose to register in the year in which they complete the psychiatric nursing education program. For example, half of the new graduates who wrote the CRPNM registration examination in November 2009 did not register until 2010.

Over the past five years, there has been the average retention rate of new psychiatric nursing graduates has been 88%. The highest rate of retention was in 2011 at 97.05%. There are often many variables that impact a new graduate's decision to seek initial registration in one of the other provinces that regulate the psychiatric nursing profession.

Supply- Out of Province/Out of Country

<i>Transfer Region</i>	<i>Transferred In</i>	<i>Transferred Out</i>
Alberta	2	4
British Columbia	1	1
Other Country	3	-
Saskatchewan	1	1
Total	7	6

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. Although this confirmation is provided, it does not always mean the member has left the province. As of December 31, 2012, the CRPNM was aware that 6 RPN’s had transferred to another psychiatric nursing jurisdiction.

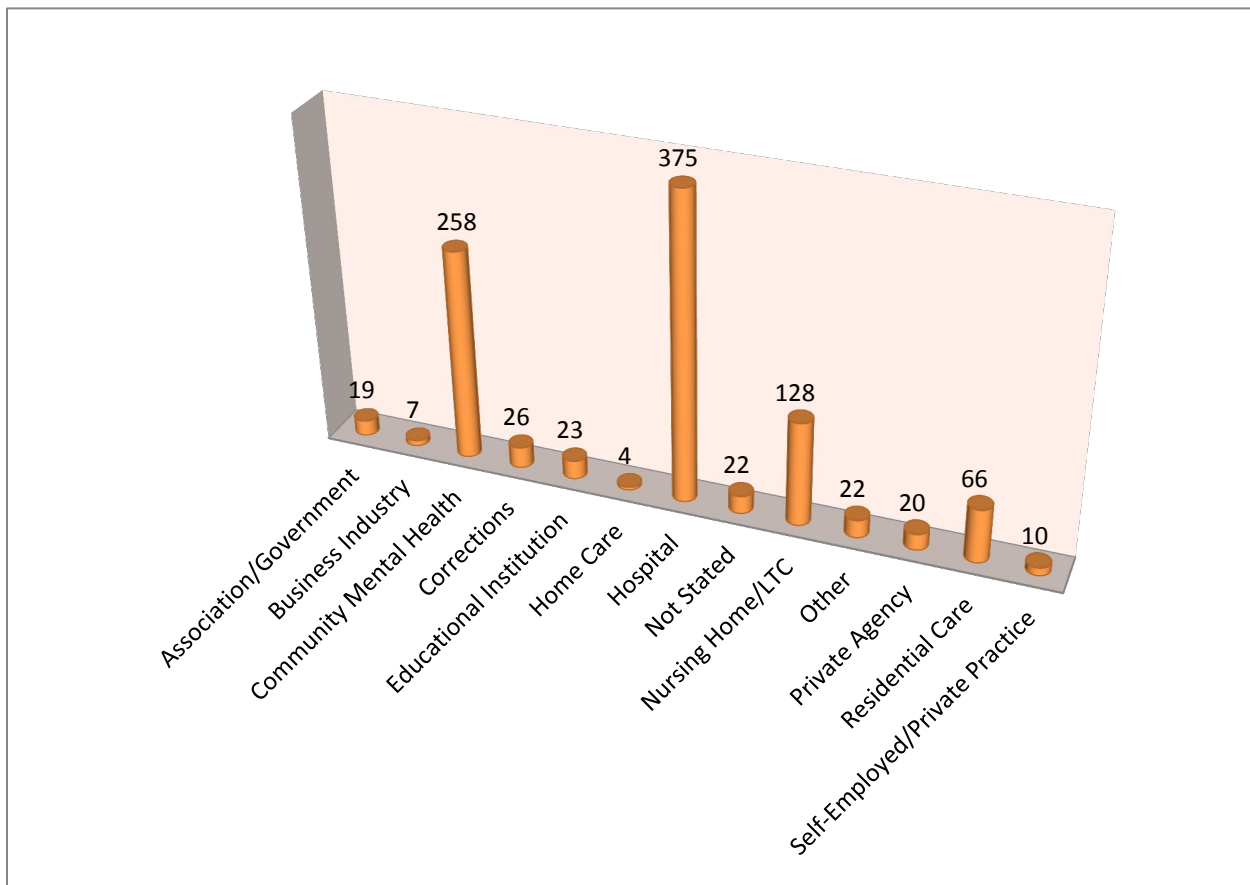
The *RPN Mutual Endorsement Agreement* and the *Agreement on Internal Trade* allows for mobility of RPN’s between the four western provinces that regulate the psychiatric nursing profession in Canada. Although there are many reasons that RPN’s may opt to move to another province, wages and recruitment incentives are often factors in their decision. The “transferred in” numbers are actual numbers.

As was reported in 2011, the CRPNM also has noted an increase in the number of Internationally Educated Psychiatric Nurse (IEPN) application requests in 2012. Applicants from outside of Canada are in various stages of the process. Three applicants have completed the process and were entered on to the Practicing register in 2012.

Utilization of the Current RPN Supply

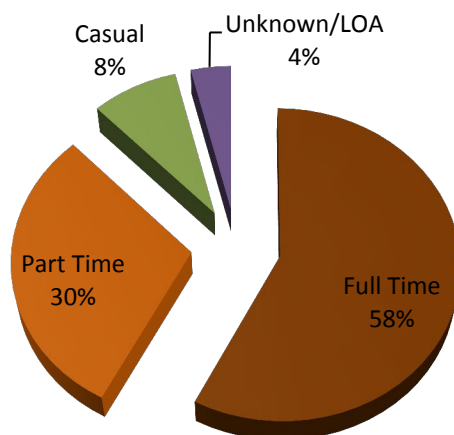
Practising Registrants- Place of Work (2012)

Place of work data is collected annually through the registration renewal process. While more discrete data elements are captured when registration data is collected, some of the elements are suppressed due to small numbers. For this reason, in the following graph community based services include community mental health, family services and home care. It should be noted that the majority of RPNs in this category work in community mental health services. The numbers for each place of employment have remained relatively stable over the past few years.



Employment by Status

Below is a breakdown of employment by status. 58% 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

Continuing Competence Audit Review Committee

In 2011, the Board established a working committee to review the Continuing Competence Program Audit and to provide recommendations for the next five year audit cycle. In early 2012, the Continuing Competence Committee prepared the audit for online completion and submission and pilot tested it. 25% of RPNs on the Practising register were randomly selected for the 2012 Continuing Competence Program audit.

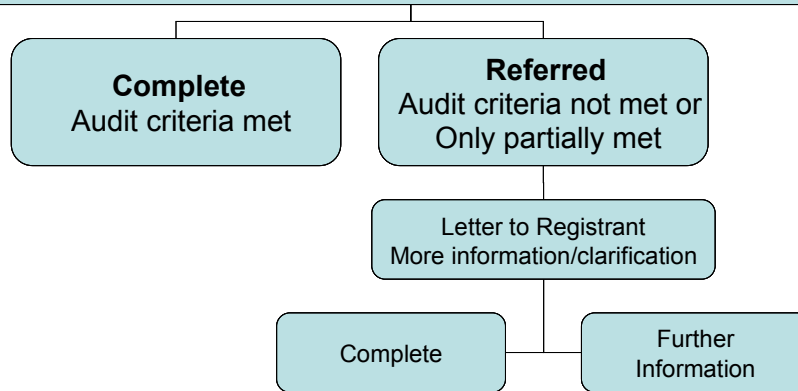
In June of 2012, the 226 RPNs who were selected for the audit were notified by e-mail that they had been randomly selected. Only those without an e-mail address on file were notified by regular mail. Since a previous five year audit cycle had audited all of the RPNs on the Practising register, the requirement to participate in the audit was not new for the pilot group. However, the manner in which the audit could be completed and submitted was new and the audit form itself had been reviewed and revised. The Committee developed an online survey to evaluate the changes made to the audit process and the audit form.

Approximately 50% of the RPNs who were selected for the audit completed the survey. Through the survey data RPNs told the College that:

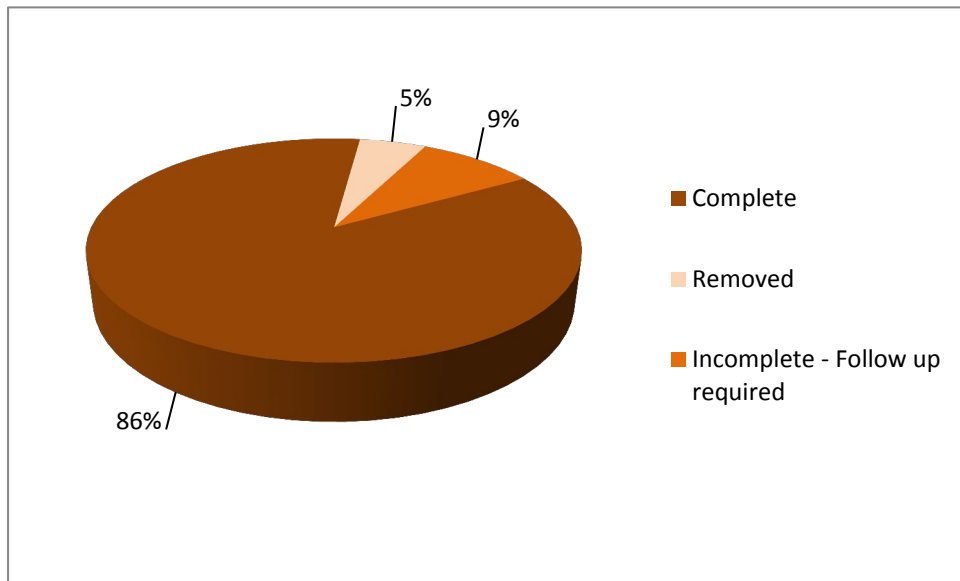
- they were 'somewhat' or 'completely' satisfied with having been notified that they were selected for the audit by e-mail (78%). For those who were dissatisfied, a lack of follow up on the original e-mail and concerns about the timing of the audit (June) were cited as the reasons
- the CRPNM could improve the notification process by providing both e-mail and regular mail notification and changing the timing
- they were 'somewhat' or 'completely' satisfied with the online submission process (78%)
- 75% had a positive experience with the audit submission; they were able to access the audit by the link provided, save their audit and submit their audit without difficulty. For those that experienced difficulty, lack of access to the program required to submit the audit or lack of computer experience were identified as some of the reasons
- Overall, most RPNs were satisfied with the timing of the audit (75%) and the length of time provided to return the completed audit (78%). For those that were dissatisfied, July-August was cited as an inopportune time to complete the audit process due to vacation and an increase in workloads due to vacations. Where responses were provided, May-June was noted as the most optimal timing for the audit selection.

The CCP Audit pilot provided the CRPNM with critical insights as we moved forward with the implementation of the CRPNM regulatory management system and has assisted the Continuing Competence Committee to make further changes and refinements to the audit process.

Audit form to random selection of the Practicing Registrants each year



Of the 226 RPNs that were selected for the audit in 2012, 123 completed the process, 21 were incomplete and required follow-up and 12 were removed due to retirement or various types of leave.



The CRPNM would like to acknowledge the following RPNs who volunteered as Auditors in 2012:

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

Karen Reimer
Robert Sokoliuk
Teri Stefanation
Tracy Thiele
Andrea Young

Quality Assurance Committee

The work of the Continuing Competence Program Audit Review Committee was completed upon implementation of the pilot. To ensure the continued review of the Continuing Competence Program, the audit and to develop other methods and processes to ensure the safe, competent and ethical practice of CRPNM members, the former Continuing Competence Committee transitioned to the Quality Assurance Committee. The inaugural meeting of the Quality Assurance Committee took place in September 2012. The Committee has developed new terms of reference to reflect their broader mandate.

As many of the members of the former Continuing Competence Committee agreed to continue as members of the Quality Assurance Committee, the transition was smooth and the work towards implementing changes to the audit process, as a result of the pilot, continued immediately. The Quality Assurance Committee is responsible to oversee the development, implementation and evaluation of the CRPNM Continuing Competence Program and will undertake a review of the program in 2013. In addition, the Committee plans for a review of the CRPNM *Code of Ethics* and, at a later date, the *Standards for Psychiatric Nursing Practice*. The Quality Assurance Committee will also play a role in the development of practice directions and interpretative documents to support RPNs in their practice.



RPNC World Congress for Psychiatric Nurses®

CRPNM Hosts 6th World Congress for Psychiatric Nurses in Winnipeg, May 2-4, 2013

The CRPNM is proud to host the Registered Psychiatric Nurses of Canada's (RPNC) sixth World Congress for Psychiatric Nurses where knowledge, skills and information can be shared among those people dedicated to working in the mental health field. This will be the second time that Manitoba hosts this biennial conference.

The planning for the 2013 World Congress began in 2009 with a dedicated group of volunteers, led by Isabelle Jarrin and Ryan Shymko. The steering committee secured the venue, the Fairmont Hotel in Winnipeg, and chose diversity as the conference theme. The theme, "Diversity: The People, The Places and The Practice" reflects the increasing importance of acknowledging and embracing differences in how we practice as Registered Psychiatric Nurses. The theme celebrates the many diverse aspects of our profession and the uniqueness each of us bring to practice.

This tireless group of volunteers began working with a conference planner in 2011 and over the last year has brought this conference to fruition. The CRPNM is pleased to announce that we expect more than 300 delegates from across Canada and from international locations. Over the two days of the Congress there will be five keynote speakers, 48 concurrent session presenters and 20 poster presentations. RPNC will host a welcome reception on the evening of May 2, 2103 and a national awards luncheon on May 4th. Additionally, the Registered Psychiatric Nurses Foundation Inc (RPNF) will present a national scholarship at the Congress.

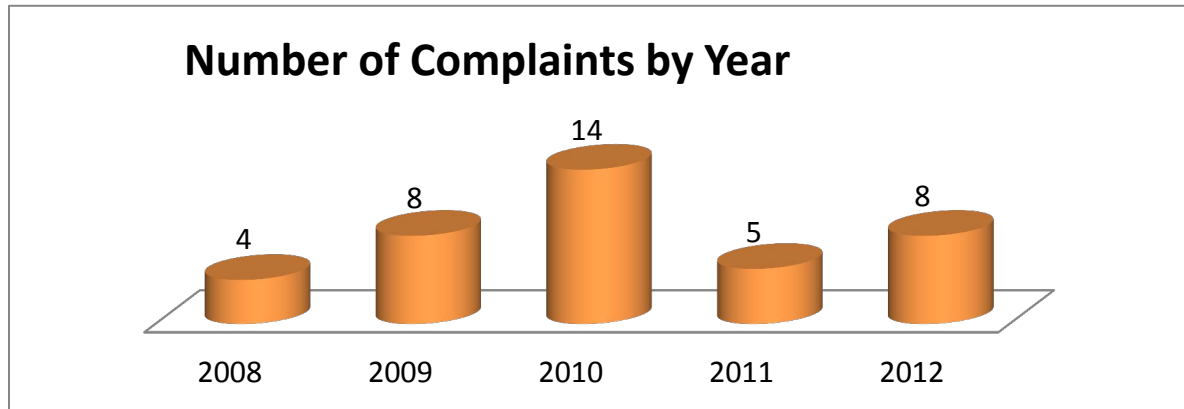
The CRPNM wishes to acknowledge the leadership of Isabelle Jarrin (Conference Chair) and Ryan Shymko, CRPNM Practice Consultant, Nicole Jensen, Strauss Communications and all of the members of the planning committee since 2009: Karen Burgess, Laurie Cenerini, Debbie Frechette, Grant Major, Arlene McLennan, Leo O'Rourke, Annette Osted and Dee Thomas, for their tireless work and exceptional commitment.

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 eight (8) complaints in 2012. The nature of the complaints and the dispositions are outlined the table below.

ID Number	Complaint	Final Disposition
2012-1	Bullying. Inappropriate behaviour in the workplace	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> that places conditions on the members registration certificate
2012-2	Incompetent practice. Health issues impacting judgement and safe practice	Pending
2012-3	Inappropriate conduct and communication with a client, family and co-workers. Health issues impacting judgment	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> that places conditions on the members registration certificate
2012-4	Inappropriate sexual behaviour toward a client, unprofessional and demeaning behaviour in the workplace	Suspended pending proceedings under the <i>Registered Psychiatric Nurses Act</i> . To investigation and then referred to the discipline committee. Final disposition is pending
2012-5	Misrepresentation of credentials	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> for remedial study- ethics and professionalism. Complaint to remain on file
2012-6	Failure to meet performance expectations in the areas of communication, leadership and ensuring a respectful workplace	No further action
2012-7	Breach of patient confidentiality	Previous agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> that places conditions on the members registration certificate remained in place
2012-8	Lack of documentation, unsafe medication practices. Sleeping at work.	Referred to investigation



Discipline Committee

In 2012, the discipline committee achieved a final disposition to a matter that was referred to them in 2011. Prior to the conclusion of the hearing, Bradley Wiens formally resigned from the profession.

Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Financial Statements
Year Ended December 31, 2011

DRJ DEAN R. JENKYN
CHARTERED ACCOUNTANT LTD.

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
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Year Ended December 31, 2012

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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, 2012 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.

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

Opinion

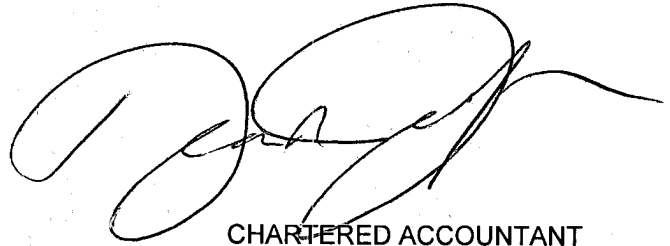
In my opinion, the financial statements present fairly, in all material respects, the financial position of College of Registered Psychiatric Nurses of Manitoba as at December 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Comparative Information

Without modifying my opinion, I draw attention to Note 1 to the financial statements which describes that College of Registered Psychiatric Nurses of Manitoba adopted Canadian Accounting Standards for Not-for-Profit Organizations on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at December 31, 2011 and January 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended December 31, 2011 and related disclosures. I was not engaged to report on the restated comparative information, and as such, it is unaudited.

Winnipeg, Manitoba

March 16, 2013



CHARTERED ACCOUNTANT

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Statement of Financial Position

December 31, 2012

	December 31 2012	December 31 2011	January 1 2011
ASSETS			
CURRENT			
Cash	\$ 80,691	\$ 137,273	\$ 125,866
Money market fund and savings account (Note 4)	61,507	21,111	14,333
Accounts receivable	4,312	311	2,960
Due from RPN Foundation Inc.	-	-	551
Inventory	873	1,111	1,792
Interest receivable	3,014	2,766	1,805
Prepaid expenses	30,325	13,240	10,003
	180,722	175,812	157,310
LONG TERM INVESTMENTS (Notes 3, 4)	449,341	477,310	482,503
CAPITAL ASSETS (Notes 3, 5)	112,260	121,722	127,377
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 6)	110,366	22,985	-
	\$ 852,689	\$ 797,829	\$ 767,190
LIABILITIES			
CURRENT			
Accounts payable	\$ 58,793	\$ 33,706	\$ 37,118
Goods and services tax payable	15,611	20,591	19,195
Prepaid membership fees	447,204	434,710	408,956
Unearned rent	-	1,440	2,412
Due to related parties	707	2,349	-
Deferred revenue	3,000	3,000	-
Deferred interest income	-	1,685	20,670
	525,315	497,481	488,351
NET ASSETS			
GENERAL FUND	241,148	223,584	185,866
BUILDING AND EQUIPMENT RESERVE FUND FUND (Note 7)	86,226	76,764	92,973
	327,374	300,348	278,839
	\$ 852,689	\$ 797,829	\$ 767,190

ON BEHALF OF THE BOARD

M. Dery DPN Director
L. O'Rourke Director

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Revenues and Expenditures
Year Ended December 31, 2012

	2012	2011
REVENUE		
Membership Fees - Practicing	\$ 435,621	\$ 417,447
Membership Fees - Non-practicing	7,842	3,626
Fees and penalties	8,021	2,757
Interest	18,802	11,642
Rent	16,510	17,000
Annual conference recoveries	625	457
Examinations	20,320	6,800
Settlement of claim (Note 8)	-	20,000
Province of Manitoba Grant - Registration Projects	6,000	-
Other income	2,013	6,307
	<u>515,754</u>	<u>486,036</u>
EXPENSES		
Statutory functions - schedule 1	176,026	120,270
Corporate Functions - schedule 1	74,673	89,782
Professional Functions - schedule 1	148,974	143,587
Administration - schedule 1	54,396	79,056
Building - schedule 1	34,659	31,832
	<u>488,728</u>	<u>464,527</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 27,026</u>	<u>\$ 21,509</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Changes in Net Assets
Year Ended December 31, 2012

	General Fund	Building and Equipment Reserve Fund	2012	2011
NET ASSETS - BEGINNING OF YEAR	\$ 223,584	\$ 76,764	\$ 300,348	\$ 278,839
Excess of revenue over expenses	27,026	-	27,026	21,509
Transfer to Restricted Reserve	(14,550)	14,550	-	-
Utilization of Restricted Reserve	5,088	(5,088)	-	-
NET ASSETS - END OF YEAR	\$ 241,148	\$ 86,226	\$ 327,374	\$ 300,348

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Statement of Cash Flows

Year Ended December 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Cash receipts from members and customers	\$ 505,447	\$ 502,797
Cash paid to suppliers and employees	(463,821)	(470,989)
Interest received	17,117	20,680
Interest paid	(2)	-
Goods and services tax	(4,979)	1,396
Cash flow from operating activities	<u>53,762</u>	<u>53,884</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(5,088)	(9,700)
Proceeds from (purchase of) investments	27,969	(5,914)
Registration management system development costs	(91,187)	(22,985)
Cash flow used by investing activities	<u>(68,306)</u>	<u>(38,599)</u>
FINANCING ACTIVITY		
Advances from (to) related parties	(1,642)	2,900
INCREASE (DECREASE) IN CASH FLOW	<u>(16,186)</u>	<u>18,185</u>
Cash - beginning of year	<u>158,384</u>	<u>140,199</u>
CASH - END OF YEAR	<u>\$ 142,198</u>	<u>\$ 158,384</u>
CASH CONSISTS OF:		
Cash	\$ 80,691	\$ 137,273
Money market fund and savings account	<u>61,507</u>	<u>21,111</u>
	<u>\$ 142,198</u>	<u>\$ 158,384</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2012

1. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the company adopted Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO). These financial statements are the first prepared in accordance with these standards. The adoption of ASNFPPO had no impact on net assets as at January 1, 2011 or revenues and expenditures or cash flows for the year ended December 31, 2011 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

2. 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.

3. SIGNIFICANT ACCOUNTING POLICIES

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

(continues)

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2012

3. SIGNIFICANT ACCOUNTING POLICIES (*continued*)

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.

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, 2012

4. LONG TERM INVESTMENTS

	2012	2011
TD Mortgage GIC, 4.61%		
Cost \$50,000, Due April 30, 2012	\$ -	\$ 50,000
Canadian Western Bank GIC, 2.50%		
Cost \$40,000, Due June 4, 2012	-	40,000
Bank of Nova Scotia GIC, 2.50%		
Cost \$45,000, Due June 4, 2012	-	45,000
Equitable Trust - GIC, 5.05%		
Cost \$33,785, Due October 23, 2012	-	43,222
TD Mortgage GIC 4.71%		
Cost \$50,000, Due April 29, 2013	50,000	50,000
Bank of Nova Scotia GIC, 2.5%		
Cost \$10,000, Due August 26, 2013	10,341	10,088
HSBC TR GIC 4.55%		
Cost \$29,000, Due December 2, 2013	29,000	29,000
Bank of Nova Scotia GIC, 2.25%		
Cost \$60,000, Due May 5, 2014	60,000	-
Home Trust GIC 2.80%		
Cost \$50,000, Due May 9, 2014	50,000	50,000
Bank of Nova Scotia GIC 2.20%		
Cost \$45,000, Due October 9, 2015	45,000	-
HSBC Trust Company GIC 2.70%		
Cost \$50,000, Due December 16, 2016	50,000	50,000
Canadian Tire Bank GIC 2.55%		
Cost \$45,000 due October 10, 2017	45,000	-
Province of P.E.I. - Coupon Bond, 4.25%		
Cost 19,524, Due September 24, 2019	19,000	19,000
Province of B.C. Serial Bond 3.70%		
Cost \$42,341, Due December 18, 2020	41,000	41,000
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
REDEMPTION VALUE OF BONDS & GIC's	449,341	477,310
Less:		
Deferred Interest Income	-	(1,685)
NET BOOK VALUE OF INVESTMENTS	\$ 449,341	\$ 475,625
MARKET VALUE OF INVESTMENTS	\$ 449,341	\$ 475,625

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2012

5. CAPITAL ASSETS

	2012		2011	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	358,052	285,351	358,052	276,407
Office furniture and equipment	198,921	188,189	193,833	182,583
	<u>\$ 585,800</u>	<u>\$ 473,540</u>	<u>\$ 580,712</u>	<u>\$ 458,990</u>
Net book value	\$ 112,260		\$ 121,722	

6. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	2012	2011
Registration management system development costs	\$ 114,172	\$ 22,985
Accumulated amortization	(3,806)	-
	<u>\$ 110,366</u>	<u>\$ 22,985</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.

7. BUILDING AND EQUIPMENT RESERVE FUND

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$86,226 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.

	2012	2011
Internally Restricted Reserve, Beginning of year	\$ 76,764	\$ 92,973
Transfer to restricted reserve - amortization	14,550	15,491
Capital Expenditures for the year	(5,088)	(9,700)
Transfer to General Fund for Development Costs	-	(22,000)
Internally Restricted Reserve, End of Year	<u>\$ 86,226</u>	<u>\$ 76,764</u>

8. SETTLEMENT OF CLAIM

During 2011 the College settled a claim made against a former tenant and received payment for damages in the amount of \$20,000.

THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Schedule 1 - General Fund Expenses

Year ended December 31, 2012, with comparative figures for 2011

	2012			2011		
	Expenses	Salaries	Total	Expenses	Salaries	Total
Statutory Functions:						
Investigations	\$ 4,269	\$ 9,885	\$ 14,154	\$ 10,634	\$ 17,744	\$ 28,378
Hearings	1,536	318	1,854	2,872	733	3,605
Examinations/Registration	38,896	99,156	138,052	17,141	64,025	81,166
Special Projects	14,505	-	14,505	-	-	-
Amortization RMS Dev. Costs	3,806	-	3,806	-	-	-
Education Approval	315	3,340	3,655	3,534	3,587	7,121
Appeals	-	-	-	-	-	-
	\$ 63,327	\$ 112,699	\$ 176,026	\$ 34,181	\$ 86,089	\$ 120,270
Corporate Functions:						
Annual Conference & Report	\$ 3,660	\$ 6,754	\$ 10,414	\$ 6,128	\$ 9,619	\$ 15,747
Board and Executive	10,323	22,960	33,283	10,878	31,818	42,696
Finance	6,196	24,780	30,976	5,476	25,863	31,339
	\$ 20,179	\$ 54,494	\$ 74,673	\$ 22,482	\$ 67,300	\$ 89,782
Professional Functions:						
Communications	\$ 13,930	\$ 24,410	\$ 38,340	\$ 7,494	\$ 33,357	\$ 40,851
Professional Practice	9,075	39,601	48,676	6,835	27,144	33,979
Research	-	-	-	-	83	83
Newsletter	-	-	-	200	144	344
Special Committees	6,122	14,518	20,640	5,562	10,789	16,351
Inter-Provincial Activities	14,161	23,388	37,549	13,815	32,894	46,709
Other Membership Fees	1,682	-	1,682	1,825	-	1,825
Group Liability Insurance	-	-	-	-	-	-
Library expense	-	-	-	-	-	-
Seminar/Workshops	-	-	-	-	-	-
Foundation	-	2,086	2,086	-	3,445	3,445
	\$ 44,970	\$ 104,004	\$ 148,974	\$ 35,731	\$ 107,856	\$ 143,587
Administration:						
Salaries	\$ -	\$ 24,667	\$ 24,667	\$ -	\$ 45,093	\$ 45,093
Equipment Depreciation	5,606	-	5,606	6,590	-	6,590
Service Contracts	730	-	730	984	-	984
General Liability Insurance	3,315	-	3,315	5,165	-	5,165
Postage	-	-	-	129	-	129
Office and Postage	2,540	-	2,540	4,493	-	4,493
Legal Fees	-	-	-	4,064	-	4,064
Professional Development	3,910	-	3,910	1,870	-	1,870
Telephone	5,422	-	5,422	5,469	-	5,469
Communication/Web/ Interent	8,206	-	8,206	5,199	-	5,199
	\$ 29,729	\$ 24,667	\$ 54,396	\$ 33,963	\$ 45,093	\$ 79,056
Building:						
Depreciation	\$ 8,944	\$ -	\$ 8,944	\$ 8,901	\$ -	\$ 8,901
Utilities	5,790	-	5,790	6,055	-	6,055
Security	751	-	751	591	-	591
Property Taxes	10,080	-	10,080	9,775	-	9,775
Maintenance	4,877	-	4,877	2,251	-	2,251
Landlord Expense	1,076	-	1,076	1,199	-	1,199
Janitorial	3,141	-	3,141	3,060	-	3,060
	\$ 34,659	\$ -	\$ 34,659	\$ 31,832	\$ -	\$ 31,832
Total	\$ 192,864	\$ 295,864	\$ 488,728	\$ 158,189	\$ 306,338	\$ 464,527