



THE COLLEGE OF

REGISTERED PSYCHIATRIC NURSES of MANITOBA

Annual Report

for the period ending December 31st

2014

The Honourable Sharon Blady
Minister of Health
Room 302, Legislative Building
450 Broadway
Winnipeg, Manitoba R3C 0V8

Dear Minister:

The College of Registered Psychiatric Nurses of Manitoba is pleased to present our 2014 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2014 to December 31, 2014 and includes statistical information and a financial statement of accounts of the College as required by the Act.

Respectfully submitted,



Debbie Frechette, RPN, BScMH, MAL (Health)
President

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About the College

Mission:

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

Core Functions:

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

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

Strategic Priorities:

The CRPNM Board of Directors has identified the following priorities for 2014-2015:

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

Message from the President and Executive Director

The CRPNM Board of Directors continues to implement its three year (2012-2015) strategic plan. The Board regularly reviews the goals, action plans and target dates of the plan monitoring our progress towards achieving our strategic priorities. During the annual review of the strategic priorities in 2014, the Board prioritized preparing for the *Regulated Health Professions Act* and added the CRPNM's active participation in national activities to the existing priorities.

We are pleased to provide this annual report and to share some highlights of the activities the College has undertaken or completed in 2014 to meet our mission, core functions and strategic priorities.

Results-Based Strategic Board Governance

In 2013, changes were made to the CRPNM by-laws to align, where possible, to the provisions of the *Regulated Health Professions Act*. As a result, the Governance Committee has embarked on a comprehensive review and revision of the College's governance policies and processes. In 2014, the Governance Committee continued with this policy development and with the development and implementation of resources to support the Board in their governance roles. Changes to the by-laws introduced a new nominations and elections process and the Governance Committee has begun to prepare for the 2015 board election and an electronic ballot.

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 while the College is fortunate to be able to rely on a committed group of staff and volunteers this is not sustainable with the work ahead. The Board is planning for the future and is supporting a plan to increase the College's human resources.

All of the CRPNM committees have been active in 2014 and continue to establish work plans that are consistent with the College's core functions and strategic priorities. We are pleased to report on the activities of the CRPNM committees throughout this report.

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

Preparing for the Regulated Health Professions Act

The CRPNM is pleased to have commenced our work with the Legislative Unit of Manitoba Health, Healthy Living and Seniors to prepare for our transition to regulation under the *Regulated Health Professions Act* (RHPA). A presentation to the CRPNM Board of Directors from staff at Manitoba Health has assisted the Board to understand their role in the transition to the RHPA.

The focus of our work, to date, has been on the professions scope of practice and the reserved acts. Our data collection with respect to the reserved acts began in 2014 with research conducted by Dr. Renee Robinson and Karen Clements, faculty in the psychiatric nursing education program at the Brandon University. These focus groups have assisted the College to identify and support the CRPNM's requests for the reserved acts and contribute to the assessment around the need for an advanced psychiatric nursing practice role. Individual, key informant, interviews were also completed in 2014 to contribute to the data collection. A sub-committee of the CRPNM's Quality Assurance Committee, building on this data collection, is preparing a survey for broad member consultation.

We look forward to our continued work in 2015.

Increased Awareness and Understanding of the College's Function

The CRPNM website, launched in 2012, provides information to the public of Manitoba about the College's regulatory and public protection mandate. The public register helps members of the public identify whether a person providing services as a registered psychiatric nurse or a graduate psychiatric nurse is registered with the CRPNM. The public register also helps the public to identify if there are any conditions or restrictions on a registrants practice. Members of the public can also find information about how the College protects the public and how to file a complaint.

The CRPNM website continues to serve as the primary method of communication between the College and its members by providing up-to-date information on registration, practice and continuing competence. The website is also the portal to the CRPNM's regulatory management system.

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. The campaign, which included television commercials and the launch of the MAHRC website, educates the public about Manitoba's regulated health professions and the role of the regulatory Colleges.



<http://www.mahrc.net/>

Transforming Business Practices for Efficient Regulatory Functions

The College continues to work towards its goal of an integrated regulatory management system in 2014. The CRPNM chose and implemented a new regulatory management solution in 2012. The technology platform and all of the business processes have increased member's ability to manage their personal and employment information and to renew their registration in a secure on-line environment. These processes, along with all of the registration application processes, are now completely online.

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

Participating in National Activities

The CRPNM has been exceedingly busy in 2014 with activities in two major national projects, the National Nursing Assessment Service (NNAS) and the Registered Psychiatric Nurses of Canada (RPNC) project on the *Mobility and Assessment of Canadian and Internationally Educated Registered Psychiatric Nurses*.

The National Nursing Assessment Service

The purpose of the National Nursing Assessment Service (NNAS) is to coordinate a consistent national approach for internationally educated nurses (IENs) seeking registration in Canada. The project is funded by the Government of Canada and supported by further funding and significant in-kind contributions from the twenty-two (22) LPN, RN and RPN member regulatory bodies. NNAS has been incorporated as a national organization and the member nursing regulatory bodies are equitably represented on the NNAS Board of Directors. The CRPNM Executive Director, Laura

Panteluk and the College of Registered Psychiatric Nurses of Alberta (CRPNA) Executive Director, Barbara Lowe, represent the Registered Psychiatric Nurse regulatory bodies on the NNAS Board. The work of the NNAS is officially underway. Considerable work has occurred in 2014 towards the August, 12, 2014 implementation date. We wish to acknowledge the exceptional commitment of the CRPNM staff as we prepare for the coming changes to the application process for internationally educated psychiatric nurses with the implementation of the NNAS.

Mobility and Assessment of Canadian and Internationally Educated Registered Psychiatric Nurses

In 2013, the Registered Psychiatric Nurse Regulators of Canada (RPNRC), formerly the Registered Psychiatric Nurses of Canada, launched a pan-Canadian initiative aimed to improve the mobility and assessment of Canadian and internationally educated Registered Psychiatric Nurses. Supported by funding from the Government of Canada and the RPNRC, a key component of the project was the development of national entry level competencies for the registered psychiatric nurse profession in Canada. The College of Registered Psychiatric Nurses of Manitoba is a member of RPNRC and an active partner in this project. A summary of this project can be found on the following page.

RPNRC approved *Registered Psychiatric Nurse Entry Level Competencies* and publicly released them in November 2014.

On October 20, 2014, the College of Registered Psychiatric Nurses of Manitoba (CRPNM) Board of Directors adopted the RPNRC *Registered Psychiatric Nurse Entry Level Competencies* as their own. This document replaces all previous documents used to describe the entry-level competencies for Registered Psychiatric Nurses in Manitoba.

We wish to acknowledge Manitoba RPNs, as members of expert working committee or as focus group participants, for their contributions to the national entry level competencies and for their participation in the validation of these competencies. We also wish to extend our appreciation to Manitoba employers and other stakeholders for taking the time to participate in the validation process.

Registered Psychiatric Nurses of Canada Exam (RPNCE)

The provinces that regulate the psychiatric nursing profession in Canada, collaborated with our exam testing vendor, Assessment Strategies Inc. (ASI), and each other, to develop and implement a national registration exam. 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 2014 can be found on page 11.

Oversight for the exam development and administration is provided by the Client Advisory Committee which consists of representatives from the four regulating provinces. Additional exam development activities are anticipated in 2015 as the implementation of new, national entry level competencies will require a new exam blueprint.

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

Respectfully,



Debbie Frechette
President



Laura Panteluk
Executive Director



Registered Psychiatric Nurse Regulators of Canada

ensuring excellence in registered psychiatric nursing regulation

Mobility and Assessment of Canadian and Internationally Educated Registered Psychiatric Nurses

The pan-Canadian “*Mobility and Assessment of Canadian and Internationally Educated RPNs*” project, launched in December 2012, seeks to improve the mobility and employment of Canadian and internationally educated Registered Psychiatric Nurses (RPNs) by facilitating the assessment and recognition of RPNs. Funded in part by the Government of Canada’s Foreign Credential Recognition program and the Registered Psychiatric Nurse Regulators of Canada (RPNRC), the project seeks to address the assessment and integration of internationally educated psychiatric nurses wishing to practice in Canada and the recognition of Registered Psychiatric Nurse qualifications in Canada by:

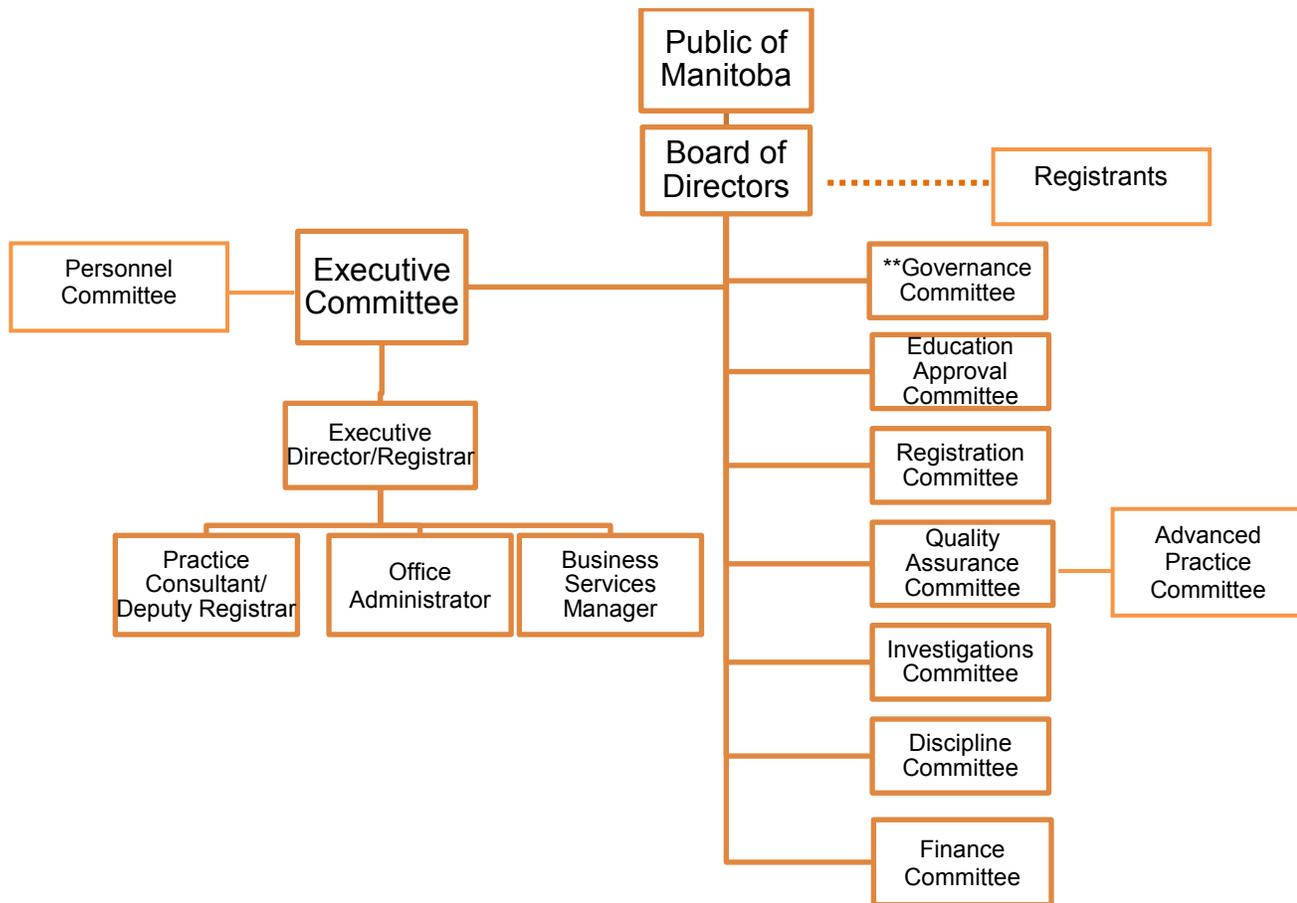
- defining the national entry-level competencies;
- mapping the national entry-level competencies to education;
- documenting the challenges and enablers to the recognition and mobility of the Registered Psychiatric Nurse profession in Canada;
- identifying the contributions of the Registered Psychiatric Nurse; and,
- bringing stakeholders together to discuss and establish options for the profession to move forward.

Co-Chaired by Barbara Lowe, College of RPNs of Alberta, and Laura Panteluk, College of RPNs of Manitoba, a 12 member Project Management Committee (PMC) consisting of representatives of the RPN regulatory authorities, educators, employers and the federal government was formed. Laura Panteluk and Ryan Shymko are members of the PMC on behalf of the College of Registered Psychiatric Nurses of Manitoba. Dr. Dean Care, Dean of the Faculty of Health Studies at Brandon University, represents psychiatric nursing education as a member of the PMC. The Health Human Resources Group is providing the overall management and communication/stakeholder relations service and support and is conducting the research to understand the challenges and enablers to the recognition of the profession in Canada. Assessment Strategies Inc. (ASI) was retained to develop national RPN entry-level competencies, and to create the Entry-Level Competency – Education Mapping tool. The *Registered Psychiatric Nurse Entry Level Competencies* were approved and publicly released by RPNRC in November of 2104.

The national entry level competencies for Registered Psychiatric Nurses and a Competency - Education Mapping tool were developed and validated as two core activities of the project. Comprehensive research was undertaken to describe the regulation, education and workforce of the Registered Psychiatric Nurse profession and document the enablers for and barriers to recognition and mobility of the profession. These core activities formed the basis of the context setting and background to the stakeholder roundtables that took place in February 2015. A summary of the proceedings of the stakeholder roundtables is pending. The project is expected to wrap up at the end of March 2015.

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 2013 - 2015

Executive:

Debbie Frechette, RPN, President
Isabelle Jarrin, RPN, Vice President
Pam Gulay, RPN, Finance Committee Chair
Chris Dooley, Public Member,
Executive Member at Large

Directors:

Michelle Gabrielle, RPN
Amber Gilberto, RPN
Laura Henry, RPN
Sara Inness, Public Member
Esyllt Jones, Ministerial Appointment
Shirley Labman, Ministerial Appointment
Amy Martyniuk, RPN
Jennifer McKelvey, RPN
Leslie Orlikow, Ministerial Appointment
Robert Sokoliuk, RPN
Tracy Thiele, 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	Debbie Frechette
RPN	Isabelle Jarrin
RPN	Pam Gulay
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
RPN	Cara Miller
Public Rep	Brian Bjorklund
Public Rep	Norman Schatz

Discipline Committee

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

Chair/RPN	Marg Synyshyn
RPN	Debra Anderson
RPN	Jeff Gunter
RPN	Ken Krahn
RPN	Debra Melanson
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/RPN	Lynda Stiles
RPN	Debbie Frechette
Public Rep.	Barb Gemmell
Public Rep.	Esyllt Jones

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	Pam Gulay
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	Isabelle Jarrin
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	Laura Henry
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	Tina Curtis
RPN	Colleen Cobbe
RPN	Kyla Johnston
RPN	Jocelyn Meroniuk-Vezey
RPN	Karen Reimer
RPN	Robert Sokoliuk
RPN	Teri Stefanation

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

Psychiatric Nursing Education

Approval Committee

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

Chair/Public Rep	Atlanta Sloane Seale
RPN	Patrick Griffith
RPN	Isabelle Jarrin
RPN	Doreen Fey
RPN	Ashley Smith
Public Rep	Sharon Taylor

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 2014:

Katherine Pachkowski
Wanda Brine
Renee Robinson

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:

Isabelle Jarrin
Ryan Shymko

Setting Standards for Psychiatric Nursing Education and Practice

Psychiatric Nursing Education Approval

In 2013, the provinces that regulate the psychiatric nursing profession in Canada worked together to update and revise the *Standards and Indicators* for the Approval of Psychiatric Nursing Education. The purpose of this interprovincial collaboration was to harmonize the processes for the approval of psychiatric nursing education programs as this, in turn, supports the Canadian psychiatric nursing regulators to meet the mobility obligations identified in Canada's *Agreement on Internal Trade*.

The *Standards for Approval of Psychiatric Nursing Education Programs in Manitoba* is currently a schedule to the regulation of the *Registered Psychiatric Nurses Act*. In 2014, the CRPNM engaged in an extensive consultation with Manitoba Health, Brandon University, Post-Secondary Education, and CRPNM members on the proposed changes. The final document was approved by the CRPNM Board of Directors in July 2014.

As noted in the President and Executive Director report, the CRPNM has adopted the RPNRC *Entry Level Competencies* as their own. The current regulation refers to both the *Standards* for education approval and the CRPNM's entry level competencies. As the entry level competencies reference in the current regulation will be out of date with the approval of the new entry level competencies, a regulation amendment for this section was also requested.

The proposed regulation amendment was submitted in December 2014 and its approval by the Lieutenant Governor in Council is pending.

The Bachelor of Science in Psychiatric Nursing (BScPN) program at Brandon University is due to go through the approval

process in 2015. As such, the Psychiatric Nursing Education Approval Committee (PNEAC) was busy in 2014 making the necessary preparations for the planned February 2015 approval process. The PNEAC retained Dr. John Collins as the external evaluator.

Standards for Psychiatric Nursing Practice

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

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

The Quality Assurance Committee had previously begun its review of the *Code of Ethics*. The CRPNM will engage in a consultation process with the members and other stakeholders for any proposed changes.

Scope of Practice

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

The collaborative work with our nursing regulatory colleagues continues.

Practice Consultation & Support

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

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

The CRPNM is proud of our collaborative relationship with our nursing regulatory colleagues and is pleased to participate with the College of Registered Nurses (CRNM) and College of Licenced Practical Nurses (CLPNM) on various committees and to deliver joint educational presentations to stakeholders. In 2014, the CRPNM delivered joint educational presentations on common professional practice issues to the staff at Grace Hospital and Selkirk Mental Health Centre and to the Manitoba Nursing Informatics Association and the Canadian Foot Care Nurses conference.

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

Quality Assurance Committee

The Quality Assurance Committee has engaged in a number of activities over the past year to ensure that Registered Psychiatric Nurses remain current and competent and that

they meet the requirements of the CRPNM Continuing Competence Program.

In 2013-2014, the committee undertook a review of the continuing competence audit form to ensure that the tool being used appropriately measures and evaluates member participation in the Continuing Competence Program. The Quality Assurance Committee is also investigating enhancements to the CRPNM Continuing Competence Program. A full report of the 2014 continuing competence audit process and the proposed enhancements can be found on pages 22-23.

As noted in the President and Executive Director report, the Quality Assurance Committee, building on the data collection from the focus groups and key informant interviews, is preparing a survey for broad member consultation on the reserved acts. The committee has been working on the development of a survey to facilitate this consultation and the collection of further data to support the CRPNM's reserved acts requests.

Advanced Practice

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

In 2012, the CRPNM achieved agreement from a diverse group of stakeholders to explore the need for an Advanced Practice Registered Psychiatric Nurse. On that basis, the CRPNM Advanced Practice Committee has continued to examine the issues over the past year and, as noted elsewhere in this report, completed a number of focus groups and key informant interviews in 2014.

The Advanced Practice Committee will continue to explore the need for an Advanced Practice RPN by consulting with employers and other stakeholders in 2015.

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

The Fair Registration Practices in Regulated Professions Act

The Fair Registration Practices in Regulated Professions Act was proclaimed on April 15, 2009 and established the Office of the Manitoba Fairness Commissioner (OMFC). At times specified by the Fairness Commissioner, regulators are required to review their registration practices and to provide a report to the OMFC.

The CRPNM underwent the OMFC registration review process in 2013 and, by the end of 2013, had implemented the short term items on our registration review action plan. The College continued to work on the items identified in our action plan and, by the end of 2014, had reviewed and implemented the short-medium term items.

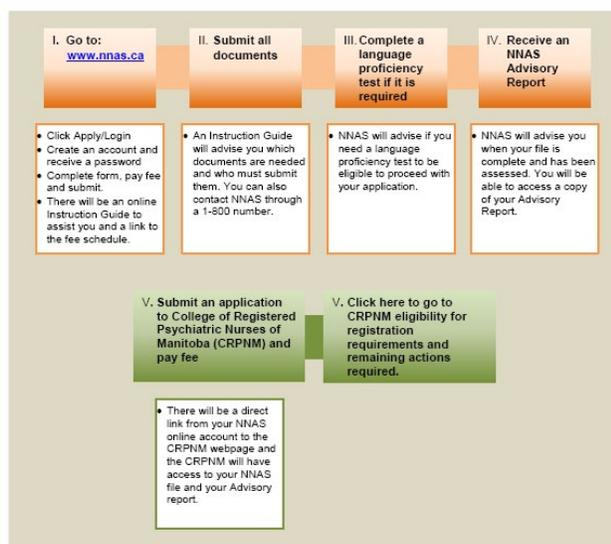
Additionally, at intervals specified by the OMFC, Manitoba' regulators are required to submit registration application data. The CRPNM's regulatory management system is configured to accept online registration applications and to collect the data elements required for the OMFC's annual data reporting.

National Nursing Assessment Service (NNAS)

The National Nursing Assessment Service will streamline the registration application process for internationally educated nurses (IENs) who want to become Licensed Practical Nurses (LPNs), Registered Psychiatric Nurses (RPNs) or Registered Nurses (RNs) in Canada.

On August 12, 2014, the CRPNM along with Canada's other twenty-one (21) LPN, RN and RPN member regulatory bodies, were pleased to announce the launch of the National Nursing Assessment Service; a project nine years in the making.

IEN Application for Registration Pathway



While the requirements for registration have not changed, it is anticipated that the implementation of the NNAS will help to provide greater transparency and timeliness in steps 1-4 of the IEN registration application process.

Other benefits of the NNAS to IEN applicants will include the ability to:

- complete and pay online for the initial assessment of their nursing education and credentials;
- track the status of their applications online;
- apply to multiple jurisdictions within Canada;
- send documents (i.e. education transcripts and registration documents) to one central location
- access a toll-free customer care line with service in both English and French

The CRPNM, as a member of the NNAS, has been an active participant in the development and implementation of the project and has ensured that the requirements of the *Registered Psychiatric*

Nurses Act are included in the NNAS. The psychiatric nursing regulators in Canada have worked collaboratively to ensure that the RPN assessment tool is reflective of the professions entry level competencies. The NNAS will be piloted in 2015.

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

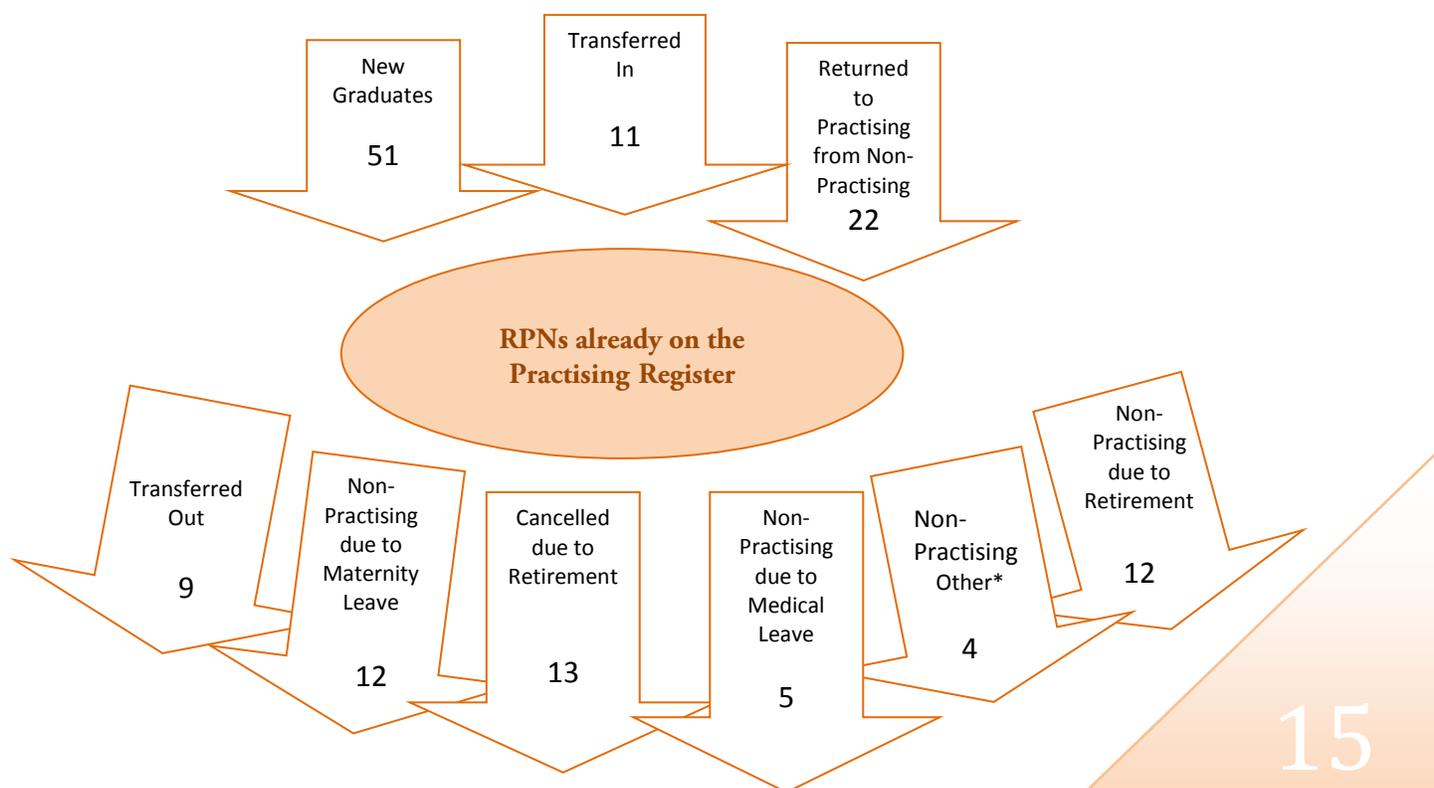
The CRPNM's regulatory management system and the 24/7 availability of the On-Line Member portal assists to ensure the accurate and timely collection of registration and employment data. While the CRPNM online registration verification system has been available to assist employers in meeting their obligations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

Complete employment information is a requirement of the *Registered Psychiatric Nurses Act* but is also essential for accurate psychiatric nurse data and for health human resource planning. On an annual basis, the CRPNM submits registration data, in aggregate form, to Manitoba Health, 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, 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, 2014. 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, 2012	December 31, 2013	December 31, 2014
Practising Registrants	976	967	983
Non-Practising	68	81	76



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.

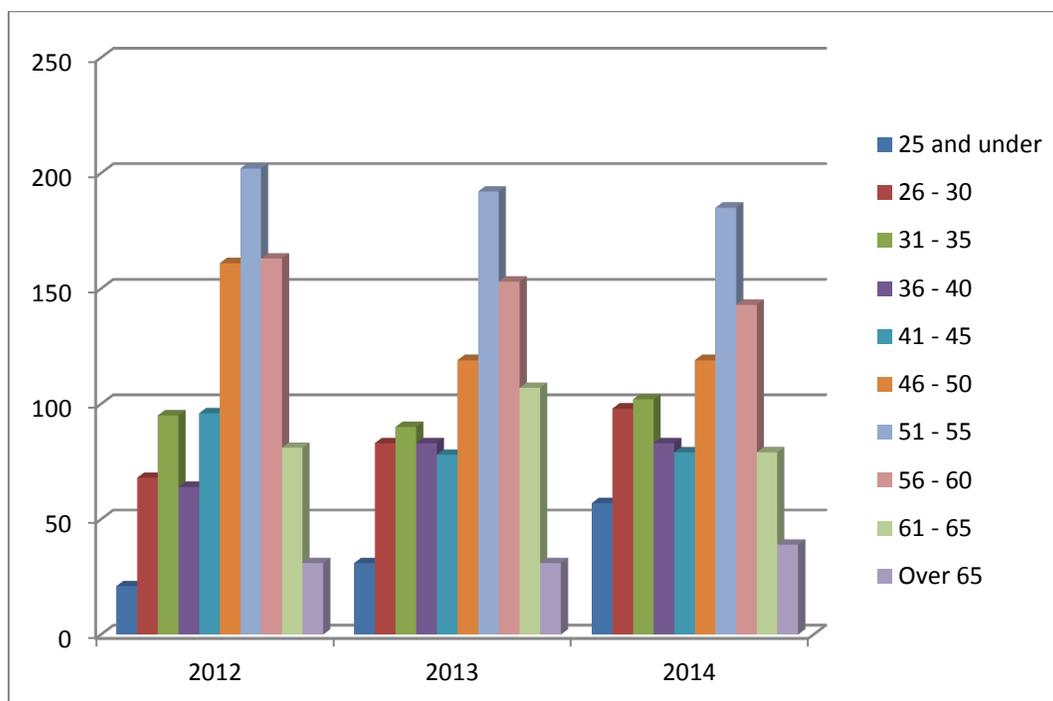
*The Non- Practising "Other" category represents movement to the Non-Practising register due to unemployment, lack of practice hours, other LOAs (such as educational leaves) or those that were unknown.

The above diagram shows the movement to and from the Practising register in 2014. In the 2014 registration year, a total of 33 RPN's moved from the Practising to Non-Practising register due to maternity leave, medical leave, retirement, or other. Those that move to the Non-Practising register are considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2014 when 22 RPNs returned to the Practising register.

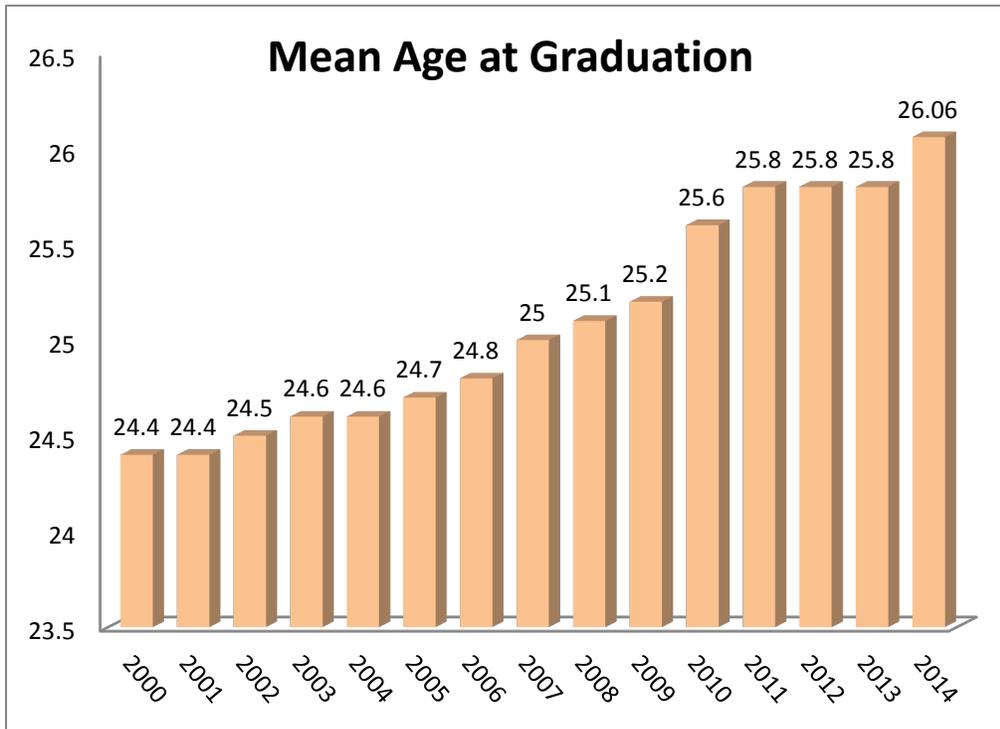
The total number of RPNs who cancelled their registration due to retirement in 2014 (n=13) was significantly decreased from 2013 (n=23). The number of RPNs who have moved to the Non-Practising register, due to retirement, has remained consistent over the past two years. Some of these members may choose to return to the workforce at a later date.

Demographics of the Current Supply

While there was decrease in the number of RPNs in the 46-50 age group from 2012 to 2013, the number of RPNs in this age group has remained stable over the past two years. The number of RPNs aged 51-55 has steadily decreased over the past three years. Although there has been year-to-year increases in the number of RPNs aged 55+, this is being offset by the number of RPNs in the 25 and under, 26-30 and 31-35 age groups.



Age at Graduation (2014)



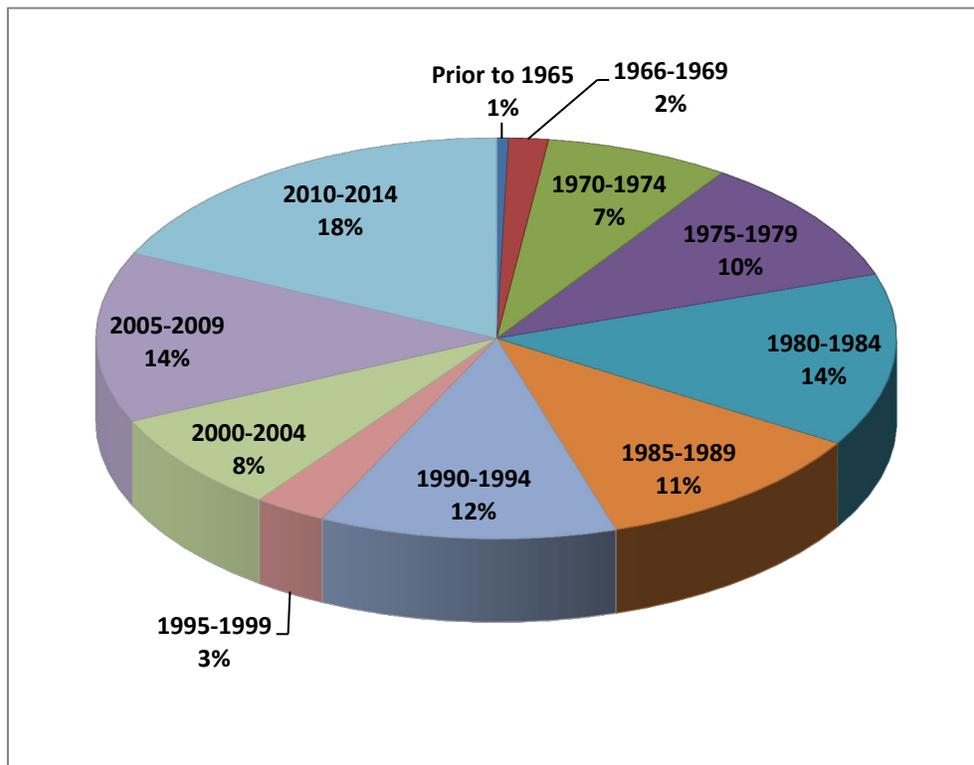
The average age at graduation increased in 2014. As the average age at graduation increases so does the average of the workforce.

We have seen a steady increase in the average age at graduation over the past ten years.

Average Year of Graduation for Practicing Members (2014)

This chart shows the year of graduation for those RPN's on the Practising register in 2014. In 2014, the average year of graduation was 1993.

This chart also demonstrates the rate of graduate retention, over time, for those RPNs who would have graduated from the B.Sc.PN program (2000-2014).



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
2014	55	4 (7%)	2 transfer to SK, 1 transfer to AB, 1 unknown
2013	39	3 (8%)	2 transfer to SK, 1 transfer to AB
2012	38	4 (10%)	2 transfer to SK, 1 transfer to AB, 1 unknown
2011	34	1 (3.4%)	1 transfer to SK
2010	39	3 (7.6%)	1 transfer to AB; 1 transfer to BC; 1 unknown

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

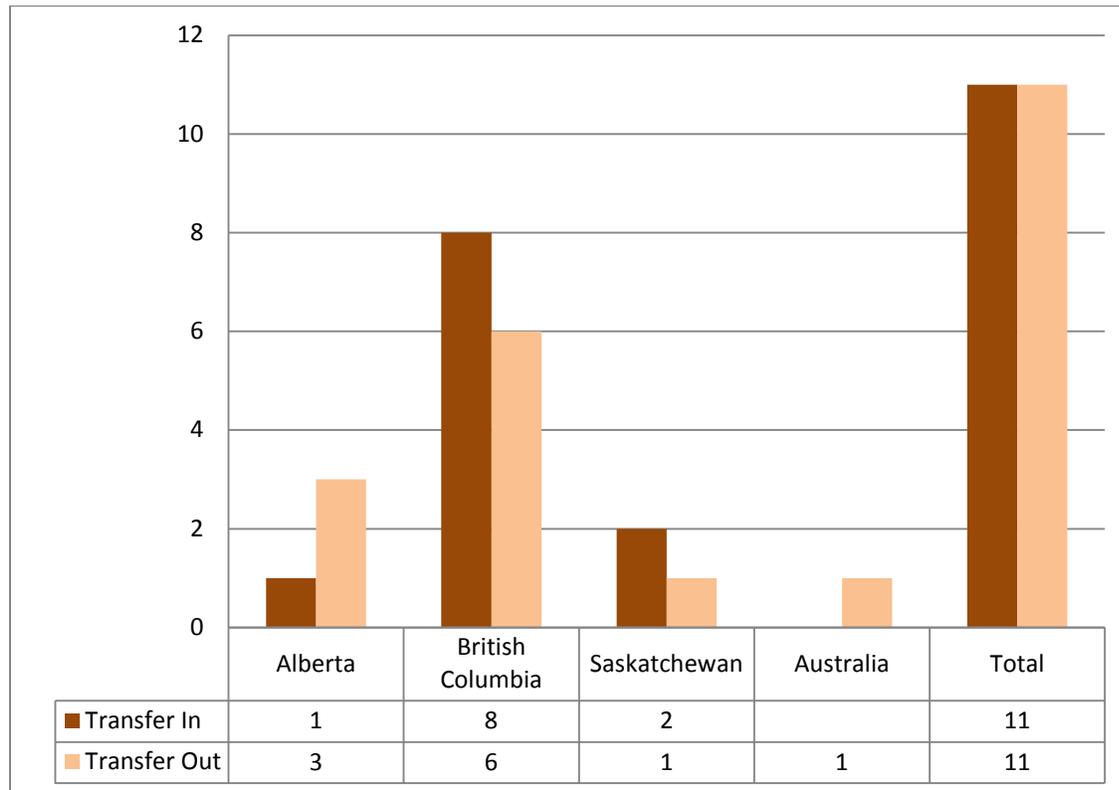
New Graduates who were New Registrants

There were fifty-one (51) new registrants who completed the B.Sc.PN and registration exam in the 2014 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some, as noted above, seek registration in another psychiatric nursing jurisdiction. Others, chose to register in the next calendar year.

In the past five years, we have had a 92.75% retention rate of new psychiatric nursing graduates with the highest rate of retention in 2011 at 97.05%.

Supply- Out of Province/Out of Country

Migration Report (January 1-December 31, 2014)



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

The RPN Endorsement Agreement ensures that the CRPNM meets its obligations under Canada’s Agreement on Internal Trade (AIT) and identifies the requirements that facilitate the mobility of RPN’s between the jurisdictions that currently 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 of December 31, 2014, eleven (11) 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 psychiatric nursing jurisdiction.

In 2014, the CRPNM continued to note an increase in the number of Internationally Educated Psychiatric Nurse (IEPN) applicants. At any given time, applicants are at varying stages in the application process. While some IEPN applicants were approved to write the RPNCE in 2014, they have been unable to come Canada to write the exam.

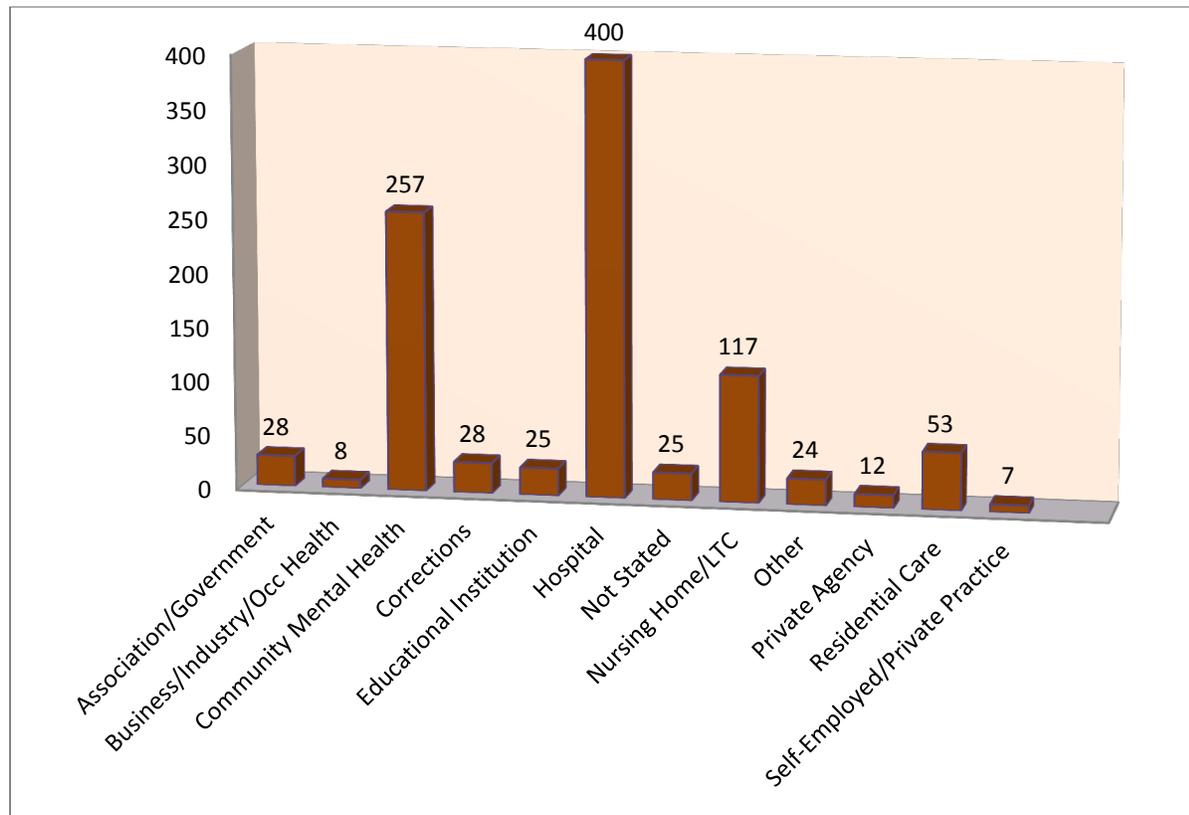
As of August 12, 2015 all internationally educated nurse applicants wishing to come to Canada, apply to the National Nursing Assessment Service (NNAS).

Utilization of the Current RPN Supply

Practising Registrants- Place of Work (2014)

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

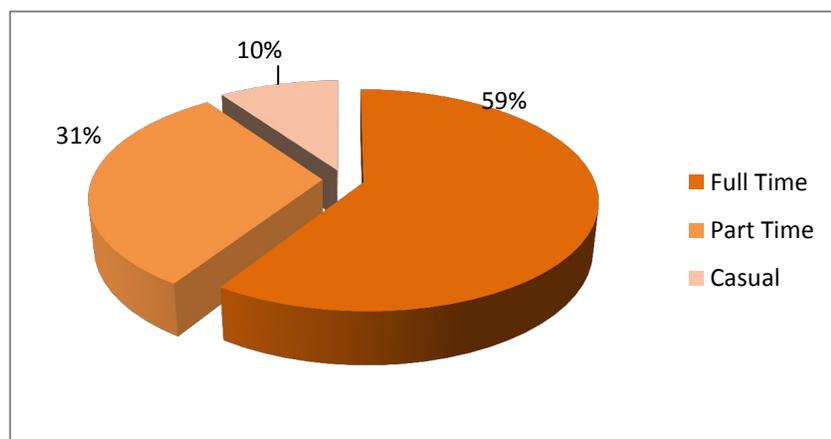
Overall, the numbers for each place of employment have remained relatively stable since 2011.



Employment by Status

This is a breakdown of employment by status for 2014.

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



Ensuring the Continuing Competence of Its Registrants

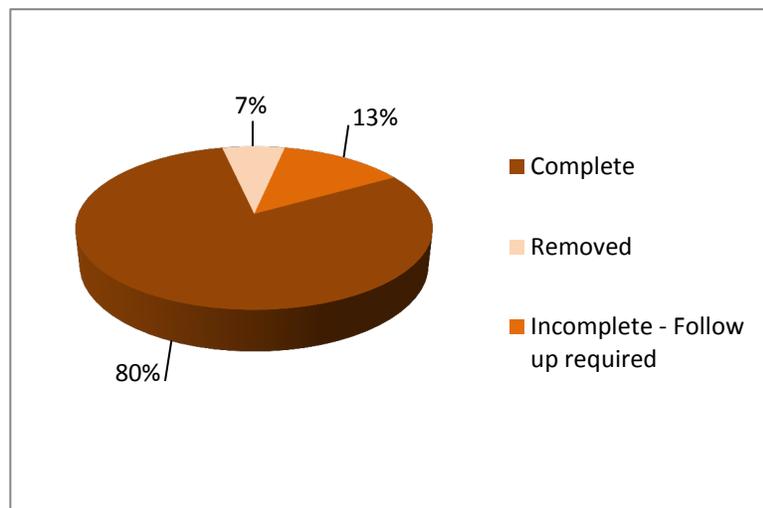
CPRNM Continuing Competence Program

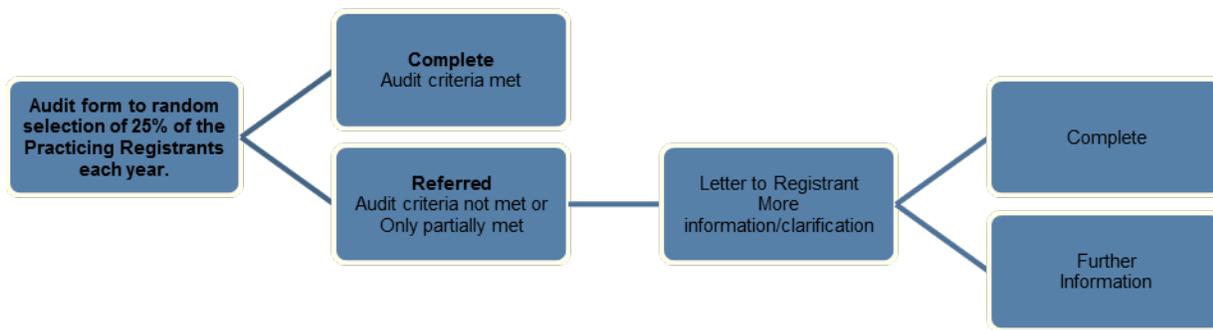
Registered Psychiatric Nurses have long engaged in activities to maintain their competence. The Continuing Competence Program is another way that the CRPNM supports professional practice while meeting its obligations under the *Registered Psychiatric Nurses Act* and its attendant regulation.

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

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

Of the 226 RPNs that were selected for the audit in 2014, 179 completed the process, 30 were incomplete and required follow-up and 13 were removed from the audit process due to retirement or various types of leave.





The CRPNM would like to acknowledge the following RPNs who volunteered as Auditors in 2014:

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

Karen Reimer
Robert Sokoliuk
Teri Stefanation
Tracy Thiele
Andrea Young

Enhancements to the CRPNM Continuing Competence Program

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

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

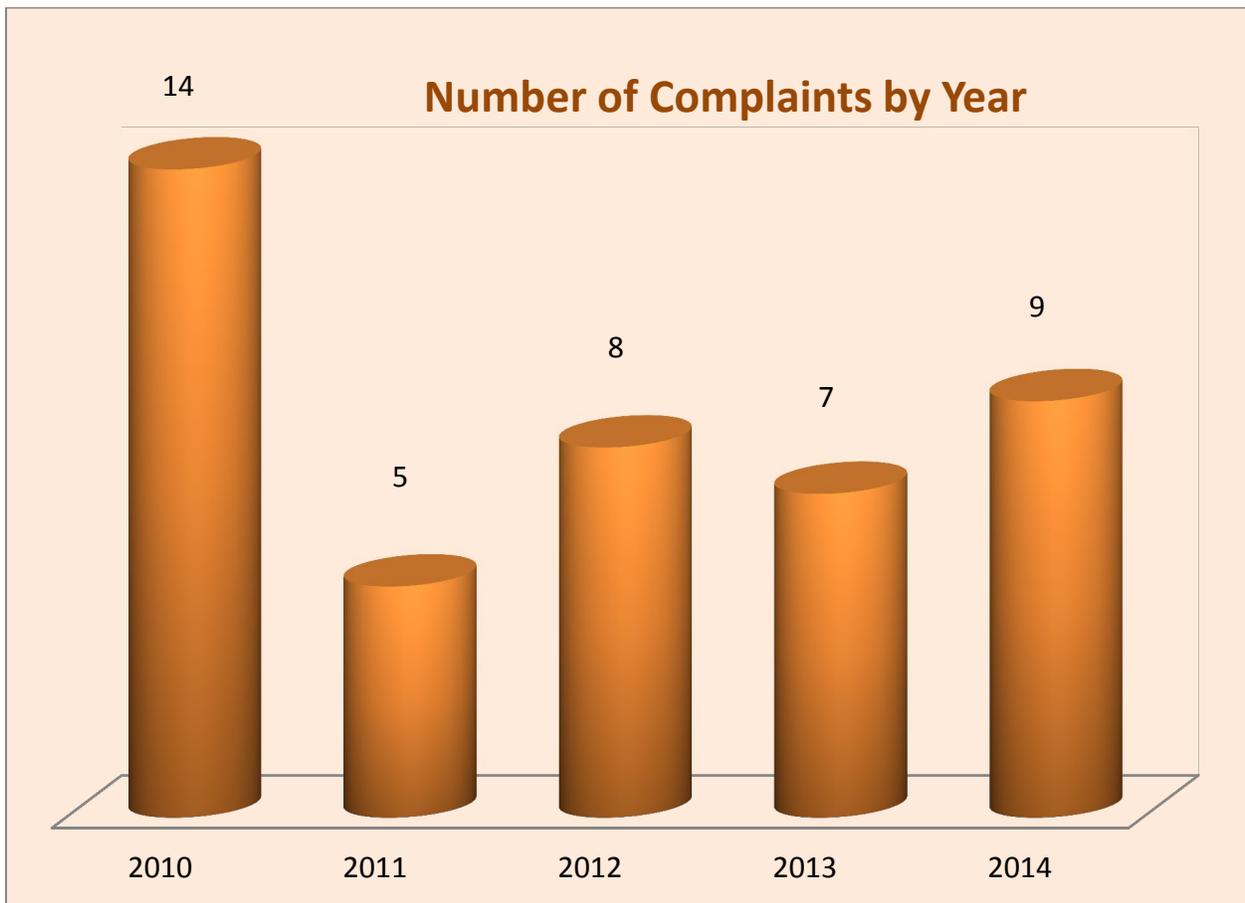
In 2014, the CRPNM Board of Directors supported the direction of a jurisprudence program for CRPNM members as a requirement of the CRPNM Continuing Competence Program. The Quality Assurance Committee will be actively exploring what is required to develop this program in 2015.

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 nine (9) new complaints in 2014. The nature of the complaints and the dispositions are outlined the table below.

ID Number	Complaint	Final Disposition
2014-1	Patient abuse and use of excessive force.	Voluntary surrender of certificate of registration pursuant to section 26(1) (e) of the <i>Registered Psychiatric Nurses Act</i> .
2014-2	Incompetent practice. Health issues impacting judgement and safe practice.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2014-3	Boundary violations. Violation of employer policies.	No further action.
2014-4	Unprofessional behaviour.	No further action.
2014-5	Lack of skills/competence in psychiatric nursing practice. Unsafe medication practices and inaccurate reporting.	Suspended pending proceedings under the <i>Registered Psychiatric Nurses Act</i> . Referred to Discipline.
2014-6	Unprofessional behaviour. Conduct unbecoming a Registered Psychiatric Nurse. Fitness to practice.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2014-7	Unprofessional behaviour. Violation of employer policies.	No further action.
2014-8	Inappropriate decision making. Falsification of records.	To investigation. No further action.
2014-9	Inappropriate decision making.	To investigation. No further action.



Section 27(1), of the *Registered Psychiatric Nurses Act* provides for the appeal of the decisions of the Investigation Committee to the Board by the complainant. The CRPNM Board of Directors heard three such appeals in 2014 and, in all cases, upheld the decisions of the Investigation Committee.

Discipline Committee

In 2014, the Discipline Committee found Susanne Buhler, registration number 2076, guilty of professional misconduct and displaying lack of skill and judgement in the practice of psychiatric nursing and ordered that she be removed from the register as a member of the College of Registered Psychiatric Nurses of Manitoba and that her certificate of registration be cancelled pursuant to section 43(1) of the *Registered Psychiatric Nurses Act*. Additionally, the Discipline Committee ordered costs in the amount of \$10,000.

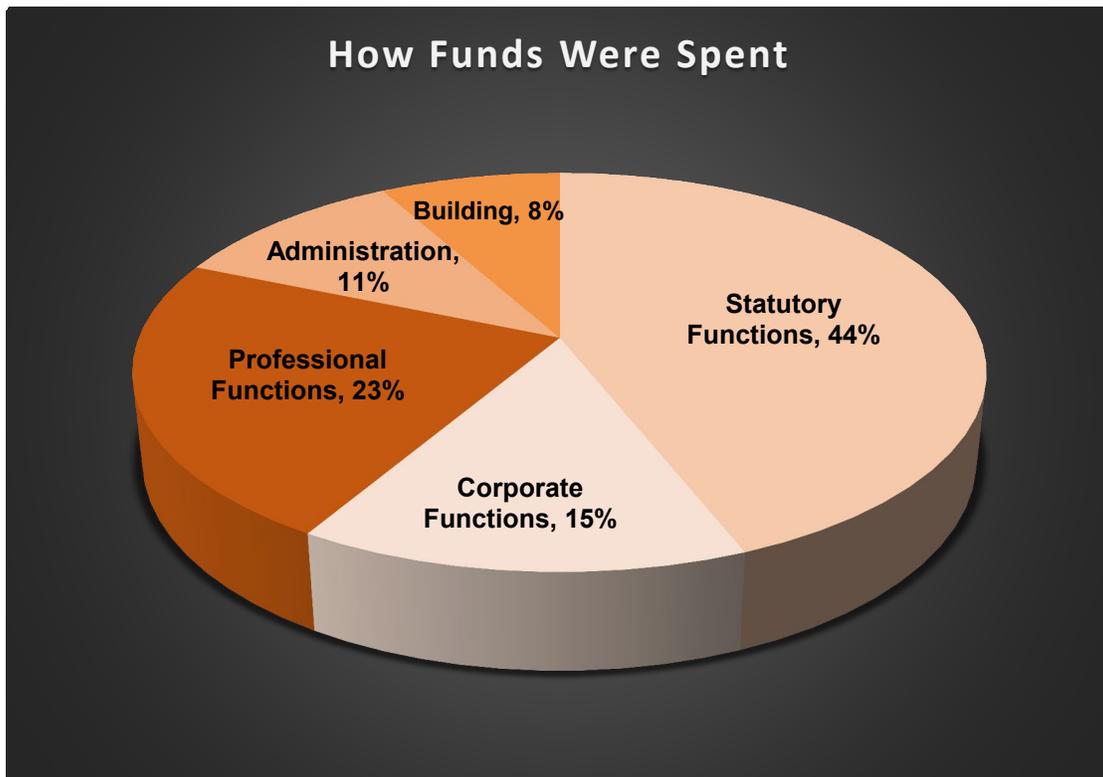
The Discipline Committee convened a hearing on another matter on October 22, 2014 and adjourned sine die pending an agreement with the member. The agreement will place conditions and limitations on the member's practice.

Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2014. 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 14, 2015 at the Inn at the Forks 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 supports 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 2014. The Schedule on the last page of the audit provides information of the activities in each of the categories.



One of the Board's responsibilities is to ensure that the College has sufficient resources to finance its operations. In exercising this responsibility the Board reviews and makes recommendations about the registration fees. The CRPNM Board of Directors is recommending that the 2016 Practising fees be set at \$510 (plus the GST). This recommendation will be presented to the members at the Annual General Meeting.

Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Financial Statements
Year Ended December 31, 2014

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Financial Statements

Year Ended December 31, 2014

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
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Year Ended December 31, 2014

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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, 2014 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

(continues)

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

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of College of Registered Psychiatric Nurses of Manitoba as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba

March 21, 2015

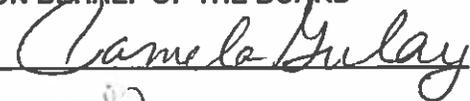


CHARTERED ACCOUNTANT

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Financial Position
December 31, 2014

	2014	2013
ASSETS		
CURRENT		
Cash	\$ 138,547	\$ 112,571
Money market fund and savings account	14,792	66,210
Accounts receivable	216	3,299
Inventory	-	742
Interest receivable	4,030	3,723
Prepaid expenses	8,483	16,537
Due from Registered Psychiatric Nurses Foundation Inc.	283	-
	166,351	203,082
LONG TERM INVESTMENTS (Notes 2, 3)	489,000	425,000
CAPITAL ASSETS (Notes 2, 4)	94,327	103,796
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	118,506	130,719
	\$ 868,184	\$ 862,597
LIABILITIES		
CURRENT		
Accounts payable	\$ 62,581	\$ 55,152
Goods and services tax payable	21,653	19,096
Prepaid membership fees	471,311	472,742
Unearned rent	3,240	-
Due to Registered Psychiatric Nurses Foundation Inc.	-	485
	558,785	547,475
NET ASSETS		
GENERAL FUND	185,287	208,300
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	93,501	94,689
DISCIPLINE RESERVE FUND (Note 7)	30,611	12,133
	309,399	315,122
	\$ 868,184	\$ 862,597

ON BEHALF OF THE BOARD

 Director
 Director

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Revenues and Expenditures
Year Ended December 31, 2014

	2014	2013
REVENUE		
Membership Fees - Practicing	\$ 477,638	\$ 457,354
Membership Fees - Non-practicing	6,629	6,913
Examinations	37,609	26,158
Fees and penalties	19,791	10,964
Interest	13,426	16,276
Rent	9,100	7,665
Annual conference recoveries	-	300
Other income	948	249
World Congress	-	120,363
	<u>565,141</u>	<u>646,242</u>
EXPENSES		
Statutory functions - schedule 1	250,410	210,138
Corporate Functions - schedule 1	82,701	70,888
Professional Functions - schedule 1	130,051	146,996
Administration - schedule 1	60,315	50,671
Building - schedule 1	45,865	32,907
World Congress	-	159,027
	<u>569,342</u>	<u>670,627</u>
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (4,201)</u>	<u>\$ (24,385)</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Changes in Net Assets
Year Ended December 31, 2014

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 208,300	\$ 94,689	\$ 12,133	\$ 315,122	\$ 327,374
Deficiency of revenue over expenses	(4,201)	-	-	(4,201)	(24,385)
Transfer to Restricted Reserve	(14,176)	14,176	-	-	-
Utilization of Restricted Reserve	15,364	(15,364)	-	-	-
Transfer to Discipline Reserve	(20,000)	-	20,000	-	30,000
Discipline Reserve allocation	-	-	28,000	28,000	-
Utilization of Discipline Reserve	-	-	(29,522)	(29,522)	(17,867)
NET ASSETS - END OF YEAR	\$ 185,287	\$ 93,501	\$ 30,611	\$ 309,399	\$ 315,122

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Statement of Cash Flows

Year Ended December 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Cash receipts from members and customers	\$ 556,607	\$ 656,517
Cash paid to suppliers and employees	(506,469)	(608,507)
Interest received	13,119	15,565
Interest paid	3	-
Goods and services tax	2,556	3,485
Cash flow from operating activities	<u>65,816</u>	<u>67,060</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(4,707)	(6,343)
Proceeds from (purchase of) investments	(64,000)	24,341
Registration management system development costs	(21,783)	(48,253)
Cash flow used by investing activities	<u>(90,490)</u>	<u>(30,255)</u>
FINANCING ACTIVITY		
Advances to related parties	(768)	(222)
INCREASE (DECREASE) IN CASH FLOW	(25,442)	36,583
Cash - beginning of year	<u>178,781</u>	<u>142,198</u>
CASH - END OF YEAR	\$ 153,339	\$ 178,781
CASH CONSISTS OF:		
Cash	\$ 138,547	\$ 112,571
Money market fund and savings account	14,792	66,210
	<u>\$ 153,339</u>	<u>\$ 178,781</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2014

1. PURPOSE OF THE ORGANIZATION

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

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

General

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

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

The Internally Restricted Reserve Fund reports the transfers to restricted reserve from the General Fund and the capital expenditures.

Membership Fees

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

Capital assets

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

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

Use of Estimates

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

(continues)

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2014

2. **SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

Investments

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

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

Financial Instruments

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

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

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

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2014

3. LONG TERM INVESTMENTS

	<u>2014</u>	<u>2013</u>
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
AGF Trust - GIC, 1.75% Cost \$32,500, Due May 19, 2015	32,500	32,500
Bank of Nova Scotia GIC 2.20% Cost \$45,000, Due October 9, 2015	45,000	45,000
Equitable Trust - GIC, 2.00% Cost \$50,000, Due May 9, 2016	50,000	-
HSBC Trust Company GIC 2.70% Cost \$50,000, Due December 16, 2016	50,000	50,000
Bank of Nova Scotia GIC, 2.15% Cost \$50,000, Due May 9, 2017	50,000	-
Royal Bank of Canada GIC 2.15% Cost \$32,500, Due May 16, 2017	32,500	32,500
Canadian Tire Bank GIC 2.55% Cost \$45,000 due October 9, 2017	45,000	45,000
Bank of Nova Scotia GIC, 2.66% Cost \$50,000, Due May 9, 2018	50,000	-
Province of P.E.I. - Coupon Bond, 4.25% Cost 19,524, Due September 24, 2019	19,000	19,000
HSBC TR GIC 2.55% Cost \$24,000, Due November 25, 2019	24,000	-
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
NET BOOK VALUE OF INVESTMENTS	\$ 489,000	\$ 425,000

4. CAPITAL ASSETS

	<u>2014</u>		<u>2013</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Cost</u>	<u>Accumulated amortization</u>
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	359,537	302,917	358,052	294,296
Office furniture and equipment	208,486	199,606	205,264	194,051
	\$ 596,850	\$ 502,523	\$ 592,143	\$ 488,347
Net book value	\$ 94,327		\$ 103,796	

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2014

5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	2014	2013
Registration management system development costs	\$ 184,208	\$ 162,425
Accumulated amortization	(65,702)	(31,706)
	\$ 118,506	\$ 130,719

The College capitalized all the costs related to the development of an on-line registration management system. Those costs are amortized on a straight-line basis over five years commencing November 2012.

6. BUILDING AND EQUIPMENT RESERVE FUND

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$93,501 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.

	2014	2013
Internally Restricted Reserve, Beginning of year	\$ 94,689	\$ 86,226
Transfer to restricted reserve - amortization	14,176	14,806
Capital Expenditures for the year	(15,364)	(6,343)
Internally Restricted Reserve, End of Year	\$ 93,501	\$ 94,689

7. DISCIPLINE RESERVE FUND

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

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2014

8. FINANCIAL INSTRUMENTS

The college is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the college's risk exposure and concentration as of December 31, 2014.

Liquidity risk

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

THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES' OF MANITOBA

Schedule 1 - General Fund Expenses

Year ended December 31, 2014, with comparative figures for 2013

	2014			2013		
	Expenses	Salaries	Total	Expenses	Salaries	Total
Statutory Functions:						
Discipline, Investigations and Hearings	\$ 28,000	\$ 22,866	\$ 50,866	\$ 30,000	\$ 11,714	\$ 41,714
Examinations/Registration	52,770	101,674	164,444	43,604	86,091	129,595
Amortization RMS Dev. Costs	33,996		33,996	27,900		27,900
Education Approval	359	10,745	11,104	3,313	7,616	10,929
	<u>\$ 115,125</u>	<u>\$ 135,285</u>	<u>\$ 250,410</u>	<u>\$ 104,717</u>	<u>\$ 105,421</u>	<u>\$ 210,138</u>
Corporate Functions:						
Annual Conference & Report	\$ 586		\$ 586	\$ 2,333	\$ 3,611	\$ 5,944
Board and Executive	10,760	30,048	40,808	7,564	21,659	29,223
Finance	8,145	33,162	41,307	8,234	27,487	35,721
	<u>\$ 19,491</u>	<u>\$ 63,210</u>	<u>\$ 82,701</u>	<u>\$ 18,131</u>	<u>\$ 62,757</u>	<u>\$ 70,888</u>
Professional Functions:						
Communications	\$ 6,436	\$ 21,743	\$ 28,179	\$ 3,733	\$ 19,930	\$ 23,663
Professional Practice	9,732	39,803	49,535	9,647	43,720	53,267
Special Committees	5,957	-	5,957	1,539	26,686	27,125
Inter-Provincial Activities/RPNC	9,303	33,100	42,403	6,942	32,288	39,230
Other Membership Fees	1,588	-	1,588	1,453	-	1,453
Foundation	-	2,390	2,390	-	2,258	2,258
	<u>\$ 33,016</u>	<u>\$ 97,036</u>	<u>\$ 130,051</u>	<u>\$ 23,214</u>	<u>\$ 123,782</u>	<u>\$ 146,996</u>
Administration:						
Salaries	\$ -	\$ 26,220	\$ 26,220	\$ -	\$ 20,422	\$ 20,422
Equipment Depreciation	5,655	-	5,655	5,862	-	5,862
Service Contracts	741	-	741	692	-	692
General Liability Insurance	2,063	-	2,063	2,442	-	2,442
Office and Postage	4,125	-	4,125	1,211	-	1,211
Legal Fees	755	-	755	2,592	-	2,592
Professional Development	3,851	-	3,851	2,927	-	2,927
Telephone	5,359	-	5,359	5,003	-	5,003
Communication/Web/ Interent	11,645	-	11,645	9,520	-	9,520
	<u>\$ 34,095</u>	<u>\$ 26,220</u>	<u>\$ 60,315</u>	<u>\$ 30,249</u>	<u>\$ 20,422</u>	<u>\$ 50,671</u>
Building:						
Depreciation	\$ 8,621	\$ -	\$ 8,621	\$ 8,944	\$ -	\$ 8,944
Utilities	6,862	-	6,862	6,456	-	6,456
Security	772	-	772	866	-	866
Property Taxes	9,746	-	9,746	10,460	-	10,460
Maintenance	4,781	-	4,781	2,671	-	2,671
Landlord Expense	1,366	-	1,366	451	-	451
Janitorial	3,060	-	3,060	3,060	-	3,060
Building reserve Expense	10,657	-	10,657	-	-	-
	<u>\$ 45,865</u>	<u>\$ -</u>	<u>\$ 45,865</u>	<u>\$ 32,908</u>	<u>\$ -</u>	<u>\$ 32,908</u>
World Congress	\$ -	\$ -	\$ -	\$ 159,027	\$ -	\$ 159,027
Total	\$ 247,592	\$ 321,760	\$ 569,342	\$ 368,246	\$ 302,381	\$ 670,627