

THE COLLEGE OF  
REGISTERED PSYCHIATRIC NURSES of MANITOBA

# Annual Report

for the period ending December 31

# 2017



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

Dear Minister:

The College of Registered Psychiatric Nurses of Manitoba is pleased to present our 2017 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2017 to December 31, 2017 and includes statistical information and a financial statement of accounts of the College as required by the *Act*.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Isabelle Jarrin', is positioned above the typed name.

Isabelle Jarrin, RPN, BScPN, BA, MN  
President

## Table of Contents

About the College.....	1
Message from the President and Executive Director .....	2
Organizational Structure.....	5
Board of Directors .....	6
Committees .....	7
Setting Standards for Psychiatric Nursing Education and Practice .....	9
Making Registration Decisions that are Transparent, Objective, Impartial and Fair .....	13
Ensuring the Continuing Competence of Its Registrants.....	19
Receiving Complaints, Conducting Investigations and Appeals, and Taking Appropriate Disciplinary Action .....	20
Finance Committee Report .....	22
Auditor’s Report .....	23

# About the College



THE COLLEGE OF  
REGISTERED PSYCHIATRIC NURSES OF MANITOBA

## Strategic Priorities 2016-2019



### Mission

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



### Core Functions

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

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

#### Strategic Priorities

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

#### Regulatory Priorities

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

# Message from the President and Executive Director

We are pleased to provide this annual report and to share some highlights of the activities the College has undertaken, or completed, in 2017 to meet our mission, core functions and strategic priorities.

## Results-Based Strategic Board Governance

Over the past several years, the Board has worked diligently to ensure that the CRPNM has a well-defined governance structure and the appropriate resources to support the Board in its governance role. Formal board orientation, education and governance policies continue to support board members to meet their fiduciary responsibilities. The Board, with the support of the Governance Committee, continues to ensure effective board governance and leadership through board and committee succession planning and formal board evaluation processes.

Ensuring that the Board of Directors remains results-based and strategic, and that the College is actively preparing for the transition to regulation under the *Regulated Health Professions Act* (RHPA), continue to be priorities for the CRPNM. The Board's strategic and regulatory priorities can be found on page 1.

The annual review of the strategic plan and an ongoing external environment analysis assist the Board to regularly update their strategic goals and activities. In 2017, this annual review included examining the *Truth and Reconciliation Commission* recommendations and information about community participation and community involvement in the work of regulation.

2017 was an election year for the CRPNM. The Board welcomed three new Registered Psychiatric Nurse (RPN) board members and was pleased to appoint new public representatives to the Board and the Discipline Committee.

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 College is fortunate to be able to rely on a committed group of staff and volunteers to accomplish its work.

We wish to acknowledge the hard work and exceptional commitment of the board, staff, and committee members in supporting the CRPNM to achieve its mission, core functions and strategic priorities. A complete list of the Board members can be found on page 6. A list of the committees and their members can be found on pages 7-8. A list of the CRPNM staff can also be found on page 6.

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

The CRPNM has been actively engaged in the work required to transition the Registered Psychiatric Nurse profession to regulation under the *Regulated Health Professions Act* (RHPA) since 2015. The bulk of our consultations, to date, have centred around the regulations that relate to the reserved acts.

The CRPNM will submit a proposal to Manitoba Health, Seniors and Active Living (MHSAL), on behalf of the profession, requesting authorization for the reserved acts for Registered Psychiatric Nurses in Manitoba. The proposal will identify how RPNs are educated, qualified, and competent to perform the reserved acts being requested.

The CRPNM has developed a list of proposed reserved acts for the Registered Psychiatric Nurse profession based on previous consultations with RPNs in Manitoba. The data that has been collected from RPNs will be validated by employers in 2018.

In 2018, the CRPNM will also be working on the draft of the General Regulation. As part of this work, the Board has begun examining its approach to professional liability protection and is developing a plan to review and approve the policy drafts.

We look forward to our continued work in 2018 and will keep members and stakeholders apprised as we proceed with the RHPA.

## **Manitoba's Mental Health and Addictions Strategy**

Registered Psychiatric Nurses are the largest regulated group of mental health service providers in Manitoba. In the context of the mental health workforce, the CRPNM was pleased to participate in the 2017 consultations related to Manitoba's Mental Health and Addictions Strategy.

## **Collaboration with our Regulatory Partners**

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

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

## **Partnering to Increase Public Awareness**

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

## National Collaboration

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

## National Nursing Assessment Service

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

The NNAS is governed by a Board of Directors with equitable representation from Canada's three regulated nursing professions. The Executive Directors from the Colleges of Registered Psychiatric Nurses of Manitoba and British Columbia currently represent the Registered Psychiatric Nurse regulatory bodies on the NNAS Board.

## Registered Psychiatric Nurse Regulators of Canada

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

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

## Registered Psychiatric Nurses of Canada Exam (RPNCE)

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

Additionally, Manitoba RPNs play an active role in the test development activities as item writers or as members of the exam committee. A list of the RPNs who participated in the exam development activities in 2017 can be found on page 8.

The Manitoba average pass rate for the May 2016 to January 2017 exam year was 98% for first time Canadian writers.

Respectfully,



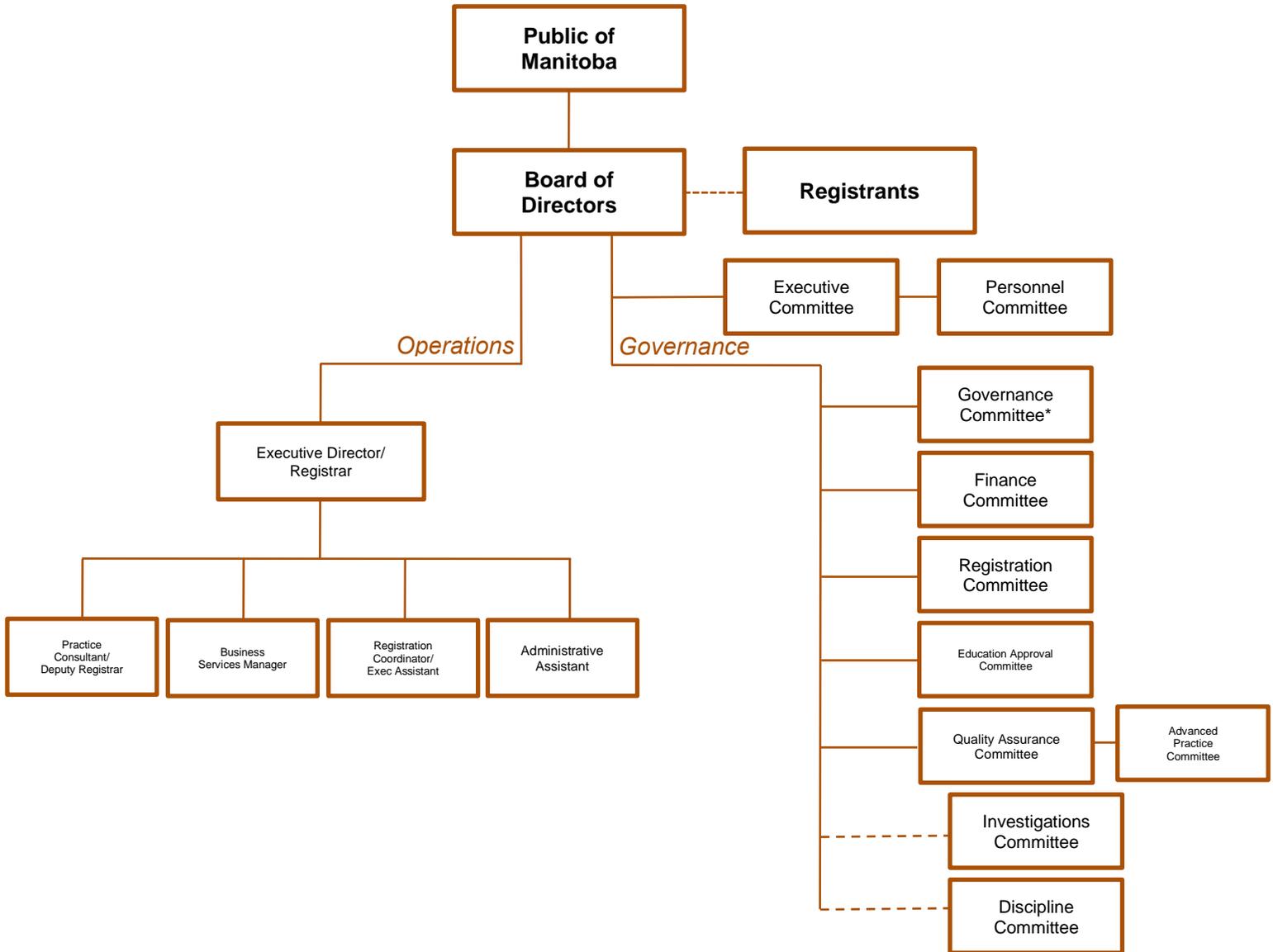
Isabelle Jarrin  
President



Laura Panteluk  
Executive Director

# Organizational Structure

## The College of Registered Psychiatric Nurses of Manitoba



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

# Board of Directors

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

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

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

## CRPNM BOARD OF DIRECTORS 2017

### Executive:

Isabelle Jarrin, RPN, *President*

Tracy Thiele, RPN, *Vice President*

Kelly-Ann Stevenson, RPN  
*Finance Committee Chair*

Chris Dooley, Public Member,  
*Executive Member at Large*

### Directors:

Wanda Brine, RPN

Jennifer McKelvey, RPN

Deb Melanson, RPN

Susan Namba, RPN

Naomi Sirota, RPN

Sarah Wikstrom, RPN

Richard Zwiep, RPN

Christy Rogowski, Public Representative

Shirley Labman, Ministerial Appointment

Mike MacIver, Ministerial Appointment

Leslie Orlikow, Ministerial Appointment

### *CRPNM Staff*

Laura Panteluk, RPN, Executive Director/Registrar

Ryan Shymko, RPN, Practice Consultant/Deputy Registrar

John Schmidt, Business Services Manager

Marigrace Licerio, Acting Registration Coordinator/EA

Sherry Leynes, Administrative Assistant

Laurie Cenerini, Registration Coordinator/EA (on leave)

# Committees

## Executive Committee

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

Chair/RPN	Isabelle Jarrin
RPN	Tracy Thiele
RPN	Kelly-Ann Stevenson
Public Rep	Chris Dooley

## Investigation Committee

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

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

## Discipline Committee

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

Chair/RPN	Marg Synyshyn
RPN	Terry Klassen
RPN	Ken Krahn
RPN	Debra Melanson
RPN	Claudette Moquin
RPN	Robert Sokoliuk
RPN	Alexandria Taylor
RPN	Debra Wikstrom
RPN	Dixie Tomchuk
Public Rep	Lee-Ann Adams
Public Rep	David Silver
Public Rep	Dale Oleschuk

## Governance Committee

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

Chair/RPN	Lynda Stiles
RPN	Isabelle Jarrin
Public Rep	Barb Gemmell
RPN	Wanda Brine

## Finance Committee

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

Chair/RPN	Kelly-Ann Stevenson
Public Rep	Chris Dooley
Public Rep	Mike MacIver
Staff	John Schmidt

## Personnel Committee

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

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

## Registration Committee

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

Chair/RPN	Deb Melanson
RPN	Michelle Bobowski
RPN	Naomi Sirota

## Quality Assurance Committee

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

Chair/RPN	Tracy Thiele
RPN	Sharon Combiadakis
RPN	Teri Stefanation
RPN	Tina Curtis
RPN	Robert Sokoliuk
RPN	Kyla Johnston
RPN	Kimberly Dawn Sawatsky

## Advanced Practice Committee

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

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

## Psychiatric Nursing Education Approval Committee

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

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

## RPNCE Item Writers-Subject Matter Experts

The CRPNM nominates RPNs who apply to participate in exam development activities by being item writers. The following RPNs participated in 2017:

Darrin Hale  
Wanda Brine  
Katherine Pachkowski  
Maureen Anderson  
John Jackson  
Tracy Thiele

## RPNCE Examination Committee

The Exam Committee approves test materials at critical points in the test development cycle. The following RPNs represented Manitoba on this committee in 2017:

Ryan Shymko  
Katherine Pachkowski

# Setting Standards for Psychiatric Nursing Education and Practice

## Psychiatric Nursing Education Approval

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

The Bachelor Science in Psychiatric Nursing (BScPN) program at Brandon University was formally evaluated in 2015 and subsequently awarded a 4-year approval.

The learning environment at the Winnipeg campus was one of the issues identified during the approval process. The evaluator cited overcrowding, insufficient skills lab space, and a lack of windows as a major concern. The issue of the space at the Winnipeg campus has arisen in previous education approval processes. The last time there was any major renovations/enhancements to the learning environment there was in 2006.

The planned construction at the Winnipeg campus has now been completed and provides students with additional laboratory and classroom space. The previous lab space has been re-purposed and provides students with additional meeting and work space.

This construction is a short-term solution to address the overall learning environment at the Winnipeg campus. There is a need for longer term planning because the psychiatric nursing education program at the Winnipeg site continues to grow.

The students need a learning environment that is comfortable and stimulating and that provides them with the resources and technology necessary to support their learning needs and the acquisition of the professions entry level competencies.

The College is pleased with the progress that the program is making in relation to philosophy and curriculum development and with their ongoing efforts for faculty recruitment.

The BScPN program will next be formally evaluated in 2019.



## Requisite Skills and Abilities - Becoming a Registered Psychiatric Nurse in Manitoba

In 2017, the CRPNM published a document titled, *Becoming a Registered Psychiatric Nurse in Manitoba*. The document, intended for high school students who might be considering an education and career in psychiatric nursing, identifies the skills and abilities required to become a Registered Psychiatric Nurse in Manitoba. The document has been circulated to high school guidance counsellors and disability coordinators. It has also been posted on the CRPNM and the Brandon University websites.

## Review of the CRPNM Standards of Psychiatric Nursing Practice

The College of Registered Psychiatric Nurses (CRPNM) schedules a review of the *Standards of Psychiatric Nursing Practice* approximately every five (5) years. In 2010, the CRPNM Board of Directors approved the Registered Psychiatric Nurse Regulators of Canada (RPNRC) *Standards of Psychiatric Nursing Practice* as their own.

The Colleges of Registered Psychiatric Nurses in Manitoba, Alberta and British Columbia and the Registered Psychiatric Nurses Association of Saskatchewan have launched a joint project to revise and update the national *Standards for Psychiatric Nursing Practice*. A Request for Proposals (RFP) was issued and a vendor has been selected. It is anticipated that this project will be completed in 2018.

## Revised CRPNM Code of Ethics - Approved in 2017

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

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

Following a consultation process, the revised *Code of Ethics* was approved by the members at the CRPNM's Annual General Meeting on May 11, 2017.

## Quality Assurance Committee

The Quality Assurance Committee commenced a full review of the Continuing Competence Program audit in 2016. Following an extensive jurisdictional review and consultations, the Committee finalized the changes to the audit form and process in 2017.

A summary of the changes to the audit can be found on pages 19-20.

The Quality Assurance Committee has also been instrumental in assisting the CRPNM to prepare for the *Regulated Health Professions Act*. Building on the extensive consultation with Registered Psychiatric Nurses on the reserved acts in 2015, the Quality Assurance Committee prepared an employer consultation survey in 2016-2017. This survey will be sent to employers and the data collected from these consultations will be included in the College's final reserved act submission.

While the RHPA and the profession specific regulations will provide the overarching regulatory structure, there is much work to be done to operationalize this structure once it is in place. The Quality Assurance Committee has begun to identify and develop the practice directions and interpretive documents that will be required.

## Collaboration with Other Regulators

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

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

## Assignment, Delegation & Teaching Unregulated Care Providers

This practice direction was created in collaboration with the College of Licensed Practical Nurses of Manitoba (CLPNM) and the College of Registered Nurses of Manitoba (CRNM) and was published in 2017. The practice direction can be found on the CRPNM website.

## Collaborative Framework

The CRPNM is participating with our RN and LPN colleagues, and six other health regulators, to define collaboration and develop a collaborative framework to implement the reserved acts of the *Regulated Health Professions Act*. This work is ongoing.

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

This joint practice direction was created in collaboration with the Colleges of Licenced Practical Nurses, Registered Nurses, Physicians and Surgeons, Pharmacists and the CRPNM and was published in early 2018. The practice direction can be found on the CRPNM website.

## Joint Jurisprudence Program

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

The College of Medical and Laboratory Technologists of Manitoba (CMLTM), the College of Audiologists and Speech and Language Pathologists of Manitoba (CASLPM), the College of Physicians and Surgeons of Manitoba (CPSM), the College of Physiotherapists of Manitoba (CPM), the College of Registered Nurses of Manitoba (CRNM), the Opticians of Manitoba (OOM) and the CRPNM have worked together to develop a joint jurisprudence program.

More information on the jurisprudence work can be found on page 20.

## Medical Assistance in Dying (MAiD)

The three nursing Colleges have developed joint practice resources for members of the three nursing professions. The MAiD Advisory Committee, made up of CLPNM, CRNM, CRPNM, members from all three nursing professions, employers, and the MAiD implementation team, continue to meet on an ad hoc basis. In 2017, the three nursing Colleges, in collaboration with the MAiD Advisory Committee, released a guidance document on Medical Assistance in Dying. The document can be found on the CRPNM website.

## Psychosocial Intervention

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

Work on a practice direction is currently underway.

## Reserved Acts Requiring Additional Education

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

## Scope of Practice

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

## Education Day - 2017

The three nursing Colleges hosted a joint education day in September 2017 on the topic of Collective Competence. The nursing Colleges will hold an joint education day in 2018 as well. The topic for 2018 is *Untangling Workplace Clinical Challenges: A Case for Systems Thinking in Nursing Professional Practice*.

## Practice Consultation & Support

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

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

## Advanced Practice

The CRPNM continues to explore the concepts of advanced practice psychiatric nursing and to consult with others if there is a population need for such a role. The Advanced Practice Committee will continue to explore the need for an Advanced Practice Registered Psychiatric Nurse through its consultations with employers and other stakeholders in 2018.

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

## *The Fair Registration Practices in Regulated Professions Act*

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

The CRPNM received the initial registration review report from the OMFC in June of 2017. The report highlighted many fair and progressive practices in addition to areas in which we could improve. In response, the College submitted a work plan to address the recommendations. The CRPNM has begun to explore solutions to the three long-term progress issues that were identified in the report.

## National Nursing Assessment Service (NNAS)



The National Nursing Assessment Service (NNAS) is an incorporated national body of member nurse regulatory bodies that collectively developed a harmonized approach to the initial assessment of internationally educated nurses (IENs). The purpose of the NNAS is to coordinate a consistent national approach for internationally educated nurses (IENs) seeking registration in Canada. As of August 12, 2014, all internationally educated nurse applicants, be they RN, RPN or LPN, wishing to come to Canada apply through the National Nursing Assessment Service.

While the requirements for Internationally Educated Psychiatric Nurses (IEPNs) has not changed, applicants now apply through the NNAS web portal and submit all the supporting documents for initial assessment (steps 1-4) through the NNAS. Once the assessment is complete, the applicant is ready to apply to the nursing profession(s) and province(s) of their choice. The applicant may not make their final choice until after they receive the results of their education assessment. The IEPN only becomes an applicant to CRPNM after they have made this choice and have initiated the registration application process with CRPNM. In 2017, the CRPNM registered three applicants through the NNAS process.

## Report on Registration

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

The CRPNM's regulatory management system and the 24/7 availability of the On-Line Member portal ensures the accurate and timely collection of registration and employment data. The online public register can be accessed through the CRPNM website and an online registration verification system assists employers to meet their obligations under the *Registered Psychiatric Nurses Act*.

Complete employment information is a requirement of the *Registered Psychiatric Nurses Act* but is also essential for health human resource planning. On an annual basis, the CRPNM submits registration data, in aggregate form, to Manitoba Health, Seniors and Active Living (MHSAL), 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.

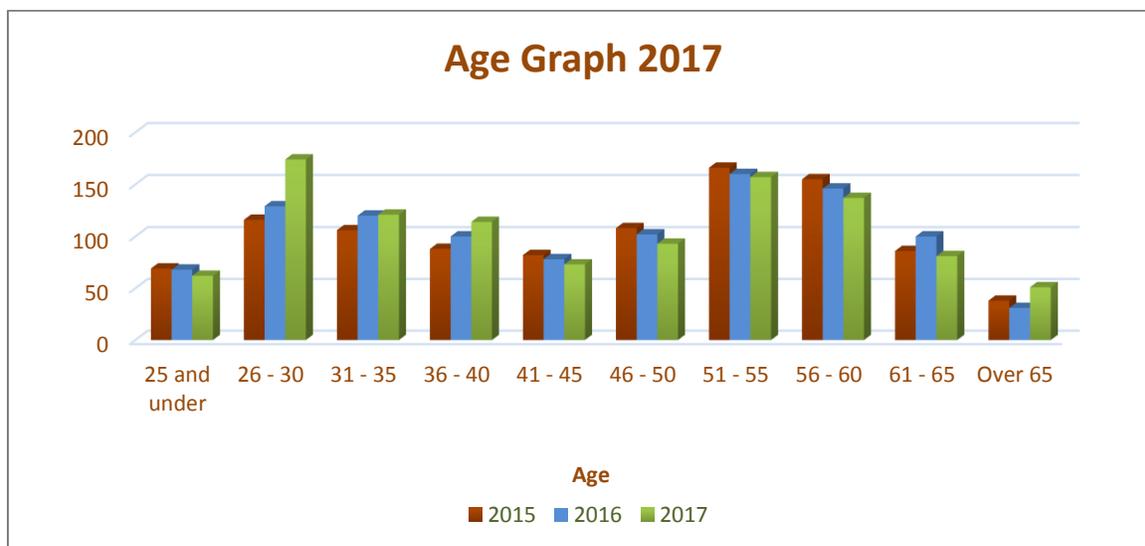
The CRPNM works to ensure the accuracy of the data and works with others, like Manitoba Health, Seniors and Active Living, to put the data in context. The data in this report, unless otherwise specified, was captured at December 31, 2017.

### Registration Statistics

	December 31, 2015	December 31, 2016	December 31, 2017
<b>Practising Registrants</b>	1017*	1035*	1063*
<b>Non-Practising</b>	66	65	77

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

### Demographics of the Current Supply



While the numbers of RPNs in the 51-55 age group has been decreasing steadily, the number of RPNs in the over 65 age group increased in 2017. While this may suggest that RPNs are staying in the workforce longer, it may also suggest that the common age of retirement is now later.

Currently, the number of RPNs in the 25 and under and the 26-35 age groups offset the number of RPNs who are retiring. This may, however, begin to change if those RPNs in the 56 and over age groups begin to retire.

When we take the 61-65 and over 65 age groups into account, we note that approximately 125 RPNs would be at the age of retirement. This could have a significant impact on the mental health workforce if the majority were to retire within the next year. As such, we will continue to monitor the trends.

## Supply - New Graduates

The CRPNM collects data on the number of graduates who wrote the registration examination and subsequently register. The number of graduates in the calendar year is defined as those individuals who have met all the requirements for registration, except for the successful completion of the Registered Psychiatric Nurses of Canada Examination (RPNCE). These individuals have met all of the requirements for completion of the Bachelor of Science in Psychiatric Nursing (BScPN) education program. The introduction of the Pre-Psychiatric Nursing year at Brandon University has reduced the attrition rate in the psychiatric nursing education program. This has brought the number of annual graduates closer to the number of seats in the program.

<b>YEAR</b>	<b>TOTAL NUMBER OF GRADUATES WHO WROTE THE REGISTRATION EXAM</b>	<b>NUMBER &amp; PERCENT WHO DID NOT REGISTER</b>	<b>REASON</b>
2017	75	1 (<1%)	1 in process
2016	65	7 (9%)	2 transfers to BC, 1 transfer to SK, 3 unknown, 1 in process
2015	62	3 (5%)	2 transfers to SK, 1 transfer to BC
2014	55	4 (7%)	2 transfers to SK, 1 transfer to AB, 1 unknown
2013	39	3 (8%)	2 transfers to SK, 1 transfer to AB

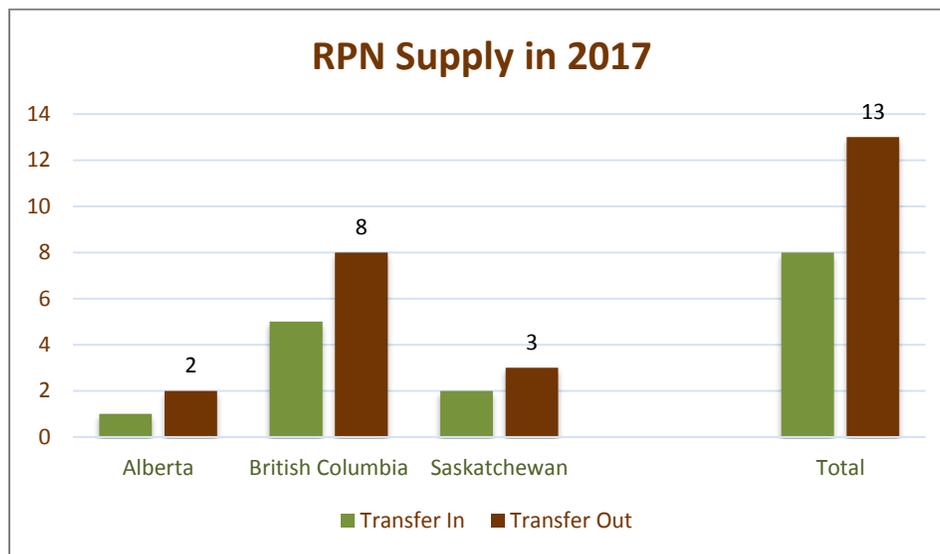
## New Graduates Who Were New Registrants

There were seventy-five (75) new graduates who completed the BScPN program and registration exam in the 2017 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some immediately seek registration in another psychiatric nursing jurisdiction. Others chose to register in the next calendar year.

In the past five years, the average retention rate for new psychiatric nursing graduates has been 94%. The rate of retention has increased from 92% in the previous five-year period. The highest rate of retention was in 2017 at 99%.

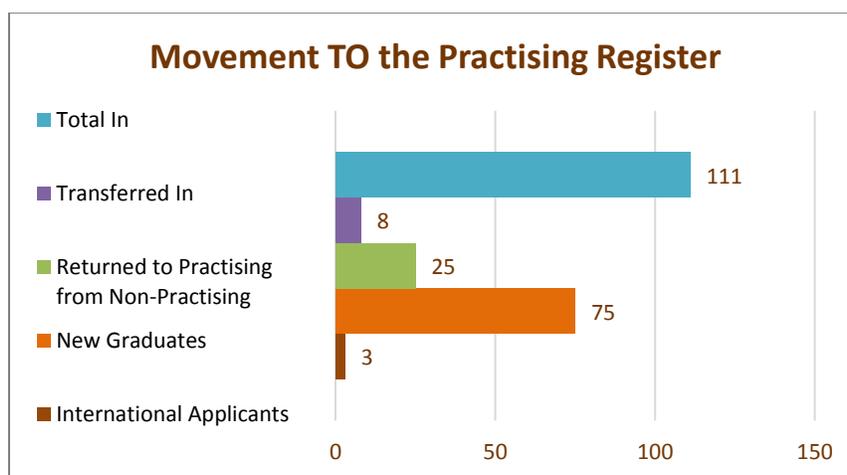
## Supply - Out of Province/Out of Country

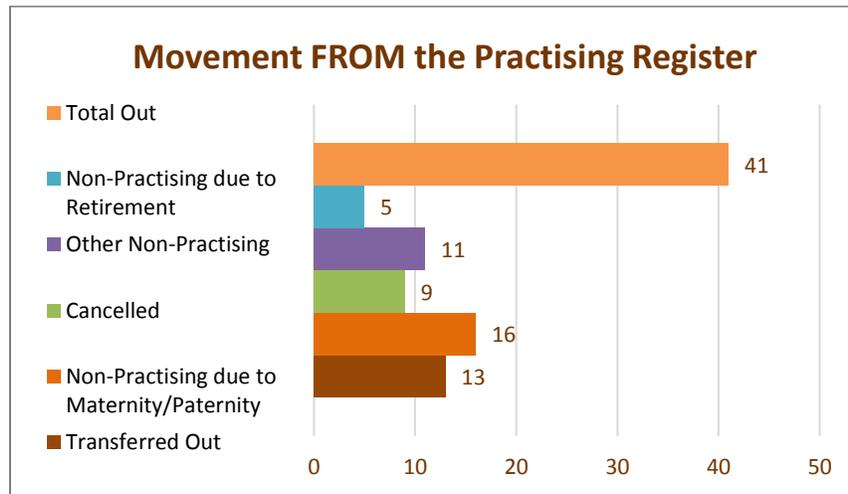
The *RPN Endorsement Agreement* ensures that the CRPNM meets its obligations under Canada's *Agreement on Internal Trade (AIT)* and identifies the requirements that facilitate the mobility of RPNs between the jurisdictions that currently regulate the psychiatric nursing profession in Canada. Although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



The "transferred in" numbers are actual numbers. The "transferred out" data is collected when a RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction. As of December 31, 2017, thirteen (13) RPNs requested that their registration be confirmed to facilitate a transfer to another jurisdiction. Not all RPNs who made this request have left the province. Some RPNs hold registration in more than one jurisdiction.

## Supply - Movement Between the Registers





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

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

Unlike the previous graphs, the above graphs illustrate the movement to and from the Practising register throughout 2017.

In the 2017 registration year, a total of thirty-two (32) RPNs moved from the Practising to Non-Practising register due to maternity leave, medical leave, retirement, or other. Those that move to the Non-Practising register are, for the most part, considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2017 when twenty-five (25) RPNs returned to the Practising register. These numbers have remained consistent over the last five-year period.

At December 31, 2017, forty (40) RPNs were cancelled for non-renewal. The number of cancellations at December 31 has remained consistent over the last five-year period. Seventy-eight percent (78%) of these RPNs notified the CRPNM that they were not renewing their registration. While the majority indicated that they were not renewing because they have retired, others indicated that they were not renewing because they had transferred to another jurisdiction.

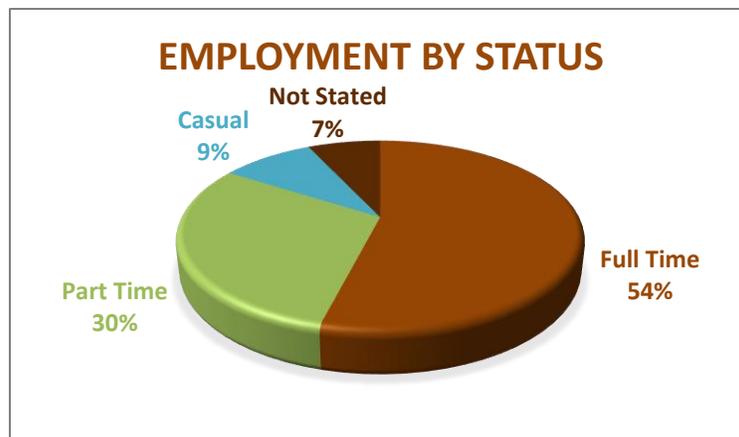
## Utilization of the Current RPN Supply

### Practising Registrants - Place of Work (2017)



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

### Employment by Status



In 2017, there was a 3% decrease in the number of RPNs who work full-time. When compared to 2014 and 2015, there is also a related increase in the number of RPNs who work part-time and casual in 2017. RPNs whose employment status was recorded as 'not stated' are those RPNs that had ended employment in 2017 but remained on the Practising register.

# Ensuring the Continuing Competence of Its Registrants

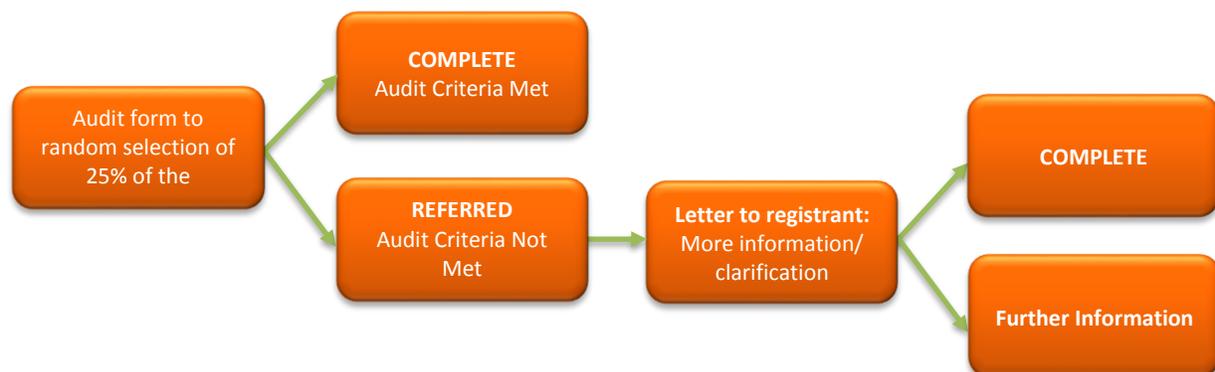
## Continuing Competence Program (CCP)

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

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

## Continuing Competence Program Audit

The CRPNM randomly selects 25% of RPNs to complete the audit process each year. To date, the audit cycle has occurred over a five-year period. The audit selection is such that an RPN might be randomly selected more than once in the five-year period. The current five-year cycle concluded in 2016 with the new audit cycle to begin in 2018. This means that each RPN on the Practising register has completed an audit on their participation in the CRPNM Continuing Competence Program at least once within the last five years.



## Enhancements to the Continuing Competence Program

In 2017, The Quality Assurance Committee completed the revisions to the Continuing Competence Program Audit. The goal was to ensure that the audit continues to meet the needs of the CRPNM and its registrants while making the audit itself more robust. In 2018, the CRPNM will implement the audit process with 25% of registrants being selected to participate in the revised audit. The CRPNM has developed a new FAQ as well as a sample audit to help RPNs navigate the audit selection. These documents can be found on the CRPNM website.

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

## Jurisprudence Program

As noted elsewhere in this report, the CRPNM finished collaboration with six (6) other health regulators on the development of a joint jurisprudence program. The content was developed in the spring and summer of 2017 and has since been implemented by several other participating regulators to date. It is anticipated that the module will be piloted and then implemented, as part of the CRPNM's Continuing Competence Program, in late 2018.

**REGISTERED  
PSYCHIATRIC NURSES**

Professionally educated  
to help Manitobans  
achieve the highest  
possible level of  
mental health. Their  
contributions to our  
community are vital,  
and often surprising  
and unique.

The CRPNM is the regulatory body for the psychiatric nursing profession in Manitoba  
[crpnm.mb.ca](http://crpnm.mb.ca)

 THE COLLEGE OF  
REGISTERED PSYCHIATRIC NURSES of MANITOBA

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

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

## Investigation Committee

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

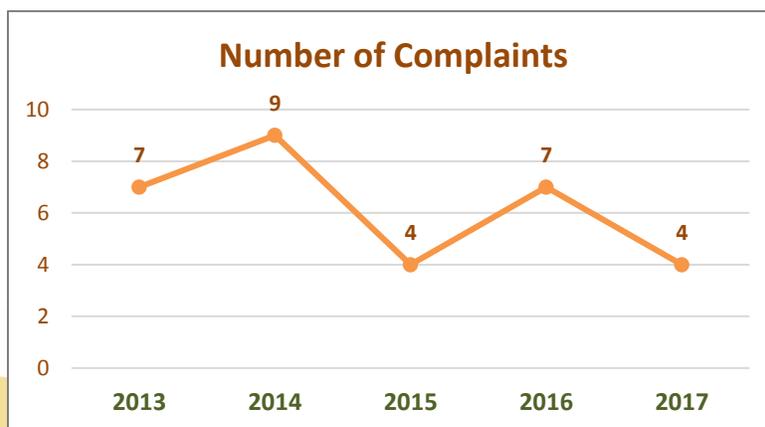
In addition to reviewing the complaint, the Investigation Committee examines the alleged conduct in the context of the *Standards of Psychiatric Nursing Practice* and the *CRPNM Code of Ethics*.

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

The investigation committee received and reviewed four (4) new complaints in 2017. The nature of the complaints and the dispositions are outlined in the table below.

ID Number	Complaint	Final Disposition
2017-1	Professional misconduct. Unprepared to be a witness in a court proceeding.	No further action.
2017-2	Failure to assess. Failure to refer.	No further action.
2017-3	Lack of skill and judgement in psychiatric nursing practice. Unsafe medication administration practices.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2017-4	Health issues impacting practice.	No further action. Record of complaint to remain on file.

## Complaints by Year (2013-2017)

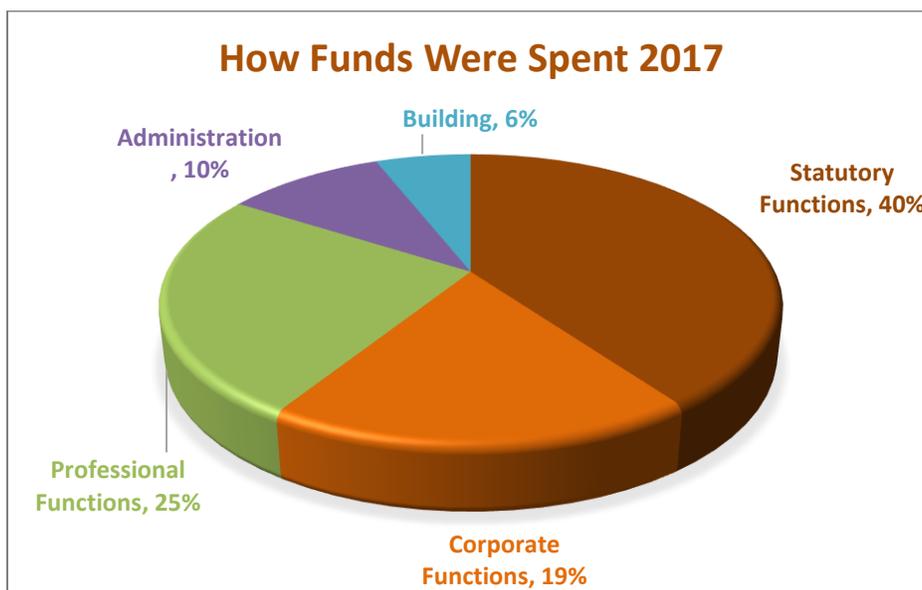


# Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2017. 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 17, 2018 at the Hilton Winnipeg Airport Suites in Winnipeg, where members of the Board and staff will be available to answer any questions.

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

The last page of the auditor's report is the Schedule - General Fund Expenses. There are three columns in each of the categories: one is the direct expenses incurred in that area, the next is the cost of staff time spent in that area, and the third column is the total of the two figures. The column marked "salaries" includes all related staffing expenses such as benefits, salaries, employer contributions to pensions and employment insurance. The following chart identifies how the CRPNM's funds were spent in 2017. The Schedule on the last page of the audit provides information of the activities in each of the categories.



## Setting the Registration Fees - No Increase Required for 2019

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 2019 Practising fees be maintained at the 2018 rate. Accordingly, the Practising registration fee for 2019 will be \$525 (plus the GST).

# Auditor's Report

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Financial Statements**  
**Year Ended December 31, 2017**



**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Index to Financial Statements**  
**Year Ended December 31, 2017**

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	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 11
General Fund Expenses ( <i>Schedule 1</i> )	12



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Registered Psychiatric Nurses of Manitoba

We 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, 2017 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*(continues)*

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

Opinion

In our 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, 2017 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 17, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Financial Position**  
**December 31, 2017**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 255,690	\$ 192,631
Money market fund and savings account	27,358	134,944
Accounts receivable	1,397	7,470
Accrued Interest receivable (Note 2)	8,907	8,007
Prepaid expenses	28,329	13,984
Due from Registered Psychiatric Nurses Foundation Inc.	2,762	2,224
	324,443	359,260
LONG TERM INVESTMENTS (Notes 2, 3)	510,200	391,000
CAPITAL ASSETS (Notes 2, 4)	112,759	108,825
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	26,109	62,493
	\$ 973,511	\$ 921,578
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 56,111	\$ 59,395
Goods and services tax payable	25,798	24,450
Employee deductions payable	6,672	2,707
Prepaid membership fees	544,212	524,402
Unearned rent	3,240	3,240
	636,033	614,194
<b>NET ASSETS</b>		
GENERAL FUND	217,797	196,106
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	75,069	79,003
DISCIPLINE RESERVE FUND (Note 7.)	44,612	32,275
	337,478	307,384
	\$ 973,511	\$ 921,578

ON BEHALF OF THE BOARD

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2017**

	2017	2016
<b>REVENUE</b>		
Membership Fees - Practicing	\$ 545,159	\$ 517,173
Membership Fees - Non-practicing	7,325	6,701
Examinations	49,885	42,899
Fees and penalties	13,366	13,880
Interest	12,656	14,215
Rent	19,032	19,521
Other income	400	700
	<u>647,823</u>	<u>615,089</u>
<b>EXPENSES</b>		
Statutory functions - schedule 1	243,646	245,845
Corporate Functions - schedule 1	118,338	110,472
Professional Functions - schedule 1	152,993	147,535
Administration - schedule 1	63,503	74,475
Building - schedule 1	39,249	34,083
	<u>617,729</u>	<u>612,410</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 30,094</u>	<u>\$ 2,679</u>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2017**

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2017	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 196,106	\$ 79,003	\$ 32,275	\$ 307,384	\$ 304,705
Excess of revenue over expenses	30,094	-	-	30,094	2,679
Utilization of Restricted Reserve	19,599	(19,599)	-	-	-
Transfer to Restricted Reserve	(15,665)	15,665	-	-	-
Discipline Reserve allocation	(20,000)	-	20,000	-	-
Utilization of Discipline Reserve	7,663	-	(7,663)	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 217,797</b>	<b>\$ 75,069</b>	<b>\$ 44,612</b>	<b>\$ 337,478</b>	<b>\$ 307,384</b>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Statement of Cash Flows**

**Year Ended December 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Cash receipts from members and customers	\$ 661,050	\$ 619,983
Cash paid to suppliers and employees	(579,343)	(555,175)
Interest received	11,756	13,155
Goods and services tax	1,347	563
Cash flow from operating activities	<u>94,810</u>	<u>78,526</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(19,599)	(38,372)
Proceeds from (purchase of) investments	(119,200)	91,500
Cash flow from (used by) investing activities	<u>(138,799)</u>	<u>53,128</u>
<b>FINANCING ACTIVITY</b>		
Advances from (to) related parties	(538)	455
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(44,527)</b>	<b>132,109</b>
Cash - beginning of year	<u>327,575</u>	<u>195,466</u>
<b>CASH - END OF YEAR</b>	<b>\$ 283,048</b>	<b>\$ 327,575</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 255,690	\$ 192,631
Money market fund and savings account	27,358	134,944
	<u>\$ 283,048</u>	<u>\$ 327,575</u>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Notes to Financial Statements**

**Year Ended December 31, 2017**

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**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.

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**2. SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

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

General

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

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

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

Membership Fees

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

Capital assets

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

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

Use of Estimates

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

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**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2017**

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

Investments

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

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

Financial Instruments

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

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

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

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**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Notes to Financial Statements  
Year Ended December 31, 2017**

**3. LONG TERM INVESTMENTS**

	<u>2017</u>	<u>2016</u>
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
Canadian Tire Bank GIC 2.55% Cost \$45,000 due October 9, 2017	-	45,000
Bank of Nova Scotia GIC, 2.66% Cost \$50,000, Due May 9, 2018	50,000	50,000
Equitable Bank - GIC, 1.71% Cost \$50,700, Due October 16, 2018	50,700	-
Equitable Bank - GIC, 2.22% Cost \$58,500, Due June 13, 2019	58,500	58,500
Province of P.E.I. - Coupon Bond, 4.25% Cost 19,524, Due September 24, 2019	19,000	19,000
HSBC TR GIC 2.55% Cost \$24,000, Due November 25, 2019	24,000	24,000
Equitable Bank - GIC, 2.00% Cost \$41,500, Due May 19, 2020	41,500	-
Home Equity Bank GIC 2.21% Cost \$36,000, Due October 14, 2020	36,000	36,000
Province of B.C. Serial Bond 3.70% Cost \$42,341, Due December 18, 2020	41,000	41,000
Canadian Tire Bank GIC 2.02% Cost \$55,000 due January 11, 2021	55,000	-
Canadian Western Bank - GIC 2.00% Cost \$45,500, Due May 17, 2021	45,500	-
Canadian Western Bank - GIC 1.88% Cost \$54,000, Due January 11, 2022	54,000	-
Cameco Series E Bond 3.75% Cost \$36,477.95, Due November 14, 2022	35,000	35,000
<b>NET BOOK VALUE OF INVESTMENTS</b>	<b>\$ 510,200</b>	<b>\$ 391,000</b>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Notes to Financial Statements  
Year Ended December 31, 2017**

**4. CAPITAL ASSETS**

	2017		2016	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	406,113	331,486	390,935	320,936
Office furniture and equipment	223,632	214,327	219,211	209,212
	<u>\$ 658,572</u>	<u>\$ 545,813</u>	<u>\$ 638,973</u>	<u>\$ 530,148</u>
Net book value	<u>\$ 112,759</u>		<u>\$ 108,825</u>	

**5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS**

	2017	2016
Registration management system development costs	\$ 199,109	\$ 199,109
Accumulated amortization	(173,000)	(136,616)
	<u>\$ 26,109</u>	<u>\$ 62,493</u>

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

**6. BUILDING AND EQUIPMENT RESERVE FUND**

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$75,069 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.

	2017	2016
Internally Restricted Reserve, Beginning of year	\$ 79,003	\$ 103,168
Transfer to restricted reserve - amortization	15,665	14,207
Capital Expenditures for the year	(19,599)	(38,372)
Internally Restricted Reserve, End of Year	<u>\$ 75,069</u>	<u>\$ 79,003</u>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2017**

**7. DISCIPLINE RESERVE FUND**

During 2013 the college set up the Discipline Reserve Fund. This restricted fund was established with \$30,000 for payment of expenses arising from discipline investigations and hearings. During 2014 the funding was increased by \$10,000 and then in 2017 by another \$10,000 for a total of \$50,000. Each year the fund will be replenished with enough funds to bring the balance to \$50,000 before current years expenses. The fund will be assessed on an annual basis to determine its sufficiency. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors.

	2017	2016
<u>Discipline Reserve Fund</u>		
Internally Restricted Reserve opening balance	\$ 32,275	\$ 31,713
Discipline Reserve allocation from General Fund	20,000	10,000
Utilization - expenses incurred during the year	(7,663)	(9,438)
Internally Restricted Reserve Ending balance	\$ 44,612	\$ 32,275

**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, 2017.

**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, 2017, with comparative figures for 2016

	2017		2016	
	Expenses	Salaries	Expenses	Salaries
		Total		Total
<b>Statutory Functions:</b>				
Discipline	\$ 7,663	\$ 13,239	\$ 9,438	\$ 14,697
Examinations/Registration	65,194	118,035	58,932	121,430
Amortization RMS Dev. Costs	36,384	36,384	36,384	
Education Approval	281	2,850	789	4,174
	<u>\$ 109,522</u>	<u>\$ 134,124</u>	<u>\$ 105,543</u>	<u>\$ 140,302</u>
<b>Corporate Functions:</b>				
Salaries		92,444.24		85,360
Annual Conference & Report	\$ 443	443	\$ 658	658
Board and Executive	16,561	16,561	18,796	18,796
Finance	8,890	8,890	5,658	5,658
	<u>\$ 25,894</u>	<u>\$ 92,444</u>	<u>\$ 25,112</u>	<u>\$ 85,360</u>
<b>Professional Functions:</b>				
Salaries		126,829		120,176
Communications	\$ 10,219	10,219	\$ 9,930	9,930
Professional Practice	4,864	4,864	7,556	7,556
Special Committees	-	-	-	-
Inter-Provincial Activities/RPNC	7,169	7,169	8,016	8,016
Membership Fees	3,912	3,912	1,857	1,857
	<u>\$ 26,164</u>	<u>\$ 126,829</u>	<u>\$ 27,359</u>	<u>\$ 120,176</u>
<b>Administration:</b>				
Salaries	\$ -	\$ 23,498	\$ -	\$ 36,502
Equipment Depreciation	5,115	-	4,816	-
Service Contracts	-	-	-	-
General Liability Insurance	2,104	-	1,985	-
Stationary and Office	6,172	-	5,512	-
Legal Fees	-	-	-	-
Professional Development	3,550	-	2,940	-
Telephone	7,343	-	6,217	-
IT	15,721	-	16,503	-
	<u>\$ 40,005</u>	<u>\$ 23,498</u>	<u>\$ 37,973</u>	<u>\$ 36,502</u>
<b>Building:</b>				
Depreciation	\$ 10,550	\$ -	\$ 9,392	\$ -
Utilities	5,431	-	5,631	-
Security	1,110	-	894	-
Property Taxes	10,934	-	11,157	-
Maintenance	7,173	-	2,776	-
Landlord Expense	936	-	1,173	-
Janitorial	3,115	-	3,060	-
Building Engineering Audit	-	-	-	-
	<u>\$ 39,249</u>	<u>\$ -</u>	<u>\$ 34,083</u>	<u>\$ -</u>
<b>Total</b>	<b>\$ 240,834</b>	<b>\$ 376,895</b>	<b>\$ 230,070</b>	<b>\$ 382,339</b>
				<b>\$ 612,410</b>