



THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES of MANITOBA

Annual Report

for the period ending December 31

2018



The Honourable Cameron Friesen
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 2018 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2018 to December 31, 2018 and includes statistical information and a financial statement of accounts of the College as required by the *Act*.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Isabelle Jarrin', written in a cursive style.

Isabelle Jarrin, RPN, BScPN, BA, MN
President

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About the College



THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Strategic Priorities 2016-2019



Mission

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



Core Functions

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

- *setting standards for psychiatric nursing education and practice*
- *making registration decisions that are transparent, objective, impartial and*
- *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 2018 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, board education, 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 2018, this annual review included examining the *Truth and Reconciliation Commission* recommendations and information about community participation and community involvement in the work of regulation.

Our commitment to inform and consult with stakeholders on decisions that will impact them and the embedding of community engagement principles into the organizations culture have been enshrined in the CRPNM's *Community Engagement Framework*. Our commitment and guiding principles were published on the CRPNM's website in 2018.

In 2018, the CRPNM welcomed four (4) new public representatives appointed by the Minister. Joanne Burns, Carole Lupkowski, and Destiny Watt were appointed to the CRPNM Board of Directors and Anju Bajaj was appointed to the Psychiatric Nursing Education Approval Committee (PNEAC).

The Board, through the work of its committees, continues to ensure that the College has the appropriate human and fiscal resources and that, as an employer, the CRPNM meets employment standards and all applicable employment law. In 2018, the College also ensured its compliance with the Accessibility Standard for Customer Service under the *Accessibility for Manitobans Act* posting its policy on the CRPNM website and ensuring that all public documents are available in alternative formats, if requested.

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 8-9. A list of the CRPNM staff can also be found on page 7.

Preparing for the Regulated Health Professions Act (RHPA)

The CRPNM has been actively engaged in the work required to transition the Registered Psychiatric Nursing profession to regulation under the *Regulated Health Professions Act* (RHPA). While this work began in 2015, the focus and work required to bring the RPN profession under the RHPA has increased substantially in 2018.

Following meetings with the Health Senior Leadership Council (HSLC), the Manitoba Clinical Leadership Council (MCLC) and the Provincial Nursing Leadership Council (PNLC), the CRPNM engaged Registered Psychiatric Nurse (RPN) employers in a focused consultation/validation process on the reserved acts proposed for the Registered Psychiatric Nurse profession in Manitoba.

In the fall of 2018, after extensive review and consultations, the CRPNM submitted our formal reserved acts requests and our change in scope of practice proposals to Manitoba Health Seniors and Active Living (MHSAL). Our submission outlines our active consultation with Registered Psychiatric Nurses (RPNs), and their employers, on the reserved acts that Manitoba RPNs are safely and competently performing today. The department subsequently initiated an internal review of our submission and are engaging in their own validation of the CRPNM's reserved act requests with external stakeholders.

Using the MHSAL's *Regulation Workbook*, the CRPNM prepared a policy draft of the College of Registered Psychiatric Nurses General and Practice Regulations and submitted these to the Legislative Unit in October 2018. The CRPNM Board of Directors made decisions with respect to the College's approach to professional liability protection and had approved, in principle, the register of regulated members (classes of members) and the section on delegation, as outlined in the policy draft, prior to its submission.

We look forward to our continued work in 2019 and the remaining activities that transition the Registered Psychiatric Nurses profession to regulation under the RHPA.

Collaboration with our Nursing and Regulatory Colleagues

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. 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 in 2018 can be found on pages 12.

The CRPNM has also been actively involved in the planning of the Manitoba Nursing Leadership Forums. The first forum, held in June 2018, provided an opportunity for nurse leaders from education, practice and regulation to explore how nurses might move the agenda of Interprofessional Collaborative Practice forward in Manitoba. The second forum, held in October 2018, provided an opportunity for the nurse leaders to plan around the broad goals for Interprofessional Collaborative Practice identified at the June forum. The nursing regulators are taking the lead on articulating the scopes of practice for the three nursing professions, in collaboration with our nursing education and practice partners.

National Collaboration

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

Registered Psychiatric Nurse Regulators of Canada (RPNRC)

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.

Recognizing the growing public, professional and political awareness of the importance of mental health, and mental health and addiction services, and the changing landscapes in which Registered Psychiatric Nurses (RPNs) practice, the Colleges of Registered Psychiatric Nurses in Manitoba, Alberta and British Columbia, and the Registered Psychiatric Nurses Association of Saskatchewan launched a project to review and update the national *Standards for Psychiatric Nursing Practice* in 2018. More information about the national collaboration on this project can be found on page 11.

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

Canadian Nurse Regulator Collaborative (CNRC)

Recognizing the need for improved collaboration and communication between nurse regulators, the Chairs of the Canadian Council for Practical Nurse Regulators (CCPNR), Canadian Council of Registered Nurse Regulators (CCRNR) and the Registered Psychiatric Nurse Regulators of Canada (RPNRC) hosted the first ever forum for nurse regulators in Canada in 2017. The need to review English Language benchmarks was identified as a common issue for all nurse regulators to collaborate on and move forward.

At the direction of the Canadian Nurse Regulators, a national language working group was formed to conduct a jurisdictional review of language benchmarks and the accepted language tests and to establish the need to a review and/or update of the national language benchmarks for the nursing professions in Canada. Each of the national nurse regulator groups have appointed representatives to the national language working group. Ryan Shymko, CRPNM Practice Consultant/Deputy Registrar, is representing the RPN profession on this group and has assumed the role of the Chair.

The Canadian Nurse Regulators received a preliminary report on the work of the national language working group and the jurisdictional scan in February 2019 and are working together to determine the next steps.

National Nursing Assessment Service (NNAS)

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 Alberta currently represent the Registered Psychiatric Nurse regulatory bodies on the NNAS Board.

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 (YAS), 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. Manitoba RPNs also 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 2018 can be found on page 9.

In 2018, the Registered Psychiatric Nurse Regulators of Canada (RPNRC), in collaboration with Yardstick Assessment Strategies (YAS), released two new tools to assist Internationally Educated Nurse applicants and Canadian psychiatric nursing graduates to prepare to write the Registered Psychiatric Nurses of Canada Examination (RPNCE).

The Study Guide assists Internationally Educated Nurse applicants and Canadian psychiatric nursing graduates who will be writing the Registered Psychiatric Nurses of Canada Examination (RPNCE) by providing information about the RPNCE, test taking and study strategies, and a bibliography of study resources. Information about the optional Practice Test and how the test might be used to prepare for the RPNCE is also included. The Study Guide is available, free of charge, on the websites of each provincial regulator. Exam candidates who wish to prepare for the RPNCE by having hands-on experience with examination questions and by simulating some of the exam writing conditions can purchase the optional online Practice Test.

We welcome any questions or comments on any of the items we have presented in this report.

Respectfully,



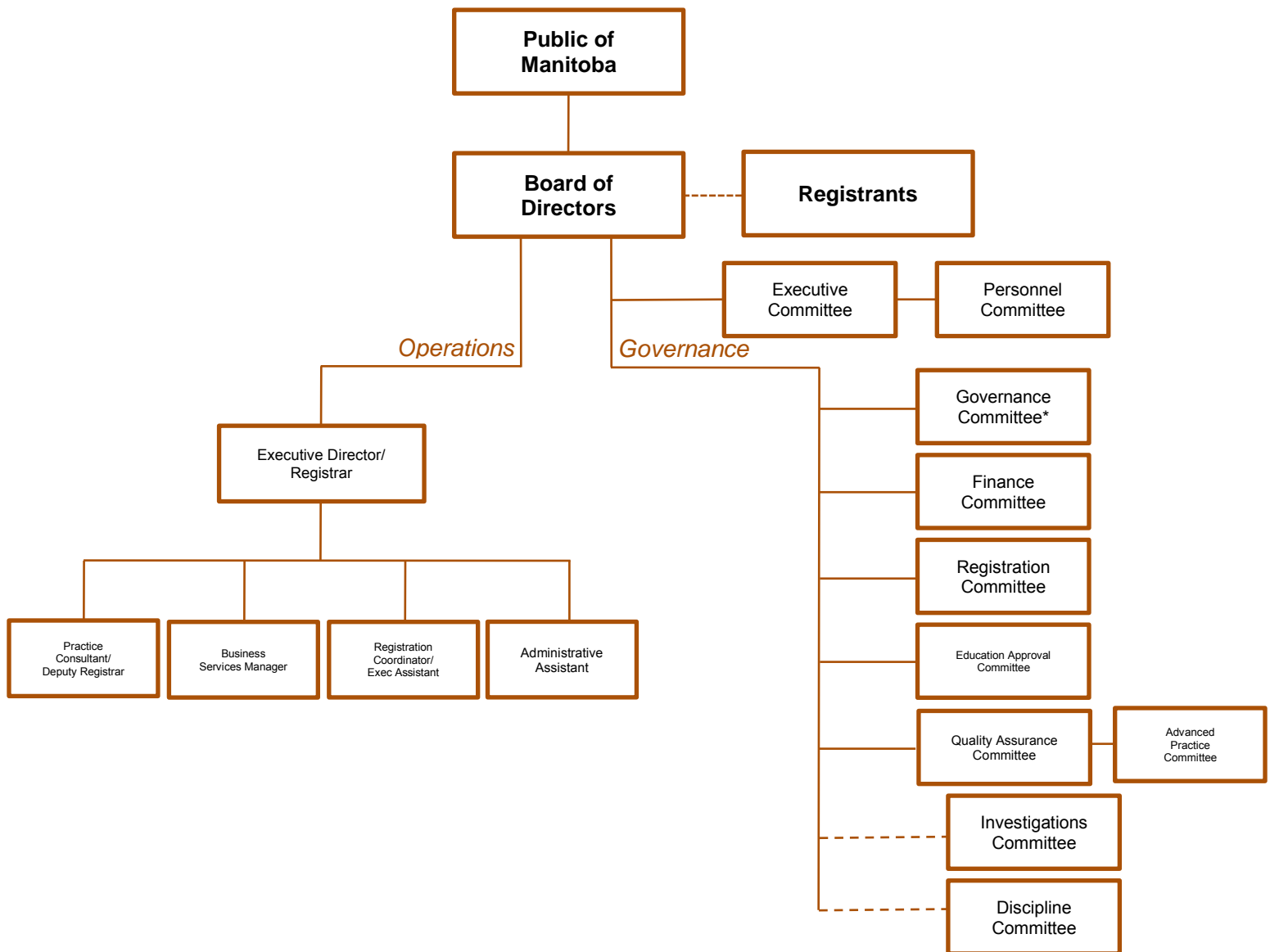
Isabelle Jarrin
President



Laura Panteluk
Executive Director

Organizational Structure

The College of Registered Psychiatric Nurses of Manitoba



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

Board of Directors

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

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

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

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

CRPNM BOARD OF DIRECTORS 2018

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

Joanne Burns, Ministerial Appointment

Carole Lupkowski, Ministerial Appointment

Destiny Watt, Ministerial Appointment

CRPNM Staff

Laura Panteluk, RPN, Executive Director/Registrar

Ryan Shymko, RPN, Practice Consultant/Deputy Registrar

John Schmidt, Business Services Manager

Marigrace Licerio, Registration Coordinator/EA

Sherry Leynes, Administrative Assistant

Committees

Executive Committee

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

Chair/RPN	Isabelle Jarrin
RPN	Tracy Thiele
RPN	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 Dowsett
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
RPN	Wanda Brine
RPN	Richard Zwiep
Public Rep	Barb Gemmell

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	Destiny Watt
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	Christy Rogowski

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 labour mobility provisions in the *Canadian Free Trade Agreement (CFTA)*.

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
Ministerial Appointment	Anju Bajaj

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 2018:

Maureen Anderson
John Jackson
Wanda Brine
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 2018:

Ryan Shymko
Wanda Brine

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 College has been pleased with the progress the program has been making since the 2015 review:

- 📖 The program has revised the curriculum, including clinical rotations, and is integrating a new philosophical belief statement into the curriculum framework.
- 📖 The program will introduce a new *Indigenous Health Connections* course which will provide a foundation to expand the Indigenous content already taught in the BScPN program.
- 📖 The program has revised grading and evaluation tools for use with the current and revised curriculum (once approved by Senate).
- 📖 The program has addressed the learning environment at the Winnipeg campus with the construction of additional laboratory and classroom space. It is recognized that this 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 program continues to make efforts to recruit faculty.



The BScPN program was due to be formally evaluated in 2019.

In June of 2018, the PNEAC received a request from Department of Psychiatric Nursing at Brandon University to defer the external evaluation of the Bachelor of Science of Psychiatric Nursing Program (BScPN) by one year, to 2020. The Committee reviewed and considered the request noting that the program has demonstrated continued efforts to address the recommendations from the 2015 external program review. The pending search for a new Dean was also identified as a compelling reason to defer the program approval by one year.

The Board subsequently approved the deferral request but reinforced that no further extension could be granted as the 2020 review will reach the 5-year maximum program approval length allowed by policy.

The BScPN program will be formally evaluated in February 2020.

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.

In 2018, the College of Registered Psychiatric Nurses in Manitoba, together with Psychiatric Nursing regulators in Alberta, British Columbia and Saskatchewan launched a joint project to review and update the *Standards of Psychiatric Nursing Practice*.

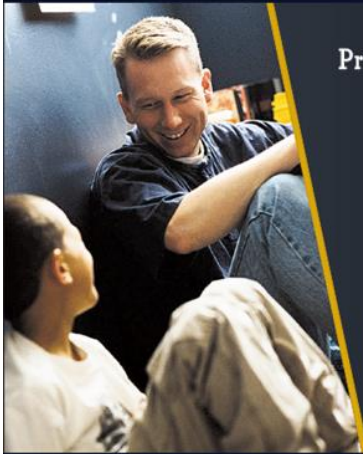
An expert Working Group of representatives from each of the provinces participated in a series of meetings to review and consider trends in the profession, various psychiatric nursing practice scenarios, and the literature to recommend revisions to the current *Standards of Psychiatric Nursing Practice*. Participants on the Working Group were facilitated by the project consultants, and included practising registered psychiatric nurses, regulators and psychiatric nursing educators.

Ashley Smith, RPN, BScPN, MSN, SANE-A, SANE-P Coordinator, Sexual Assault Nurse Examiner Program Health Sciences Centre; Fiona Smith, RPN, RN, BA, MN, Assistant Professor – Department of Psychiatric Nursing, Brandon University; and Ryan Shymko, RPN, BA, MA, CRPNM Practice Consultant/Deputy Registrar, represented Manitoba on the expert Working Group.

The Working Group developed a validation edition of the revised *Standards* and a validation survey was distributed to 6,047 Registered Psychiatric Nurses in Manitoba, Saskatchewan, Alberta and British Columbia in October 2018.


Approximately 17% of Canadian RPNs participated in the validation survey. Their rich feedback was analyzed and organized into themes and the Working Group continued to revise the document. This work is ongoing, and it is anticipated that it will be complete in 2019.

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

 THE COLLEGE OF
REGISTERED PSYCHIATRIC NURSES of MANITOBA

Promoting Good Practice and Preventing Poor Practice

Quality Assurance Committee

In 2018, the Quality Assurance Committee continued to refine the CRPNM Continuing Competence Audit and the audit process. These refinements have resulted in a more robust process and the revised audit questions enhance RPNs ability to evaluate their learning needs and gaps.

The Quality Assurance Committee also continues to play an instrumental role in assisting the CRPNM to prepare for the *Regulated Health Professions Act*.

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 to guide Registered Psychiatric Nurses in their practice.

Practice guidelines for *Registered Psychiatric Nurses in Independent Practice*, including a practice direction for the *Termination of an Independent Practice*, have been developed. A practice direction on *Documentation* was also published in 2018.

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.

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*.

The Practice Direction has been completed and is going through the approval process with the boards/councils of the participating professions. An abstract has been submitted to the *CAB VII Conference- Crossroads of Collaboration* to highlight the collaboration of these Manitoba health regulators.

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 Physiotherapists of Manitoba (CPM), the College of Registered Nurses of Manitoba (CRNM), the Opticians of Manitoba (OOM), the College of Occupational Therapists of Manitoba (COTM), the College of Pharmacists of Manitoba (CPhM), the College of Medical Laboratory Technologists of Manitoba (CMLTM) and the CRPNM are initiating work on a second jurisprudence module on *Social Media and Professional Practice*.

Medical Assistance in Dying (MAiD)

The three nursing Colleges have developed MAiD practice resources for Manitoba nurses. The joint guidance document was updated in 2018 to ensure that the guidance provided to Manitoba nurses is always reflective of current practice and the best available evidence.

Medical Cannabis

In 2018, and as a result of the federal legislation legalizing cannabis, the three nursing regulators have worked together to provide guidance to Manitoba nurses on the administration of medical cannabis.

Psychosocial Intervention

In 2017, 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) examined the concept of a “psychosocial intervention” as it pertains to the *Regulated Health Professions Act*.

The CRPNM and CRNM are now working on a practice document to provide RPNs and RNs guidance on the requirements for this reserved act and to determine when a psychosocial intervention is a reserved act, and when it is not.

Reserved Acts Requiring Additional Education

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

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.

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.

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

The Fair Registration Practices in Regulated Professions Act

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

The CRPNM's registration review report highlighted many fair and progressive practices in addition to areas in which we could improve. The College submitted a work plan to address the recommendations and 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. Since 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 IEPN only becomes an applicant to CRPNM after they have made this choice and have initiated the registration application process with CRPNM. In 2018, 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 Online 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) 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, 2018.

Registration Statistics

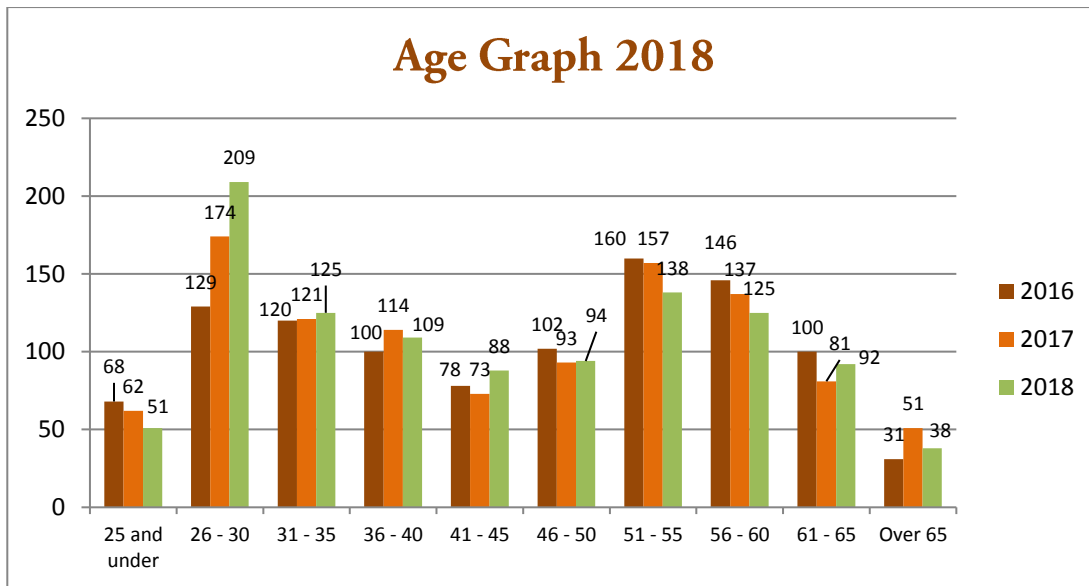
	December 31, 2016	December 31, 2017	December 31, 2018
Practising	1035*	1063*	1069*
Non-Practising	65	77	94

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

Despite eighty-five (85) new registrants in 2018, the number of Practising registrants only grew by less than 1% in 2018. The CRPNM's rate of growth is less than the national average of 1.4% for the profession of psychiatric nursing in Canada (CIHI, 2018).



Demographics of the Current Supply



While the numbers of RPNs in the 51-55 age group has been decreasing steadily, the number of RPNs in the 61-65 age group increased in 2018. This might suggest that RPNs are staying in the workforce longer and 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 one hundred and thirty (130) RPNs could leave the workforce due to retirement. If we were to add in the 56-60 age group, two hundred and twenty-five (225) RPNs are at, or near, the age of retirement. This could have a significant impact on the mental health workforce if the majority were to retire within the next few years. 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 successfully completed 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 and has brought the number of annual graduates closer to the number of seats in the program.

YEAR	TOTAL NUMBER OF GRADUATES WHO WROTE THE REGISTRATION EXAM	NUMBER & PERCENT WHO DID NOT REGISTER	REASON
2018	76	3 (<4%)	2 transfers to SK; 1 in process
2017	75	1 (<1%)	1 transfer to SK

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

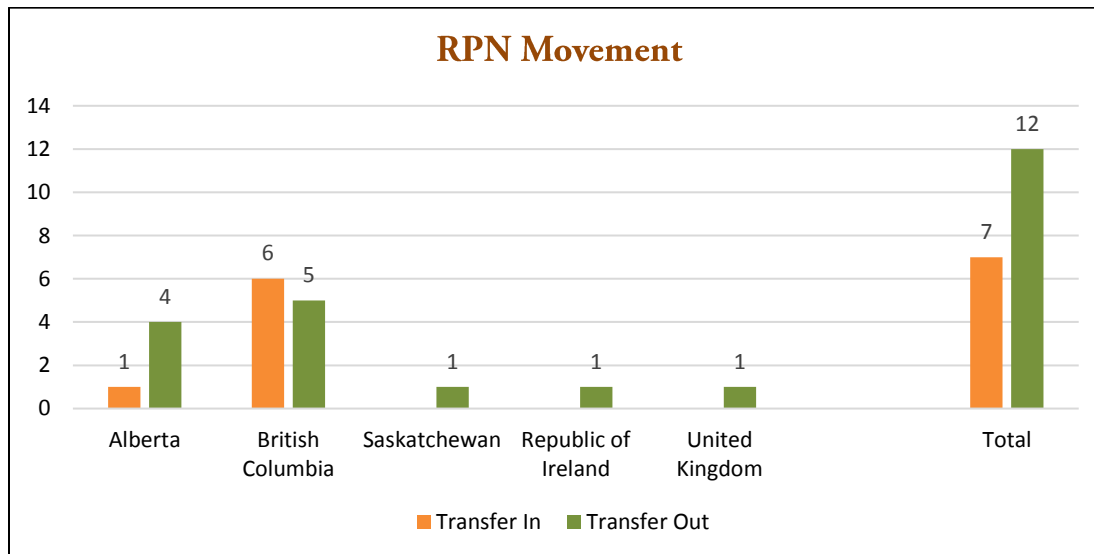
New Graduates Who Were New Registrants

There were seventy-five (75) new graduates who completed the BScPN program and registration exam in the 2018 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

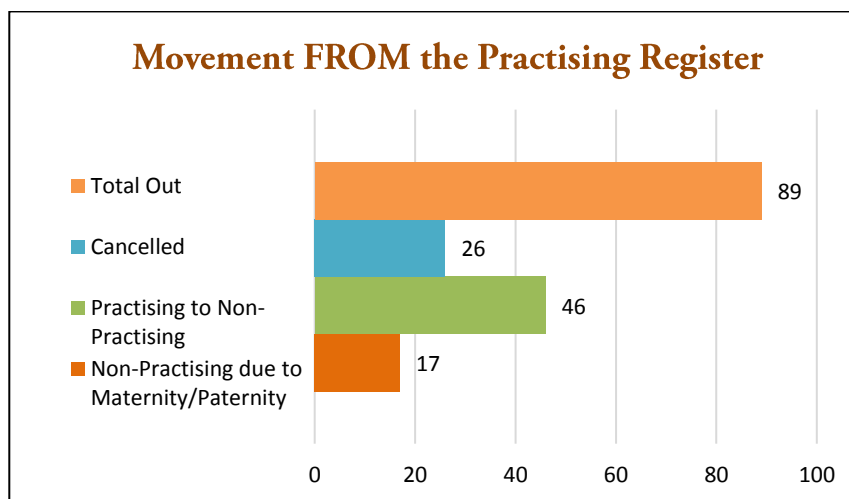
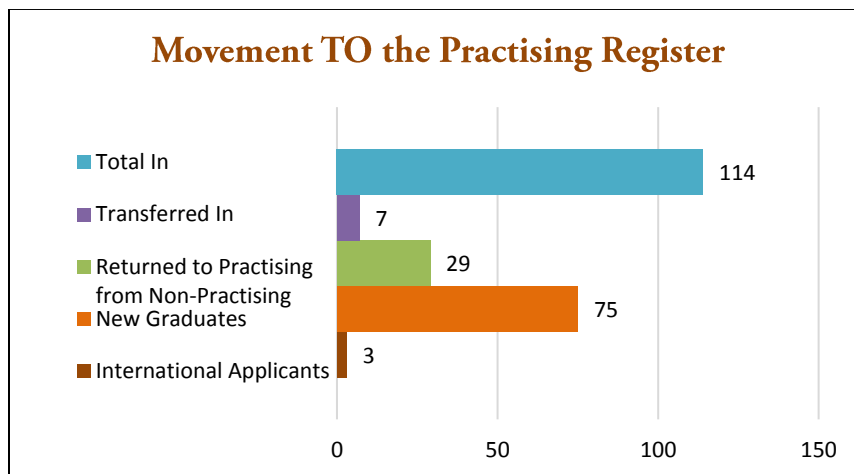
The *RPN Endorsement Agreement* identifies the requirements that facilitate the mobility of RPNs between the jurisdictions that currently regulate the psychiatric nursing profession in Canada. The agreement also ensures that the RPN regulators in Canada meet the labour mobility obligations under the *Canadian Free Trade Agreement (CFTA)*.



The "transfer in" numbers are actual numbers. The "transfer out" data is collected when an RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction.

At December 31, 2018, twelve (12) RPNs requested that their registration be confirmed to facilitate a transfer to another jurisdiction. Although there are many reasons that RPNs may opt to move to another province, wages and recruitment incentives are often factors in their decision. 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



Unlike the previous graphs, the above graphs illustrate the movement to and from the Practising register throughout 2018.

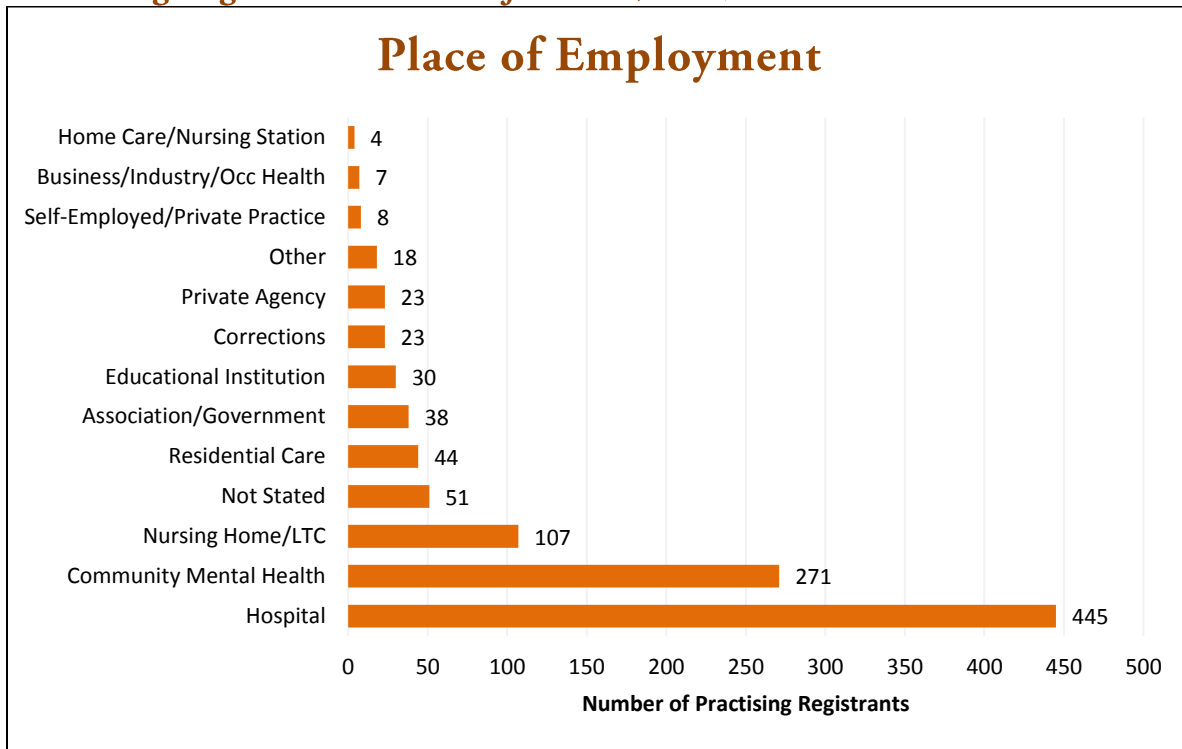
In the 2018 registration year, a total of sixty-three (63) RPNs moved from the Practising to Non-Practising register due to maternity leave, medical leave, or retirement. In 2018, there was an increase in the number of RPNs moving to the non-practising register due to retirement.

Those that move to the Non-Practising register due to maternity/paternity leave are, for the most part, considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2018 when twenty-nine (29) RPNs returned to the Practising register.

At January 1, 2018, twenty-six (26) RPNs were cancelled for non-renewal. The number of cancellations at January 1 was lower than the previous year, but the majority of those who cancelled their registration indicated that they were not renewing because they have retired. Others indicated that they were not renewing because they had transferred to another jurisdiction.

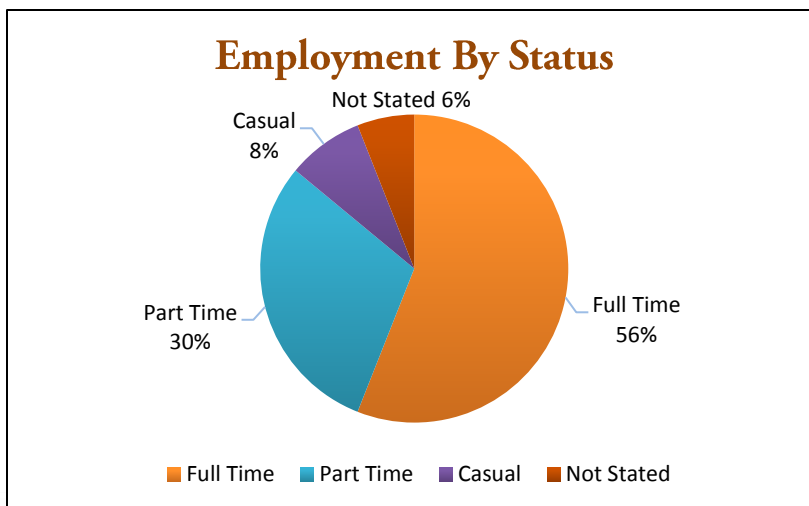
Utilization of the Current RPN Supply

Practising Registrants - Place of Work (2018)



Data about where RPNs work is captured during the annual registration renewal process. While more discrete data is collected, some data elements are 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 2018, there was a 2% increase in the number of RPNs who work full-time. There was a corresponding decrease in the 'not stated' category. These changes are likely a result of improved reporting and don't necessarily mean that more RPNs are working full time.

Ensuring the Continuing Competence of Its Registrants

Continuing Competence Program (CCP)

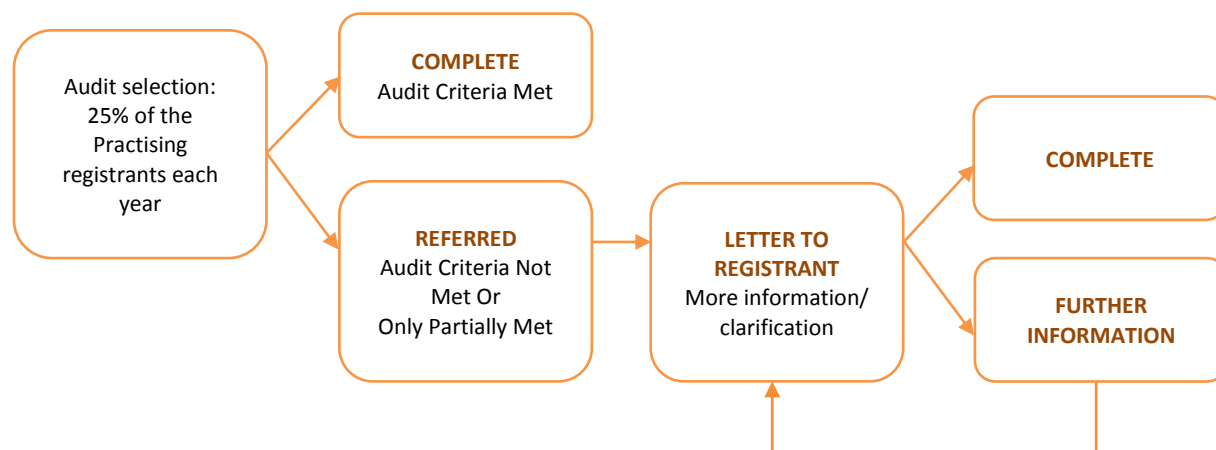
Registered Psychiatric Nurses have long engaged in activities to maintain their competence. The Continuing Competence Program is another way that the CRPNM supports professional practice while meeting its obligations under the *Registered Psychiatric Nurses Act* and its attendant regulation.

The CRPNM has had a Continuing Competence Program for more than ten (10) years and we have been auditing RPN's participating in this program since 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.

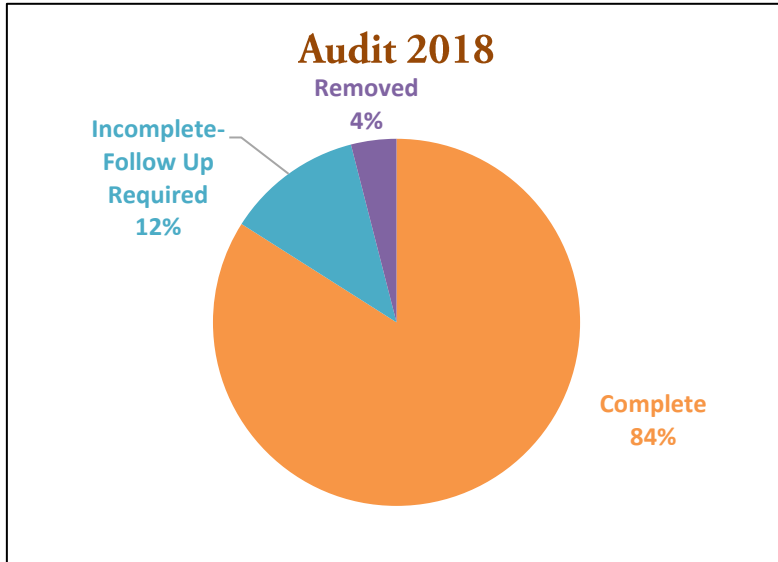
Continuing Competence Program Audit

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. A new audit cycle beginning 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.

The CRPNM Continuing Competence Program Audit Process



Results of the 2018 Continuing Competence Program Audit



Those with an 'incomplete' audit result subsequently met the requirements and were able to proceed to registration renewal. RPNs who were not renewing their registration were removed from the audit.



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 four (4) RPNs and three (3) public representatives, reviews all complaints and determines how to best deal with the matter.

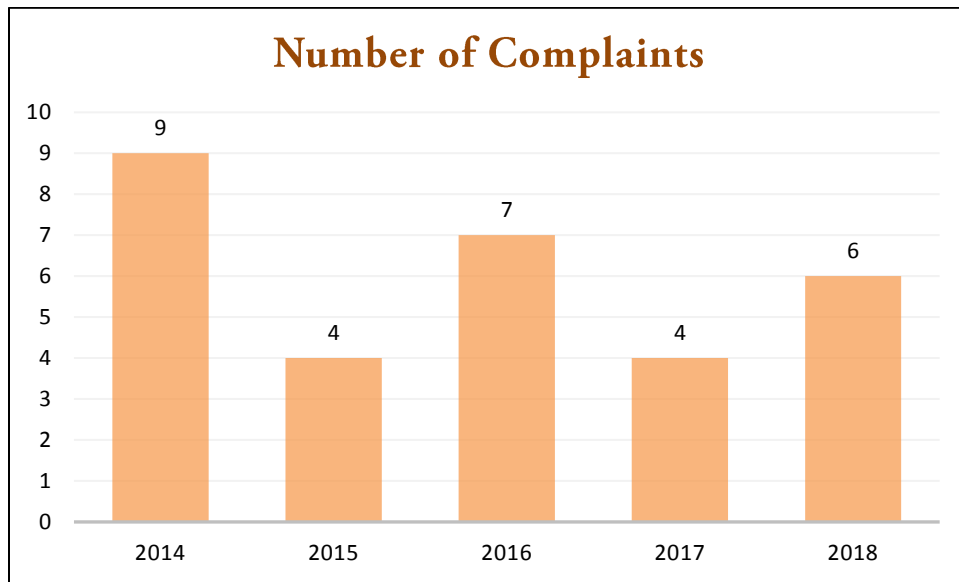
In addition to reviewing the complaint, the Investigation Committee examines the alleged conduct in the context of the *Standards of Psychiatric Nursing Practice* and the *CRPNM Code of Ethics*.

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 six (6) new complaints and resolved an outstanding disciplinary issue in 2018. The nature of the complaints and the dispositions are outlined in the table below.

ID Number	Complaint	Final Disposition
2016-1	Lack of skill and judgement in psychiatric nursing practice. Failure to assess. Abandonment. Breach of PHIA.	Suspended pending proceedings under the <i>Registered Psychiatric Nurses Act</i> . Referred to Discipline. Registration certificate surrendered (2018).
2018-1	Unprofessional conduct. Boundary violations.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2018-2	Fitness to practice.	Voluntary surrender of certificate of registration pursuant to section 26(1) (e) of the <i>Registered Psychiatric Nurses Act</i> .
2018-3	Inappropriate access of health records.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2018-4	Poor leadership. Practice outside of the scope of the profession. Breach of confidentiality.	No further action.
2018-5	Unskilled practice.	Referred to investigation. In progress.
2018-6	Employer report of suspension pursuant to section 66(3) of the <i>Registered Psychiatric Nurses Act</i> . No practice issue identified.	No further action.

Complaints by Year (2014-2018)

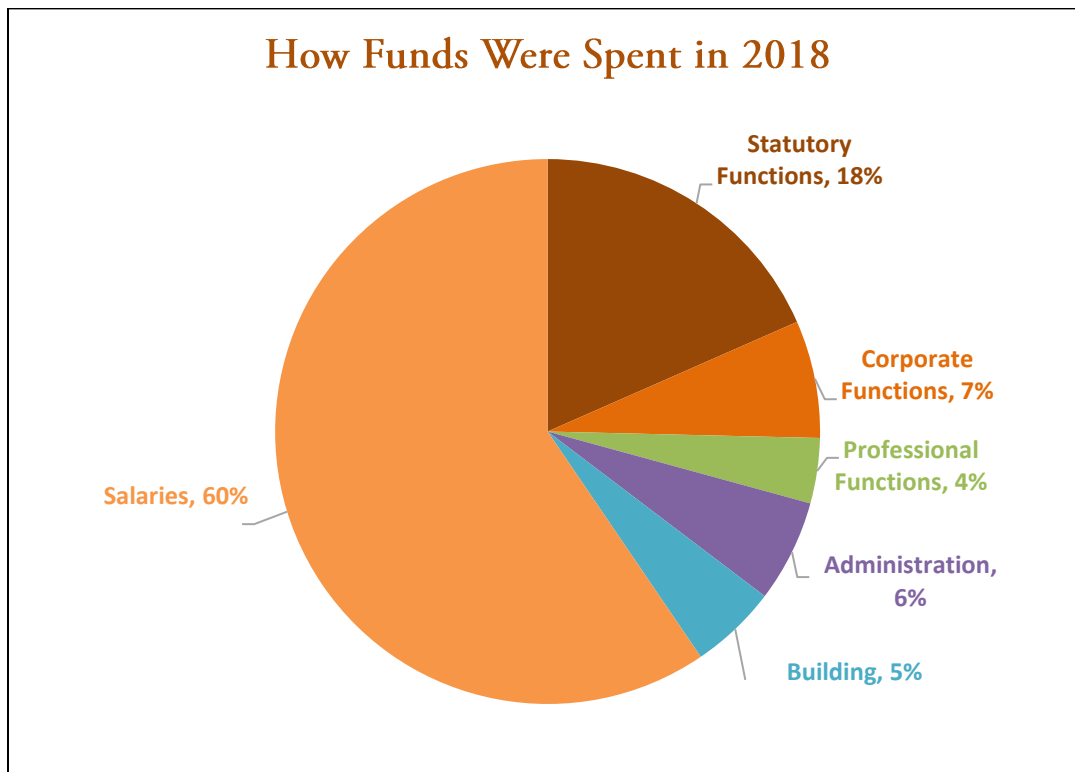


Finance Committee Report

The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2018.

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 1 - General Fund Expenses. This schedule breaks down expenses by functional category and compares this year expenses to last year. In 2018 we changed how this schedule is presented. In the past we have broken down salary costs and assigned them to the functional areas. It was determined that it was more appropriate to report salary costs separately in the Statement of Revenues and Expenses. The following chart identifies how the CRPNM's funds were spent in 2018. The Schedule on the last page of the audit report provides a breakdown of costs in each of the functional categories.



Setting the Registration Fees - 3% Increase Recommended for 2020

One of the Board’s responsibilities is to ensure that the College has enough resources to finance its operations. In exercising this responsibility, the Board uses a 5-year plan to forecast the impact of different scenarios on our revenue, expenses, and the bottom line. Various assumptions are built into the planning, such as inflation on the previous year’s expenses and the slowing of the annual growth of RPN members. An increase in discipline expenses could have devastating consequences to the College’s financial position, but they are also the most difficult to plan for. As a result, the Board has incorporated \$20,000 of discipline expenses per year, with a plan to build the discipline reserve fund to \$100,000 over five years, into their planning.

After holding the Practising registration fee at \$525 for three (3) years, the Board has determined that a 3% (or \$16) increases in the Practising registration fees for 2020 is required to keep the College in a sound financial position and to ensure the CRPNM has adequate fiscal resources to meet its statutory obligation related to complaints, investigation, and discipline.

The CRPNM Board of Directors is, therefore, recommending that the 2020 Practising fees be set at \$541 (plus the GST). This recommendation will be presented to the members at the CRPNM’s Annual General Meeting being held on May 16, 2019 at the Viscount Gort Hotel, in Winnipeg, Manitoba.

Auditor's Report

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Financial Statements

Year Ended December 31, 2018



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Index to Financial Statements
Year Ended December 31, 2018

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JENKYNS SMITH

CHARTERED PROFESSIONAL
ACCOUNTANTS LLP

INDEPENDENT AUDITOR'S REPORT

To the Members of College of Registered Psychiatric Nurses of Manitoba

Opinion

We have audited the financial statements of College of Registered Psychiatric Nurses of Manitoba (the College), which comprise the statement of financial position as at December 31, 2018, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2018, 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.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

(continues)

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winnipeg, Manitoba
March 16, 2019



CHARTERED PROFESSIONAL ACCOUNTANTS

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Financial Position
December 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 205,961	\$ 255,690
Money market fund and savings account	144,608	27,358
Accounts receivable	1,875	1,397
Accrued Interest receivable (Note 2)	4,596	8,907
Prepaid expenses	31,764	28,329
Due from Registered Psychiatric Nurses Foundation Inc.	1,031	2,762
	389,835	324,443
LONG TERM INVESTMENTS (Notes 2, 3)	409,500	510,200
CAPITAL ASSETS (Notes 2, 4)	163,735	112,759
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	6,109	26,109
	\$ 969,179	\$ 973,511
LIABILITIES		
CURRENT		
Accounts payable	\$ 61,807	\$ 56,111
Goods and services tax payable	25,332	25,798
Employee deductions payable	6,973	6,672
Prepaid membership fees	544,470	544,212
Unearned rent	3,240	3,240
	641,822	636,033
NET ASSETS		
GENERAL FUND	253,265	217,797
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	24,092	75,069
DISCIPLINE RESERVE FUND (Note 7.)	50,000	44,612
	327,357	337,478
	\$ 969,179	\$ 973,511

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

See notes to financial statements

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Revenues and Expenditures
Year Ended December 31, 2018

	2018	2017
REVENUE		
Membership Fees - Practicing	\$ 558,930	\$ 545,159
Membership Fees - Non-practicing	8,025	7,325
Membership fees - Graduate	6,900	6,000
Examinations	51,765	49,885
Fees and penalties	7,402	7,366
Interest	12,922	12,656
Rent	19,282	19,032
Other income	102	400
	665,328	647,823
EXPENSES		
Statutory functions - schedule 1	124,348	109,522
Corporate Functions - schedule 1	47,078	25,894
Professional Functions - schedule 1	26,156	26,164
Administration - schedule 1	41,010	40,005
Building - schedule 1	34,941	39,249
Salaries and benefits	401,916	376,895
	675,449	617,729
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (10,121)	\$ 30,094

See notes to financial statements

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Changes in Net Assets
Year Ended December 31, 2018

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 217,797	\$ 75,069	\$ 44,612	\$ 337,478	\$ 307,384
Deficiency of revenue over expenses	(10,121)	-	-	(10,121)	30,094
Utilization of Restricted Reserve	66,277	(66,277)	-	-	-
Transfer to Restricted Reserve	(15,300)	15,300	-	-	-
Discipline Reserve allocation	(25,266)	-	25,266	-	-
Utilization of Discipline Reserve	19,878	-	(19,878)	-	-
NET ASSETS - END OF YEAR	\$ 253,265	\$ 24,092	\$ 50,000	\$ 327,357	\$ 337,478

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Statement of Cash Flows
Year Ended December 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Cash receipts from members and customers	\$ 652,186	\$ 661,050
Cash paid to suppliers and employees	(637,586)	(579,343)
Interest received	17,233	11,756
Goods and services tax	(466)	1,347
	<u>31,367</u>	<u>94,810</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(66,277)	(19,599)
Proceeds from (purchase of) investments	100,700	(119,200)
	<u>34,423</u>	<u>(138,799)</u>
FINANCING ACTIVITY		
Advances from (to) related parties	1,731	(538)
	<u>67,521</u>	<u>(44,527)</u>
INCREASE (DECREASE) IN CASH FLOW	67,521	(44,527)
Cash - beginning of year	<u>283,048</u>	<u>327,575</u>
CASH - END OF YEAR	\$ 350,569	\$ 283,048
CASH CONSISTS OF:		
Cash	\$ 205,961	\$ 255,690
Money market fund and savings account	144,608	27,358
	<u>\$ 350,569</u>	<u>\$ 283,048</u>

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2018

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 (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.

(continues)

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2018

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.

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

Notes to Financial Statements

Year Ended December 31, 2018

3. LONG TERM INVESTMENTS

	2018	2017
Bank of Nova Scotia GIC, 2.66%		
Cost \$50,000, Due May 9, 2018	\$ -	\$ 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	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	55,000
Canadian Western Bank - GIC 2.00%		
Cost \$45,500, Due May 17, 2021	45,500	45,500
Canadian Western Bank - GIC 1.88%		
Cost \$54,000, Due January 11, 2022	54,000	54,000
Cameco Series E Bond 3.75%		
Cost \$36,477.95, Due November 14, 2022	35,000	35,000
NET BOOK VALUE OF INVESTMENTS	\$ 409,500	\$ 510,200

4. CAPITAL ASSETS

	2018		2017	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	462,303	340,978	406,113	331,486
Office furniture and equipment	233,718	220,135	223,632	214,327
	\$ 724,848	\$ 561,113	\$ 658,572	\$ 545,813
Net book value	\$ 163,735		\$ 112,759	

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2018

5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	2018	2017
Registration management system development costs	\$ 199,109	\$ 199,109
Accumulated amortization	(193,000)	(173,000)
	\$ 6,109	\$ 26,109

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 \$24,092 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.

	2018	2017
Internally Restricted Reserve, Beginning of year	\$ 75,069	\$ 79,003
Transfer to restricted reserve - amortization	15,300	15,665
Capital Expenditures for the year	(66,277)	(19,599)
Internally Restricted Reserve, End of Year	\$ 24,092	\$ 75,069

7. DISCIPLINE RESERVE FUND

The purpose of the Fund is to ensure the College has adequate fiscal resources to meet its statutory obligations related to complaints, investigations, and discipline. Each year the fund will be replenished with enough funds to bring the balance to \$50,000 after 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.

	2018	2017
Discipline Reserve Fund		
Internally Restricted Reserve opening balance	\$ 44,612	\$ 32,275
Discipline Reserve allocation from General Fund	25,266	20,000
Utilization - expenses incurred during the year	(19,878)	(7,663)
Internally Restricted Reserve Ending balance	\$ 50,000	\$ 44,612

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA
Notes to Financial Statements
Year Ended December 31, 2018

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, 2018.

(a) 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.

Unless otherwise noted, it is management's opinion that the college is not exposed to significant other price risks arising from these financial instruments.

THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES' OF MANITOBA

Schedule 1 - General Fund Expenses

Year ended December 31, 2018, with comparative figures for 2017

	2018	2017
Statutory Functions:		
Discipline	\$ 19,878	\$ 7,663
Examinations	\$ 48,128	\$ 47,230
Registration	36,112	17,964
Amortization RMS Dev. Costs	20,000	36,384
Education Approval	230	281
	<u>\$ 124,348</u>	<u>\$ 109,522</u>
Corporate Functions:		
Annual Conference & Report	\$ 1,320	\$ 443
Board and Executive	37,746	16,561
Finance	8,012	8,890
	<u>\$ 47,078</u>	<u>\$ 25,894</u>
Professional Functions:		
Communications	\$ 7,993	\$ 10,219
Professional Practice	8,272	4,864
Inter-Provincial Activities/RPNC	6,200	7,169
Membership Fees	3,691	3,912
	<u>\$ 26,156</u>	<u>\$ 26,164</u>
Administration:		
Equipment Depreciation	\$ 5,809	\$ 5,115
General Liability Insurance	2,178	2,104
Stationary and Office	5,885	6,172
Legal Fees	2,471	-
Professional Development	3,073	3,550
Telephone	6,733	7,343
IT	14,861	15,721
	<u>\$ 41,010</u>	<u>\$ 40,005</u>
Building:		
Depreciation	\$ 9,492	\$ 10,550
Utilities	5,657	5,431
Security	940	1,110
Property Taxes	12,623	10,934
Maintenance	2,233	7,173
Landlord Expense	936	936
Janitorial	3,060	3,115.00
	<u>\$ 34,941</u>	<u>\$ 39,249</u>
Total	<u>\$ 273,533</u>	<u>\$ 240,834</u>