



# *Prince Edward Island Occupational Therapists Registration Board*

## **CHAIR'S ANNUAL REPORT 2015-2016**

**Date:** June 14, 2016

**Time:** 5:30pm

**Location:** Queue, Charlottetown

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### **PEIOTRB Members:**

Chair Person: Colleen MacPherson

Treasurer: Manon Gallant

Secretary: Katie Anderson

Registrar: Heather Cutcliffe

Lay Person: Janice Morrison

### **Meetings:**

The board met 5 times this past year (October 30<sup>th</sup> and December 9<sup>th</sup>, 2014; January 27<sup>th</sup>, March 30<sup>th</sup> and May 11<sup>th</sup>, 2015).

### **Board Members:**

The Treasurer and Secretary positions will continue until May of 2017. The Registrar position will continue until August of 2017. The Chair position will end this October of 2016. It was decided that Manon Gallant will take over as Chair of the Registration Board and Joanne McNearly has kindly volunteered to become Treasurer of the Registration Board.

### **Paid Board Position:**

In December of 2015, we concluded the second year of our paid Registrar position. The Board agreed that the work completed is valuable and too much to be expected of a volunteer. A motion was made and decided by the Board that the Registrar position would be continued on a yearly basis. As Chair, a contract was drafted, reviewed by the Board and a motion made to accept the contract. Heather Cutcliffe, our current Registrar, reviewed the contract and agreed to sign the contract for another year of employment. The rate of pay will continue with \$6000.00 a year for 180 hours of work (\$33.33 an hour).

### **Responsibilities of this paid position include:**

Registration of all Occupational Therapists on PEI; Representative of the board to PEI Health Regulatory Network; board member on the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO); attends meetings and represents the interests of

PEIOTRB and/or ACOTRO to organizations such as CIHI, CNNAR, and Labor Mobility. The registrar will also attend appropriate meetings e.g. CAOT Conference and is responsible for leading the work on the development of legislation, policies and a continuing competency program.

**Website:**

Gold Net Web Design, a company in Charlottetown, has been updating our website. The company developed an online registration and online payment for all OTs registering with the board. Heather Cutcliffe will discuss this in more depth in her report.

Please send any updates for the Website to the Registrar.

Respectively Submitted by,  
Colleen MacPherson OT Reg. PE  
Chair, Prince Edward Island Occupational Therapy Registration Board



# *Prince Edward Island Occupational Therapists Registration Board*

PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

**Registrar's Annual Report** **June 14<sup>th</sup>, 2016**  
**Activity Summary May 1<sup>st</sup>, 2015 – April 30<sup>th</sup>, 2016**

## **Registration Activities:**

- For the registration year May 1<sup>st</sup>, 2015 to April 30<sup>th</sup>, 2016 there were sixty-six (66) Occupational Therapists registered with the Board. Other data includes:
  - Six (6) of the ten (10) new registrants were new graduates
  - Seven (7) of the sixty-six (66) live in another part of Canada and are also registered to practice on PEI including one (1) who lives and practices in the territories (currently no regulatory organizations in the territories)
- An on-line electronic database was introduced in April 2016 to facilitate the renewal process. It is accessible from a variety of devices (tablets, computers, phones), supports uploading of professional development and other documents (insurance certificate, National Occupational Therapy Certification Exam certificate, etc.) as well as on-line payment. In spite of issues with passwords, finding documents and uploading documents, 60 members were able to renew their registration prior to the end of April.
- New registrants will continue to participate in a paper process until other jurisdictions are prepared to accept digital documents as originals and have moved to full online registration systems. The reason for this is that if a member moves under the Labour Mobility Support Agreement (LMSA), the home province must provide verified copies of original documents to the province the member is moving to/registering with e.g. copy of transcripts with PEIOTRB Seal imprint, dated, signed, etc.
- Inquiries to the registrar included emails and phone calls regarding the following questions for:
  - registration requirements for PEI – new grads, LMSA applicants, and other prospective applicants
  - information on specific practice regulations from other provinces: interjurisdictional practice, telepractice, use of title, co-signing for student recommendations for equipment, etc.
  - members around conflict of interest, advocacy
  - registration requirements for inter-provincial work e.g. following up client from tertiary facility, telepractice, national initiatives
  - employers for credential checks of current or prospective employees
  - families/schools seeking therapists in private practice
- Since May 1<sup>st</sup>, 2015 all Internationally Educated Occupational Therapists (IEOTs) are directed to the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to complete the Substantial Equivalency Assessment System (SEAS)
- The list of Occupational Therapists registered and licensed to practice on PEI now automatically updates as members are approved – the full list of registered members appears on the PEIOTRB website and the full list of occupational therapists carrying out private practice is available on the PEIOTS website
- A process to address complaints was developed and is attached as appendix A; this will be posted on website shortly
- A survey of registration fees was carried out with other jurisdictions as operational costs for the Board have increased since the fee of \$200 was introduced more than 10 years ago e.g. attendance at national meetings, part time staff person, liability insurance, ongoing costs to support database and websites, etc.

## **Complaints Activities:**

- There were two complaints received for the 2015-2016 fiscal year; one did not proceed beyond an initial contact by the registrar and the second has been deferred by the complainant until legal action has been completed

## **Additional Responsibilities:**

### **CIHI**

- Submitted 2015 data to Canadian Institute of Health Information (CIHI) for Health Human Resources (HHR) Database publication (due to be released Oct-Dec 2016); Compare Reports reviewed, revised and signed off

- CIHI has determined that only 27 data elements will be collected for all professions (nursing, PT, pharmacists, etc.) in their HHR groupings. The new PEIOTRB database has been designed to capture these elements and reduce the work required from the registrar to submit data.

#### **Atlantic Regulators**

- Meeting held to discuss: Atlantic Provinces Continuing Competency programs

#### **Regulated Health Professions Legislation (RHPA)**

- Proposed scope of practice along with information on reserved activities, currency hours and registration requirements from other jurisdictions has been provided to the legislative specialist as background information for drafting practice and professional regulations (documents will be available shortly for review by the registrar, Board and other jurisdictions)
- Legislative specialist anticipates that PEIOTRB will transition to the College of Occupational Therapy before the end of the 2016 calendar year
- College of Pharmacists has shared their bylaws & template to assist with the drafting of bylaws for our profession
- Lawyer has been secured to assist in the review of the new documents required for the transition (regulations & bylaws)

#### **Foreign Qualifications Recognition (FQR)**

- Third proposal approved for \$13,500; proposal included: a) development of online registration database and updating of both websites (Board & Society) - \$8,500, and b) collaborative research with College of Occupational Therapists of Nova Scotia (COTNS) on topic of currency for Internationally Educated Occupational Therapists (IEOTs) - \$5,000. Final FQR report and research report available upon request to registrar.

#### **Other**

- Participated in the interview process for the hiring of the new registrar for the COTNS
- Presented at Atlantic Connection Conference 2015 in Moncton (Oct 28 & 29) “The Substantial Equivalency Assessment System (SEAS) for IEOTs – An Exemplary Practice”

#### **ACOTRO Summary:**

- Participated in five (5) ACOTRO face to face meeting to discuss strategic planning, interjurisdictional practice guidelines, and SEAS activities; and thirteen (13) teleconference meetings to discuss additional ACOTRO work, including: executive meetings, planning for a national forum on Regulatory Issues & Implications of Accreditation and the National Occupational Therapy Certification Exam (NOTCE);
- Co-chair of Planning Committee for the Canadian Network of Agencies for Regulation Conference; participated in seven (7) teleconferences (receive free registration which is close to \$800)
- Continued to participate as a volunteer on the Harmonization Project Implementation Committee (HPIC) attending a total of four (4) face to face meetings and five (5) teleconferences prior to October 31<sup>st</sup>, 2015.
- Participated on five (5) OT Council of Canada teleconference as one of the two ACOTRO reps
- There are more than 35 IEOT applicants at various stages of the SEAS process; at least 10 will have completed the process by mid-July; to date, all have been within the 1-year timeframe required under the Agreement in Internal Trade (Chapter 7)
- Three regulators (NL, ON, MB) presented at 2016 CAOT Conference in Banff for the ACOTRO extended session on the topic of “Managing Client Records: Top Priority for Occupational Therapists”

#### **Future Work for Registrar**

- a) Completing the processes required for the RHPA
  - 1) facilitating the creation of new logo
  - 2) contacting other jurisdictions re titles, registers, other components, etc.
  - 3) development of jurisprudence exam
  - 4) development of language proficiency policy
  - 5) process for new grads/IEOTs waiting for successful completion of NOTCE
  - 6) review of draft regulations with Board members, other jurisdictions, lawyer
  - 7) development of draft bylaws and review of same as above
- b) Initial phase of Continuing Competency program implemented (portfolio & professional development plan)
- c) Continue as active member of ACOTRO
- d) Continue to develop relationship with FQR – network of regulators, funding opportunities

**Breakdown of hours for 2015-2016**

PEIOTRB	Hours		Meetings	
	'15-'16	'14-'15	'15-'16	'14-'15
<b>Legislation</b>	23.5	11	2	2
<b>Atlantic Regulators</b>	1	4	1	3
<b>Miscellaneous</b>	19	4	1	1
<b>Labor Mobility Support Agreement</b>	6	0	0	0
<b>Foreign Qualifications Recognition Project</b>	32.5	0	9	0
<b>OT Canada teleconferences</b>	7	0	5	0
<b>Policy Development</b>	8	0	0	0
<b>CNAR Conference</b>	24	14	0	0
<b>CNAR Conference Planning Teleconferences</b>	8.5	3	7	2
<b>CIHI Data Submission/Review</b>	30	15	3	3
<b>Registration Activities</b>	28	50.5	0	0
<b>ACOTRO meetings</b>	80	77	5	5
<b>ACOTRO Teleconferences</b>	19.5	27	13	13
<b>TOTAL</b>	<b>287</b>	<b>205.5</b>	<b>46</b>	<b>29</b>
<b>Harmonization Project Implementation Committee</b>				
<b>Meetings</b>	64	88	4	6
<b>Teleconferences</b>	11	25.5	5	13
<b>TOTAL</b>	<b>75</b>	<b>113.5</b>	<b>9</b>	<b>19</b>

94% of the increases in hours is represented by the following:

- a) Activities to move legislation forward (↑21.5 hrs – scope of practice, reserved activities, mtgs with pharmacy & legislative specialist);
  - b) Foreign Qualifications Recognition Project (32.5 new hours – proposal development, mtgs re website and database, review of database & websites, currency project mtgs and report review);
  - c) CIHI Data submission (↑15 hrs) – entering all data into Access Database of another jurisdiction & submitting same;
  - d) Policy Development (8 new hours) – developing process for complaints as there was nothing in place.
- All of the above represented +++ risk to PEIOTRB - legislation is outdated, no database, no defensible definition of currency, CIHI data submission is a required practice and there was no process to manage complaints.

Respectfully submitted,  
 Heather Cutcliffe, OT Reg. (PEI)  
 Registrar, PEIOTRB



## Complaint Process for PEIOTRB

A complaint can be put forth to the Board by:

- any official body corporate or association,
- the Registrar,
- any other person.

To ensure adequate assessment of the complaint, the Board requests that complaints be in writing. Please describe in detail the conduct that you consider to be inappropriate and provide your contact information. You may send your written complaint and any supporting documents to:

Prince Edward Island Occupational Therapists Registration Board  
PO Box 2248  
Stn Central,  
Charlottetown, PE C1A 8B9

Once the written complaint has been received, the Registrar, will determine the background and facts of the complaint and report the matter to the Board. When the Board determines that there is cause for examining a particular alleged incident or the practice of an occupational therapist, it shall appoint an Investigation Committee.

The Investigation Committee consists of at least 3 members, as described in the Occupational Therapists Act Standards and Discipline Regulations, 1997, Section 8.

The Investigation Committee will conduct a preliminary inquiry to determine whether there is cause for full investigation. They may, or may not, inform the affected occupational therapist of the preliminary inquiry.

If the Investigation Committee finds there is not sufficient basis for proceeding, it will recommend to the Board that there be no further action.

If the Investigation Committee decides there is cause for full investigation, it will inform the affected occupational therapist in writing and carry out such full investigation as considered appropriate and provide recommendations to the Board.

Whenever it thinks it is appropriate, the Investigation Committee will recommend to the complainant and the affected occupational therapist the alternative of mediation to resolve the complaint, allegation or suspicion informally without further inquiry or investigation.

If the matter is not resolved, it may proceed to a Hearing by the Board to accept, reject or modify the findings of the Investigation Committee and determine any remedial or disciplinary action.

The Investigation Committee will keep records of any information it gathers related to the complaint, allegation or suspicion.

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Please note, the above information is provided as a resource only. For detailed information regarding the Complaint Process, please refer to the Occupational Therapist's Act Standards and Discipline Regulations (1997).

If you have any questions or comments, you may contact us by phone: (902) 626-8323 or via email at: [rbregistrar@peiot.org](mailto:rbregistrar@peiot.org)



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## COMPLAINT FORM

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 **Instructions**

- Please print clearly and answer as much of this form as you can
- Please be factual - provide a description of what has taken place. Include relevant details as to time, place, etc. Use point form, if you like.
- Please provide copies of any relevant materials which support your complaint.

 Send the form to:

- Registrar  
PEIOTRB  
PO Box 2248, Stn Central,  
Charlottetown, PE C1A 8B9

<b>1. Information about you</b>	
<b>Your Name</b>	
<b>Address</b> (please include postal code)	
<b>Telephone</b>	Home: _____ Work: _____
<b>Fax</b>	
<b>E-Mail</b>	
<b>Can we contact you at work:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2. Information about the Member you are complaining about.</b>	
<b>Member's Name</b>	
<b>3. Information about your Complaint</b>	
(a) Have you tried to discuss this complaint with the Occupational Therapist:	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) What efforts have you made to resolve your concerns:	




(c) On this and/or additional sheets of paper, please describe your specific complaint(s) about the Member's conduct and provide sufficient information and evidence to fully explain the nature of your concerns:

[Details of Complaint - please print]

(d) What do you hope to accomplish by submitting this complaint? (i.e., apology from Member, assistance with resolution, etc.)

(e) What evidence/documents are you attaching to support your complaint(s)? Please list:

Please note that the Prince Edward Island Occupational Therapists Registration Board may decide that it is appropriate to try and resolve this matter informally, based on the information provided (i.e., through mediation, request for employer action, etc).

You should also be aware that a copy of this form (and any attachments) may be sent to the Occupational Therapist about whom you are complaining.

\_\_\_\_\_  
Signature

\_\_\_\_\_ Date