



# *Prince Edward Island Occupational Therapists Registration Board*

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

## *CHAIR'S ANNUAL REPORT* *2009-2010*

**Date:** June 15, 2010

**Time:** 4:30pm

**Location:** Quality Inn, Charlottetown

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### **PEIOTRB Members:**

Chair Person:	Colleen MacPherson
Treasurer:	Mark Holland
Secretary:	Tanya Goodwin
Registrar:	Joy Mill
ACOTRO Rep:	Heather Cutcliffe
Lay Person:	Jill Richardson

The board met 4 times this past year. There were no changes to the members of the PEIOTRB this year. Mark Holland's position of treasurer and Tanya Goodwin's position of secretary expire in February of 2011.

### **Discipline Issues:**

The board received no complaints during this year.

### **Other Issues:**

PEIOTRB and PEIOTS website: There have been very few changes to the website over the past year. It was decided by the board in May to employ a new company to assist with timely updating of the website and to train other occupational therapists to make small updates to the website.

A proposal by Marlborough Media was provided to the board in March of 2010 and accepted by the board in May 2010. Rodney Smith, the owner of Marlborough Media, will meet with Joy Mill and Heather Cutcliffe regarding updates to the website. Manon Gallant will be the website representative and will receive training from Rodney to make small changes to the website. We will also ask Jill Richardson, lay person, for the PEIOTRB, to assist with looking at literacy levels of the information. A template was circulated to each occupational therapist in private practice to post their pertinent information on the website under the society.

Respectively Submitted by,

Colleen MacPherson BScOT, OT Reg PEI  
Chair, Prince Edward Island Occupational Therapy Registration Board



# *Prince Edward Island Occupational Therapists Registration Board*

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

## **ANNUAL REPORT from ACOTRO REPRESENTATIVE**

**Fiscal year: May 1<sup>st</sup>, 2009 - April 30<sup>th</sup>, 2010**

As representative of the PEIOTRB to ACOTRO, I have participated in the following meetings:

- a) ACOTRO - four teleconferences & five face to face ACOTRO business meetings, two project meetings around Internationally Educated Occupational Therapists (IEOT), two meetings related to the Agreement in Internal Trade (AIT) with PEI Labor Mobility Group (LMG), attendance at the Pan-Canadian Framework for the Assessment & Recognition of Foreign Qualifications meeting (ACOTRO, CAOT, ACOTUP, OTEPP, LMG & HRSDC reps) and the Stakeholder meeting for Language-specific Assessment Tool for Internationally Educated applicants (Ont. OT & PT project) ;
- b) Health Human Resources Database Development - annual face to face meeting with CIHI (Canadian Institute of Health Information) plus numerous teleconferences re PEI data; and
- c) Legislation - email conversations with legislative specialist within the P.E.I. government as the next work on the draft regulations is to be completed in that office.

The focus of ACOTRO over the past year has been on implementing the strategic plan, partnerships, and participation. In summary:

- a) Strategic Plan -
  - Work continues on the strategic plan with a focus on a) completing work on the Internationally Educated Occupational Therapist (IEOT) Project - revising the Essential Competencies (3<sup>rd</sup> Edition) & adding competencies for non-clinicians, plus developing the Tools (a draft of the next phase has been developed and will go forward for funding); b) revising & signing off on the Mutual Recognition Agreement (now known as Labor Mobility Support Agreement); and c) developing a formalized structure (Bylaws, incorporation, website, logo,).
- b) Partnerships -
  - Sister organizations continue to share materials they have produced (standards, briefing notes).
- c) Participation -
  - ACOTRO continues to participate in CNNAR meetings & conferences.
  - ACOTRO & CAOT collaborated on a) an external review of the Certification Exam and met in April to discuss next steps and b) the Web-Portal for IEOTs (launched in October); continue to work together on other projects (national database, OTEPP, etc.).
  - ACOTRO will sponsor a session "Evaluating Your Practice. Are You Prepared?" - introducing 3<sup>rd</sup> Edition of the Essential Competencies (ECs), how ECs are used for

Regulatory purposes and progress to date on ECs for non-clinical roles at the 2010 CAOT Conference.

There has been no change in the situation related to our legislation - work has been completed on the registration regulations; the misconduct & discipline regulations will be redrafted; the Act will be opened to make a change to the section on "Discipline"... the goal is to have these ready for the 2010 fall sitting of the legislature. Highlight of the past year - completion of "Towards Developing The Canadian OT Education Benchmark".

Respectfully submitted,

Heather Cutcliffe  
ACOTRO Rep (May 31/10)

**PRINCE EDWARD ISLAND OCCUPATIONAL THERAPY  
REGISTRATION BOARD**

P. O. Box 2248  
CHARLOTTETOWN, PEI C1A 8B9

**REGISTRAR'S ANNUAL REPORT – 2009-2010**

June 7, 2010

**Number of Registered Occupational Therapists**

*For the registration year 1 May 2009 to 30 April 2010 there were forty-nine (49) Occupational Therapists registered with the Board and therefore licensed to practice in this province. This number included four (4) who regularly practices outside the province.*

**Publication of List of Registered Occupational Therapists**

*The Board last updated the list of Occupational Therapists registered and licensed to practice on PEI on the peiot.org website in October 2009.*

**Registered Private Practice Occupational Therapists**

*The registrar has gathered information from most of those therapists who indicated that they would like to be added to a list of Private Practice Occupational Therapists. This information will includes contact details, details regarding the service provided, communities served, and referral process and will eventually be added to the website.*

**Enquiries**

*As registrar, I responded to various questions from individuals requiring registration information as well as requests for information on specific practice regulations in our province. The process of Internationally-trained therapists beginning to work in Canada and Prince Edward Island is evolving. Requests for information on this process are forwarded to our ACOTRO representative.*

**Process/Forms**

*The on-line registration process went smoothly for most for new registrants and renewals. A few technical glitches were encountered and resolved. The Board now has access to accurate data for our own use as well as to meet needs provincially and nationally.*

Respectfully submitted,

Joy Mill  
Registrar  
PEIOTRB



# Prince Edward Island Occupational Therapists Registration Board

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

ANNUAL TREASURER'S REPORT  
for period from April 1<sup>st</sup>, 2009 - March 31<sup>st</sup>, 2010

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Starting Balance as of March 31st, 2009 \$32,967.35

## Revenue

### Registration Fee:

Renewals	39 @ \$ 200.00	\$ 7800.00
New Members	6 @ \$ 240.00	\$ 1440.00
Late fees	5 @ \$ 225.00	\$ 1125.00

Bank Interest \$ 20.70

### ACOTRO Reimbursements

Via College of OT BC \$ 1010.69

Bank Service Charge Discounts \$ 12.35

CIHI Travel Reimbursement \$ 618.70

Staples Refund Cheque \$ 2.16

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Total Revenue \$12029.60

## Expenses

### ACOTRO Airfare + Related Meeting Expenses:

(Leadership Meeting in association with  
CAOT in Ottawa June 2009 - hotel & food) \$ 479.72

(Airfare for CIHI & ACOTRO Meetings) \$ 836.50

(CIHI Meeting Nov. 6 2009) \$ 214.70

(ACOTRO Meeting & IEOT Project  
- Toronto Nov. 11-13th 2009) \$715.72

(Jan 2010 ACOTRO Project Mtg - Toronto) \$ 293.30

(Feb. ACOTRO Meeting & April ACOTRO MTG  
re:- language testing) \$ 940.12

ACOTRO Invoices (Membership Fees & Meeting Catering) \$ 248.97

Photocopying/Office Supplies/Postage: \$ 11.59

Staples Credit Card Payments: \$ 243.36

Telephone Line: \$ 273.18

Bank Service Charges: \$ 54.35

Registrar Honorarium (2008-2009) \$ 300.00

Fee for review/ audit of Treasurer's Records (by Richard Montigny) \$ 75.00

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Total Expenses \$4686.51

Net increase in funds = Total Revenue - Total Expenses = 12029.60 - 4686.51 = \$ 7343.09  
CLOSING BALANCE as of March 31<sup>st</sup> , 2010 \$40,310.44  
(Starting balance of \$ 32,967.35 + net increase in funds of \$ 7343.90 = \$40,310.44)

Other

GIC (a) - Balance as of issue date Dec. 20/07 - \$ 7315.73

- at end of 3 year escalating rate (Dec. 20/10) interest of \$ 900.96
- Year 1 Interest (Dec. 2008) - Accumulated, not paid - \$288.77
- Year 2 Interest (Dec. 2009) - Accumulated, not paid - \$300.18

GIC (b) - Balance as of issue date Dec. 20/07 - \$ 6454.92

- at end of 3 year escalating rate (Dec. 20/10) interest of \$ 794.95
- Year 1 Interest (Dec. 2008) - Accumulated, not paid - \$254.80
- Year 2 Interest (Dec. 2009) - Accumulated, not paid - \$264.85

- It should be noted that monies of the Registration Board are to cover the costs of operation as well as any legal consults for complaints/appeals. To date there have been none of the latter and understandably it would only take one or two of these appeals to deplete our funds.
- The other important function of these monies is to ensure representation of the Board at ACOTRO (Association of Canadian Occupational Therapy Regulatory Organizations) meetings. There are usually a few meetings per year held that require long distance travel. These meetings involve the following costs: airfare, lodging, meals, and ground transport.
- The board continues to have monies invested in two GIC's (as detailed above). These monies can be accessed only within 7 days after each anniversary date, i.e. within 7 days of Dec. 20, 2008, or Dec. 20, 2009. These GIC's will automatically renew on maturity unless alternate arrangements are made with the bank at least 4 days prior to the renewal date of Dec. 20, 2010.

Prepared by: Mark Holland

Date: June 11, 2010