



# ANNUAL REPORT

2020 - 2021

*College of*  
**REGISTERED**  
**PSYCHIATRIC NURSES**  
*of Alberta*

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The College of Registered Psychiatric Nurses of Alberta (CRPNA) regulates psychiatric nursing as a distinct profession in Alberta under the Health Professions Act.

As a College, CRPNA provides direction to and regulates the practice of psychiatric nurses. The College establishes, maintains, and enforces the requirements for licensure/registration, standards for registration, code of ethics, standards of practice and continued competence of the Profession in a manner that serves and protects public safety.

## Legislative Mandate

The College must establish, maintain, and enforce a code of ethics, standards of practice, continuing competence, and standards for registration of the regulated profession of Psychiatric Nursing.

The College must carry out its activities and govern its regulated members in a manner that protects and serves the public interest.

The College of Registered Psychiatric Nurses of Alberta (CRPNA) is the regulatory body for over 1500 Registered Psychiatric Nurses (RPNs) in Alberta.

RPNs play a crucial role in the provision of health and mental health services to the public.

# 2020-2021 Council

The Council is the governing body of the College.

As per the Health Professions Act (HPA), the council manages and conducts the activities of the College, exercises the rights, powers, and privileges and carries out the duties of the College in the name of and on behalf of the College and carries out the powers and duties of the Council under this Act and the Regulations, and Bylaws.

The Health Professions Act (HPA) stipulates that public representation make up 25% of voting members of the College Council. As of April 1<sup>st</sup>, 2021 the HPA states that the public members must make up 50% of council

The Council consisted of 9 Registered Psychiatric Nurses who are elected by their peers and 3 public members appointed by the province. As of April 1<sup>st</sup>, 2021, Council started to take steps towards changing to 6 elected Registered Psychiatric Nurses and 6 public members.



*Back Row (left to right):*

Sharon Martin (Treasurer)  
Hany Abdelhady (Public Member)  
Lisa Fetsch (Councilor)  
Anthony Brannen (Councilor)  
Tonya Ratushniak (President)  
Barbara Lowe (CEO/Registrar)  
Tawanda Chiremba (Executive Officer)  
Munira Peermohamed (Public Member)

*Front Row (left to right):*

Rufus Awharitoma (Councilor)  
Greg Pflance (Councilor)  
Nathan Henshaw (Councilor)  
Joseph Zelmer (Public Member)

*Missing from Photo:*

Judy Negrey (President-Elect)



## Message from the **President**

As the 2020/2021 membership year ended, there still remained that irreconcilable belief that this global pandemic was still here. And I, like you, was so tired of COVID-19. We were stretched to our outermost limits while mental health funding for front-line workers never materialized. Daily we were challenged to use our skills and training not only on the populations we serve, but then after a long day we came home to our families and friends that are also struggling with their mental health concerns tapping the last of our reserves. Many of us, myself, the board, the staff and public members have had losses this past membership year. It felt foreign, to not be able to collectively grieve and support one another. As psychiatric nurses we are taught to wield our superpower of “therapeutic use of self”, and yet often over the last 21 months we were hindered by this unprecedented time. Please know that I am so proud of RPNs everywhere. For your courage, your resilience, and your compassion. Moving forward there has never been a time globally where RPNs are needed more.

The role of the CRPNA is to regulate the practice of psychiatric nursing, provide direction and govern its regulated members in a manner that protects and serves the public. We remained committed in ensuring that the profession is meeting the rapidly changing needs and demands of a dynamic (and at times overburdened) healthcare system within the governance framework.

I am so grateful for our amazing CEO Barbara Lowe. Her commitment and diligent efforts to propel our profession to the forefront is unequaled. A big thank you to Elizabeth Taylor who worked tirelessly as our Director of Regulatory Services. I know many of us have no idea what a painstaking process this is, or how many years that Elizabeth has dedicated herself to this operational requirement. I appreciate the illustrious Joanne Siemens and the incomparable Della Tufty who complete our office staff. Your valuable contributions to our profession have my unending thanks. They



make a great team at the CRPNA office and I miss seeing their “fabulousness” in person. Finally, to our CRPNA board and public members, it is like winning the lottery to serve alongside all of you. I can’t imagine my role without our professional banter, laughter and fellowship. To be surrounded by intelligent, like-minded individuals has made the work of a regulatory body a rewarding experience.

Finally, I would encourage each and every one of ourselves to find out what brings meaning and purpose to your life. It is time to connect, time to get involved and be part of something bigger. For some it might be faith, others family, or doing a job that we know can make a difference. Some channel their frustrations into political movements, while others create and share their arts. I chose, with the support of the CRPNA board, to start a provincial mental health initiative.

The goal is improving a healthcare workers ability to recognize different mental health domains in patients, colleagues, and themselves. I am passionate about mental health literacy. I collaborated with MindWell to get “Tool to Take 5” on the front of our lanyard cards, a gentle reminder that we too need to take those 5 moments and think about our own mental health. The backside has Mental Status for Charting, a “Cole’s Notes” of our language. The brilliance of this is in its simplicity. It is on your persons, you do not have to search for a binder, open computer or when you’re tired, have great recall. It is high quality, ICP approved, has beautiful graphics, and will last for years. The CRPNA funded the printing of 30,000 cards that are going out to 30,000 healthcare professionals and students across Alberta right now. On the CRPNA website is the Mental State Assessment Charting Guide, an ingenious document designed by Stan Preston. This guide is in check-box format, steers the healthcare profession through a MSA and provides mental health terminology for competent and safe care. It is in PDF format and can be downloaded and copied from [www.crpna.ab.ca](http://www.crpna.ab.ca). CBC conducted an interview with me that speaks about this initiative. Watch the interview here - <https://www.cbc.ca/listen/live-radio/1-52/clip/15872521>.

As President of the CRPNA, I am going to continue to make some mental health noise until every healthcare professional who wants FREE mental health tools can access these. The new comorbidity is not diabetes or high blood pressure, but mental health and it affects us all.

Thank you ... and thanks! I am grateful for each and every one of you.

With respect and admiration,



Tonya Ratushniak, President

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## Message from the **CEO/Registrar**

2020 was designated, “The International Year of the Nurse & Midwife”, and who could have known just how fitting that would be. 2020 was a year that defied definition and the World Health Organization declared COVID-19 a global pandemic. No-one could have seen the events of 2020 coming, but in the face of the pandemic and as the province entered a lockdown in March 2020, healthcare workers heeded the call to provide compassionate care to their patients and communities in the face of the unknown. RPNs demonstrated incredible strength as they continued to offer the best care possible to their patients, despite having to adapt to public health restrictions and the realities of health care in a pandemic.

With the challenges of 2020 also came new opportunities, both RPNs and the CRPNA rose to the significant challenges posed by COVID-19. Many RPNs were able to quickly pivot to virtual platforms to ensure the mental health needs of Albertans continued to be met in a safe and professional manner. CRPNA was also able to successfully leverage technology in transitioning all staff to a remote-work environment while maintaining our operations and commitment to public protection. We continued to respond to the needs of the health system and to provide information that was, and is, relevant and current. Our annual report captures how we responded and were engaged to best inform the safe practice of RPNs throughout Alberta.

CRPNA is acutely aware of the important responsibilities associated with being a self-regulated profession. With the public interest placed at the core of all our activities, we carry out our legislated mandate of public protection through a governance framework that ensures continuous movement of the organization toward regulatory excellence. We are committed to ensuring that the profession is meeting the rapidly changing needs and demands of a dynamic healthcare system in a safe and effective manner. It is with this commitment that the College continues to strive to ensure that quality psychiatric nursing services are delivered safely and effectively to Albertans.



I want to thank our dedicated Council whose governance and commitment have been so valuable over this past year, and to our exceptional operations team Elizabeth Taylor, Joanne Siemens, and Della Tufty who routinely go above and beyond to meet our public protection mandate. Thank you to our President, Tonya Ratushniak whose leadership, contributions and dedication have been significant over this past year with the added challenges of Covid. We are ever appreciative of our Public Members for their valuable contributions and clear perspective on our central mandate and priorities. Through these significant collaborative efforts, the College continues to thrive.

I would like to specifically acknowledge and thank RPNs and the frontline healthcare teams who continue to support Albertans at their most difficult times. You are the heroes of 2020/2021—the ones who work tirelessly under extraordinary circumstances. CRPNA recognizes the dedication and commitment of RPNs in providing uninterrupted regulated mental health services throughout the COVID-19 pandemic. The willingness to explore and adapt to new service delivery technologies while adhering to all public health orders and guidelines is recognized and appreciated. It is our collective strength and working together that will see us through to the other side of the pandemic.

We extend our heartfelt condolences to those who have lost friends, family and loved ones to COVID-19. We thank Alberta's RPNs for your commitment and endurance throughout the COVID-19 pandemic, and our fellow health professionals, essential community services and our community agencies, who we and our registrants have been privileged to work with. We have all been touched personally and professionally and together we look forward to conquering the pandemic.

With respect and appreciation,



Barbara Lowe, CEO/Registrar

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## Message from the Public Members

In Alberta as well as nationally, the issues surrounding mental health are continually growing in profile, especially during the COVID-19 pandemic. Over the past year, we have been impressed and encouraged by the college's achievements and commitment to advocating the value of Registered Psychiatric Nurses in the delivery of mental health services to all Albertans.

Public Members are volunteers appointed by the Lieutenant Governor in Council based on the recommendation of the Minister of Health and Wellness to assist the health profession colleges in fulfilling their mandates to govern their professions in a manner that protects and serves the public interest. The Public Members' role is to enhance the college's ability to balance the values and interests of its members with those of the public and help the college to act fairly and adhere to statutory or legal requirements.

Public Members are objective participants in the college's regulatory activities and fully participate in the decision-making process. Our commitment to the college is to actively keep ourselves informed on the public's perspective on issues, initiatives and trends affecting the Registered Psychiatric Nurses and other health professions.

As Public Members, we enthusiastically partake in the delivery of the college's mission to "protect and serve the public interest by ensuring members provide safe, competent and ethical practice and address the needs of members and the public through education, regulation and advocacy".

As Public Members, we believe that the college and its membership play an important role in the discussion and the integrity of the structure of mental health care delivery, therefore we support the college's vision to be "an innovative, proactive, and recognized leader in mental health ensuring that Albertans have an accessible, effective and efficient mental health delivery system that fully utilizes the expertise of Registered Psychiatric Nurses".

Dr. Hany Abdelhady, Munira Peermohamed and Joseph Zelmer are the current Public Members on the council



## Introduction

# CRPNA Administration



**Barbara Lowe**  
CEO/Registrar



**Elizabeth Taylor**  
Deputy Registrar/  
Director of Regulatory  
Services



**Joanne Siemens**  
Executive Assistant



**Della Tufty**  
Executive Assistant

The College of Registered Psychiatric Nurses of Alberta (CRPNA) regulates psychiatric nursing and exists to protect the public. This is done by setting standards for registered psychiatric nursing practice, supporting registered psychiatric nurses in meeting the standards and taking action when the standards are not met.

Here are some of the ways the College does this work:

- Establish and maintain a registration process that ensures those who practice as registered psychiatric nurses are qualified and competent.
- Set and maintain the standards of psychiatric nursing practice that RPNs must meet every day to ensure safe, competent, and ethical registered psychiatric nursing care.
- Approve psychiatric nursing education programs in Alberta to ensure registered psychiatric nurses get the education they need to perform the competencies of a registered psychiatric nurse.
- Receive and investigate complaints about the practice of registered psychiatric nurses and direct appropriate remedial or disciplinary actions as required.

## Overview

# Year in Review



### **BILL 30 & BILL 46: HEALTH STATUTES AMENDMENT ACT (2020)**

Two significant changes to the Health Professions Act took place in 2020. First, Bill 30, the Health Statutes Amendment Act, 2020(I), came into force on July 29th. Bill 30 increased the required percentage of public members from at least 25% to at least 50% on College's governing Councils, Hearing Tribunals and Complaint Review Committees.

Second, on December 9th, the Alberta Government passed Bill 46, the Health Statutes Amendment Act, 2020(II). This Act updated four pieces of healthcare legislation, including the Health Professions Act (HPA). Bill 46 health legislation aims to improve governance and accountability to ensure the healthcare system and health professionals meet the health needs of Albertans. Some significant amendments to the HPA included a mandatory separation of regulatory Colleges and their functions from professional associations, creation of a centralized online registry and providing for the approval of professional regulations by the Minister rather than the Lieutenant Governor in Council. The CRPNA Council undertook a review of the impact of these amendments and elected to suspend the 2020 Council elections while an implementation strategy for these new requirements was developed to ensure governance best practices.

### **BILL 11: FAIR REGISTRATIONS PRACTICES ACT**

March 1, 2020, saw the Bill 11 Fair Registrations Practice Act being introduced that directed regulated professions to have registration practices that are transparent, objective, impartial and fair. CRPNA worked with a subcommittee of the Alberta Federation of Regulated Health Profession (AFRHP) to review and develop a high-level

overview of registration practice and requirements. CRPNA attended information workshops to learn how and where to incorporate the new legislative requirements. An internal CRPNA review of the registration process and practice is underway to identify priority areas where change may need to be implemented to comply with Bill 11 requirements.





## Year in Review

(Continued)

### CRPNA GOVERNANCE REVIEW

The composition and governance of the Council of the College of Registered Psychiatric Nurses of Alberta (CRPNA) is undergoing significant changes due to recent government legislation and regulatory restructuring. The CRPNA Council began conducting a proactive, objective, best-practice, and evidence-based review of all aspects of college governance in late 2020.

Objectives of the governance review:

- To seek and review new governance perspectives and approaches to enhance Council's excellence in governance.
- To engage Council in an informed conversation to determine what, if any, changes are needed to governance principles and processes so that the College is utilizing evidence informed best practice in regulatory governance.
- To enhance learning on the unique nature of regulatory governance and self-regulation.
- To review the regulatory literature that reflects the changing nature of regulatory governance and regulatory models to strengthen public trust.
- To consider what is fundamental to self-regulation and what needs to change to sustain public trust in psychiatric nursing regulation in Alberta.

### MACEWAN UNIVERSITY PSYCHIATRIC NURSING PROGRAM REVIEW

In November 2020 the CRPNA in accordance with the "*CRPNA Standards, Indicators and Evidence Guide for Psychiatric Nursing Education Approval*" completed a review of the MacEwan University Psychiatric Nursing Program through an external Education and Mental Health Consultant. The MacEwan University Psychiatric Nursing Program was granted program approval for another five years (2021-2025) with recommendations for continued strengthening of the program.

The intention of the recommendations is to provide feedback and direction to the Psychiatric Nursing Program to continue to strengthen the curriculum as a whole in providing excellence in psychiatric nursing education to Albertans.

### COVID-19

Covid-19 had a significant impact on Albertans and the health care system. CRPNA responded to the global pandemic by following all public health orders, working remotely, and responding to government and employer needs in a rapidly changing environment.

To assist in alleviating the strain of the pandemic on the health care system, procedures were put in place to issue temporary emergency permits for those wanting to return to

practice. CRPNA worked on protecting Albertans by posting current, up to date information from Alberta Health Services, the Chief Medical Officer, the Government of Alberta, and working





## Year in Review

(Continued)

collaboratively with the other two nursing colleges to develop guidance documents for all nurses working during the pandemic.

CRPNA quickly adapted their work environment to creative work from home solutions for staff and adopting new virtual and telecommunication platforms to successfully complete day to day work. The office was closed to the public and preventative measures were implemented when staff needed to be on site such as: staff pre-screening, frequent handwashing/sanitizing, signage for proper hand hygiene/covering coughs and sneezes, continuous masking in common areas, physical distancing, enhanced cleaning, and disinfection.

### REGISTERED PSYCHIATRIC NURSE (RPN) PROPOSED REGULATION REVISIONS

The CRPNA continues to work with Alberta Health on changes to the Registered Psychiatric Nurse (RPN) Profession Regulations to better reflect current practice foundational to psychiatric nursing, language consistencies among health professions in Alberta and required advanced practice areas. The College anticipated that the RPN Regulation revisions would go before Government in the spring of 2021. This work was an important step in allowing the health system to more fully utilize the skills and expertise of Alberta's RPNs.



The proposed RPN regulation revisions also included authorization for RPNs to order or apply non-ionizing radiation in ultrasound imaging (bladder scanning), which would ensure RPNs are positioned to perform bladder scanning once again, ensuring Albertans receive care from highly skilled health care providers and teams working to their full scope of practice.

CRPNA, in anticipation and in preparation of the RPN regulation revisions going before government, has been developing draft criteria, requirements, standards of practice and competencies for RPN prescribing, ordering of diagnostic tests and the provision of restricted activities that are comprehensive, clear, and practical.

### BILL 21 - ACT TO PROTECT PATIENTS FROM SEXUAL ABUSE AND SEXUAL MISCONDUCT

As part of the legislation, sexual abuse and sexual misconduct education was mandated for all regulated members. Training modules were developed in conjunction with the Alberta Federation of Regulated Health Professions (AFRHP) and all RPNs were required to complete the Protecting Patients from Sexual Abuse and Sexual Misconduct course by April 30<sup>th</sup>, 2021, the renewal date of Practice Permits.

Applicants applying for registration after March 1, 2021 were required to complete the course as part of their registration requirements.





## Year in Review

(Continued)

### CRPNA BYLAWS – PROPOSED AMENDMENTS

The CRPNA provided proposed amendments and repeals to the CRPNA Bylaws for membership feedback and comment in response to the Government of Alberta's changes to the Health Professions Act.

Proposed amendments and repeals addressed:

- Further aligning College processes with accepted health regulatory best practices.
- Legislation changes that require all health professional regulatory Colleges to end Association related activities.
- Changes to the Health Professions Act through Bill 30 which directed all health professional regulatory Colleges in Alberta to increase the number of public member representatives on college councils, hearing tribunals and complaint review committees from 25% to 50% public members.
- Continued alignment with CRPNA's legislated regulatory mandate of protection of the public vs representation
- Expanded methods and uses of technology required by the College.

### CORRESPONDENCE WITH REGISTRANTS

- *Canadian Suicide Exposure Study* - Invitation to Participate
- *Collaborative Practice in Nursing* - Webinar
- *COVID-19 U of A and U of C Research Survey*
- *Minister of Health Invitation to attend an appreciation event* - Invitation for Front Line Workers
- *Alberta Nursing Regulators Statement on High Volume Vaccination Clinic* - Statement
- *Important Information for Healthcare Providers About COVID-19 Vaccine Moderna* - Statement from Public Health Agency Canada
- *COVID-19 Vaccine: Phase 2B and 2 C* - Statement from the Province of Alberta
- *Notice of Bylaw Amendments*
- *CRPNA Governance Review, 2021* - Information regarding proposed Regulation Revision
- *Suspension of Council Elections and Council Transition to 50% Public Members*
- *Protecting Patients from Sexual Abuse and Misconduct Education Course* - Information regarding Bill 21
- *Increase in Public Representation on CRPNA Council and Committees* - Information regarding Bill 30

### KEY COLLEGE DOCUMENTS DEVELOPED

- *Duty to Provide Care* – Practice Direction
- *CRPNA Practice Guideline Infection Prevention and Control* – Collaborative Document
- *Social Media: e-Professionalism Guidance for Nurses* - Updated

## CRPNA Professional Guidance

The objective of the CPRNA's professional guidance area is to protect the public by assisting regulated members in identifying foundational, legal, and professional information that may be relevant to their practice.

Understanding the regulatory document's that guide the profession is essential to ensuring ethical and competent care for the public. Guidance is intended to protect the public by communicating the ethical principles and professional standards required for informed safe, ethical, and competent professional decision making.



The professional guidance department responded to approximately 500 inquiries, reflecting an increase of approximately 30% from last year. Approximately half of these inquiries were specific to COVID-19. A large portion of these inquiries were related to what role an RPN could play in the swabbing of Albertans for COVID-19. There were inquiries related to telehealth, inter-jurisdictional practice, private practice/self-employed practice, supervision while on a temporary permit, professional liability insurance and mandatory training under Bill 21. As the pandemic evolved, the focus transitioned to deployment, application and interpretation of public health orders, and inter-jurisdictional issues (telehealth and services performed outside the province) became more frequent.

# CRPNA Registration & Continuing Competence Program Report

## REGISTRATION REPORT

CRPNA ensures that only qualified individuals are registered to practice as Registered Psychiatric Nurses in Alberta. The CRPNA ensures that those applying for a license meet the criteria to be licensed and this work is essential to CRPNA in meeting its mandate to serve and protect the public's interest.

## COVID-19 CHALLENGES

When CRPNA decentralized its office in March, the registration team needed to quickly adapt to the changing environment as annual renewal was just starting. Processes are based heavily on on-line renewal and that includes processing applications and payments. While adhering to provincial health measures, the CRPNA registration/renewal took place in a virtual environment. Despite the challenges between March and April 30<sup>th</sup>, CRPNA renewed: 1405 Practicing, 60 Temporary Practicing, 112 Non practicing and 53 retired for a total of 1630. This reflects an increase of 46 members from 2020.

Regulatory  
requirements ensure  
safe, competent, ethical,  
and professional  
practice to the public.



## CONTINUING COMPETENCE PROGRAM

Registered Psychiatric Nurses (RPNs) are regulated members under the Health Professions Act (HPA). Section 50(2) of the HPA states that all HPA colleges are to provide a program for regulated members to maintain competence and to enhance the provision of professional services. The CRPNA Continuing Competence Program (CCP) is built on the framework of the CRPNA Code of Ethics and Standards of Practice of Psychiatric Nursing. The CCP was created to fulfill the legislative requirements and at the same time be administratively reasonable, straight forward, and transparent to support RPNs in professional practice. It is an evidence-informed, holistic model to support regulated members engaged in competent practice. It is one aspect of CRPNA's public protection mandate.



The College is committed to protect & serve the public interest by ensuring members provide safe, competent & ethical practice, this is achieved through a code of ethics, standards of practice, and continuing competence requirements, providing employers and the public with assurance that members of the College are accountable for meeting and maintaining professional standards. Only those individuals with a valid active practice permit and current registration with the College are permitted to use the protected titles of Registered Psychiatric Nurse (RPN), and Psychiatric Nurse (PN).

### **Three Steps to the Continuing Competence Program:**

#### **Section 1 - Self Assessment**

To identify learning needs utilizing the standards of practice and indicators in the Continuing Competence Program (CCP) booklet. These encompass domains (or areas of practice)

- Direct Clinical Practice
- Educator
- Administrator
- Researcher

#### **Section 2 - Practice Enhancement Plan**

Developing learning objective(s)

Learning objectives are created in terms of:

- Specific – observable action or behaviour (use active verbs)
- Measurable – be able to define end results in qualitative or quantitative terms
- Attainable – having the required resources or strategies to obtain the end objective
- Relevant – how will this learning objective enhance practice or increase knowledge or skill base

#### **Section 3 - Expected Outcomes**

How will my learning objective enhance my practice?

If the objective(s) are achieved, will the practice knowledge improve, or will the clinical skill base be enhanced?

#### **Mandated Training on Preventing and Addressing Sexual Abuse and Sexual Misconduct (2020/2021 update)**

CRPNA added a mandatory training for all current regulated members and any new registrants to fulfil the legislated mandatory training requirement for Preventing and Addressing Sexual Abuse and Sexual Misconduct. These modules are under the Alberta Federation of Regulated Health Professionals training section.

## Membership by Status

Membership Type	2020/ 2021	2019/ 2020	2018/ 2019	2017/ 2018
Practicing	1405	1444	1429	1406
Temporary Practicing	60	2	4	5
<b>Total Practicing members</b>	<b>1465</b>	<b>1446</b>	<b>1433</b>	<b>1411</b>
Non-Practicing	112	101	92	99
Retired	53	37	36	36
<b>Total Non-Practicing members</b>	<b>165</b>	<b>138</b>	<b>128</b>	<b>135</b>
<b>Total Membership</b>	<b>1630</b>	<b>1584</b>	<b>1561</b>	<b>1546</b>

**CRPNA membership year runs from May 1<sup>ST</sup> to April 30<sup>TH</sup>.**

*2021 statistic is based as of April 30, 2021*

*Due to Covid 19 delays the RPN program completion date was delayed to March of 2021 which in turn delayed the grads.*

## APPLICANTS IN THE PROVINCE OF ALBERTA

Type of New Applicants	Registered 2020/2021	*Registration Denied 2020/2021
Internationally Educated Psychiatric Nurse (IEPN)	2	0
Out of Province	16	0
Re-applicants (previously registered)	8	0
Alberta Graduates	59	0
<b>Total</b>	<b>85</b>	<b>0</b>

*\*Registration denied include those that did not meet eligibility criteria and those requiring bridging programs*

## EXAMINATION WRITERS FOR THE PROVINCE OF ALBERTA

May 2020 – April 2021	Attempts	Total Number of Writers	Successful	Unsuccessful
Alberta Graduates	1 <sup>st</sup>	4	4	0
Alberta Graduates	2 <sup>nd</sup>	2	1	1
Alberta Graduates	3 <sup>rd</sup>	0	0	0
Out of Country	1 <sup>st</sup>	2	2	0
Out of Country	2 <sup>nd</sup>	2	1	1
Out of Country	3 <sup>rd</sup>	1	1	0
<b>Total number of writers</b>		<b>11</b>		



# Complaints/Concerns – Professional Conduct Report

## Introduction

The CRPNA's primary role is public protection. A way of achieving this role is by ensuring public concerns and complaints are handled in a manner consistent with the principles of natural justice, this includes transparency, objectivity, independence, and fairness. Due process follows legislative requirements under the HPA.



Complaints are processed under Part 4 of the Health Professions Act (HPA). The Complaints Director is mandated by the HPA to act on complaints about regulated members. Members of the public contact the CRPNA to seek guidance on the concerns and complaints process. These inquiries do not always result in a formal complaint being made to the CRPNA, often, with assistance the complainant will deal with the concern through the employment setting, directly with the regulated member, or realize that the “nurse” is not an RPN.

A total of five complaints were carried over from previous fiscal years, these include Unprofessional Conduct, and Clinical Competence Issues – Medication/Practice.

Nine new complaints were filed between May 1, 2020 and April 30, 2021. This number of new complaints represents a 10% increase from the previous year (2019-2020). A plausible explanation for this increase may be the current situation individuals find themselves in during a pandemic. A total of seven complaints were closed during the year, four remain open at the end of the 2020/2021 year.

One complaint was received with allegations that may meet the criteria for sexual abuse as defined by the recently introduced Bill 21 (April 2019). This complaint currently remains under investigation at the time of this reporting. Services within the Patient Relations Program have been offered, as required under this new legislation.

Whenever possible, CRPNA utilizes the process of just culture and risk assessment in the review of concerns with an interest in changing behaviors to minimize the probability of a future occurrence.



Many concerns/complaints are resolved by mutual agreement, as per Section 55(2) (a.1) of the HPA without proceeding to a hearing. This is consistent with the CRPNAs mandate of protecting the public interest and enhancing the practice of psychiatric nursing in a remedial manner when it is reasonable and commensurate with the allegations. Remediation processes require consent of all parties. Remediation is less adversarial and more collaborative and includes timeliness and certainty of outcomes. Education can include course work, modules to enhance understanding, including a module on the complaint process entitled Disciplinary Actions: What Every Nurse Should Know. However, the seriousness and complexity of some complaints may warrant a hearing.



No new complaints received during the 2020-2021 reporting year were referred to a hearing by the Complaints Director. One complaint was referred to the Complaints Review Committee (CRC) and the decision of the Complaints Director in that matter was upheld by the CRC.

<b>Complaints Received</b>	<b>2020-2021</b>
Number of new complaints received May 1, 2020 to April 30, 2021	<b>9</b>
Number of complaints carried over from previous years	<b>5</b>
Number of complaints closed in the year	<b>7</b>
Number of complaints still open as of April 30, 2021	<b>7</b>

The CRPNA has a mandate to protect the public and ensure that the services provided by its members are safe, competent, and ethical.

The CRPNA fulfills the above mandate through conduct processes addressing unprofessional conduct, incompetence, or incapacity (inability to practice safely due to a mental or physical disorder).

The HPA sets out the approaches for addressing unprofessional conduct to protect the public from incompetent or unethical practitioners.

<b>New Complaints by Nature of Complaint May 1<sup>st</sup>, 2020 – April 30<sup>th</sup>, 2021</b>	<b>New Complaints</b>
Clinical Competence: Medication	
Clinical Competence Issue - Documentation	
Clinical Competence Issue – Breach of Agency Policy	2
Clinical Competence Issue – Practice	2
Clinical Competence Issue – Ethical Communications	
Unethical Conduct	1
Unethical Business Practice	1
Abuse – Verbal	
Abuse – Physical	
Abuse – Financial	
Sexual Abuse of a Patient	1
Sexual Misconduct of a Patient	
Professional Boundary Issue: With Patient	1
Professional Boundary Issue: With Staff	1
Professional Boundary Issue: With Students	
Professional Boundary Issue: With Family of a Patient	
Confidentiality Breaches	

<b>Disposition of New Complaints May 1<sup>st</sup>, 2020 – April 30<sup>th</sup>, 2021</b>	<b>New Complaints</b>
Employer (mandatory reporting Sec 57 HPA or filing of written complaint Sec 54 HPA)	7
Co-worker/Practitioner	
Public/Family/Patients	2
Other (other agency, self-report, registration services)	
<b>Total New Complaints</b>	<b>9</b>

<b>Status of Active Complaints</b> <b>May 1<sup>st</sup>, 2020 – April 30, 2021</b>	<b>New Complaints</b>	<b>Complaints Carried over</b>
Under Investigation, Including Expert Review	1	
Completing Agreed to Terms of Resolution, Informal Resolution		
Completed Information Resolution	8	2
Forwarded to Hearing by the Complaints Review Committee		
Forwarded to Hearing by the Complaints Director		
Awaiting Decision from Hearing Tribunal		
Hearings Held		
Completing orders of Hearing Tribunal		
Matters Heard in Court of Appeal		
Dismissed – Insufficient Evidence to Support Allegations		
Dismissed, Appealed and Awaiting Decision of Complaints Review Committee		
Dismissed, Appealed and Upheld by Complaints Review Committee		
Dismissed, Appealed and Review Scheduled in Next Fiscal Year		
Section 118		3
Appeals to Council		
Referred to Alternative Complaint Resolution		
<b>Total complaints</b>	<b>9</b>	<b>5</b>
<i>Total complaints being carried into the 2021 - 2022 registration year that are still open</i>		4

The CPRNA manages and resolves complaints against registrants under the process outlined in the Health Professions Act, Part 4, Professional Conduct.

<b>Funding for Treatment and Counselling</b> <b>May 1<sup>st</sup>, 2020 – April 30<sup>th</sup>, 2021</b>	<b>Related to Sexual Abuse</b>	<b>Related to Sexual Misconduct</b>	<b>Total</b>
<b>Number of Complaints</b>	1	0	1
<b>Number of Patients that Accessed the Fund</b>	0	0	0
<b>Amount of Money Dispersed</b>	\$0	\$0	\$0

# Education Fund

The CRPNA Psychiatric Nursing Education Fund is provided through a grant from Alberta Health to support Registered Psychiatric Nurses (RPN) in their pursuit of educational opportunities that specifically impact their skills, knowledge, and professional development.

Funding is available to RPNs residing in Alberta who have an Active Practice Permit from the CRPNA. Education funding is intended to support RPNs in the development of additional knowledge and skills within the profession of Psychiatric Nursing.

The CRPNA Psychiatric Nursing Education Fund Selection Committee approved educational funding to 31 Registered Psychiatric Nurse applicants for the 2020 application year for a total of \$11,300.00 granted in funding as follows:

## Education Fund April 2020

	Eligible Applicants	\$ Granted	Total Paid Out	Outstanding Funds
Event Funding	3	\$ 300.00	\$ 200.00	\$ 100.00
Short Term Funding	2	\$ 150.00	\$ 150.00	
Long Term Funding	9	\$ 5,500.00	\$ 5,500.00	
Withdrawn Applicants	1	\$ 100.00		\$ 100.00
Applicants Not Funded	2			
<b>TOTAL</b>	<b>17</b>	<b>\$ 6,050.00</b>	<b>\$ 5,850.00</b>	<b>\$ 200.00</b>

## Education Fund November 2020

	Eligible Applicants	\$ Granted	Total Paid Out	Outstanding Funds
Event Funding	1	\$ 150.00	\$ 0.00	\$ 150.00
Short Term Funding				
Long Term Funding	13	\$ 5,100.00	\$ 4,700.00	\$ 400.00
Withdrawn Applicants				
Applicants Not Funded				
<b>TOTAL</b>	<b>14</b>	<b>\$ 5,250.00</b>	<b>\$ 4,700.00</b>	<b>\$ 550.00</b>

The CRPNA Psychiatric Nursing Education Fund is provided through a grant from Alberta Health to support Registered Psychiatric Nurses (RPN) in their pursuit of educational opportunities that specifically impact their skills, knowledge, and professional development.

Outstanding funds are from applicants that have not sent in program completion documentation to date, the funds will be applied back into the education fund if not claimed within the eligible time frame.

*Note: Eligible applicants means applicants that met all education fund criteria.*



**COLLEGE OF REGISTERED PSYCHIATRIC NURSES  
OF ALBERTA**

# **Financial Statements**

**For the Year Ended April 30, 2021**



**SVS GROUP** LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To the Members of

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF ALBERTA**

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To the members of **College Of Registered Psychiatric Nurses Of Alberta**

### Opinion

We have audited the accompanying financial statements of **College Of Registered Psychiatric Nurses Of Alberta**, which comprise the statement of financial position as at April 30, 2021 and the statements of changes in net assets, operations 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 **College Of Registered Psychiatric Nurses Of Alberta** as at April 30, 2021, 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 Responsibilities for the Audit of the Financial Statement* section of our report. We are independent of **College Of Registered Psychiatric Nurses Of Alberta** 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 these requirements. We believe 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 these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing **College Of Registered Psychiatric Nurses Of Alberta's** financial reporting process.





## INDEPENDENT AUDITORS' REPORT (continued)

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### Auditors' 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 auditors' 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 audit 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 judgement and maintain a 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 resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal controls 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 **College Of Registered Psychiatric Nurses Of Alberta'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 cause significant doubt on **College Of Registered Psychiatric Nurses Of Alberta's** ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause **College Of Registered Psychiatric Nurses Of Alberta** 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.

Edmonton, Alberta  
October 6, 2021

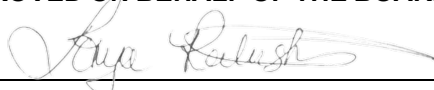
*SVS Group LLP*  
CHARTERED PROFESSIONAL ACCOUNTANTS



**STATEMENT OF FINANCIAL POSITION**  
**AS AT APRIL 30, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash in accounts	\$ 352,964	\$ 566,807
Guaranteed investments	1,069,288	850,000
Accounts receivable and accrued interest	608	14,094
Prepaid expenses and deposits	8,472	18,927
	<u>1,431,332</u>	<u>1,449,828</u>
<b>RESTRICTED CASH AND GUARANTEED INVESTMENTS (Note 4)</b>	<b>1,623,245</b>	<b>1,518,549</b>
<b>PROPERTY AND EQUIPMENT (Note 3)</b>	<b>6,457</b>	<b>7,606</b>
	<u>\$ 3,061,034</u>	<u>\$ 2,975,983</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 143,805	\$ 105,962
Deferred revenue (Note 10)	739,763	725,394
	<u>883,568</u>	<u>831,356</u>
<b>NET ASSETS</b>		
<b>TED JAMES SCHOLARSHIP FUND (Notes 4, 6)</b>	<b>35,793</b>	<b>35,793</b>
<b>NATIONAL DEVELOPMENT FUND (Notes 4, 6)</b>	<b>4,462</b>	<b>4,462</b>
<b>PROPERTY AND EQUIPMENT RESERVE (Note 3)</b>	<b>6,457</b>	<b>7,606</b>
<b>FINANCIAL RESERVE (Notes 4, 6)</b>	<b>640,000</b>	<b>630,000</b>
<b>UNRESTRICTED RESERVE</b>	<b>547,764</b>	<b>618,472</b>
<b>EDUCATION FUND (Notes 4, 6)</b>	<b>757,825</b>	<b>770,918</b>
<b>COUNCIL ORIENTATION &amp; EDUCATION RESERVE FUND (Notes 4, 6)</b>	<b>44,376</b>	<b>44,376</b>
<b>FAIR REGISTRATION AUDIT RESERVE FUND (Notes 4, 6)</b>	<b>10,000</b>	<b>-</b>
<b>REGULATORY INITIATIVES RESERVE FUND (Notes 4, 6)</b>	<b>33,000</b>	<b>33,000</b>
<b>CONDUCT RESERVE FUND (Notes 4, 6)</b>	<b>20,000</b>	<b>-</b>
<b>PATIENT RELATIONS RESERVE FUND (Notes 4, 6)</b>	<b>25,000</b>	<b>-</b>
<b>SPECIAL PROJECTS RESERVE FUND (Notes 4, 6)</b>	<b>52,789</b>	<b>-</b>
	<u>2,177,466</u>	<u>2,144,627</u>
	<u>\$ 3,061,034</u>	<u>\$ 2,975,983</u>

**APPROVED ON BEHALF OF THE BOARD:**

 Director

**STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED APRIL 30, 2021**

	2021	2020
<b>TED JAMES SCHOLARSHIP FUND</b>		
Balance, beginning of year	\$ 35,793	\$ 35,011
Transfer from Unrestricted Reserve	-	782
Balance, end of year	<u>\$ 35,793</u>	<u>\$ 35,793</u>
<b>NATIONAL DEVELOPMENT FUND</b>		
Balance, beginning of year	\$ 4,462	\$ 4,462
Balance, end of year	<u>\$ 4,462</u>	<u>\$ 4,462</u>
<b>PROPERTY AND EQUIPMENT RESERVE</b>		
Balance, beginning of year	\$ 7,606	\$ 7,069
Purchase of property and equipment	1,594	2,864
Amortization of property and equipment	(2,743)	(2,327)
Balance, end of year	<u>\$ 6,457</u>	<u>\$ 7,606</u>
<b>FINANCIAL RESERVE</b>		
Balance, beginning of year	\$ 630,000	\$ 630,000
Repayment from Education Fund	10,000	-
Balance, end of year	<u>\$ 640,000</u>	<u>\$ 630,000</u>
<b>UNRESTRICTED RESERVE</b>		
Balance, beginning of year	\$ 618,472	\$ 574,174
Purchase of property and equipment	(1,594)	(2,864)
Amortization of property and equipment	2,743	2,327
Transfer to other reserve funds	(115,000)	(25,782)
Excess of revenue over expenses for the year	43,143	70,617
Balance, end of year	<u>\$ 547,764</u>	<u>\$ 618,472</u>



**STATEMENT OF CHANGES IN NET ASSETS (continued)**  
**FOR THE YEAR ENDED APRIL 30, 2021**

	2021	2020
<b>EDUCATION FUND</b>		
Balance, beginning of year	\$ 770,918	\$ 768,943
Transfer to Statement of Operations	(10,200)	(12,895)
Interest income	7,107	14,870
Repayment to Financial Reserve	(10,000)	-
Balance, end of year	<u>\$ 757,825</u>	<u>\$ 770,918</u>
<b>COUNCIL ORIENTATION &amp; EDUCATION RESERVE FUND</b>		
Balance, beginning of year	\$ 44,376	\$ 44,156
Transfer from Unrestricted Reserve	-	10,000
Expenses	-	(9,780)
Balance, end of year	<u>\$ 44,376</u>	<u>\$ 44,376</u>
<b>FAIR REGISTRATION AUDIT RESERVE FUND</b>		
Balance, beginning of year	\$ -	\$ -
Transfer from Unrestricted Reserve	10,000	-
Balance, end of year	<u>\$ 10,000</u>	<u>\$ -</u>
<b>REGULATORY INITIATIVES RESERVE FUND</b>		
Balance, beginning of year	\$ 33,000	\$ 18,000
Transfer from Unrestricted Reserve	-	15,000
Balance, end of year	<u>\$ 33,000</u>	<u>\$ 33,000</u>
<b>CONDUCT RESERVE FUND</b>		
Balance, beginning of year	\$ -	\$ -
Transfer from Unrestricted Reserve	20,000	-
Balance, end of year	<u>\$ 20,000</u>	<u>\$ -</u>



**STATEMENT OF CHANGES IN NET ASSETS (continued)**  
**FOR THE YEAR ENDED APRIL 30, 2021**

	2021	2020
<b>PATIENT RELATIONS RESERVE FUND</b>		
Balance, beginning of year	\$ -	\$ -
Transfer from Unrestricted Reserve	<u>25,000</u>	-
Balance, end of year	<u>\$ 25,000</u>	\$ -
<b>SPECIAL PROJECTS RESERVE FUND</b>		
Balance, beginning of year	\$ -	\$ -
Transfer from Unrestricted Reserve	60,000	-
Expenses	<u>(7,211)</u>	-
Balance, end of year	<u>\$ 52,789</u>	\$ -



**STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED APRIL 30, 2021**

	2021	%	2020	%
<b>REVENUE</b>				
Membership fees	\$ 750,393	95.3	\$ 763,785	88.8
Interest income	9,293	1.2	17,464	2.0
Exam fees	9,393	1.2	54,243	6.3
Miscellaneous	8,100	1.0	11,857	1.4
Transfer from Education Fund	10,200	1.3	12,895	1.5
	<b>787,379</b>	<b>100.0</b>	<b>860,244</b>	<b>100.0</b>
<b>EXPENSES</b>				
Administration and College (Schedule)	85,997	10.9	90,137	10.5
Amortization	2,743	0.3	2,327	0.3
Continuing education	1,842	0.2	2,405	0.3
Disciplinary action	878	0.1	-	-
Dues	8,200	1.0	11,755	1.4
Education Fund disbursements (Schedule)	10,200	1.3	12,895	1.5
Internet/on-line renewal	60,634	7.7	46,492	5.4
Liability insurance	-	-	9,584	1.1
Meeting/Committee/Council (Schedule)	14,041	1.8	36,857	4.3
Professional services and certification	29,814	3.8	85,784	10.0
Salaries and benefits	529,858	67.3	487,248	56.6
Travel	29	-	4,143	0.5
	<b>744,236</b>	<b>94.4</b>	<b>789,627</b>	<b>91.9</b>
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ 43,143</b>	<b>5.6</b>	<b>\$ 70,617</b>	<b>8.1</b>





**STATEMENT OF CASH FLOWS FOR  
THE YEAR ENDED APRIL 30, 2021**

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash receipts from memberships, exam fees and other	\$ 815,234	\$ 844,978
Cash paid to suppliers and employees	(712,792)	(723,287)
Interest received	9,293	17,464
	<u>111,735</u>	<u>139,155</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(1,594)	(2,864)
Change in restricted cash and guaranteed investments	(323,984)	(36,387)
	<u>(325,578)</u>	<u>(39,251)</u>
<b>INCREASE (DECREASE) IN CASH DURING THE YEAR</b>	<b>(213,843)</b>	99,904
<b>CASH, beginning of year</b>	<b>566,807</b>	466,903
<b>CASH, end of year</b>	<b>\$ 352,964</b>	<b>\$ 566,807</b>

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2021****1. PURPOSE OF ORGANIZATION**

The College is established under legislation created to protect the public by registering qualified psychiatric nurses, setting standards, monitoring competency and investigating and acting on complaints. The College is a not-for-profit organization for income tax purposes.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**(a) Use of Estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Estimated life of capital assets and inventory valuation, if applicable, are the most significant items that involve the use of estimates.

**(b) Financial Instruments**

The College's financial instruments consist of cash, accounts receivable, guaranteed investments and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The fair value of the financial instruments is approximately equal to their carrying value due to their short-term maturity date.

***Measurement of financial instruments***

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The College subsequently measures all of its financial assets and financial liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, guaranteed investments and accounts receivable and accrued interest.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

***Impairment***

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.



## NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED APRIL 30, 2021

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (b) Financial Instruments (continued)

##### *Transaction costs*

The College recognizes its transaction costs, if any, in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### (c) Property and Equipment

Property and equipment are stated at cost. Amortization is provided annually at 20% for equipment and 55% for computer equipment using the declining balance method to write-off the property and equipment over their estimated useful lives.

#### (d) Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Accordingly, membership fees received at the year end for the annual term commencing immediately after the year end have been deferred and will be recognized in the fiscal period to which they relate.

Certain grant revenue may be deferred for income recognition purposes to a following fiscal period to match related expenditures.

Endowment contributions and related investment income are recognized as direct increases in net assets.

#### (e) Contributed Services and Materials

Volunteer services contributed on behalf of the College in carrying out its activities are not recognized in these financial statements due to the difficulty of determining their fair value.

Other contributed services and materials are recognized only to the extent that they would have been purchased in the normal course of operations and their value is reasonably determinable.

#### (f) Guaranteed Investments

Guaranteed investments, if any, are recorded at fair market value.

#### (g) Cash and Cash Equivalents

The College's policy is to disclose unrestricted cash in accounts under cash and cash equivalents.

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**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2021**

**3. PROPERTY AND EQUIPMENT**

	<b>2021</b>			<b>2020</b>	
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>	<b>Net Book Value</b>	
Equipment	\$ 117,487	\$ 113,193	\$ 4,294	\$ 5,368	
Computer equipment	<u>14,108</u>	<u>11,945</u>	<u>2,163</u>	<u>2,238</u>	
	<u><b>\$ 131,595</b></u>	<u><b>\$ 125,138</b></u>	<u><b>\$ 6,457</b></u>	<u><b>\$ 7,606</b></u>	

**4. RESTRICTED CASH AND GUARANTEED INVESTMENTS**

	<b>2021</b>		<b>2020</b>	
Ted James Scholarship Fund	\$ 35,793	\$ 35,793	\$ 35,793	\$ 35,793
National Development Fund	4,462	4,462	4,462	4,462
Financial Reserve	640,000	630,000	630,000	630,000
Education Fund	757,825	770,918	770,918	770,918
Council Orientation & Education Reserve Fund	44,376	44,376	44,376	44,376
Fair Registration Audit Reserve Fund	10,000	-	-	-
Regulatory Initiatives Reserve Fund	33,000	33,000	33,000	33,000
Conduct Reserve Fund	20,000	-	-	-
Patient Relations Reserve Fund	25,000	-	-	-
Special Project Reserve Fund	<u>52,789</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u><b>\$ 1,623,245</b></u>	<u><b>\$ 1,518,549</b></u>	<u><b>\$ 1,518,549</b></u>	<u><b>\$ 1,518,549</b></u>

Guaranteed investments earn interest at a rate of 0.45% and have maturity dates within the next fiscal year.

**5. ACCOUNTS PAYABLE**

Included in accounts payable is government remittances payable of \$13,643 (2020 - \$12,598).

**6. RESTRICTED NET ASSETS**

**Financial Reserve**

The Financial Reserve was established to provide for continued operations for one year in the event of unexpected interruptions in cash flow or unexpected expenses. As well, the financial reserve is intended to provide funds to cover the costs of any disciplinary hearings. Transfers to/from the Financial Reserve require Council approval.

**Ted James Scholarship Fund**

The Ted James Scholarship Fund was initiated by a donation of funds to the College. The interest on the donated funds is to be used for educational bursaries. These funds are restricted for that purpose.



## NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED APRIL 30, 2021

### 6. RESTRICTED NET ASSETS (continued)

#### National Development Fund

The National Development Fund was set up to assist with the costs of developing a National Body for Psychiatric Nurse Regulators. These funds can only be used with Council approval. There were expenditures in the amount of \$Nil in the current year (2020 - \$Nil).

#### Education Fund

The purpose of the Education Fund is to generate earnings to support educational programs.

- a) Commencing April 1, 2008 the College may distribute the earnings to support educational programs and charge against the fund, annually, the actual administration costs, reasonably incurred, that shall not exceed 5% of the total amount of the earnings distributed in support of educational programs during that fiscal year.
- b) Unexpended earnings in any fiscal year may be retained by the College and carried forward to be used in future years for educational programs provided always that the College will use its best efforts to distribute the earnings, in accordance with the agreement, in the next fiscal year.

#### Council Orientation & Education Reserve Fund

The Council Orientation & Education Reserve Fund was set up to assist with the costs associated with attending and participating in activities and learnings that provide initial and ongoing education in regulatory governance and the public protection mandate.

#### Regulatory Initiatives Reserve Fund

The Regulatory Initiatives Reserve Fund was established to assist with the costs associated with participating in initiatives that address regulatory requirements and enhance regulatory processes.

#### Fair Registration Audit Reserve Fund

The Fair Registration Audit Reserve Fund was established to assist with the costs associated with a possible registrations audit under the Fair Registrations Practice Act . During the year, the Council approved the transfer of \$10,000 to the fund from the Unrestricted Reserve.

#### Conduct Reserve Fund

The Conduct Reserve Fund was established to assist with the costs associated with an unexpectedly costly conduct investigation and hearing. During the year, the Council approved the transfer of \$20,000 to the fund from the Unrestricted Reserve.

#### Patient Relations Reserve Fund

The Patient Relations Reserve Fund was established to assist with the costs associated with the legislated requirement to provide counselling / therapy to any patient lodging a complaint of sexual abuse or misconduct toward a registrant. During the year, the Council approved the transfer of \$25,000 to the fund from the Unrestricted Reserve.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED APRIL 30, 2021****6. RESTRICTED NET ASSETS (continued)****Special Projects Fund**

During the year, the Council approved the transfer of \$20,000 to each of the Digitization of Records, Audio Visual Equipment and Website Redesign projects from the Unrestricted Reserve.

**7. COMMITMENTS**

The College is committed to a lease for office premises until July 31, 2024. The minimum monthly payments required are \$2,557 plus proportionate share of property taxes, operating costs and management fee totaling approximately \$1,204 per month.

The minimum annual lease payments for the next five years are as follows:

2022	\$	45,132
2023		45,132
2024		45,132
2025		11,283
		-
	\$	146,679

**8. FINANCIAL RISKS***Risks and concentrations*

The College is exposed to various risks through its financial instruments, without being exposed to concentrations of risk.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial statement liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to accounts receivable and interest receivable. The College provides credit to its clients in the normal course of operations.

*Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.





## NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED APRIL 30, 2021

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### 9. IMPACT OF COVID-19

In March 2020, there was a global outbreak of the COVID-19 virus, which has had a significant impact on businesses and not-for-profit organizations through the restrictions put in place by the International, Canadian, Provincial and Municipal governments regarding travel, operations and isolation/quarantine orders. Governments have responded with monetary and other fiscal stimulus to stabilize local economies. Uncertainty surrounding the pandemic and the effectiveness of government interventions continue to exist. It is not currently possible to estimate the continued duration and ultimate impact of this situation on the financial position and results of operations for the Organization.

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### 10. DEFERRED REVENUE

The prior year deferred revenue of \$724,394 has been included in the 2021 revenue on the Statement of Operations. The College collected \$739,763 of deferred revenue to be included in 2022 revenue.

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**SCHEDULE OF ADMINISTRATION AND COLLEGE EXPENSES  
FOR THE YEAR ENDED APRIL 30, 2021**

	<b>2021</b>	<b>%</b>		<b>2020</b>	<b>%</b>
Audit fees and bookkeeping	\$ 10,101	1.3	\$	10,101	1.2
Equipment purchases	4,903	0.6		7,315	0.9
Insurance and bonding	2,536	0.3		3,175	0.4
Interest and bank charges	533	0.1		310	-
Janitorial	850	0.1		2,100	0.2
Miscellaneous	1,131	0.1		4,554	0.5
Printing and photocopy supplies	1,751	0.2		2,062	0.2
Public Relations	2,311	0.3		1,788	0.2
Rent	47,953	6.1		43,730	5.1
Stationery and office	9,573	1.2		9,170	1.1
Telephone	4,355	0.6		5,832	0.7
	<b>\$ 85,997</b>	<b>10.9</b>	<b>\$</b>	<b>90,137</b>	<b>10.5</b>

**SCHEDULE OF MEETING/COMMITTEE/COUNCIL EXPENSES  
FOR THE YEAR ENDED APRIL 30, 2021**

	<b>2021</b>	<b>%</b>		<b>2020</b>	<b>%</b>
Council meetings/conference	\$ 14,894	1.9	\$	21,513	2.5
Executive Director Resource Group meetings	-	-		143	-
Inter-provincial meetings	-	-		84	-
RPN of Canada meetings	(853)	(0.1)		15,117	1.8
	<b>\$ 14,041</b>	<b>1.8</b>	<b>\$</b>	<b>36,857</b>	<b>4.3</b>

**SCHEDULE OF EDUCATION FUND DISBURSEMENTS  
FOR THE YEAR ENDED APRIL 30, 2021**

	<b>2021</b>	<b>%</b>		<b>2020</b>	<b>%</b>
Administration fees	\$ -	-	\$	-	-
Event funding	200	-		4,345	0.5
Long-term funding	9,850	1.3		7,500	0.9
Short-term funding	150	-		1,050	0.1
	<b>\$ 10,200</b>	<b>1.3</b>	<b>\$</b>	<b>12,895</b>	<b>1.5</b>

# Committees and Appointments

2020-2021

## **Executive Committee**

Tonya Ratushniak - President

Judy Negrey - President-Elect

Sharon Martin - Treasurer

Tawanda Chiremba - Executive Officer

Barbara Lowe – CEO/Registrar

## **Registration & Continuing Competence Committee**

Elizabeth Taylor – Chair

Hany Abdelhady

Tawanda Chiremba

Lisa Fetsch

Sharon Martin

Greg Pflance

Tonya Ratushniak

## **Compliant Review / Hearings Membership List**

*Public Members are appointed to a Complaint Review or Hearing Committee by Alberta Health & Wellness*

### **RPN's appointed by Council:**

Scott Billan

Jennifer Castro

Lynn Huxley

Annette Rampersaud

### **Complaints Director**

Barbara Lowe

### **Hearings Director**

Joanne Siemens

CRPNA governance and regulatory committees carry out the responsibilities of a self-regulating profession as outlined in the Health Professions Act. This section lists the regulated and public committee members that undertake the regulatory work that is critical to upholding the standards of excellence CRPNA sets for members and the profession.