



ANNUAL REPORT

2021 - 2022

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 is a regulatory organization that operates within the legislative framework of the Health Professions Act of Alberta and the Registered Psychiatric Nurse Regulations.

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.

2021-2022 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 50% of voting members of the College Council. As of April 1st, 2021, Council started to take steps towards changing to 6 elected Registered Psychiatric Nurses and 6 public members.

The Council consisted of 7 Registered Psychiatric Nurses (one non-voting) who are elected by their peers and 4 public members appointed by government, with 2 public member positions vacant.



Back Row (left to right):

Rufus Awharitoma (Councilor)
Tonya Ratushniak (President)
Munira Peermohamed (Public Member)
Joseph Zelmer (Public Member)
Barbara Lowe (CEO/Registrar)
Hany Abdelhady (Public Member)

Front Row (left to right):

Adetoyese Oyedun (Public Member)
Sharon Martin (Treasurer)
Judy Negrey (President-Elect)
Lisa Fetsch (Councilor)

Missing from Photo:

Tawanda Chiremba (Executive Officer)
Nathan Henshaw (Councilor)



Message from the **President**

As the 2021/2022 membership year is coming to a close, I remain grateful for the career that I have chosen, and quality of professionals I get to collaborate with on a daily basis. We have been stretched to our outermost limits over the last couple of years, while mental health funding for our profession never seems to be able to keep up with the demands and needs of the populations we serve. Many of us are reporting depleted emotional reserves, while others are struggling with an increase in workload alongside an increase in acuity. As psychiatric nurses we are taught to wield our superpower of “therapeutic use of self”, and yet often we were hindered by this unprecedented time and the centralization of services. Please know that I am so proud of RPNs everywhere. For your courage, your insight, and your compassion. Moving forward there has never been a time globally where RPNs are needed more.

A couple of the questions I have been asked repeatedly over the last couple of years are: “What the heck is the CRPNA?, where are the AGMs, swag and RPN promotions?”. Historically we are used to our nursing professions undertaking these roles. Bill 46 was very clear in their governmental mandate. All nursing boards across Alberta had to dissolve themselves from all association type functions. 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. The newly formed AAN (Alberta Association of Nurses) is our profession-inclusive association for RPNs, RNs, and LPNs across Alberta. The AAN membership mandate is to enhance, promote and advocate for all nursing professions.

I remain grateful for our amazing CEO, Barbara Lowe. Her commitment and diligent efforts to propel our profession to the forefront is unequalled, as is her continued work to make RPNs recognized in all



provinces across Canada. I, among many in our membership, can't wait till Nova Scotia welcomes our speciality. A big thank you to Elizabeth Taylor who works 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.

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 everyone of us to find out what brings meaning and purpose to your life. It is time to reconnect, time to get involved and time to find the joy again. For some it might be ongoing education, others its family, or maybe it is doing a job that we know makes a difference. Thank you ... and thanks! I am grateful for each and every one of you.

With respect and admiration,

Tonya Ratushniak, President



Message from the **CEO/Registrar**

2021 has been a challenging year for all Albertans, as together we endured a full year of a relentless COVID-19 pandemic that required continual change and adaptation.

The Council continued to hold virtual Council meetings, and CRPNA continued with a remote-work environment while maintaining our operations and commitment to public protection. Throughout the pandemic, CRPNA consistently pulled together as a team, rising to the challenges, changes and demands that arose. We will continue to grow, be innovative, and remain responsive to best meet the needs of the system and the public interest we serve.

2021 was a milestone for Registered Psychiatric Nurses (RPNs), through the collaborative efforts of the CRPNA and Alberta Health the Alberta Government announced a comprehensive amendment to the Registered Psychiatric Nurses Profession Regulation. This amendment enabled RPNs in Alberta to become authorized to prescribe medications and order diagnostic tests.

This new prescribing authority is an important step towards providing Albertans with better access to medications and tests when they need them, these changes can improve access to timely, cost-effective mental health and health care by maximizing the contributions of registered psychiatric nurses.

The Council underwent significant change in 2021, the CRPNA Council changed the composition of Council membership in response to Bill 30 of the Health Statutes Amendment Act passed in July 2020. The Act required all health professional regulatory colleges in Alberta to increase public member representation from 25 percent to 50 percent of the total council membership.

In response to Bill 30 the CRPNA Council is now composed of six regulated members and six public members. The composition and appointment changes create a more transparent, representative Council to lead the CRPNA. This restructuring ensures Council is aligned with best practices in the regulatory world through equal representation from the public and the professions. This change has paved the way

for us to review and shape Council's committee structures, appointment procedures, bylaws and policies, and the ongoing development of Council members in governance and regulation.

As the final stages of Bill 30 were rolling out, more changes to the HPA were introduced through Bill 46, the Health Statutes Amendment Act, 2020 (No. 2). Bill 46 requires that the College only carry out professional regulatory duties in the public interest and prohibits the College from carrying out association and member services functions. The College undertook a review of all its operations in 2021 along with preparatory work for bylaw amendments to comply with Bill 46. We expect 2022 to be a busy year for CRPNA as we continue to review operations and implement changes to comply with Bill 46.

Much has been achieved in support of our mandate of public protection and our goal of regulatory excellence.

Thank you to all our dedicated Council members whose governance and commitment have been so valuable over this past year, and to our wonderful operations team Elizabeth Taylor, Joanne Siemens, and Della Tufty. An additional thank you to our President, Tonya Ratushniak whose leadership, contributions and dedication have been considerable over this past year. We are 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.

We want to extend our sincere gratitude to RPNs, healthcare workers, essential workers, and everyone who has contributed to ensuring others were safe and well cared for throughout this past year.

With respect and appreciation,



Barbara Lowe, CEO/Registrar



Message from the Public Members

In Alberta and nationally, mental health issues 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 appointed by the Lieutenant Governor in Council based on the recommendation of the Minister of Health 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 Member's 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 educated on the public's perspective on issues, initiatives and trends affecting 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, Joseph Zelmer, and Dr. Adetoyese Oyedun 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



HEALTH STATUTES AMENDMENT ACT (“Bill 46”)

The Health Statutes Amendment Act, 2020 (No. 2) (“Bill 46”) received Royal Assent in December 2020, which included a suite of amendments to the *Health Professions Act* (HPA). Among these were provisions requiring regulatory colleges to cease functioning as professional associations and to divest themselves of any professional association functions they currently perform.

The CRPNA, although identified as a single mandate regulatory college, has undertaken a review of all its operations, functions, bylaws, policies, and procedures to ensure compliance with the amendments introduced by Bill 46 and submitted a Summary Report to the Minister of Health addressing compliance of all operations and processes required under Bill 46.

The CRPNA began a review of its structure, bylaws, and governance in September of 2020 and in January 2021 undertook a more in-depth review of its structure and governance. In March of 2021, Council undertook a literature review and established the Governance Review Committee.

The purpose of the review:

- To do an internal review of all operations, bylaws, policies, and procedures to ensure compliance with Bill 46.
- To review, objective, expert, best-practice, and evidence-based literature of college governance.
- To seek new governance perspectives and approaches to enhance Council’s excellence in governance.
- To ensure the college has no functions or connections to or affiliations with a professional association.
- To engage Council in an informed conversation to determine what changes are required.
- To inform regulated members of the review process and any required changes resulting from compliance with Bill 46.

In the development of the summary report, CRPNA utilized the Alberta Health Guide framework as a template for the review and summary report.



Year in Review

(Continued)

CRPNA GOVERNANCE REVIEW & REFORM

Council conducted a review of its governance operations and structure to ensure it was keeping pace with the public's changing needs.

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 enactment of Bill 30 required all health professional regulatory colleges in Alberta to increase the number of Government appointed public member representatives on college councils, hearing tribunals and complaint review committees to 50 percent. Bill 46 requires all health regulatory colleges to divest themselves of all association functions and affiliations.

In 2020, Council began to review all aspects of its governance from the basics of how Council is formed, to how it operates. Council wanted a proactive, objective, expert and evidence-informed review that was completely centered on public trust.

The Council reviewed global governance trends, best practices, and expert advice. It also looked at how other Canadian health regulators applied these best practices to governance.

In March 2021 Council established a Governance Review Committee to work with Council in developing a plan and the required resources for implementing the governance changes.

In May 2022 Council passed a motion to discontinue Council elections and move to an appointed competency-based Council. Extensive work is underway to develop Council competencies, an application process, and committees to support this transition.

Council Appointments

Council members who are registered psychiatric nurses will no longer be volunteers who are elected by their peers. Instead, they will be appointed based on specific attributes and competencies — their experience, knowledge, and skill.

The decision to move from elections to appointments was a serious one. Ultimately, it was based on two things. First, elections create the potential for misunderstanding, because registered psychiatric nurses elected to the governing body do not serve those that elected them — they serve the public as mandated under the legislation. Second, appointments based on competencies ensure that the Council is comprised of a diverse group of people with a wide range of expertise, skills, extensive knowledge, and different perspectives.

COVID-19 RESPONSE

There was a continuation of public health restrictions in 2021 and with safety remaining the priority, CRPNA continued to support staff to remotely deliver the operational requirements to registrants. The CRPNA kept current and up to date on the COVID-19 pandemic and best practices related to vaccines and employer requirements. The ongoing pandemic has shown an increased need and demand for virtual care services, and CRPNA is working with AHS in response to this growing need. The pandemic continued to impact Alberta's health system, and CRPNA acknowledges all Registered Psychiatric Nurses and other health professionals for their ongoing commitment to patient care and public safety.



Year in Review

(Continued)

REGISTERED PSYCHIATRIC NURSES IN NOVA SCOTIA, NEW BRUNSWICK, AND PRINCE EDWARD ISLAND

A FEASIBILITY STUDY

Registered Psychiatric Nurse Regulators of Canada (RPNRC), Nova Scotia Health, the Nurses Association of New Brunswick, and Prince Edward Island Health and Wellness have partnered to commission the feasibility study.

PROJECT PARTNERS & FUNDERS:

- Employment and Social Development Canada (ESDC) - Funder
- Nova Scotia Health - Project Partner
- Nurses Association of New Brunswick - Project Partner
- Prince Edward Island Health and Wellness - Project Partner
- Registered Psychiatric Nurse Regulators of Canada – Project Partner

Project Purpose

The purpose of the feasibility study is to explore the pathway to licensure and regulation of Registered Psychiatric Nurses (RPNs) in Nova Scotia (NS), New Brunswick (NB) and Prince Edward Island (PEI) with a view to improve and support the access and provision of mental health and addictions in NS, NB and PEI, address the inequity faced by internationally educated psychiatric nurses (IEPNs) and improve the labour mobility of RPNs by laying the groundwork for regulation of RPNs in these provinces as well as in other jurisdictions.

Project Objectives

The project's objectives are to:

- improve labour mobility and integration of IEPNs and RPNs in the region of their choice in Canada;
- explore the role of RPNs in NS, NB and PEI including the employment opportunities; and
- provide best/promising practices for other Canadian jurisdictions with a similar interest in licensing and regulating IEPNs and RPNs.

LANGUAGE PROFICIENCY REQUIREMENTS FOR SAFE NURSING PRACTICE IN CANADA - PROJECT

The Canadian Nurse Regulators Collaborative (CNRC) is comprised of members from provincial and territorial organizations who are identified in legislation as being responsible for the regulation of Licensed/Registered Practical Nurses, Registered Nurses, and Registered Psychiatric Nurses and who are also members of Canadian Council for Practical Nurse Regulators (CCPNR), Canadian Council of Registered Nurse Regulators (CCRNRR), and the Registered Psychiatric Nurse Regulators of Canada (RPNRC).



Year in Review

(Continued)

The Canadian Nurse Regulators Collaborative (CNRC) has initiated the Language Proficiency Project to review and update its recommendations related to assessing language proficiency in English and French for safe and effective nursing practice in Canada.

Project Key Deliverables

1. Validated and approved English and French language proficiency benchmarks levels/cut scores for Canada;
2. Report of the best practices in assessing language proficiency and recommendations to align with best practices and improve language proficiency assessment of nurses in Canada; and
3. Approved language proficiency assessment tools/practices accepted by regulatory authorities of RPNs, LPNs, and RNs.

NEW REGISTERED PSYCHIATRIC NURSE REGULATIONS – RPN PRESCRIBING

On May 27th, 2021, a revised Registered Psychiatric Nurses Profession Regulation came into force supporting psychiatric nursing practice and improving access to care for Albertans. The new regulations include:

- RPNs can become authorized to prescribe Schedule 1 drugs (except controlled drugs and substances) and order common diagnostic tests within a specific clinical practice setting.
- RPNs can order or apply non-ionizing radiation in ultrasound imaging (bladder scanning), ensuring that Albertans are receiving highly skilled health care and RPNs are again working to full scope of practice.

Prescribing is an expansion of a Registered Psychiatric Nurses scope of practice, beyond the skills, competence, and knowledge an individual practitioner possesses at the point of registration. The change in scope of practice recognizes the existing competencies and entry-level education of the psychiatric nursing profession and provides authority to Registered Psychiatric Nurses (RPNs) with additional education and advanced competencies to prescribe schedule 1 drugs (except controlled substances) and order diagnostic tests. The College of Registered Psychiatric Nurses of Alberta (CRPNA) asserts that patient safety needs to be the first responsibility and foremost concern of all RPNs. This expansion to the scope of practice of Registered Psychiatric Nurses (RPNs) facilitates a more consistent approach to care in settings where RPNs and RNs work side by side and may be authorized to prescribe schedule 1 drugs and order diagnostic tests. RPNs can only be authorized to prescribe within a specific practice setting and location. The CRPNA has worked with Athabasca University to develop the RPN Prescribing Course which consists of two modules.

BEFORE APPLYING FOR AUTHORIZATION, AN RPN MUST:

- Hold an active permit and be in good standing with CRPNA
- Have at least 3,000 clinical practice hours as an RPN
- Have at least 750 practice hours in the practice setting/location in which you are seeking to prescribe
- Complete the approved [Athabasca University RPN prescribing course](#)
- Have employer support including an employer reference, employer policies, clinical support tools, and collaborative practice relationships in the workplace

NEW STANDARDS, COMPETENCIES, AND GUIDELINES.

The new standards of practice for registered psychiatric nurses included:

- Registered Psychiatric Nurses Standards of Practice Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests
- Standard of Practice for Registered Psychiatric Nurses in the Provision of Restricted Activities
- Registered Psychiatric Nurses Competencies for Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests
- A Guide for Practice: Registered Psychiatric Nurse Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests. These approved documents will guide the profession in the new authorized restricted activities under the new amended regulation changes.

RPNC EXAMINATION TRANSITION

The Registered Psychiatric Nurse Exam is transitioning to a computer-based testing platform as of May 2022. The current exam is a 200-question pencil and paper exam written in a four-hour time frame once every Jan, May, and October. This exam will now be written in a two-day test window and through multiple test locations. What will stay the same is: the exam time frames - January, May and October, exam content will follow the existing exam blueprint and the application process will still start with the regulatory college.

COMMUNICATION WITH REGISTRANTS

CRPNA communicates regulatory information to registrants and the public such as:

- Website communications (updated as needed)
- Regulation Changes for RPNs
- COVID related notifications to RPNs
- Registered Psychiatric Nurse of Canada Examination (RPNCE) transitioning to Computer Based Testing (CBT) in 2022.
- Canadian Nurse Regulators' Collaborative (CNRC) – participation in English Language Standard Setting Workshops and surveys.

KEY COLLEGE DOCUMENTS DEVELOPED

- *Standards of Practice for Registered Psychiatric Nurses in the Provision of Registered Activities*
- *Registered Psychiatric Nurse Standards of Practice Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests*
- *A Guide for Practice: Registered Psychiatric Nurse Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests*
- *Registered Psychiatric Nurses Competencies for Prescribing Schedule 1 Drugs and Ordering Diagnostic Tests*

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 documents 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 many inquiries related to specific COVID -19 vaccine administration question, the main theme being – can an RPN provide COVID-19 vaccines. The other primary theme for professional guidance was virtual care and telehealth services and the role that the RPN has in providing these services to those who may be outside the province. Inter-jurisdictional issues (virtual care and telehealth) demands increased as did need. CRPNA continues to work with other jurisdictions and employers on this issue.

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

While adhering to continued provincial health measures, the CRPNA registration/renewal administration continued in a remote environment.

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



MANDATED TRAINING ON PREVENTING AND ADDRESSING SEXUAL ABUSE AND SEXUAL MISCONDUCT

As required by legislation all registrants and applicants must complete the mandatory training for Preventing and Addressing Sexual Abuse and Sexual Misconduct prior to licensure. These modules can be found on the Alberta Federation of Regulated Health Professionals website.



*Registration Applications	2021/2022
Alberta Graduates NEW Applications	73
Internationally Educated Psychiatric Nurse (IEPN) NEW Applications	9
Out of Province NEW Applications	42
Re-applicants (previously registered returning to practice) NEW Applications	13
Renewal Applicants	1469
Courtesy Applicants	1
Total	1607

*Registration Applications reflect applications submitted between March 1st, 2021 to February 28th, 2022.

*Registrations	2021/2022
Alberta Graduates NEW Registrants	79
Internationally Educated Psychiatric Nurse (IEPN) NEW Registrants	7
Out of Province NEW Registrants	30
Re-applicants (previously registered returning to practice) NEW Registrants	10
Practicing Registrants	1259
Non Practicing & Retired Registrants	209
Courtesy Registrants	1
Total	1595

*Registrations reflect Registrations approved between March 1st to February 28th, 2022.

Membership by Status

Membership Type	2021/ 2022	2020/ 2021	2019/ 2020	2018/ 2019
Practicing	1416	1405	1444	1429
Temporary Practicing	20	60	2	4
Total Practicing Registrants	1436	1465	1446	1433
Non-Practicing	116	112	101	92
Retired	43	53	37	36
Total Non-Practicing Registrants	159	165	138	128
Total Registrants	1595	1630	1584	1561

CRPNA registration year runs from May 1st to April 30th with permit expiry of May 31st.

**Registrants by Status are the 2021/2022 statistics as of February 28, 2022.*



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).

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 colleges under the HPA 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.

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
- Measurable – able to define end results in qualitative or quantitative terms
- Attainable – having the required resources or strategies to obtain the end objective
- Relevant – how learning objective(s) enhance practice or increase knowledge or skill base

Section 3 - Expected Outcomes

How learning objective(s) enhance practice.

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 seven (7) open complaints were carried over from previous fiscal years. Eight (8) new complaints were filed between May 1, 2021, and April 30, 2022. A total of thirteen (13) complaints were closed during the year, two (2) remain open at the end of the 2021/2022 year.

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 CRPNA's 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 2021-2022 reporting year were referred to a hearing by the Complaints Director.

Complaints Received	2021-2022
Number of new complaints received May 1, 2021 to April 30, 2022	8
Number of complaints carried over from previous years	7
Number of complaints closed in the year	13
Number of complaints still open as of April 30, 2022	2

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.



New Complaints by Nature of Complaint May 1st, 2021 – April 30th, 2022.	New Complaints
Clinical Competence: Medication	
Clinical Competence Issue - Documentation	
Clinical Competence Issue – Breach of Agency Policy	1
Clinical Competence Issue – Practice	3
Clinical Competence Issue – Ethical Communications	
Unethical Conduct	1
Unethical Business Practice	
Abuse – Verbal	
Abuse – Physical	
Abuse – Financial	
Sexual Abuse of a Patient	
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	1

Disposition of New Complaints May 1st, 2021 – April 30th, 2022.	New Complaints
Employer (mandatory reporting Sec 57 HPA or filing of written complaint Sec 54 HPA)	4
Co-worker/Practitioner	2
Public/Family/Patients	2
Other (other agency, self-report, registration services)	
Total New Complaints	8

Status of Active Complaints May 1st, 2021 – April 30, 2022	New Complaints	Complaints Carried over
Under Investigation, Including Expert Review		1
Completing Agreed to Terms of Resolution, Informal Resolution	1	
Completed Information Resolution	2	3
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	5	
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		
Total complaints	8	7
<i>Total complaints being carried into the 2022 - 2023 registration year that are still open</i>		2

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

Funding for Treatment and Counselling May 1st, 2021 – April 30th, 2022	Related to Sexual Abuse	Related to Sexual Misconduct	Total
Number of Complaints	0	0	0
Number of Patients that Accessed the Fund	0	0	0
Amount of Money Dispersed	\$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 26 Registered Psychiatric Nurse applicants for the **2021** application year for a total of \$9,000.00 granted in funding as follows:

Education Fund May 2021

	Eligible Applicants	\$ Granted	Total Paid Out	Outstanding Funds
Event Funding				
Short Term Funding	2	\$ 800.00	\$ 800.00	
Long Term Funding	11	\$ 5,800.00	\$ 5,800.00	
Withdrawn Applicants				
Applicants Not Funded				
TOTAL	13	\$ 6,600.00	\$ 6,600.00	

Education Fund November 2021

	Eligible Applicants	\$ Granted	Total Paid Out	Outstanding Funds
Event Funding	1	\$ 100.00	\$ 0.00	\$ 100.00
Short Term Funding				
Long Term Funding	12	\$ 2,300.00	\$ 2,300.00	
Withdrawn Applicants				
Applicants Not Funded				
TOTAL	13	\$ 2,400.00	\$ 2,300.00	\$ 100.00

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, 2022

**SVS GROUP** LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Members of

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF ALBERTA

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, 2022 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, 2022, 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)

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.

SVS Group LLP

Edmonton, Alberta
August 24, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

STATEMENT OF FINANCIAL POSITION

AS AT APRIL 30, 2022

	2022	2021
ASSETS		
CURRENT		
Cash in accounts	\$ 388,483	\$ 352,964
Guaranteed investments	1,163,951	1,069,288
Accounts receivable and accrued interest	6,696	608
Prepaid expenses and deposits	8,472	8,472
Current portion of restricted cash (Note 4)	752,472	-
	2,320,074	1,431,332
RESTRICTED CASH AND GUARANTEED INVESTMENTS (Note 4)	828,157	1,623,245
PROPERTY AND EQUIPMENT (Note 3)	14,698	6,457
	\$ 3,162,929	\$ 3,061,034

LIABILITIES

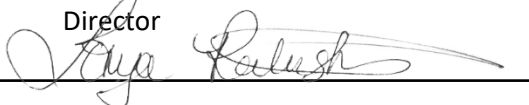
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 165,859	\$ 143,805
Deferred revenue (Note 10)	725,085	739,763
	890,944	883,568

NET ASSETS

TED JAMES SCHOLARSHIP FUND (Notes 4, 6)	35,793	35,793
NATIONAL DEVELOPMENT FUND (Notes 4, 6)	4,462	4,462
PROPERTY AND EQUIPMENT RESERVE (Note 3)	14,698	6,457
FINANCIAL RESERVE (Notes 4, 6)	640,000	640,000
UNRESTRICTED RESERVE	676,658	547,764
EDUCATION FUND (Notes 4, 6)	752,472	757,825
COUNCIL ORIENTATION & EDUCATION RESERVE FUND (Notes 4, 6)	44,376	44,376
FAIR REGISTRATION AUDIT RESERVE FUND (Notes 4, 6)	10,000	10,000
REGULATORY INITIATIVES RESERVE FUND (Notes 4, 6)	33,000	33,000
CONDUCT RESERVE FUND (Notes 4, 6)	14,823	20,000
PATIENT RELATIONS RESERVE FUND (Notes 4, 6)	25,000	25,000
SPECIAL PROJECTS RESERVE FUND (Notes 4, 6)	20,703	52,789
	2,271,985	2,177,466
	\$ 3,162,929	\$ 3,061,034

APPROVED ON BEHALF OF THE BOARD:

Director



STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED APRIL 30, 2022

	2022	2021
TED JAMES SCHOLARSHIP FUND		
Balance, beginning of year	\$ 35,793	\$ 35,793
Balance, end of year	<u>\$ 35,793</u>	<u>\$ 35,793</u>
NATIONAL DEVELOPMENT FUND		
Balance, beginning of year	\$ 4,462	\$ 4,462
Balance, end of year	<u>\$ 4,462</u>	<u>\$ 4,462</u>
PROPERTY AND EQUIPMENT RESERVE		
Balance, beginning of year	\$ 6,457	\$ 7,606
Purchase of property and equipment	13,538	1,594
Amortization of property and equipment	<u>(5,297)</u>	<u>(2,743)</u>
Balance, end of year	<u>\$ 14,698</u>	<u>\$ 6,457</u>
FINANCIAL RESERVE		
Balance, beginning of year	\$ 640,000	\$ 630,000
Repayment from Education Fund	<u>-</u>	<u>10,000</u>
Balance, end of year	<u>\$ 640,000</u>	<u>\$ 640,000</u>
UNRESTRICTED RESERVE		
Balance, beginning of year	\$ 547,764	\$ 618,472
Purchase of property and equipment	(7,211)	(1,594)
Amortization of property and equipment	5,297	2,743
Transfer from (to) other reserve funds	-	(115,000)
Excess of revenue over expenses for the year	<u>130,808</u>	<u>43,143</u>
Balance, end of year	<u>\$ 676,658</u>	<u>\$ 547,764</u>



STATEMENT OF CHANGES IN NET ASSETS (continued)
FOR THE YEAR ENDED APRIL 30, 2022

	2022	2021
EDUCATION FUND		
Balance, beginning of year	\$ 757,825	\$ 770,918
Expenditures	(9,396)	(10,200)
Interest income	4,043	7,107
Repayment to Financial Reserve	-	(10,000)
Balance, end of year	<u>\$ 752,472</u>	<u>\$ 757,825</u>
COUNCIL ORIENTATION & EDUCATION RESERVE FUND		
Balance, beginning of year	\$ 44,376	\$ 44,376
Balance, end of year	<u>\$ 44,376</u>	<u>\$ 44,376</u>
FAIR REGISTRATION AUDIT RESERVE FUND		
Balance, beginning of year	\$ 10,000	\$ -
Transfer from Unrestricted Reserve	-	10,000
Balance, end of year	<u>\$ 10,000</u>	<u>\$ 10,000</u>
REGULATORY INITIATIVES RESERVE FUND		
Balance, beginning of year	\$ 33,000	\$ 33,000
Balance, end of year	<u>\$ 33,000</u>	<u>\$ 33,000</u>
CONDUCT RESERVE FUND		
Balance, beginning of year	\$ 20,000	\$ -
Transfer from Unrestricted Reserve	-	20,000
Expenditures	(5,177)	-
Balance, end of year	<u>\$ 14,823</u>	<u>\$ 20,000</u>

STATEMENT OF CHANGES IN NET ASSETS (continued)
FOR THE YEAR ENDED APRIL 30, 2022

	2022	2021
PATIENT RELATIONS RESERVE FUND		
Balance, beginning of year	\$ 25,000	\$ -
Transfer from Unrestricted Reserve	-	25,000
Balance, end of year	<u>\$ 25,000</u>	<u>\$ 25,000</u>
SPECIAL PROJECTS RESERVE FUND		
Balance, beginning of year	\$ 52,789	\$ -
Transfer from Unrestricted Reserve	-	60,000
Purchase of property and equipment	(6,328)	-
Expenditures	<u>(25,758)</u>	<u>(7,211)</u>
Balance, end of year	<u>\$ 20,703</u>	<u>\$ 52,789</u>

**STATEMENT OF OPERATIONS****FOR THE YEAR ENDED APRIL 30, 2022**

	2022	%	2021	%
REVENUE				
Membership fees	\$ 772,750	83.4	\$ 750,393	95.3
Interest income	13,257	1.4	9,293	1.2
Exam fees	96,597	10.4	9,393	1.2
Miscellaneous	34,659	3.7	8,100	1.0
Transfer from Education Fund	9,400	1.0	10,200	1.3
	926,663	100.0	787,379	100.0
EXPENSES				
Administration and College (Schedule 1)	114,317	12.4	85,997	10.9
Amortization	5,297	0.6	2,743	0.3
Continuing education (recovery)	(483)	(0.1)	1,842	0.2
Disciplinary action	2,000	0.2	878	0.1
Dues	10,469	1.1	8,200	1.0
Education fund disbursements (Schedule 3)	-	1.0	10,200	1.3
Internet/on-line renewal	32,647	3.5	60,634	7.7
Meeting/Committee/Council (Schedule 2)	11,112	1.2	14,041	1.8
Professional services and certification	93,950	10.1	29,814	3.8
Salaries and benefits	526,546	56.8	529,858	67.3
Travel	-	-	29	-
	795,855	86.8	744,236	94.4
INCOME BEFORE FUND EXPENDITURES	130,808	100.8	43,143	94.7
FUND REVENUES (EXPENDITURES)				
Education fund interest income	4,044	0.4	-	-
Education fund disbursements (Schedule 3)	(9,400)	(1.0)	-	-
Conduct reserve fund expenditures	(5,177)	(0.6)	-	-
Special projects fund expenditures	(25,758)	(2.8)	-	-
	(36,291)	(4.0)	-	-
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 94,517	13.2	\$ 43,143	5.6

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2022

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from memberships, exam fees and other	\$ 891,074	\$ 815,234
Cash paid to suppliers and employees	(808,836)	(712,792)
Interest received	17,301	9,293
	<u>99,539</u>	<u>111,735</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(13,539)	(1,594)
Change in restricted cash and guaranteed investments	(52,048)	(323,984)
	<u>(65,587)</u>	<u>(325,578)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	33,952	(213,843)
CASH, beginning of year	352,964	566,807
CASH, end of year	\$ 386,916	\$ 352,964



NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 2022

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 is the most significant item that involves 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 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, 2022

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 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.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 2022

3. PROPERTY AND EQUIPMENT

	<u>2022</u>		<u>2021</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Equipment	\$ 123,814	\$ 115,317	\$ 8,497	\$ 4,294
Computer equipment and website	21,319	15,118	6,201	2,163
	<u>\$ 145,133</u>	<u>\$ 130,435</u>	<u>\$ 14,698</u>	<u>\$ 6,457</u>

4. RESTRICTED CASH AND GUARANTEED INVESTMENTS

	<u>2022</u>		<u>2021</u>	
Education Fund - short-term	\$ 752,472	\$ -		
Ted James Scholarship Fund	\$ 35,793	\$ 35,793		
National Development Fund	4,462	4,462		
Financial Reserve	640,000	640,000		
Education Fund - long-term	-	757,825		
Council Orientation & Education Reserve Fund	44,376	44,376		
Fair Registration Audit Reserve Fund	10,000	10,000		
Regulatory Initiatives Reserve Fund	33,000	33,000		
Conduct Reserve Fund	14,823	20,000		
Patient Relations Reserve Fund	25,000	25,000		
Special Project Reserve Fund	20,703	52,789		
Long-term balance, end of year	<u>\$ 828,157</u>	<u>\$ 1,623,245</u>		

Guaranteed investments earn interest at a rate of 1.5% and have maturity dates within the next fiscal year.

5. ACCOUNTS PAYABLE

Included in accounts payable is government remittances payable of \$15,805 (2021 - \$13,643).

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.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED APRIL 30, 2022

6. RESTRICTED NET ASSETS (continued)

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. During the year, it was determined that the College is no longer able maintain these funds but will continue to maintain them until they are distributed.

National Development Fund

The National Development Fund was set up to assist with the costs of developing a National Body for Psychiatric Nurse Regulators. There were expenditures in the amount of \$Nil in the current year (2021 - \$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.

During the year, it was determined that the College is no longer able maintain these funds, based on a change in Provincial legislation. The College will continue to hold these funds until the time at which the Province determines how they are to be distributed.

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 learning's that provide initial and ongoing education in regulatory governance and the public protection mandate. There were expenditures in the amount of \$Nil in the current year (2021 - \$Nil).

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. There were expenditures in the amount of \$Nil in the current year (2021 - \$Nil).

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. There were expenditures in the amount of \$Nil in the current year (2021 - \$Nil).

**NOTES TO FINANCIAL STATEMENTS****FOR THE YEAR ENDED APRIL 30, 2022****6. RESTRICTED NET ASSETS (continued)****Conduct Reserve Fund**

The Conduct Reserve Fund was established to assist with the costs associated with an unexpectedly costly conduct investigation and hearing. There were expenditures in the amount of \$5,177 in the current year (2021 - \$Nil).

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. There were expenditures in the amount of \$Nil in the current year (2021 - \$Nil).

Special Projects Fund

The Special Projects Fund was established to assist with the costs associated with significant capital purchases. There were expenditures in the amount of \$32,086 in the current year (2021 - \$7,211).

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 three years are as follows:

<u>Year</u>	<u>Amount</u>
2023	\$ 45,132
2024	45,132
2025	11,283
	<u>\$ 101,547</u>

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.



NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED APRIL 30, 2022

8. FINANCIAL RISKS (continued)

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.

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.

10. DEFERRED REVENUE

The prior year deferred revenue of \$739,763 has been included in the 2022 revenue on the Statement of Operations. The College collected \$725,085 of deferred revenue to be included in 2023 revenue.

**SCHEDULE 1 - ADMINISTRATION AND COLLEGE EXPENSES****FOR THE YEAR ENDED APRIL 30, 2022**

	2022	%	2021	%
Audit fees and bookkeeping	\$ 12,025	1.3	\$ 10,101	1.3
Equipment purchases	636	0.1	4,903	0.6
Insurance and bonding	1,987	0.2	2,536	0.3
Interest and bank charges	1,715	0.2	533	0.1
Janitorial	600	0.1	850	0.1
Miscellaneous	3,235	0.3	1,131	0.1
Printing and photocopy supplies	1,907	0.2	1,751	0.2
Public relations	28,346	3.1	2,311	0.3
Rent	50,809	5.5	47,953	6.1
Stationery and office	8,520	0.9	9,573	1.2
Telephone	4,537	0.5	4,355	0.6
	\$ 114,317	12.4	\$ 85,997	10.9

SCHEDULE 2 - MEETING/COMMITTEE/COUNCIL EXPENSES**FOR THE YEAR ENDED APRIL 30, 2022**

	2022	%	2021	%
Council meetings/conference	\$ 10,185	1.1	\$ 14,894	1.9
RPN of Canada meetings	927	0.1	(853)	(0.1)
	\$ 11,112	1.2	\$ 14,041	1.8

SCHEDULE 3 - EDUCATION FUND DISBURSEMENTS**FOR THE YEAR ENDED APRIL 30, 2022**

	2022	%	2021	%
Event funding	\$ -	-	\$ 200	-
Long-term funding	8,950	1.0	9,850	1.3
Short-term funding	450	-	150	-
	\$ 9,400	1.0	\$ 10,200	1.3

Committees and Appointments

2021-2022

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

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 of CRPNA.