



**Alberta Federation of
Regulated Health Professions
Society**

2016 Annual Report



www.afrhp.org



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Chair 2016 Annual Report

The AFRHP exists as a group of member colleges whose purpose is to facilitate collective and collaborative action on the HPA or other issues that may impact regulation. The ultimate vision of the collective is to promote and advance the regulation of HPA in Alberta in the public interest.

Incorporation

The AFRHP Board of Directors, which consists of representatives from 29 colleges, sets out objectives to keep the AFRHP on a future forward path; formalizing our organization was a primary goal for 2016. Over the course of the year, much work was devoted to the development of bylaws for the society and completion of the application for incorporation. This objective was accomplished with the board approval of bylaws and the creation of a formalized society. **Alberta Federation of Regulated Health Professions Society was incorporated in Alberta under the Societies Act on October 24, 2016.** Accordingly, the Board appointed the Officers of the society as follows:

Richard Spelliscy	Chair	Patricia Wheadon	Treasurer
Tara Tremblay	Vice Chair	Paul Hu	Secretary
Susan van der Heide	Member at large		

Board of Directors

With our newly formed society, the Board of Directors consists of representatives from each of the 29 colleges. The board met three (3) times in 2016 and approved a carryover of the 2016 business plan in to the next year. There was recognition that momentum had been stalled with the change of personnel in the Executive Director position and some of the work planned for 2016 would need to be carried over to 2017. The 2017 budget was passed based on the existing fee structure that had been approved last year which has provided our organization increased financial stability.

Operations and support

The officers of the society sit as the AFRHP Executive Committee. This committee exists to ensure that objectives set out by the Board of Directors are fulfilled and it oversees the work of the Executive Director.

- This year the in-coming Executive Committee began their term with a significant challenge. The contract with the Executive Director concluded at the end of April and the incoming committee initiated a recruitment process for the position. After a rigorous recruitment and selection process, the position was awarded to Kathryn Hilsenteger CAE® who began her role as the Executive Director on August 22nd, 2016.
- Infrastructure was purchased to facilitate the Executive Director's role, and the Executive established monthly meetings with Ms. Hilsenteger to facilitate her transition into the role and re-establish focus on the AFRHP goals and objectives.

- The Executive sourced and purchased Directors and Officers Liability insurance against such liabilities for the benefit of any person who is or was serving as Director, Officer, employee, or agent of the Society.

Communication

The AFRHP's purpose is to facilitate collective and collaborative action on the HPA and other legislation/issues that may impact us.

- Andrew Douglas, Director of Health Professions Policy and Partnership, Alberta Health, met with the Board of Directors at each board meeting to keep the group apprised as to the workings of the HPA and other legislation issues.
- Health Minister Sarah Hoffman responded January 25, 2016 to the letter sent by the AFRHP that had expressed concern regarding the public member vacancies and the timeliness and appointment process. Her response indicated that she appreciated the suggestions made by the AFRHP and that she would take them into consideration when reviewing the process. Subsequently, there appeared to be some improvement in the public member appointment process. However, the appointments were reduced to one year terms which again caused considerable concern for AFRHP members.
- In December, the AFRHP again wrote to the Minister to provide our feedback on the problematic nature of one year terms and requested her consideration in lengthening future public member terms. She was responsive to the concerns and the next batch of public member's appointment to councils in early 2017 were issued with three year terms.

Representation

The government values the presence of AFRHP representation at numerous provincial committees and workgroups. Member representatives attend and interact on these groups and provide reporting back to the AFRHP Board of Directors.

Collaborative Health Education and Practice Group- Richard Spelliscy CAP

Provincial IPC Leadership Committee- Stacie Bryan CRDHA

Provider Registry Steering Committee- Joyce Vogelgesang Physiotherapy Alberta

Health Information and Data Governance Committee- Pat Wheadon ACOT

Information sharing

AFRHP is also a forum through which Members and stakeholders share information to inform the collective about common issues. Numerous presentations were made to the AFRHP membership throughout the year:

- Wendy Robillard, Director of HIA Policy, Privacy and Security Unit Alberta Health shared the Health Sector Implementation of Information Sharing Strategy (ISS).
- Five member colleges were involved in an OHS joint project on Co-worker Abuse. Lyndsay Arndt, Executive Director/Registrar, ACCLXT, Leanne Loranger, Practice Advisor, Physiotherapy Alberta, and Carolyn Black, Communications Consultant & Editor, CLPNA provided a presentation on their collective project on the Co-worker Abuse resource entitled "Things Need to Change".
- Associate Minister Payne provided an update on Alberta's Health's focus to control healthcare costs and transform to improve access and quality. She highlighted some recent initiatives and took questions from the floor.
- Dr. Eric Wasylenko, a palliative care physician and clinical ethicist primarily working with the Health Quality Council of Alberta, provided a presentation on Medical Assistance in Dying- Being Prepared.

Education

AFRHP's internal focus is to work together to share information, develop resources, host seminars and enable each other to help fulfil our mandated regulatory roles.

- One of the initiatives was the planning of an educational seminar provided by Field Law for council members in their role as panels for registration and professional conduct appeals. After further deliberation, it was decided that investing in a resource like the Complaints Directors Manual or the Hearing Directors Handbook would provide greater value to the AFRHP membership. Field Law was approached to develop this resource and a proposal to produce two "Guides for Councils" was approved by the Board of Directors. The development was commenced with a release date planned for early 2017.
- To better share AFRHP membership information and resources of interest to all members, a proposal to re-design the AFRHP website with a "members only" section was investigated. The project was approved and initiated in November with a planned release date of February 2017.
- A proposal and budget from the Continuing Competence Interest Group (CCIG) was approved for a continuing competence education event being planned for February 2017.

Indeed, it has been a year of growth for our organization and it has been a privilege to serve as chair. Members share a passion for the regulatory environment, and no matter their size, are eager to share, learn and support one another. This has been our strength and will continue to enable us to facilitate collective and collaborative action now and in the future.

Richard Spelliscy, College of Alberta Psychologists
AFRHP Chair



Executive Director 2016 Annual Report

The Alberta Federation of Regulated Health Professions (AFRHP) is a unique organization, with collaboration and sharing being its strength and its foundation. I came to the Federation, replacing Mr. Harvey Voogd as the part-time Executive Director in late August. As a past member of the Federation for 13 years, I had the pleasure of serving the Federation in a voluntary capacity in a leadership role and on numerous projects. As the new Executive Director, I intend to utilize my knowledge and experience to assist the AFRHP in its continued success and growth. I believe that 2016 was a year of growth and change for our organization.

2016 Accomplishments

- Transfer of all AFRHP files to the newly purchased laptop; backup mechanism established, creation of member lists, introductions
- Regular meetings with Andrew Douglas, Director of Health Professions Policy and Partnership, Alberta Health to provide a solid conduit for information sharing between Alberta Health and the AFRHP
- Facilitated a meeting of the AFRHP Legislation Review Committee with Alberta Health to review proposed changes to the HPA common provisions.
- Completion of our application process for incorporation. This included the collection of signatures from all 29 member colleges and filing the final version of the bylaws. We received our certificate of registration under the Societies Act October 24, 2016.
- Completion of Assignment and Acknowledgement of the previous Federation's logo, our educational video presentation regarding the discipline process under the Health Professions Act; and all other property, tangible or intangible, owned by the Unregistered Group to the Society
- Search for appropriate Directors and Officer's Liability Insurance. Three proposals considered, and after Executive approval, D&O insurance commenced January 1, 2017.
- Initiated the approved project with Field Law to provide AFRHP with two guides, the first having the working title of Appeals of Hearing Tribunal Decisions under the Health Professions Act: A Guide for Council (the "Appeal Guide") and the second having the working title of Reviews of Registration Decisions under the Health Professions Act: A Guide for Council (the "Registration Guide").
- Request for Proposal process for the selection of a vendor to provide a new website presence for AFRHP that meets their current needs as well as positions them to grow into e-commerce services in the future. Selection approved by Executive Committee and this work was initiated in November.
- Migration of existing platform and content to open source platform for local not-for-profit organization was completed, with focus on a password protected members only boardroom area being developed for release in 2017.
- Policy Manual revamped for Executive Committee review to ensure AFRHP align with the bylaws; new policies drafted to further clarify other areas of AFRHP work.

The reports within this annual report highlight the value of working together. This is a true testimonial to the sharing and collaborative culture of this organization. The four established Interest Groups plan and host their meetings, and I am able to assist by ensuring all agendas, meeting minutes, contact lists and resources are available to all within the newly developed Member Only area of the website.

2016 was a year of transformation, with the formalization of the Federation as a non-profit society and a change over in the Executive Director leadership. I am very pleased to be serving the Federation in its continued growth and success!

Kathy Hilsenteger CAE®
Executive Director



Complaint Process Working Group 2016 Annual Report

The Complaint Process Working Group (CPWG) met four times in 2016. The meetings were well attended and provided an open and welcoming environment to ask questions and discuss how colleges process complaints.

The group was faced with the misfortune of losing the Chair of the CPWG, Belinda Swan, due to her return to practice and departure from the College of Opticians of Alberta. Brian Gushaty, of the Alberta College and Association of Chiropractors, CPWG Vice-chair, was elected to the chair position for the ensuing year, with Lyndsay Arndt, of ACCLXT, elected to the position of Vice-chair.

We continue with the two ongoing agenda items that CPWG initiated last year; the first being a discussion of a specific section of the Health Professions Act. Jim Krempien of the Alberta College of Pharmacists has undertaken to identify the section for each meeting and create questions to assist our discussions.

The second ongoing agenda item is a discussion of a section of the Complaint Directors Manual, which will be pursued this year.

With the retirement of Mr. Peter Hourihan, the CPWG looks forward to inviting the new Alberta Ombudsman to a conversation this year.

CPWG thanks the College and Association of Registered Nurses for being such a gracious host for all our meetings.

Brian Gushaty, Alberta College and Association of Chiropractors
Chair



Continuing Competence Interest Group 2016 Annual Report

The Continuing Competence Interest Group (CCIG) is a sub-group of the Alberta Federation of Regulated Health Professions (AFRHP). It is a forum for Alberta regulatory Colleges to share and discuss the development, implementation, maintenance, and evaluation of continuing competence programs (CCP). It is also an opportunity for collaboration and assistance on matters related to CCPs. The CCIG identifies legislative issues that impact CCPs those concerns and comments are then forwarded to the AFRHP.

Over the past year, the CCIG held three face-to-face meetings, February 2, May 3, and October 4. CCIG meetings involve representation from 15 - 20 Alberta regulatory Colleges. The CCIG meetings are hosted by alternating Colleges that possess adequate meeting space and conference call capabilities. Special thanks to Lucille Lavergne, College of Alberta Dental Assistants, for volunteering to take minutes at our meetings. As the CCIG meetings would not occur without these provisions, the CCIG acknowledges and appreciates the generosity of these Colleges.

Over the last year, the CCIG discussed many aspects of competency programs including:

- Collective Competence- Lorelei Lingard
- CCP Audit decision appeal
- Members on leave and Continuing Competence requirements
- Notification requirements for members being Audited
- Process for reporting requirements as proof of Continuing Education
- How do Colleges deal with non-compliance issues?
- CLEAR conference discussion

The most appreciated aspect of the meetings was the presentations provided by committee members on their College's CCP policies and process. These in-depth CCP overviews allowed for greater appreciation, as well as rationale, for the various CCPs amongst Colleges.

Throughout 2016, Dacia Richmond from the Alberta College of Medical Diagnostic and Therapeutic Technologists acted in the role of CCIG Chair. Elizabeth Taylor, from the College of Registered Psychiatric Nurses of Alberta as Vice-Chair. At the May 3, 2016, meeting, a request was made to fill both positions as the Chair, and Vice Chair was stepping down. At the October 4, 2016, meeting; Bob Westlake, College of Dental Technologists, volunteered to serve as Chair, with Barbara Haigh volunteering as the new vice-chair.

Bob Westlake, College of Dental Technologists
Chair



Hearings Director Interest Group 2016 Annual Report

The Hearings Director Interest Group (HDIG) met three times in 2016 and discussed matters related to the administration of the hearing process in accordance with the *Health Professions Act*. Meetings provide opportunity for collaboration and assistance on matters related to the complaint review process as well as hearings and appeals.

Nineteen member colleges actively participate in meetings, either in-person or via teleconference. Meetings are hosted by colleges with a large enough meeting space and on a rotational basis. Thank you to our 2016 hosts, the College of Licensed Practical Nurses of Alberta (twice) and the College of Registered Psychiatric Nurses of Alberta.

In January, Alberta Health presented information about the Public Member Roster. Sheryl Prescott Paterson shared information about the selection process, training, and the timeline for appointing new members to the roster. HDIG members in attendance were encouraged to help build public member engagement in the hearing process by cycling through the full roster when setting hearing tribunals. We were also encouraged to provide periodic feedback to the Ministry about a public member's (positive or not) contribution to a Hearing Tribunal or Complaint Review Committee.

In April, the College of Physicians and Surgeons presented information about its policy regarding the publication of discipline information and managing media. Discussion followed the presentation and focused on the varying perspectives and challenges that member colleges have when balancing transparency and the duty to protect the public with fairness to registrants.

One common challenge amongst member colleges is the task of training hearing tribunal members and keeping them engaged when there are long periods of time between cases. To address that challenge, in addition to continuing to promote the use of the 2011 AFRHP produced *Hearing Tribunal Essentials DVD*, our group shares upcoming training opportunities.

- The College of Alberta Dental Assistants hosted a workshop in April for new/limited experience HT/CRC members and invited other colleges to attend. Field Law presented an overview of the unprofessional conduct process; then attendees participated in a reasons workshop. Ten colleges were represented at the workshop.
- Several colleges sent participants to the Field Law delivery of *Assessing Credibility and Writing Decisions* in October.
- Observing hearings is an excellent way for tribunal members to learn their role. Most colleges encourage their own tribunal members to observe hearings as part of their training and because some colleges have very few hearings, our group has been very open to inviting one-another to send observers to their public hearings.

All meetings end with a round table discussion where attendees can bring questions and learn from other college's experiences. Common response is that this period is most insightful to all

attendees and especially to newly appointed Hearings Directors and colleges with infrequent hearings and complaint reviews.

Upcoming projects for 2017 will focus on two areas:

- Continuing to collaborate on training opportunities for hearing tribunal and complaint review committees;
- Review the 2013 Handbook for Hearing Directors.

Margaret Morley, Alberta College of Pharmacists
Chair



Registration Interest Group 2016 Annual Report

The Registration Interest Group (RIG) met three times in 2016- January 28, April 21, and October 6.

The RIG is a forum for sharing information and discussing matters related to the registration process in accordance with the Health Professions Act (HPA). It provides an opportunity for collaboration and assistance on matters related to the registration process. To date the meetings of the RIG have focused on discussion of relevant issues. The RIG continues to evolve throughout its second year and further initiatives are planned into 2017.

Subjects of interest that were discussed in 2016 included:

- Right-touch regulation
- Registration and renewal declarations: good character and fitness to practice
- Conditions on practice permits
- Work locations
- Regulation/management of tele-practice
- Special accommodation requests (for the exams)
- Registration decisions – request for review to Council
- Active practice
- Substantial equivalence

This interest group regularly has over 70% participation from all the regulatory bodies across Alberta and is looking forward to further gaining momentum in the next year.

Melanie Therrien, College of Licensed Practical Nurses of Alberta
Chair



Legislative Review Committee 2016 Annual Report

Committee Members:

Lyndsay Arndt, Alberta College of Combined Laboratory and X-Ray Technologists

Doug Cook, College of Dietitians of Alberta

Greg Eberhart Alberta College of Pharmacists

Michael Neth, Alberta College of Speech Language Pathologists and Audiologists

Gordon Thompson, Alberta Dental Association and College

Brenda Walker, College of Registered Dental Hygienists of Alberta

Kathy Hilsenteger – AFRHP Resource

The committee welcomed the addition of Lyndsay Arndt, Doug Cook, and Michael Neth this year. We convened for three meetings; January, October, and November 2016.

Three primary issues were carried forward from 2015/16; these being:

Proposed amendments to the Health Professions Act,

Appointment of Public Members

Abandoned Health Records.

Health Professions Act

The committee reaffirmed its belief that amendments to the Health Professions Act should be addressed wholly, and comprehensively; rather than through a segmented approach as proposed by government. The committee reviewed recommendations that the federation had collated in the past, and with the passing of time, expressed interest to build upon these. In October, the committee agreed that before investing more of our resources to survey members, Alberta Health should be approached to clarify the status of the proposed amendments and their intention for moving forward.

Alberta Health met with the committee on November 9, 2017 to provide an update on the proposed common provision consultation plan, and how best to collaborate with the federation. New to the consultation process described by government were Unions. The committee voiced its concern about this; and Alberta Health advised that *“while all feedback would be considered, the focus will always be centered on public protection with colleges being a major stakeholder in the process.”*

Alberta Health committed to re-initiating consultation with federation members in late November, with a goal of forwarding a DRAFT to legislative drafter by the end of April 2017; anticipating introduction on the legislative agenda in the fall of 2017. This process has been delayed; and as of writing, the initial consultation process has not commenced. Introduction of the legislative amendments has been postponed until at least the spring of 2018.

Appointment of Public Members

Many colleges have expressed concern about the process, and delays in the appointment of public members. Federation members have expressed the importance and value of public members to their councils, and why timely appointments are important to succession planning and fulfillment of their governance responsibilities. A letter was sent to the Minister in late 2015, resulting in the federation being addressed by the Minister in 2016. As of October 2016, the committee observed that concerns about the appointment of public members seemed to be improving, but that we would continue to monitor the process.

Abandoned Health Records

Alberta Health has indicated its intent to develop a proposal requiring colleges to build a standard of practice around abandoned patient records. Since the last annual report, no further insight has been received from Alberta Health and our committee has not further addressed the issue.

Respectfully submitted on behalf of the Committee

Greg Eberhart , Alberta College of Pharmacists



Audit Committee Report 2016 Annual Report

Alberta Federation of Regulated Health Professions Society was incorporated in Alberta on 2016/10/24. Bylaw 12.13 provides that the books, accounts and records of the Treasurer shall be maintained at the office of the Society and audited at least once each year by a duly qualified accountant or by two Voting Members of the Society elected for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the Society.

The auditor shall audit the accounts, books and records of the Society and report on them to the Members. The audited financial report must show all income, expenditures, assets, liabilities, principal changes in assets and liabilities, and expenses and disbursements of the Society during the preceding fiscal year and which otherwise complies with any and all other requirements under the Act. The Audit Committee was elected by the Board of Directors at its February 6, 2016 meeting. We have audited the accompanying financial statements of the Alberta Federation of Regulated Health Professions which comprise the statement of financial position as at December 31, 2016.

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. We reviewed the internal controls relevant to the preparation and fair presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Alberta Federation of Regulated Health Professions as at December 31, 2016, and its financial performance for the year then ended in accordance with generally accepted accounting principles.

Maureen Hussey
College of Opticians of Alberta

Tara Tremblay
College of Dental Technologists of Alberta

ALBERTA FEDERATION OF REGULATED HEALTH PROFESSIONALS
Statement of Operations
January 1, 2016 to December 31, 2016

	Actual 2016	Budget 2016	Actual 2015
REVENUE:			
Membership Dues	\$ 83,000	\$ 95,000	\$ 13,500
Disciplinary Hearing Training DVD Sales	2,400		4,976
CCIG Workshop			10,375
Right Touch Regulation Seminar	550		12,025
Total Revenue	<u>\$ 85,950</u>	<u>\$ 95,000</u>	<u>\$ 40,876</u>
EXPENSES:			
Meeting Expense	3,143	6,000	2,944
Office Expense	2,450	440	191
Bank Charges	59	60	60
ED Contract	32,674	56,307	20,150
ED Expenses	288	0	1,276
Communication	7,296	6,000	
CCIG Workshop	1,618	0	10,369
Miscellaneous	721		
Right Touch Regulation Seminar		0	8,830
D&O Insurance	0	1,500	
Financial Audit	0	5,000	
Legal	8,535	7,500	24,196
Resources (Appeals Manual)	10,500		
Total Expenses	<u>\$67,283</u>	<u>\$82,807</u>	<u>\$21,442</u>
Net Income	<u>\$18,667</u>	<u>\$12,193</u>	<u>-\$2,832</u>

ALBERTA FEDERATION OF REGULATED HEALTH PROFESSIONALS

Statement of January Cash Flows

1, 2016 to December 31, 2016

	Actual	Budget	
	2016	2016	2015
OPERATING ACTIVITIES:			
Cash from Operations:			
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Excess (Deficit) of revenue for the period	\$ 18,667	\$ (2,832)	\$ (27,140)
Increase(Decrease) in non cash working capital balances related to Operations:			
Accounts Receivable			
Prepaid Expenses			
CCIG Funds			
Accounts Payable and Accrued Liabilities			
Unearned Membership Fees			
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Net Cash from operating activities	18,667	(2,832)	(27,140)
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INVESTING ACTIVITIES:			
Purchase of equipment/Inventory			
Proceeds on disposal of equipment			
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Net cash used in investing activities	\$	\$	\$
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INCREASE/(DECREASE) IN CASH DURING THE YEAR	18,667	(2,832)	(27,140)
CASH AT BEGINNING OF THE YEAR	36,743	78,641	64,308
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CASH AT END OF THE Period	\$ 55,410	\$ 75,809	\$ 37,168
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Alberta Federation of Regulated Health Professions 2016 Membership

1. Alberta College and Association of Chiropractors
2. Alberta College of Combined Laboratory and X-Ray Technologists
3. Alberta College of Medical Diagnostic and Therapeutic Technologists
4. Alberta College of Occupational Therapists
5. Alberta College of Optometrists
6. Alberta College of Paramedics
7. Alberta College of Pharmacists
8. Alberta College of Social Workers
9. Alberta College of Speech Language Pathologists & Audiologists
10. Alberta Dental Association and College
11. College and Association of Acupuncturists of Alberta
12. College and Association of Registered Nurses of Alberta
13. College and Association of Respiratory Therapists of Alberta
14. College of Alberta Dental Assistants
15. College of Alberta Denturists
16. College of Alberta Psychologists
17. College of Dental Technologists of Alberta
18. College of Dietitians of Alberta
19. College of Hearing Aid Practitioners of Alberta
20. College of Licensed Practical Nurses of Alberta
21. College of Medical Laboratory Technologists of Alberta
22. College of Midwives of Alberta
23. College of Naturopathic Doctors of Alberta
24. College of Opticians of Alberta
25. College of Physicians and Surgeons of Alberta
26. College of Podiatric Physicians of Alberta
27. College of Registered Dental Hygienists of Alberta
28. College of Registered Psychiatric Nurses
29. Physiotherapy Alberta College and Association