



Canadian Alliance of
Physiotherapy Regulators

Alliance canadienne des organismes de
réglementation de la physiothérapie



Moving Forward Together

Annual Report 2004

2004 ALLIANCE ANNUAL REPORT

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THE ALLIANCE MISSION:

To facilitate the sharing of information and build consensus on national regulatory issues in order to assist member regulators in fulfilling their mandate of protecting the public interest.

THE ALLIANCE VISION:

The Alliance is a respected leader recognized nationally and internationally for excellence in evaluation services and regulatory policy development.

EVALUATION SERVICES:

The Alliance administers evaluation services that are valid, cost effective, accessible, responsive, and assist the member regulators in fulfilling their public interest mandate.

POLICY DEVELOPMENT:

The Alliance participates in policy-related activities that promote the national consistency of standards and requirements.

COMMUNICATION, TECHNOLOGY AND DATA COLLECTION:

The Alliance communicates effectively and uses information technology to maximize service to customers.

ORGANIZATIONAL EFFECTIVENESS:

The Alliance is a positive, values-driven and strategic organization that works collaboratively, effectively and efficiently.

2004/05
BOARD OF DIRECTORS

Margaret Warcup, Chair

Bobbie Bailey, Chair Elect

Jenneth Swinamer, Director of Finance

Katherine Harman, Member at Large

Barbara Stokes, Member at Large

2004/05 ALLIANCE STAFF

Alison Cooper

Manager of Examination Operations & Acting Co-Executive Director

Laura Ferguson

Coordinator of Exam Administration

Ania Basiukiewicz

Exam Administrative Officer

Tabasom Eftekari

Manager of Credentialling Operations

Barb Gawlik

Credentialling Officer

Sara Maginn

Credentialling Officer

Signe Holstein

Executive Director as of September 2004

Fiona Jack

Executive Assistant

Dianne Millette

Policy Consultant & Acting Co-Executive Director

Daryl Keating

Manager, Policy & Communication

Our National Partners:

National Physiotherapy Advisory Group (NPAG)

Members:

Pamela Fralick, Canadian Physiotherapy Association

Denis Gravel/Katherine Berg, Canadian Universities Physical Therapy Academic Council (CUPAC)

Cathryn Beggs, Accreditation Council for Canadian Physiotherapy Academic Programs (ACCPAP)

Dianne Millette/Signe Holstein, Canadian Alliance of Physiotherapy Regulators

Canadian Universities Physical Therapy Academic Council

Members

Dr. Lydia Makrides, Mindy Levin, Laurie R. Wishart, Dr. Elsie Culham, Sue Murphy, Joan Loomis, Frances King, Jenneth Swinamer, Denis Gravel, Louis Tremblay, Katherine Berg, Jane Garland, Dr. Elizabeth Harrison

Accreditation Council for Canadian Physiotherapy Academic Programs ACCPAP:

Lesley Bainbridge, President
Cathryn Beggs, Executive Director

Canadian Physiotherapy Association (CPA):

Karen Hurtubise, President
Pamela Fralick, Chief Executive Officer

HONOURING OUR LEADERS

The Alliance relies on the dedication and expertise of volunteers and staff to fulfill the mission and vision of the organization. The awards program allows us to recognize some of those individuals each year who have made a significant contribution to The Alliance.

BETH MALONEY MEMORIAL AWARD

Established in 2000, the Beth Maloney Memorial Award is presented by the Chair of The Alliance Board of Directors in memory of Beth Maloney.

Beth was the first Registrar of the College of Physical Therapists of British Columbia and a past president of the Physiotherapy Association of British Columbia. She was actively involved in the formation of The Alliance and contributed significantly to the development of the regulatory community in Canada. Her ethical problem solving was highly valued as was her effective decision-making, calm demeanour, wisdom and guidance to colleagues.

In the spirit of Beth's work, the Beth Maloney Memorial Award recognizes the contribution of a member of the physiotherapy regulatory community who exemplifies professionalism and has demonstrated a commitment to public interest values and ethical conduct.

RECIPIENTS OF THE BETH MALONEY MEMORIAL AWARD:

2004	Sue Turner, Alberta
2003	Steve Lawless, Ontario
2002	Brenda McKechnie, Manitoba
2001	Marilyn Atkins, British Columbia
2000	Cathryn Beggs, Ontario

RECOGNITION AWARDS

Many individuals volunteer their time and energy to complete a variety of essential activities for The Alliance. Recognition Awards are given out each year to thank these individuals who, in their expertise, symbolize the core of knowledge within our organization.

2004

Arthur Rothman, Ontario
 Kath McKenzie, Alberta
 Sarah Lowe, Ontario
 Dianne Parker-Taillon, Ontario
 Mike MacDougall, Nova Scotia
 Diana Sinnige, Ontario
 Kari Elliott, Alberta
 Chris Carpenter, British Columbia

2003

Susanne Schmiesing, British Columbia
 Wendy Brook, Alberta
 Kari Elliott, Alberta
 Pamela Rock, Alberta
 Marnie Deighton, Saskatchewan
 Barbara Denny, Saskatchewan

2002

Donna Arsenault, Ontario
 Irena Blodgett, Alberta
 Sandy Brunham, British Columbia
 Nancy Cho, British Columbia
 Brenda Dean, Saskatchewan
 Brigid Dilworth, Ontario
 Lise Dupont, Quebec
 Amy Holt, Ontario
 Kyla Jonah-Hourihan
 New Brunswick/Prince Edward Island

Mike McDougall, Nova Scotia
 Karen McIntosh, Alberta
 Linda Nickerson,
 Newfoundland & Labrador
 Mireille Ouellet, New Brunswick
 Gisèle Periera, Manitoba
 Barb Pollock, Ontario
 Sue Turner, Alberta

1997-2001

1997	1998	1999	2000	2001
Marel Fielding Ontario Gloria Gallant Manitoba Brenda McKechnie Manitoba Mary Ann O'Brien Ontario Diane Paulin New Brunswick Lyn Roche Newfoundland & Labrador Gail Wainwright Nova Scotia	Valerie Goodman Manitoba Kim Hunter Saskatchewan Marilyn MacKay-Lyons Nova Scotia Cindi Pederson Saskatchewan Kathleen Rogers Alberta Joyce Vogelgesang Alberta	Rodger Cummins Ontario Brenda Hudson British Columbia Sally Lawler Manitoba Janet Lundie British Columbia Marla Nayer Ontario Mireille Ouellet, New Brunswick Sue Pirie Nova Scotia Ernie Skakun, Alberta	Marnie Deighton Saskatchewan Peter Dilworth, Ontario Diane Hiscox, Ontario Hilary Jebson, British Columbia Elisa Macri, Quebec Agnes Makowski Ontario Laura May, Alberta Donna McIntyre British Columbia Liz Rogers Nova Scotia Deanna Stewart New Brunswick Sandra Webber Manitoba	Bobbie Bailey Newfoundland & Labrador Lesley Bainbridge British Columbia Frances Jamieson Nova Scotia Judy King, Ontario Deanna Landry Nova Scotia Marianne Lanthier Quebec Karen Lycan Nova Scotia Helen McKay, Ontario Nancy McKay New Brunswick Nancy Milligan Alberta

CREDENTIALLING COMMITTEES

CREDENTIAL REVIEW COMMITTEE

Brenda McKechnie, Madelaine Cherry, Irena Blodgett, Maryann Jeffries, Janelle Van Heeren, Sue Murphy, Bobbie Bailey, Tabasom Eftekari

CREDENTIALLING SERVICES

Kathleen Morrow, International Qualification Assessment, Janice Miller, Credentialling Evaluator, Madelaine Cherry, Credentialling Evaluator

EXAM COMMITTEES

EXAMINATION STEERING GROUP

Peter Dilworth, Nancy Cho, Alison Cooper

CANDIDATE ADVISORY GROUP

Zoran Petrovic, Caroline Harrison, Brian Empey, Becky McKeever, Alison Cooper

EXAMINATION ADVISORY GROUP

Nancy Cho, Steve Lawless, Dr. Laura May, Wendy Brook, Wilma Jelley, Gisèle Pereira, Diane St-Pierre, Signe Holstein, Alison Cooper

WRITTEN COMPONENT TEST CONSTRUCTION COMMITTEE

Nancy Cho, Dwight Harley, (Consultant), Darryl Caves, Rachel de Souza, Karla MacDonald, Neil MacHutchon, Marianne Manoli, Gillian Manson, Jo Ann McKenzie, Gareth Sneath, Alison Cooper

CLINICAL COMPONENT TEST CONSTRUCTION COMMITTEE

Peter Dilworth, Jodi McIlroy (Consultant), Brenda Corie, Judy King, Bev Lundgren, Liz Rogers, Diana Hopkins-Rosseel, Barb Pollock, Deanna Stewart, Sherri Wagenhoffer, Alison Cooper

BOARD OF EXAMINERS

Janet Lundie, Arlene Brandt, Neil MacHutchon, Peter Dilworth, Diana Sinnige, Steve Lawless, Jean-Pierre Dumas, Frances Jamieson, E. Marie Earl, Jodi McIlroy (Consultant), Alison Cooper

BOARD OF DIRECTORS

MARGARET WARCUP, Chair

“Dialogue lets voices be heard and provides the potential of creating a community through purposeful talk amongst equals.”

Last year we celebrated our 10th anniversary and our successes as an organization. At the same time, we recognized the need to address issues that were of concern and to identify the next steps in the evolution of the Alliance. The Board of Directors has had a number of opportunities to engage in productive dialogue with members and appreciated the candour and constructive input. That dialogue resulted in the Winter Planning Meeting, held in January, 2005.

Over the last two years the Board has been concerned with implementing appropriate changes in our leadership systems and management processes. We began by addressing board functions and reviewing Board and operational policies. In reviewing our year’s work, Board attention focused on the following aspects of organizational stewardship:

- Identification of risks in the corporation’s business and ensuring these risks are managed.
- Appointment and monitoring of senior management.
- Human resource and capacity issues.
- Integrity of the corporation’s internal control and management systems.

As a result, Board policies were reviewed and amended and reporting expectations were clarified. Fiscal management was a high priority in 2004. In order to meet our financial targets, we made the difficult decision to reduce staffing by eliminating the staff policy development position and deferring replacement of the receptionist. Some projects were delayed or cancelled in order to ensure that The Alliance did not have a deficit at year end. The Board monitored the continuing implementation of our technology upgrading plans.

With the departure of Susan Glover Takahashi at the end of 2003, recruitment of an Executive Director also became a priority. Appreciation is extended to the Selection Committee members and to all who participated in the process. Selection committee members were: Brenda Hudson from British Columbia; Arlene Mapledoram, a public member from the College in Ontario; Margaret Warcup as The Alliance Board Chair; and Bobbie Bailey as Chair Elect.

In the interim period, Dianne Millette and Alison Cooper were appointed as Acting Executive Directors and they and the rest of the staff commendably took on responsibilities to ensure the work of The Alliance continued. A complete review of our personnel policies and procedures, staff benefits and compensation was carried out and recommendations implemented. They both deserve our heartfelt appreciation.

BOARD OF DIRECTORS Cont'd

MARGARET WARCUP, Chair

While much of our focus over the past year has been, of necessity, focused internally, there are changes and challenges to the roles of professional self regulation, increasing pressures from globalization and other factors that are driving our need to focus more attention on our strategic initiatives related to “activities that promote the national consistency of standards and requirements” as outlined in our Core Activities, June 2003. We need to be able to pay attention to how we deal with “policy issues”, what we mean by national consistency of standards and how and when we develop consensus in these areas. We will need to engage in that “purposeful talk among equals”, ensure that our communications continue to be open, honest and respectful and build the next future for The Alliance.

Thank you to all the members, staff and volunteers who have contributed to the success of The Alliance over the past year.

ETHICAL REVIEW COMMITTEE
Murray Maitland, Signe Holstein,
Alison Cooper

POLICY SUPPORT

**STANDING COMMITTEE
ON CONTINUING COMPETENCY**
Neil Pearson, Audrey Lowe,
Peggy Proctor, Brenda
McKechnie, Alison Baldwin,
Karen Lee, Marla Nayer, Eric
Bourdeau, Bobbie Bailey,
Dorianne Sauve, Dianne Millette/
Signe Holstein

**REGULATORY WORKGROUP
ON FUNDING SYSTEM ISSUES**
Annick deGooyer, Jenneth
Swinamer, Moyra Holliday,
Dennis Desautels, Carol Puri,
Pamela C. Fralick, Joan Ross,
Margaret Butler, Dianne Millette,
Signe Holstein

**REGULATORS COMMITTEE ON
SUPPORT WORKERS**
Cheryl Thompson, Sharla Butler,
Cathy Jones, Barb Naviaux,
Maryann Gemus, Jackie Schleifer
Taylor, Louise Bleau, Isabelle
Zwerling, Dawn Burnett,
Carol S. Heck, Dianne Millette,
Signe Holstein

**ESSENTIAL COMPETENCY
STEERING GROUP**
Dianne Parker-Taillon, Cathryn
Beggs, Katherine Berg, Dorianne
Sauvé, Marla Nayer, Jenneth
Swinamer

**ESSENTIAL COMPETENCY
WORKING GROUP**
Dianne Parker-Taillon, Cathryn
Beggs, Ann Nelson,
Brenda McKechnie, Dawn
Burnett, Frances King, Gisèle
Pereira, Grace Torrance, Heather
Alton, Karen Hurtubise, Lori
Ferrish, Louise Taylor, Marilyn
Atkins, Marilyn Rowan, Natalie
Damiano, Peggy Proctor, Dianne
Millette

EXECUTIVE DIRECTOR

SIGNE HOLSTEIN

Continuing on the work started by Dianne Millette and Alison Cooper, the following is a brief review of activities.

A Memorandum of Agreement that establishes an agreement between The Alliance and the College of Physiotherapists in Ontario on the expected deliverables in Evaluation Services was completed in 2004 and signed early in 2005. This agreement is not required by all Colleges but is available for those who may need it.

The *Essential Competency Profile for Physiotherapists in Canada* received final approval in the Fall and was sent for translation and printing. The document will be made available to member regulators for circulation to their members as they see fit. The Alliance committed resources to help members participate in the National Physiotherapy Advisory Group (NPAG) Visioning exercise at Congress 2004 and continues to provide input into that process.

As well, members provided input on the next edition of our Policy Development Process, the *Guidelines on the Role and Utilization of Physical Therapy Support Workers in Physical Therapy Practice in Canada*, the Public Interest Assessment Tool and the policy on Document Retention for The Alliance.

The Alliance staff assisted in organizing the Continuing Competency Forum held in October 2004. This year the agenda focused on assessment methods and was attended by members from across the country.

A number of new initiatives emerged in 2004. Health Canada and Human Resources and Skills Development Canada (HRSDC) invited The Alliance to participate in a multi-disciplinary Advisory Group (made up of representatives from the professions of Physiotherapy, Occupational Therapy, Pharmacy, Medical Radiation Technology and Medical Laboratory Science) to address issues with the integration of internationally educated health care providers in their respective professions in Canada. Funding is being made available at the federal and provincial levels to support projects that will promote integration. Staff are working collaboratively with member regulators and external partners in order to access funding for projects that will enhance our ability to provide a high quality credentialing program for internationally educated graduates coming to Canada.

The Canadian Institute for Health Information (CIHI) also invited the aforementioned professions to participate in a national advisory group on CIHI's Health Human Resources Databases Development Project (HHR DDP) involving the phased development of five new health human resources databases at CIHI. A presentation on the project was arranged for the 2005 annual meeting.

One of the first tasks was the organization of the Winter Planning Meeting including working with the Planning Committee and the facilitator and assisting in the research and development of the background paper for that meeting. This proved to be an excellent opportunity to get to know some of the members and to better understand their view of The Alliance and its future direction.

I would like to thank the Board and The Alliance staff for their support, assistance and advice over the past few months. I look forward to working with and for the members of The Alliance.

THE YEAR IN REVIEW:

The Alliance credentialing and examination programs continued to operate efficiently in 2004. There was a continued focus on improving the quality of the services provided in both areas and continued evaluation of outcomes.

CREDENTIALLING PROGRAM

STRATEGIC AREA GOALS

- To administer an accessible, valid, reliable, transparent and cost effective credentialling program
- To further develop the monitoring, evaluation and improvement processes and communicate outcomes
- To define, implement and evaluate quality, customer-focused service.

The Alliance Credentialling team has accomplished many of its objectives related to the organization's strategic plan during the past year and will continue to work on additional projects to better serve the membership.

The Credentialling program continued to operate effectively in 2004. Credentialling program activities and accomplishments of 2004 are described below:

- 226 Applications were received
- 209 Evaluations were completed
- 86 Applicants were successfully credentialled
- 67 Applicants were deemed eligible for the Prior Learning Assessment and Remediation (PLAR) program
- Two Applications were rejected

During 2004, processing of credential assessments was completed within published standards.

The Credentialling program team worked to develop a Monitoring and Evaluation framework to oversee quality assurance and research activities related to the program. The framework was approved in March 2005. A research paper on Physiotherapy Education and Practice in Germany was completed. The recommendations from this report will be reviewed and considered in 2005.

Three learning modules were developed on the Context of Physiotherapy Practice in Canada, Evidence based practice and Independent practice. These modules are intended to provide flexible learning options for the most frequently identified gap areas.

The Credentialling Review Committee continued to meet regularly to oversee program activities and provide guidance. Specifically, the committee was engaged in the development of the Monitoring and Evaluation framework process. In June 2004, the Committee had its first face to face meeting since its formation in 1999. Expert volunteers provide their time and knowledge to this committee, and The Alliance sincerely appreciates their contributions.

In late 2004, the Health Human Resource Strategies Division (HHRSD) of Health Canada, in partnership with the Department of Human Resources and Skills Development Canada (HRSDC) and Citizenship and Immigration Canada (CIC), brought together the five disciplines of Physiotherapy, Occupational Therapy,

Medical Radiation Technology, Medical Laboratory Science, and Pharmacy to share information and determine collaborative opportunities for partners and funding in relation to agreed upon projects.

The new standards implemented in 2003 based on the Best Practices 3 project provided direction for enhancing customer service to applicants. As a result, changes were made to credentialling staff roles and functions in order to improve customer service. As part of the credentialling Monitoring and Evaluation Program, The Alliance will be surveying customers and stakeholders in order to collect feedback. The results will be reported to the Credentialling Review Committee and opportunities for improvement will be identified and implemented as required.

Respectfully submitted
Tabasom Eftekari
Manager of Credentialling Operations

EXAMINATION PROGRAM

In 2004, the examination program moved into a new phase with the partial resignation of Dr. Arthur Rothman. Dr. Rothman is decreasing his teaching and consulting commitments to make more time for family. Arthur was instrumental in the development of the examination program in its early days and his practical approach to measurement issues was greatly appreciated. He will be particularly missed for his dry wit.

The Alliance welcomed Jodi McIlroy to the Clinical Component Test Construction Committee as the new consultant for the Clinical Component. Jodi has been involved in examination administration at the Toronto examination site for many years as Trainer and Technical Advisor. During this time she built on her entry-level physiotherapy education through graduate course work at OISE/UT in measurement and evaluation; Jodi is now providing expert support to the examination program on measurement issues.

Strategic objectives for the examination program in 2004 included implementation of the results of the Examiner Training Study and implementation of a revised appeal procedure. Revisions to the Appeal policy were approved by the Board of Directors in 2003. This revised policy will be implemented in 2005 with the development of an Appeal Resource Group.

Through the examination Monitoring and Evaluation Program, The Alliance completed the Examiner Training Study and implemented the recommendations. The implementation included revision of the examiner training and orientation materials, and supporting changes in administrative materials. This included developing a description of borderline candidates. Many thanks go to Peter Dilworth, Nancy Cho, Joan Heard, Helen McKay, Cheryl Peitsch, Leanne Daneyko, Irena Makalsky, Alanna Harris, Jodi McIlroy and Laurie Hurley for their work on this project.

A review of examination committees suggested a need to expand examination development activities in the Greater Toronto Area. Gareth Sneath has recently accepted an appointment to the Written Component Test Construction Committee and will chair a Toronto-based Written Item Generation Subcommittee. We welcome the opportunity to work more closely with the Toronto physiotherapy community on examination development.

Examination administration continues to operate smoothly. The Written Component was offered at a total of thirteen sites across Canada in 2004. The Clinical Component was offered in seven locations. Administrative reports were prepared after each administration of the Clinical Component and a full report on both components was published and distributed to member regulators in March. We anticipate changes in administrative procedures over the next 2 years, as we continue to improve our technology supports.

The Alliance continues to be recognized for leadership in examination development and administration. Presentations at the Ottawa Conference on Medical Education in Barcelona (July 2004) and at the Council for Licensure, Enforcement and Regulation convention in Kansas City (September 2004) have increased The Alliance's international profile.

Respectfully submitted
Alison Cooper
Manager of Examination Operations

ADDITIONAL ACTIVITIES

Policy Development:

The Public Interest Assessment Tool was further refined in 2004 based on feedback from member regulators. This assessment tool will provide a useful resource for physiotherapy regulators as they grapple with defining what is in the public interest and the role of the regulator in that interest.

The next draft of the Policy Development Process was circulated to all members and feedback received. This document will be a primary resource for the ongoing development of the revised governance model and decision making structures for The Alliance following decisions to be made at the annual meeting in 2005.

The Funding Systems Communications Work Group developed a first draft of key messages related to funding issues from the perspective of regulators. Information was also provided from a funder perspective. The desired outcome is a publication that could be used by both physiotherapists and funders about key regulatory issues and the role of regulators.

Internationally Educated Professionals:

The Alliance was invited to participate in an Internationally Educated Health Professionals Advisory Group with national professional associations, regulatory and certifying bodies from Physiotherapy, Occupational Therapy, Pharmacy, Medical Radiation Technology and Medical Laboratory Science. Health Canada, Human Resources and Skills Development Canada and Citizenship and Immigration Canada are currently involved in the group. The purpose of the advisory group is to develop collaborative solutions to barriers faced by internationally educated professionals. The Alliance will be working with member regulators, CPA and other partners to assist in reducing barriers while maintaining the current standards. The first step for The Alliance is conducting a situational analysis of the sector, identifying barriers and issues and establishing priorities for future initiatives. The Alliance will be seeking funding through HRSDC for this project.

CIHI Health Human Resource Data Bases

The Canadian Institute for Health Information is also beginning a data base project that will include the professions of Physiotherapy, Occupational Therapy, Pharmacy, Medical Radiation Technology and Medical Laboratory Science. Again, an advisory committee made up of the professional associations and regulatory bodies from those professions has been struck. CIHI will be developing a physiotherapy human resources data base and will be involving all the physiotherapy regulatory bodies in that project. The Alliance will continue to participate on the advisory committee.

Through our partnerships:

With NPAG:

The Essential Competencies Profile project was completed and all jurisdictions approved the final document. The document has been sent out to physiotherapy regulators for circulation to their members. It will also be utilized by Examination and Credentialing Committees in reviewing practice and standards.

The National Vision Project resulted in Vision 2015 with seven key elements related to best practice, access to services, human resources, primary health care, quality service, education and leadership and advocacy. That Vision statement was circulated to members and will be discussed at the 2005 Annual Meeting with an emphasis on the potential impact on regulation. Work will continue in 2005 on development of action plans to make the vision a reality.

Alliance representatives, Brenda McKechnie, Steve Lawless, Diane Hiscox and Paul Castonguay, also participate in NPAG committees dealing with issues related to support personnel and clinical education.

With CPA:

Marilyn Atkins represents The Alliance on the CPA Manual Therapy Steering Committee to provide a regulatory perspective. This committee has been developing an index of resources on manual therapy, near completion, and is planning a research workshop for 2005.

The CPA/Alliance Joint Advisory Committee for the Recognition of Clinical Specialists was struck to review the issues related to specialization and propose an independent and collaborative course of action for both organizations. The primary role of the Advisory Committee will be to engage the regulatory community in a dialogue to ensure regulatory questions related to specialization are known and addressed to the satisfaction of the regulatory community. The Alliance representatives on this committee are Carol Puri, Neil Pearson and Bobbie Bailey.

ACCPAP:

Brenda McKechnie was appointed to the ACCPAP Council as a representative of The Alliance. Please refer to her report.

Operations:

Information Technology:

The Alliance has continued with its phased plan to upgrade the office technology support. The goal is to build a better platform for knowledge management and improved communications. Phase 2, improving the hardware and software to manage files and data bases while retaining a high level of security is almost complete. The third priority is a complete revision of the website to improve communication with members and applicants and allow for a more informative and interactive site.

Communications:

Working on ways to improve effective communications with members and stakeholders continues to be a priority. In addition to working on regular communication through The Alliance Update, teleconferences, committee activity and the annual meeting, staff are exploring options for enhanced web based communications and information dissemination.

THE ALLIANCE REPRESENTATIVE TO ACCPAP
(Accreditation Council for Canadian Physiotherapy Academic Programs)
Brenda McKechnie

The Accreditation Council for Canadian Physiotherapy Academic Programs (ACCPAP) is an independently incorporated body under federal law. The mission of ACCPAP is to assure the quality of physiotherapy education in Canada through accreditation. Through its governance structure, ACCPAP has formal links with the Canadian Alliance of Physiotherapy Regulators, as well as other organizations, such as the Canadian Physiotherapy Association (CPA), the Canadian Universities Physical Therapy Academic Council (CUPAC), the National Student Assembly and the public.

From the perspective of a regulator, the outcomes and processes of ACCPAP provide the regulator with assurances that education programs are evaluated against national standards and also ensure that graduates have met the requirements for licensure. The main purpose of accreditation in higher education is to provide assurance that programs are in compliance with the established accreditation standards and are providing high quality education for students. This will lead to high quality service provision to patients or clients by graduates of the program. While accreditation evaluates the educational program, regulation focuses on the competency of the individual. The two processes are complementary as they focus on the same outcomes, that is, competency based performance assessment.

Maintaining links between accreditation and regulation is beneficial for facilitating consistency between entry-level education standards and regulatory entry to physiotherapy practice standards. Informal links that exist in physiotherapy between accreditation and regulation currently include consideration and use of the Competency Profile for the Entry-Level Physiotherapist in Canada, 2001 Analysis of Physiotherapy Practice in Canada and consideration of provincial regulatory frameworks in the accreditation standards. Formal links include the Alliance membership on the Accreditation Council and the involvement of a member with regulatory experience on the accreditation Peer Review Teams.

I was appointed to the ACCPAP Council by the Alliance in the spring of 2004 and was recently elected to the Board of ACCPAP. In addition to ongoing development of the accreditation program, ACCPAP has reviewed a number of dossiers related to accreditation reviews of physical therapy entry-level education programs and made decisions about the accreditation status of these programs. At the end of 2005, all of the physiotherapist education programs in Canada will have completed an accreditation review through the ACCPAP accreditation program. As well, the link between ACCPAP and regulators was strengthened by the decision to include a person with regulatory experience and focus on the Peer Review Teams that conduct on-site visits to the education program. Initially, the decision to have a regulator on the Peer Review Team was undertaken as a “pilot” project to determine the benefit of having regulatory input. Since the regulatory feedback was determined to be highly beneficial, this practice will be continued.

ACCPAP is also undertaking other interesting initiatives, including establishing a database of physiotherapy education programs, determining ACCPAP involvement in accrediting Physiotherapist Support Worker Education Programs, establishing an accreditation process for new education programs and on-line training for surveyors.

Being the Alliance Representative to ACCPAP has been an enjoyable, learning experience. There is a steep learning curve which is not only challenging but extremely interesting. I thank the Alliance for providing me with this unique opportunity.

FINANCE COMMITTEE

JENNETH SWINAMER, DIRECTOR OF FINANCE

The Finance Committee has met regularly over the past year and has provided regular reports to the Board of Directors. Members of the committee are: Archie Cuke, CA; Tabasom Eftekari, Corporate Treasurer; and the Executive Director, Dianne Millette until September and Signe Holstein for the remainder of the year.

The Finance Committee addressed the following:

- Monitoring The Alliance's investment strategy and ensuring investments are made within approved policies
- Monitoring cash flow and monthly financial operations
- Making recommendations to the Board concerning financial projections and potential actions
- Reviewing proposed budgets and presenting these to the Board
- Reviewing the relationship with The Alliance's current auditor, overseeing a process to identify alternatives and making a recommendation to the Board
- Reviewing the audited statements

Careful attention to financial affairs in 2004 has resulted in a surplus for the year. This is in part due to actions taken by the Board in July, to cut expenditures and avoid any deficit in 2004. As a result, \$95,000 has been transferred to the Reserve Fund. As well, the Finance Committee and staff are working to improve the financial reporting processes, both at a management and Board level, in order to provide the most accurate picture of current expenditures against budget and past history and to develop a more accurate picture of allocation of direct and indirect expenses to our three revenue-expense streams. This project is ongoing.

FINANCIAL STATEMENTS

CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS

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AUDITOR'S REPORT

TO: THE MEMBERS OF
Canadian Alliance of Physiotherapy Regulators

I have audited the balance sheet of the Canadian Alliance of Physiotherapy Regulators as at December 31, 2004 and the statements of operations and changes in net assets of the general, examination, credentialling program and reserve funds and changes in cash flows for the year then ended. These financial statements are the responsibility of the Board of Directors. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted Canadian auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion these financial statements present fairly, in all material respects, the financial position of The Alliance as at December 31, 2004 and the results of its operations for the year then ended in accordance with generally accepted Canadian accounting principles.

Milton, Ontario
March 10, 2005

CHARTERED ACCOUNTANT

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
STATEMENT OF OPERATIONS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2004**

	2004	2003
REVENUE:		
Membership fees	\$ 4,624	\$ 4,747
Registration levy	227,627	201,538
Other income	30,930	23,065
Interest income	1,351	4,375
	<u>264,532</u>	<u>233,725</u>
EXPENDITURE:		
Office supplies and administration	26,881	41,583
Occupancy costs	24,532	0
Salaries and benefits	241,025	136,322
Staff development	6,786	0
Board of directors	10,956	25,610
General meetings	11,193	12,853
Communication	3,799	0
Membership fees	2,500	1,003
Audit and accounting fees	4,965	2,160
Insurance	5,278	1,601
Bank charges	1,041	246
Legal fees	2,401	10,498
Depreciation	7,980	4,083
Special projects	36,664	59,352
Translation	0	1,138
	<u>386,001</u>	<u>296,449</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	<u>\$ (121,469)</u>	<u>\$ (62,724)</u>

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
STATEMENT OF OPERATIONS
EXAMINATION FUND
FOR THE YEAR ENDED DECEMBER 31, 2004**

	2004	2003
REVENUE:		
Examination fees	\$ 1,186,843	\$ 1,202,705
Examination resources	625	632
Miscellaneous income	6,045	7,795
Interest income	19,553	22,572
	<u>1,213,066</u>	<u>1,233,704</u>
EXPENDITURE:		
Written Examination		
Test construction committee	30,325	29,801
Examination administration	41,844	39,488
Test consultants	7,475	7,182
	<u>79,644</u>	<u>76,471</u>
Clinical Examination.		
Test construction committee	31,862	32,863
Examination administration	17,303	18,486
Test consultants	9,000	9,000
Examination site costs	352,654	409,294
	<u>410,819</u>	<u>469,643</u>
Translation and translation verification	<u>4,488</u>	<u>4,578</u>
Exam Quality and Research	<u>5,783</u>	<u>12,257</u>
Other		
Office supplies and administration	58,284	146,449
Occupancy costs	53,971	0
Salaries and benefits	234,570	498,490
Staff development	6,728	0
Board of directors	10,956	25,610
General meetings	11,193	12,853
Communication	8,357	0
Membership fees	5,500	0
Audit and accounting fees	10,924	11,743
Insurance	5,278	9,473
Bank charges	1,105	1,410
Legal fees	20,536	20,299
Depreciation	17,556	24,159
	<u>444,958</u>	<u>750,486</u>
TOTAL EXPENDITURE	<u>945,692</u>	<u>1,313,435</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	<u>\$ 267,374</u>	<u>\$ (79,731)</u>

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
STATEMENT OF OPERATIONS
CREDENTIALLING PROGRAM FUND
FOR THE YEAR ENDED DECEMBER 31, 2004**

	2004	2003
REVENUE:		
Credentiailling fees	\$ 163,251	\$ 148,966
PLAR fees	43,739	40,045
Interest income	566	2,620
Miscellaneous income	4,024	3,164
	<u>211,580</u>	<u>194,795</u>
 EXPENDITURE:		
Office supplies and administration	20,724	36,831
Occupancy	19,626	0
Salaries and benefits	125,712	98,233
Staff development	6,924	0
Board of directors	5,478	0
General meetings	5,597	0
Communication	3,039	0
Membership fees	2,000	0
Audit and accounting fees	3,972	2,607
Insurance	2,639	2,268
Bank charges	536	322
Legal fees	1,920	655
Depreciation	6,384	5,785
Credentiailling expenses	26,393	29,568
PLAR expenses	3,992	440
Credentiailling Review Committee	538	751
Credentiailling program quality and research	25,499	24,494
	<u>260,973</u>	<u>201,954</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	<u>\$ (49,393)</u>	<u>\$ (7,159)</u>

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2004**

	2004	2003
GENERAL FUND:		
Members' net assets at the start of the year	\$ (53,595)	\$ 9,129
Excess (deficiency) of revenue over expenditure	<u>(121,469)</u>	<u>(62,724)</u>
MEMBERS' NET ASSETS AT END OF THE YEAR	<u>\$ (175,064)</u>	<u>\$ (53,595)</u>
EXAMINATION FUND:		
Members' net assets at the start of the year	(36,582)	43,149
Transfer to Reserve Fund	(95,000)	0.
Excess (deficiency) of revenue over expenditure	<u>267,374</u>	<u>(79,731)</u>
MEMBERS' NET ASSETS AT END OF THE YEAR	<u>\$ 135,792</u>	<u>\$ (36,582)</u>
CREDENTIALLING PROGRAM FUND:		
Members' net assets at the start of the year	\$ 22,845	\$ 50,004
Transfer to Reserve Fund	0	(20,000)
Excess (Deficiency) of revenue over expenditure	<u>(49,393)</u>	<u>(7,159)</u>
MEMBERS' NET ASSETS AT END OF THE YEAR	<u>\$ (26,548)</u>	<u>\$ 22,845</u>
RESERVE FUND:		
Members' net assets at the start of the year	\$ 566,231	\$ 539,803
Interest Income	23,886	26,231
Transfer to General Fund	(26,231)	(19,803)
Transfer from Other funds	<u>95,000</u>	<u>20,000</u>
MEMBERS' NET ASSETS AT END OF THE YEAR	<u>\$ 658,886</u>	<u>\$ 566,231</u>

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
STATEMENT OF CHANGES IN CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2004**

	2004	2003
CASH WAS PROVIDED BY (USED IN):		
Operating Activities		
Excess (deficiency) of revenue over expenditure		
General Fund	\$ (121,469)	\$ (62,724)
Examination Fund	267,374	(79,731)
Credentialling Program Fund	(49,393)	(7,159)
Reserve Fund	(2,345)	6,428
	<u>94,167</u>	<u>(143,186)</u>
Adjustment to reconcile to cash		
Depreciation	31,921	34,026
	<u>126,088</u>	<u>(109,160)</u>
Changes in		
Accrued interest receivable	(10,140)	(8,674)
Accounts receivable	1,168	(695)
Due from member boards	0	573
Prepaid expenses	(8,041)	(206)
Accounts payable	(179,589)	157,103
Deferred revenue	70,505	(122,906)
	<u>(9)</u>	<u>(83,965)</u>
Investing Activities		
Purchase of capital assets	(2,005)	(51,771)
INCREASE (DECREASE) IN CASH	(2,014)	(135,736)
CASH AT THE START OF THE YEAR	<u>958,845</u>	<u>1,094,581</u>
CASH AT THE END OF THE YEAR	<u>\$ 956,831</u>	<u>\$ 958,845</u>
 REPRESENTED BY:		
Cash	\$ 78,142	\$ 83,767
Short investments	<u>878,689</u>	<u>875,078</u>
	<u>\$ 956,831</u>	<u>\$ 958,845</u>

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2004**

1. STATUS AND NATURE OF ACTIVITIES:

The Corporation is a federation representing the provincial physiotherapy regulatory corporations to facilitate the sharing of information and build consensus on national regulatory issues in order to assist member regulators in fulfilling their mandate of protecting the public interest. The federation was incorporated by letters patent under the Canadian Corporations Act on April 9, 1992.

2. ACCOUNTING POLICIES:

Fees, grants and expenditures are recorded on an accrual basis whereby they are reflected in the period in which they have been incurred.

3. SHORT TERM INVESTMENTS:

Short-term investments are held by Scotia McLeod in a variety of investments. The current market value is \$ 919,150.

4. CAPITAL ASSETS:

Capital assets are recorded at cost. Depreciation is recorded on the straight-line basis at the rate of 20% per annum.

	Cost	2004 Accumulated depreciation	Net book value	2003 Net Book value
Furniture and equipment	116,922	\$ 97,957	\$ 18,965	\$ 33,350
Computer equipment	100,293	81,119	19,174	29,179
Leasehold improvements	27,630	11,052	16,578	22,104
	<u>\$ 244,845</u>	<u>\$ 190,128</u>	<u>\$ 54,717</u>	<u>\$ 84,633</u>

During the year \$ 2,005 in furniture and equipment was purchased.

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2004**

5. DEFERRED REVENUE:

	2004	2003
Examination fees paid in advance	\$ <u>427,786</u>	<u>357,281</u>

6. RESERVE FUND:

In 1999 the Board of Directors recommended that a reserve fund be set up by transfers from the existing funds. A total of \$ 540,000 was transferred in the prior years and \$ 95,000 in the current year. The interest income earned by the fund in the current year is transferred to the general fund in the following year.

7. LEASE COMMITMENTS:

The corporation entered into a lease agreement for premises for the period June 1, 2000 to May 31, 2006. The lease was amended for additional space from May 1, 2002. The basic rent for the remainder of the lease is as follows:

2004	\$ 44,320
2005	47,992
2006	19,997

8. COMPARATIVE FIGURES:

Changes to expense groupings were made in the current year breaking out new headings. The comparative figures for 2003 have not been adjusted.

OUR MEMBERS

Alliance Representatives

Marilyn Atkins—BRITISH COLUMBIA

Wendy Brook—ALBERTA

Gale Pryznyk—SASKATCHEWAN

Alison Baldwin—MANITOBA

Jackie Schleifer Taylor—ONTARIO

Paul Castonguay—QUÉBEC

Andrea Bragdon—NEW BRUNSWICK

Ann Nelson—NOVA SCOTIA

Lori Ferrish—PRINCE EDWARD ISLAND

Raeleen Baggs—NEWFOUNDLAND & LABRADOR

Alliance Registrars

Brenda Hudson—COLLEGE OF PHYSICAL THERAPISTS OF BRITISH COLUMBIA

Sue Turner—COLLEGE OF PHYSICAL THERAPISTS OF ALBERTA

Donna Fracchia—SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS

Brenda McKechnie—THE COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

Jan Robinson—COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO

Louise Bleau—ORDRE PROFESSIONAL DE LA PHYSIOTHÉRAPIE DU QUÉBEC

Rebecca Bourdage—COLLEGE OF PHYSIOTHERAPISTS OF NEW BRUNSWICK

Joan Ross—NOVA SCOTIA COLLEGE OF PHYSIOTHERAPISTS

Joyce Ling—PRINCE EDWARD ISLAND COLLEGE OF PHYSIOTHERAPISTS

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