



ANNUAL REPORT

2018

Annual Report 2018

Council-Chair's Report

My first year as Council-Chair has been a year of change, I started the year as President of the Association of Registered Nurses of PEI and finished the year as Council-Chair of the College of Registered Nurses of PEI. Cynthia Bryanton finished her term as President in April 2018, and we are grateful for Cynthia's contributions in leading the Association from 2016 to 2018. Shortly after taking office in May 2018 we were moving swiftly toward our legislative change to become governed by the Regulated Health Professions Act (RHPA). There have been a number of significant changes to our structure and function moving into a College, as well as significant changes in our staff.

Over the past year it has been a privilege to attend provincial and national meetings and various activities on your behalf. Some of the highlights of the past year include but are not limited to the following:

- Participation as the CRNPEI representative at the CNA Board
- Participation in the CNA Biennium in Ottawa
- Attendance at the CNA AGM at which a resolution was passed to allow expansion of CNA membership beyond RNs to LPNs and RPNs
- Attendance at the Oath of Office for the Incoming President of CNA, Dr. Claire Betker (2018-2020)
- Attended the Canadian Council of Registered Nurse Regulators (CCRNr) meeting of Executive Directors/Chief Executive Officers and Presidents/Council-Chairs in Toronto
- Met with PEI Nurse Practitioner Association to discuss RHPA and Bylaws
- CNA Board Orientation
- Participated in a CNA Board Strategic Planning day in Ottawa
- Member of the CNA Finance and Audit Committee
- Meeting with Med Society of PEI related to NP Scope of Practice

I would like to acknowledge and recognize our past CNA President, Barb Shellian, who provided visionary leadership at the time when CNA was experiencing significant change. Barb was instrumental in the transition to new leadership in the person of Michael (Mike) Villeneuve, the current Executive Director of CNA. Dr. Claire Betker has now assumed the President position having taken the Oath of Office at the CNA AGM in June. Claire brings a wealth of knowledge and leadership capabilities to her role. Claire resides in Manitoba but at the time of this writing, has accepted the position of Scientific Director at the National Collaborating Center for the Determinants of Health at St. Francis Xavier University, Antigonish, NS.

We had a number of staffing changes, as mentioned above, at the end of 2017 and throughout 2018. Becky Gosbee, Executive Director for 27 years, retired at the end of

2017. I would like to acknowledge Becky's work over the years as the Executive Director of ARNPEI. There were many changes and challenges in the Association through the years, but she never waived in her commitment to the profession of Nursing. Our new Executive Director, Dr. Sheila Marchant-Short began in the role in December 2017. Sheila joined the staff from her most recent role in Health PEI Public Health Nursing.

Dr. Vicki Foley resigned her position as Coordinator of Regulatory Services (CRS) in November 2017, after joining the staff in November of 2016. During the months of January to April of 2018, with the Association unsuccessful in filling the CRS position, it was contracted to Leeann Whitney, a capable nursing leader from North Bay, Ontario. Leeann relocated to PEI and accomplished a great deal of transitional work in the short time she was with us. In April 2018, the CRS position was filled permanently by Melissa Panton. Melissa joined the staff of ARNPEI from Health PEI, Prince County Hospital, after contributing to the work of the Association on Council and several Committees over several years.

In May 2018, the Council of the Association made the strategic move of contracting a part-time Investigator, to resolve the ongoing pressure of timely and complex investigations. Rosemary White joined the staff in this contract position at 0.5 FTE. I take this opportunity to officially welcome Sheila, Melissa and Rosemary into their roles. In June of 2018, Audrey Fraser, Nursing Consultant: Communication and Practice retired after 5 years with the Association. I would like to take this opportunity to thank Audrey for her work on behalf of the Association and her enthusiasm for the profession of Nursing. At the time of writing, this position remains vacant.

The past year has been a year of change as I mentioned at the beginning of my report and is evident in our staffing changes. In addition, to the changes in College staff there were significant changes in the Council members and complement. There were 5 Council members whose terms ended in 2018 including: Darrell Chaisson, Tracey Hagan-O'Connor, Karalee McAskill (student representative), Cynthia Bryanton (President), and Melanie Bruce; and one Council member who resigned, Melissa Panton, due to her move to staff. I would like to thank each and everyone for their significant contributions to the work of the Association. The many hours that they each contributed to the efforts of Council are reflected in the great work that was accomplished during their terms of office. At the time that these six Council positions were being vacated it was known by Council that the RHPA would become our new legislation, and the RHPA has different requirements for the Council complement. As a result, there were no new members added to Council from membership in May 2018. Effective July 4, 2018, when the RHPA came into force, the requirement for members on Council was six, and those six positions were occupied by the remaining Council members. The change in complement in RHPA is the addition of two more public representatives, bringing the total number of public representatives on Council to three and bringing the total number of Council members to nine (previously 13).

Public Representatives are appointed by the Lieutenant Governor in Council and the two additional positions were filled in October and November respectively, in the persons of Shirley Urquhart and Lisa MacDougall. We thank Shirley and Lisa for their willingness to serve the public in this capacity.

This annual report is intended to provide members with ongoing information about the work of the College and the Council. We are no longer a member-driven Association however the Annual Report is envisioned to be a document that continues to keep members informed. Members continue to be represented on the Council of the College through a nomination to Council process.

Thank you for taking the time to read the Annual Report and for your interest in the work of the College.

Kind regards,

A handwritten signature in cursive script that reads "Robin Laird".

CNA Update

CNA continued in 2018 to be a powerful, unified voice for Canada's registered nurses. The association, of which all PEI RNs and NPs are members, represents registered nurses from 10 provincial and territorial nursing associations and colleges, independent registered nurse members from Ontario and Quebec and retired registered nurses from across the country. CNA advances the practice and profession of nursing to improve health outcomes and strengthen Canada's publicly funded, not-for-profit health system.

2018 was a historical year for CNA, when a motion at the Biennium in Ottawa in June was passed to invite other nursing disciplines as members of CNA, including practical nurses and psychiatric nurses. The process for other nursing disciplines to join CNA was still under development at the end of 2018. CNA continues to provide specialty exams and certification to Canadian RNs, with an expansion of that program into other countries and other nursing disciplines on the horizon.

The Council-Chair of CRNPEI, Robin Laird, was appointed to the Board of CNA at the Biennium in Ottawa in June and she has continued in that capacity as well as being appointed as a member of the CNA Audit and Finance Committee.

CNPS Update

CNPS continues to provide liability protection to all members of CRNPEI. There were increases in the CNPS fees in 2018 both for RNs and NPs reflecting the increase in member service requirements. Since Graduate Nurses are now registered in PEI, they

are also now covered by CNPS liability coverage. CRNPEI is represented on the Board of CNPS by Marilyn Barrett.

Chief Executive Director's Report

The past year as I began my position with the Association as Executive Director and then transitioned to the College and thereby the position of Chief Executive Officer and Registrar there has been a huge amount of work accomplished by the Council and the staff. The move itself from the RN Act to the RHPA meant that the College needed new regulations, bylaws and policies. In addition, all the supporting documents for registered nurse and nurse practitioner practice had to be reviewed and updated, a process that is ongoing, as will be described below under policy development.

The RHPA required a major transition in the manner in which the College enacted the discipline process requiring changes in procedures and timelines. The Council and staff have worked very diligently over the past year to prepare and support members before and during the transition to the new Act in terms of the changes for members. Some of the changes included the way the College functions versus the past experience of the Association. In addition, there has been substantial work and efforts in relation to understanding and operationalizing the new processes of registration, discipline and continuing competency requirements.

To move from one form of legislation to another is no small feat, and so 2018 will be a year to remember in that regard.

Policy and Publication Development

Following the move of the Association to the RHPA with the enactment of the new Regulations, the [Registered Nurses Regulations](#), on July 4, 2018, the next step was the writing and approval of new Bylaws to allow the Council of the College to operate. New Bylaws were written and approved at a member meeting on September 13, 2018. The current version with some revisions as a result of member input were updated by Council with a version date of [September 24, 2018](#).

The revision of existing documents and policies began shortly after the new Act came into force to reflect the new name, College of Registered Nurses of Prince Edward Island, and to operationalize the new processes and procedures.

There were ten internal policies created in 2018 to guide the work of Council and staff. The following member policies were also created in 2018:

Applicant in Disciplinary Process in Another Jurisdiction
Continuing Competence Program Policy
Criminal Record Check Policy
Discipline Decision Publication Policy
Discipline Process Timelines

Graduate Nurse Registration Policy
Impaired Driving Policy
Late Registration Policy
Nurse Practitioner Controlled Drugs and Substances Notification Policy
Unauthorized Practice Policy

The following publications were updated to reflect the changes brought about by the new Registered Nurses Regulations: *Bylaws* and *Standards of Nursing Practice*

The following pamphlet was created to provide information to members: *New Nursing Graduate Transition to Practice*

Provincial Tour

Sheila M-S and Melissa completed a provincial tour to visit RNs and NPs in their work places, to talk to them about RHPA and provide an opportunity for RNs to meet College staff. These visits began on August 15th and continued until Oct 24th, 2018. Thirty-two visits were completed in Acute Care, Health PEI and Private LTC, Community, Home Care, Primary Care, Mental Health and Addictions, Government, including Corrections, UPEI, NP Association, DVA and First Nations Health Centres. Participants included nursing directors, managers (nursing and other disciplines), front-line staff, educators, clinical leads, faculty, consultants. CRNPEI directly interacted with 307 RNs and management from Alberton to Souris.

Website

The website continues to undergo development. In 2018, some of the landing page categories were updated to reduce the amount of drilling down that users needed to do to arrive at their destination. For example, the Nurse Practitioner Directory is on the landing page as a new location. There are also new categories such as “Celebrating the History of Nursing” and “Member Savings.” The category for Policy was updated to include Legislation, Bylaws, Policies, Practice Directives and Standards. In addition, the Registration and Renewal section was updated to reduce repetition, and the Events and Resources section was updated to increase the profile of the Canadian Nurses Association and the Canadian Nurses Protective Society.

The following data is available to provide details about the website activity. For the period January 1, 2018 to December 31, 2018, there were 32,064 sessions on the website, an increase of 45.6% usage. The total number of users were 18,244, up by 38.6%. Pages per session were 2.81, a reduction of 21.2%, a possible reflection of the increased ease of reaching a target page. The most frequently visited pages were registration/renewal, contact us and complaints/discipline. The highest traffic period was

August 29th to September 28th, a reflection of the renewal period. There were also 17,651 new users, an increase of 38.1%.

Registrar's Report

Registration

The registration numbers for Registered Nurses in an Extended Class in 2018 represent an increase over 2017, by 40. There has been a gradual increase since 2015 after a slight decline from 2014 to 2015. The numbers of Nurse Practitioners have also increased since 2016 after a slight decrease from 2015 to 2016, with an increase by 7 from 2016 to 2017 and an increase by 10 from 2017 to 2018. The addition of new classes of registration in 2018 are reflected in the chart below. The Associate class of registration was eliminated by the RHPA.

NUMBER OF REGISTRANTS	2018	2017	2016	2015	2014
Registered Nurse General Class	1809	1769	1736	1710	1720
Registered Nurse Extended Class	40	30	23	26	18
RN Special Class	2	N/A	N/A	N/A	N/A
RNEC Special Class	0	N/A	N/A	N/A	N/A
RN Graduate Class		N/A	N/A	N/A	N/A
RNEC Graduate Class	1	N/A	N/A	N/A	N/A
Associate	N/A	20	25	31	48
TOTAL	1852	1819	1784	1767	1786

Discipline

At the beginning of 2018 there were nine complaints in various stages of discipline, as there had been eleven new complaint submissions in 2017. There were two new complaint submissions accepted for further consideration in 2018 and one complaint submission which remained incomplete at the end of 2018.

In 2018, there were thirteen days on which Hearing Committee meetings were held and five days on which Investigation Committee meetings were held. There was one Formal Hearing Committee which met to review ongoing conditions on a registration. The number of investigation reports that were completed in 2018 was five.

There were 5 members with conditions on their registrations in 2018, three of which were continuing at the end of 2018.

There were four publications of discipline posted on the College website.

Committee Reports

Nurse Practitioner Advisory Committee

The NP Advisory Committee met in 2018 in March with 4 NPs and the Interim Coordinator of Regulatory Services in attendance. The committee created a draft Terms of Reference which was approved by Council on September 14, 2018.

Executive Committee

The Executive Committee met in April and then without a Council Chair-Elect and due to change of appointment process, the executive committee was on hiatus. The committee was re-formed in December 2018 following the election by Council of the Council Chair-Elect.

Kind Regards,

A handwritten signature in dark ink, reading "Sheila J. Marchant-Short". The signature is written in a cursive, flowing style.

Dr. Sheila Marchant-Short, RN
Chief Executive Officer and Registrar