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## College of Licensed Practical Nurses of Manitoba

# 2011 Annual Report

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April 2012

The Honorable Theresa Oswald  
Minister of Health  
Room 302, Legislative Building  
450 Broadway  
Winnipeg, MB R3C 0V8

Dear Minister:

The College of Licensed Practical Nurses of Manitoba (the College) is pleased to present the 2011 Annual Report in accordance with the provisions of The Licensed Practical Nurses Act (the Act).

This report covers the period from January 1, 2011 to December 31, 2011 and includes statistical information regarding the profession and a financial statement of accounts of the College as required by the Act.

Governed by the Act since its proclamation on August 15, 2001, the Board of the College has made the transition from an association to a regulatory body. Today, ten years later, we find the profession facing another exciting transition. As we move towards the Regulated Health Professions Act (RHPA), the College is ever mindful of our public protection mandate. We firmly believe that both licensed practical nurses, and the public we serve, will benefit from the new legislation.

The Board of Directors is committed to providing visionary leadership in regulation. We are cognizant that self-regulation is a privilege that requires us to establish a clear strategic plan to ensure we meet our vision of excellence in practice and regulation. In 2011, the College continued to lay the foundations for the upcoming regulatory changes for the profession. The College has reviewed all of the profession's governing documents and is revising them to align with the new umbrella legislation. This has been exciting work resulting in documents that truly reflect the current practice of LPNs in Manitoba. Initial consultation with registrants and other stakeholders regarding Reserved Acts and scope of practice has been positive and the College is confident that our revised documents will clearly define the full and broad scope of practice that LPNs are educated to provide. A full understanding of the LPN role and qualifications will lead to increased capacity of the current health care system and is in the best interest of the public who seek timely access to health care in Manitoba.

The College continues to actively participate in national nursing projects. In 2011 the Canadian Council of Practical Nurse Regulators (CCPNR) developed draft Entry to Practice competencies for the LPN profession. The harmonization of these competencies across Canada will diminish barriers and increase the ease in which internationally educated nurses' credentials are assessed. The project is expected to be completed by the summer of 2012. In conjunction with the CCPNR project, the College has been involved in the National Nursing Assessment Service project. The objective of this national nursing project is to develop a single portal of entry for all internationally educated nurses wishing to become a nurse in a Canadian jurisdiction.

In 2011 the College continued its concerted efforts to review and improve the Board's overall governance. Key areas that the Board has reviewed include, governance and the role of the Board, risk management, and the Board's accountability and responsibility related to College controls. The Board has restructured its human resources committee to include matters related to governance. The Board has also appointed credential assessment auditors. These auditors will complete an annual review of the College's credential assessment processes to ensure compliance with the Act, Regulations and Board approved policy. You will note within this annual report many changes took place in 2011, including changes in the By-laws that increase public representation of government-appointed representatives on the Board of Directors. The results of these concerted efforts have led to the effective, efficient and transparent functioning of the Board, committees and the College.

In 2011 the Board, after a thorough search, recruited a new Executive Director. With a firm understanding of the critical competencies required for this key operational position, the Board appointed Jennifer Breton LPN RN BN, as the Executive Director in March. Ms. Breton's understanding of policy governance, regulatory, and the LPN profession in conjunction with the Board's clear strategic direction has allowed the College to realize many goals this past year. Many difficult decisions were made in 2011 and the Board commends all College staff and committees for their commitment to the

College and its mandate. With the collaborative and clearly defined relationship between the Board of Directors and College staff, the Board is confident that Ms. Breton will continue to lead the organization into the future.

The College is uniquely positioned to combine the collective wisdom of its registrants, Board, committees, staff, educators, and stakeholders to protect the public through fair, consistent and effective nursing regulations. With the values of knowledge, collaboration, respect, professionalism, organizational integrity and continuous quality, we look forward to continuing to serve the citizens of Manitoba.



Lynn Marks LPN  
President  
CLPNM



Jennifer Breton LPN RN BN  
Executive Director  
CLPNM

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**VISION**

Excellence in Nursing Practice and Regulation

**MISSION**

The College of Licensed Practical Nurses of Manitoba protects the public through fair, consistent and effective nursing regulation.

**STRATEGIC DIRECTION**

**PRIORITY #1**

Increase the visibility of the College of Licensed Practical Nurses of Manitoba with all stakeholders.

- Develop a marketing plan to address the needs and interests of the identified stakeholders
- Increase personal contact with stakeholders, including members, employers and the public.
- Develop a comprehensive communication strategy to reach the identified stakeholders

**PRIORITY #2**

Develop strong leadership within CLPNM.

- Identify and participate in more networking opportunities
- Invest in education for the leadership of the College
- Develop a succession plan for the Board and its committees
- Refocus the Board agenda to receive input from community, stakeholders and staff

**PRIORITY #3**

Maintain the strength and growth of the membership of the College to meet the labor market demands.

- Create a body of statistical information to fully understand the factors affecting membership
- Hire an Education Coordinator

**VALUES**

**KNOWLEDGE**

The College will strive to achieve excellence in nursing regulation through the identification of emerging public policy, and regulatory initiatives respecting professional regulation.

**COLLABORATION**

The College will strive to work with licensed practical nurses and other stakeholders in a cooperative spirit to build strong professional and public relationships.

**RESPECT**

The College will recognize the worth, quality, diversity, and importance of each other and the clients we serve.

**CONTINUOUS QUALITY**

The College will strive to use visionary approaches in planning, decision-making, implementation and evaluation of the environment impacting on practical nursing practice and regulation.

**ORGANIZATIONAL INTEGRITY**

The College will strive to achieve honesty, fairness and objectivity in all deliberations, transactions and relationships.

**PROFESSIONALISM**

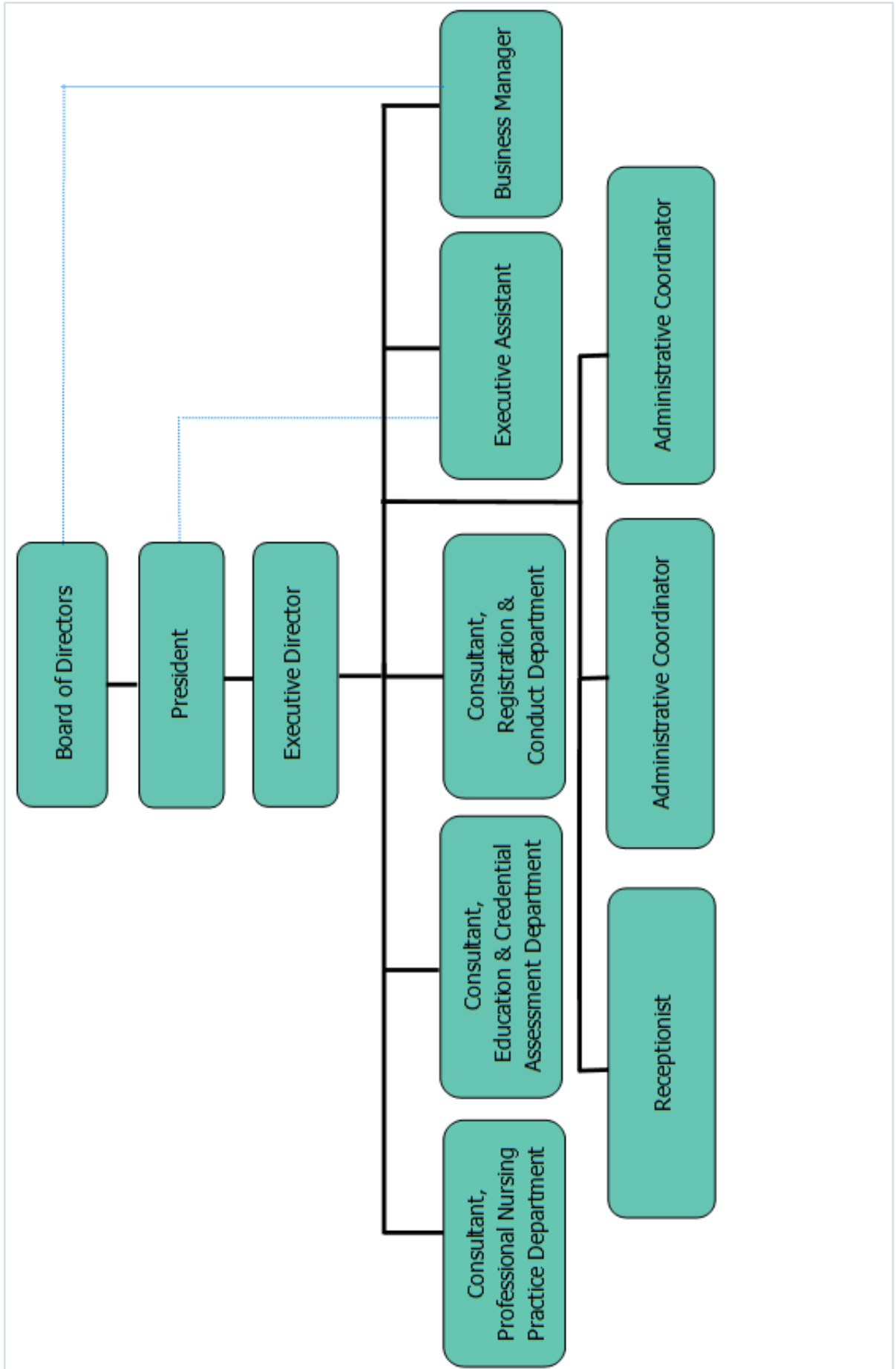
The College will work together to promote and advance effective health care delivery and quality nursing system.

Adopted by the CLPNM Board of Directors, November 19, 2010.



College of Licensed Practical Nurses of Manitoba

# CLPNM Organizational Chart



## Board of Directors 2011

The Board of Directors is made up of two groups; registrants of the College of Licensed Practical Nurses of Manitoba elected by their peers and members of the public appointed by the Board. In accordance with CLPNM By-laws the Board includes the President, President Elect, six elected member representatives and five public representatives.

|                |                                   |
|----------------|-----------------------------------|
| President      | Lynn Marks LPN                    |
| District I     | Chris Pitre LPN                   |
| District II    | Tracy Olson LPN (until September) |
| District III   | Joan Atkins LPN                   |
| District IV    | Marlene Ritchie LPN               |
| District V     | Christy Froese LPN                |
| District VI    | Alvira Loewen LPN (until June)    |
| District VI    | Lisa Goss LPN (after June)        |
| Public Members | Betty Plett                       |
|                | Sandra Hobday                     |
|                | Leslie Olson                      |
|                | Judy Harapiak (after November)    |
|                | Dorothy Daly (after September)    |

### Statutory Committees

#### Investigation Committee

Reviews and facilitates the resolution of complaints against licensed practical nurses in accordance with the Licensed Practical Nurses Act.

Joan Atkins LPN, Chair  
 Karen Fauschou LPN (until June)  
 Jackie Wermie LPN  
 Eillean Veley LPN  
 Dorothy Daly, Public Member (until June)  
 Stephanie Pavao-Patella LPN (after June)  
 Pam Reimer, Public Member (after June)  
 Leslie Olson, Public Member

#### Education Approval Committee

Reviews and makes recommendation and reviews regarding nursing education programs.

Kathy Clelland LPN, Chair (until July)  
 Christy Froese LPN, Chair (after July)  
 Michelle Vielfaure LPN  
 Sandra Hack LPN (until April)  
 Elisa Wiebe LPN (after April)  
 Leah Marks LPN (until February)  
 Brenda Olson LPN (after July)  
 Marlene Van Heldon, Public Member (until April)  
 Sylvia Fawcett, Public Member (until January)  
 Rene Perreault, Public Member (after April)  
 Larry Gagne, Public Member (after July, until November)

#### Public Representatives Committee

Reviews representatives to CLPNM committees.

Leslie Olson, Public Member, Chair  
 Christy Froese LPN  
 Alvira Loewen LPN (until June)  
 Marlene Ritchie LPN (after September)

#### Discipline Committee

Conducts hearings and makes finding regarding the practice or conduct of licensed practical nurses in accordance with the Licensed Practical Nurses Act.

Tracy Olson LPN, Chair (until June)  
 Chris Pitre LPN, Chair (after June)  
 Kathy Clelland LPN (until July)  
 Cheryl Bernshine LPN  
 Louise Nobiss LPN  
 Pat Knowles LPN  
 Eranio Baldonada LPN  
 Pat O'Leary LPN  
 Janice McDonald LPN  
 Sandy Hack LPN  
 Monique Friesen LPN  
 Larry Gage, Public Member (until June)  
 Marg Lisowski, Public Member  
 Jean McKay, Public Member  
 Ryan Muirhead, Public Member  
 Rod Chipping, Public Member  
 Brenda Rance, Public Member

**CLPNM Committees**

**Finance Committee**

Reviews and makes recommendations on financial matters including investments of the College.

- Sandra Hobday, Public Member, Chair
- Chris Pitre LPN (until June)
- Lisa Goss LPN (after June)
- Dorothy Daly, Public Member (after September)
- Lynn Marks, President

**Continuing Competency Committee**

- Marlene Ritchie LPN, Chair (until June)
- Louise Simard LPN, Chair (after June)
- Kathy Clelland LPN, (after July)
- Marlene Ritchie LPN
- Renee Cronk LPN (after June)

**Human Resources Committee**

- Tracy Olson LPN, Chair (until July)
- Dorothy Daly, Public Member, Chair (after September)
- Christy Froese LPN
- Leslie Olson, Public Member

**By-law Amendments approved by Board of Directors**

The College of Licensed Practical Nurses of Manitoba’s Board of Directors has amended the By-laws. The amendments were approved by the Board of Directors at the December 16, 2010 meeting and were published in accordance with the provisions of The Licensed Practical Nurses Act. The changes were voted on, and approved at the June 6, 2011 Annual General Meeting.

| <b>By-law</b>                 | <b>Current Wording</b>  | <b>Amendment</b>  |
|-------------------------------|---|---|
| <p><b>3.1 Composition</b></p> | <p>3.1 Composition<br/>The Board shall consist and be comprised of at least 12 individuals: 1 LPN from each of districts I, II, III, IV, V and VI, 5 public representatives, and a President. Subject to the following:</p> <ul style="list-style-type: none"> <li>a] Six registrants shall be elected from the register of practicing Licensed Practical Nurses in accordance with the bylaws;</li> <li>b] The President shall be a Licensed Practical Nurse elected by and from the Board.                             <ul style="list-style-type: none"> <li>i. The Board shall appoint the President from the six elected LPN Board Members.</li> <li>ii. A by-election will then be held in the vacated district.</li> </ul> </li> <li>c] Five public representatives appointed by the Board in accordance with the rules approved by the Board for appointment of Public Representatives;</li> <li>d] The Vice-President when required shall be appointed by and from the Board.</li> </ul> | <p>3.1 Composition</p> <ul style="list-style-type: none"> <li>a] Subject to the clauses in section 3.1 below, the Board shall consist of the following twelve people:                             <ul style="list-style-type: none"> <li>i. one Licensed Practical Nurse elected from each of districts I, II, III, IV, V and VI;</li> <li>ii. five public representatives; and</li> <li>iii. the President.</li> </ul> </li> <li>b] Each of the elected licensed practical nurses shall be members of the College and shall be elected from the register of practicing Licensed Practical Nurses in accordance with the by-laws.</li> <li>c] Subject to clause [d], the President shall be a Licensed Practical Nurse elected by, and from, the Board.</li> <li>d] The Board shall appoint the President from the six elected Licensed Practical Nurse Board Members referred to in clause [a][i]. A by-election will then be held in the district from where the President was elected to fill the vacant Board position.</li> <li>e] Two public representatives shall be appointed by the Board in accordance with the rules approved by the Board for the appointment of public representatives.</li> </ul> |



## Registration

The registration department is responsible for all aspects of registration including initial, renewal, resignation, cancellation and reinstatement processes for the College. Currently in Manitoba, no person except a licensed practical nurse shall use the title "Licensed Practical Nurse" (LPN) or "Practical Nurse", a variation or abbreviation of those titles or an equivalent in another language unless registered with the College on the practising register.

The Act requires all employing agencies to verify annually that the LPNs they employ are properly registered with the College. The online employer verification of LPN registration continues to meet both employing agency and the College needs. This online verification system also provides more timely information to employing agencies with direct access to registration information 24 hours a day, 7 days a week. Currently, College staff, as part of the Board's strategic direction, is improving and streamlining our online registration renewal systems and processes. As of December 1, 2011, the College of Licensed Practical Nurses of Manitoba had 2,967 active practising registrants.

## Registration Statistics

### Designation of Registrants 2003 - 2011

|                   | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------------|------|------|------|------|------|------|------|------|------|
| Active Practising | 2626 | 2688 | 2765 | 2860 | 2889 | 2930 | 2953 | 3041 | 2967 |
| Associate         | 115  | 105  | 82   | 85   | 81   | 82   | 82   | 76   | 79   |
| Graduate          | 203  | 201  | 156  | 169  | 128  | 128  | 141  | 139  | 108  |

## Education and Credential Assessment

The education and credential assessment department is responsible to evaluate each application for credential assessment which includes applications from internationally educated professionals and out of province candidates (i.e., PN graduates/LPNs from other Canadian provinces).

In 2011, the majority of internationally educated applicants were from the Philippines, India and Russia. The majority of domestically educated applicants were from Alberta & British Columbia. The education and credential assessment department works closely with the Office of the Manitoba Fairness Commissioner (OMFC) to ensure the credential assessment processes and practices are fair, transparent, timely and consistent.

### New Registrants Out-of-Province 2003 – 2011

|                          | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------------|------|------|------|------|------|------|------|------|------|
| Number of new Applicants | 55   | 48   | 35   | 44   | 93   | 90   | 99   | 188  | 235  |
| Admission to Register    | 57   | 30   | 26   | 35   | 53   | 56   | 46   | 211  | 48   |

### Disposition Out-of-Province Applications 2003 - 2011

|                                  | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|----------------------------------|------|------|------|------|------|------|------|------|------|
| Registered without restrictions  | 6    | 3    | 1    | 2    | 14   | 7    | 7    | 18   | 26   |
| Registered with restrictions     | 8    | 5    | 13   | 17   | 24   | 17   | 17   | 16   | 22   |
| Graduate Register                | 5    | 8    | 4    | 8    | 0    | 9    | 7    | 36   | 0    |
| Not Eligible for Registration    | 0    | 0    | 1    | 2    | 2    | 2    | 0    | 0    | 19   |
| File Incomplete                  | 11   | 10   | 11   | 9    | 23   | 36   | 44   | 74   | 157  |
| File closed at applicant request | 1    | 1    | 1    | 1    | 4    | 0    | 1    | 1    | 1    |

New Applicants – By Location of Origin 2003 - 2011

|             | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------|------|------|------|------|------|------|------|------|------|
| BC          | 1    | 1    | 2    | 1    | 0    | 6    | 5    | 7    | 24   |
| AB          | 3    | 3    | 4    | 4    | 8    | 3    | 5    | 6    | 16   |
| SK          | 2    | 0    | 0    | 1    | 2    | 2    | 0    | 1    | 3    |
| ON          | 7    | 3    | 9    | 9    | 10   | 8    | 9    | 5    | 8    |
| QB          | 0    | 0    | 0    | 0    | 1    | 2    | 2    | 2    | 1    |
| NB          | 0    | 0    | 0    | 2    | 0    | 0    | 0    | 0    | 0    |
| NS          | 1    | 1    | 1    | 0    | 0    | 2    | 2    | 1    | 0    |
| NF          | 2    | 1    | 0    | 0    | 1    | 1    | 2    | 0    | 2    |
| NWT         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| YK          | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 0    |
| *MB         | 0    | 0    | 0    | 0    | 0    | 2    | 0    | 0    | 5    |
| Philippines | 32   | 14   | 5    | 6    | 19   | 22   | 11   | 28   | 115  |
| UK          | 1    | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    |
| Taiwan      | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| India       | 0    | 0    | 0    | 0    | 3    | 2    | 0    | 1    | 19   |
| Israel      | 0    | 0    | 0    | 0    | 0    | 1    | 1    | 0    | 4    |
| Germany     | 1    | 0    | 0    | 0    | 1    | 0    | 0    | 1    | 1    |
| Holland     | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Turkey      | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Africa      | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 19   |
| Korea       | 1    | 1    | 0    | 0    | 1    | 0    | 0    | 0    | 0    |
| Russia      | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 4    |
| Ukraine     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 3    |
| Nigeria     | 0    | 1    | 0    | 1    | 2    | 0    | 0    | 4    | 0    |
| Bosnia      | 0    | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Paraguay    | 0    | 1    | 0    | 2    | 2    | 0    | 3    | 2    | 2    |
| Poland      | 0    | 0    | 0    | 0    | 1    | 0    | 0    | 0    | 0    |
| USA         | 2    | 2    | 0    | 7    | 2    | 2    | 4    | 8    | 6    |
| Austria     | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    | 0    |
| China       | 0    | 0    | 2    | 0    | 0    | 1    | 0    | 0    | 0    |
| Cuba        | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 0    | 0    |
| Kenya       | 0    | 0    | 1    | 0    | 0    | 1    | 0    | 3    | 0    |
| Macedonia   | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    | 0    |
| Yugoslavia  | 0    | 0    | 0    | 1    | 0    | 0    | 0    | 0    | 0    |
| Ghana       | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 0    |
| Morocco     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    |
| Moldova     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    |
| Australia   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    |
| Italy       | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    |

\* Completer – Manitoba graduate of a baccalaureate nursing program.

## Practical Nurse Refresher (PNR) Program

The PNR is taught at Assiniboine Community College, and is designed to assist previously registered registrants seeking to re-enter the practical nursing profession to meet the requirements for registration. The refresher program has a self-paced modular theory component followed by clinical experiences in approved health care agencies. Individuals must complete all modules in order to be eligible for re-instatement on the active practising register.

### Practical Nursing Refresher Program 2005 - 2011

|                             | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
|-----------------------------|---------|---------|---------|---------|---------|---------|
| Number of Students Enrolled | 22      | 17      | 14      | 14      | 15      | 18      |
| Graduates                   | 7       | 3       | 4       | 2       | 3       | 0       |

## Canadian Practical Nurse Registration Examination (CPNRE)

The education and credential assessment department is also responsible to oversee all activities related to the CPNRE which is administered nationally three times each year (January, May, and September).

### CPNRE Examination Statistics 2003 - 2011

|                                      | 2003 | 2004 | 2005  | 2006 | 2007 | 2008  | 2009  | 2010  | 2011 |
|--------------------------------------|------|------|-------|------|------|-------|-------|-------|------|
| Total Number of Writers              | 383  | 239  | 175   | 196  | 172  | 189   | 217   | 217   | 313  |
| Number of Successful Writers*        |      |      |       |      |      |       |       |       | 250  |
| Number First Time Writers            |      |      |       |      |      |       |       |       |      |
| Manitoba Graduates                   | 203  | 204  | 147   | 174  | 130  | 140   | 193   | 143   | 182  |
| Number First Time Writers            |      |      |       |      |      |       |       |       |      |
| Out-of-Province Candidates           | 180  | 17   | 13    | 13   | 28   | 20    | 16    | 49    | 76   |
| Repeat Writers                       | 22   | 18   | 15    | 9    | 14   | 21    | 8     | 25    | 55   |
| Pass Rate Manitoba Graduates         | 98%  | 98%  | 98.3% | 96%  | 98%  | 91%   | 83.7% | 93.7% | 93%  |
| Pass Rate Out-of-Province Candidates | 47%  | 56%  | 75.6% | 59%  | 65%  | 60.5% | 40%   | 64.8% | 72%  |

\*College began collecting data in 2011

## Professional Conduct

The mandate of the College is that of public protection. The Act requires the College to carry out its activities and govern its members in a manner that serves and protects the public interest. According to the Act, the Executive Director shall refer to the Investigation Committee a complaint made against a registrant or a former registrant. The Investigation Committee may in turn refer a matter to the Discipline Committee.

The conduct department supports the work of the College's Investigation Committee and Discipline Committee. The College investigates complaints, supports and enforces standards of practice, and conducts and intervenes when a registrant's practice or behaviour is deemed unacceptable.

## Complaint Statistics

### Number of Complaints 2003 - 2011

|                     | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------------------|------|------|------|------|------|------|------|------|------|
| Complaints Received | 15   | 19   | 20   | 17   | 25   | 20   | 27   | 23   | 17   |
| Unresolved          | 6    | 8    | 12   | 9    | 8    | 8    | 5    | 1    | 1    |
| Resolved*           |      |      |      |      |      |      |      | 22   | 16   |

\*College began collecting data in 2010

### Nature of Complaints 2003 - 2011

|                         | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------------------|------|------|------|------|------|------|------|------|------|
| Professional Practice   | 8    | 3    | 9    | 9    | 15   | 12   | 15   | 12   | 10   |
| Abuse                   | 5    | 3    | 2    | 1    | 2    | 0    | 0    | 2    | 1    |
| Unauthorized Practice   | 0    | 0    | 0    | 0    | 1    | 0    | 1    | 1    | 0    |
| Chemical Dependency     | 3    | 3    | 4    | 0    | 0    | 1    | 2    | 0    | 1    |
| Professional Misconduct | 1    | 5    | 2    | 3    | 7    | 3    | 8    | 5    | 5    |
| Theft                   | 1    | 2    | 0    | 3    | 0    | 1    | 1    | 1    | 0    |

Decision of Investigation Committee 2003 – 2011

|                           | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------------------------|------|------|------|------|------|------|------|------|------|
| Discipline Referral       | 0    | 0    | 0    | 0    | 1    | 0    | 2    | 0    | 1    |
| No Further Action         | 5    | 3    | 4    | 3    | 9    | 4    | 10   | 6    | 6    |
| Surrender of Registration | 2    | 0    | 0    | 3    | 0    | 0    | 1    | 1    | 1    |
| Censure                   | 0    | 1    | 1    | 1    | 0    | 2    | 2    | 0    | 0    |
| Mediation                 | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Voluntary Agreement       | 4    | 3    | 4    | 1    | 4    | 5    | 4    | 15   | 9    |
| Investigation Pending     | 8    | 12   | 9    | 6    | 6    | 8    | 6    | 0    | 1    |

Origin of Complaints 2010 – 2011\*

|                      | 2010 | 2011 |
|----------------------|------|------|
| CLPNM                | 1    | 1    |
| Employer             | 18   | 10   |
| Client/Family/Public | 2    | 3    |
| Colleague            | 1    | 3    |
| Self-Reported        | 1    | 0    |

\*College began collecting data in 2010

Results of Practice Audits Ordered by Investigation Committee 2003 – 2011

|                      | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|----------------------|------|------|------|------|------|------|------|------|------|
| Voluntary Agreement  | 0    | 0    | 2    | 4    | 0    | 2    | 2    | 2    | 0    |
| Recommendations Made | 0    | 0    | 2    | 0    | 2    | 1    | 0    | 0    | 1    |
| No Action Taken      | 1    | 1    | 0    | 0    | 1    | 0    | 0    | 1    | 0    |

## Professional Nursing Practice

The profession nursing practice department is responsible for providing consultation on the practice of licensed practical nursing, health care, policy, jurisprudence and education. The department regularly communicates and collaborates with practical nursing practice departments in other Canadian jurisdictions. This collaboration works to identify common issues and trends in practical nursing and health care which may have an impact on the practice of licensed practical nurses in Manitoba as well as nationally.

The professional nursing practice department is responsible for overseeing the College's Continuing Competency Program (CCP). Annual participation in the CCP is a mandatory expectation for all active practising registrants'. Failure to comply with the CCP may result in the cancellation of an individual's registration.

Active practising registrants are to self-declare on their annual registration renewal regarding their participation in the CCP. Evidence of registrant compliance with the CCP is obtained through an annual audit. The CCP audit ensures that active practising licensed practical nurses are maintain competency in their area of practice and have proactive plans to remain safe practitioners. All active practising registrants' will be audited at least once in a four year cycle. Participation and compliance with the CCP audit is a mandatory requirement for active practising registration with the College.

In 2011, the CCP completed its first 4 year cycle. With a thorough review of policies and processes, the CCP Committee has implemented changes that uphold the crucial work of protecting the public by assuring only safe and competent nurses are granted the privilege of practicing as an LPN in Manitoba.

The 2011 CCP audit took place on January 17-19 and January 30, 2012.

Continuing Competency Program 2009 – 2011

|                                      | 2009 | 2010 | 2011 |
|--------------------------------------|------|------|------|
| Number of LPNs Selected for Audit    | 773  | 932  | 778  |
| Number of LPNs Audited               | 723  | 868  | 719  |
| <b>Candidates Exempt from Audit:</b> |      |      |      |
| Associate Status                     | 10   | 8    | 9    |
| Cancelled                            | 15   | 20   | 18   |
| Resigned                             | 16   | 35   | 29   |
| Other                                | 9    | 1    | 3    |

Continuing Competence Audit 2009 – 2011

|                            | 2009 | 2010 | 2011 |
|----------------------------|------|------|------|
| Total Audits Received      | 723  | 868  | 719  |
| Met Requirements           | 475  | 551  | 585  |
| Required Follow-up Support | 248  | 317  | 134  |



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## INDEPENDENT AUDITORS' REPORT

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To the Board of Directors of  
College of Licensed Practical Nurses of Manitoba

### Report on the Financial Statements

We have audited the accompanying financial statements of the College of Licensed Practical Nurses of Manitoba, which comprise the statement of financial position as at December 31, 2011, the statements of operations and net assets, the changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, 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.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall 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.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Licensed Practical Nurses of Manitoba as at December 31, 2011, and their financial performance and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Craig & Ross*


## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

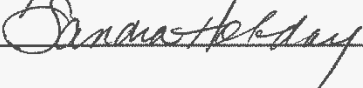
## Statement of Financial Position

December 31, 2011

|  | 2011                | 2010                |
|--|---------------------|---------------------|
| <b>ASSETS</b>                            |                     |                     |
| <b>CURRENT</b>                           |                     |                     |
| Cash and cash equivalents                | \$ 689,884          | \$ 536,629          |
| Accounts receivable                      | 8,891               | 12,010              |
| Goods and services tax payable           | -                   | 4,104               |
| Prepaid expenses                         | 7,288               | 8,842               |
|  | <u>706,063</u>      | <u>561,585</u>      |
| INVESTMENTS (Note 3)                     | 736,698             | 931,791             |
| CAPITAL ASSETS (Note 4)                  | <u>513,639</u>      | <u>533,088</u>      |
|  | <u>\$ 1,956,400</u> | <u>\$ 2,026,464</u> |
| <b>LIABILITIES</b>                       |                     |                     |
| <b>CURRENT</b>                           |                     |                     |
| Accounts payable and accrued liabilities | \$ 104,520          | \$ 61,002           |
| Accrued wages, vacation                  | 36,445              | 105,396             |
| Deferred revenue                         | 1,057,366           | 897,790             |
| Mortgage - current (Note 5)              | 172,065             | 188,035             |
|  | <u>1,370,396</u>    | <u>1,252,223</u>    |
| RETIREMENT ALLOWANCE (Note 6)            | <u>28,371</u>       | <u>46,130</u>       |
|  | <u>1,398,767</u>    | <u>1,298,353</u>    |
| COMMITMENTS (Note 7)                     |                     |                     |
| <b>NET ASSETS</b>                        |                     |                     |
| UNRESTRICTED                             | <u>557,633</u>      | <u>728,111</u>      |
|  | <u>\$ 1,956,400</u> | <u>\$ 2,026,464</u> |

APPROVED ON BEHALF OF THE BOARD:

 Director

 Director

## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

## Statement of Operations

Year Ended December 31, 2011

|   | 2011                | 2010                |
|---|---------------------|---------------------|
| <b>REVENUE</b>  |                     |                     |
| Membership fees   | \$ 985,337          | \$ 918,981          |
| Program income  | 240,864             | 170,995             |
| Professional development  | 18,154              | 40,804              |
| Merchandise and miscellaneous   | 46,503              | 58,747              |
| Interest  | 32,443              | 16,316              |
|   | <u>1,323,301</u>    | <u>1,205,843</u>    |
| <b>EXPENSES</b>   |                     |                     |
| Personnel costs   | 813,532             | 654,580             |
| Retirement allowance (Note 6)   | 4,856               | 3,310               |
| Administration  | 170,539             | 180,051             |
| Board of Directors  | 75,861              | 102,311             |
| Legal   | 104,183             | 111,442             |
| Program expenses  | 113,536             | 79,294              |
| Committee expenses  | 29,227              | 65,764              |
| Insurance   | 26,719              | 28,336              |
| Utilities   | 22,058              | 23,807              |
| Leasing   | 12,158              | 10,569              |
| Property taxes  | 10,927              | 10,938              |
| Repairs and maintenance   | 12,812              | 24,617              |
| Interest and bank charges   | 18,131              | 21,941              |
| Advertising and donations   | 30,138              | 2,958               |
|   | <u>1,444,677</u>    | <u>1,319,918</u>    |
| <b>DEFICIENCY OF REVENUE OVER<br/>OVER EXPENDITURES BEFORE OTHER ITEMS</b>  | <b>(121,376)</b>    | <b>(114,075)</b>    |
| <b>AMORTIZATION</b>   | <b>(25,812)</b>     | <b>(23,710)</b>     |
| <b>UNREALIZED (LOSS) GAIN ON MARKET VALUE OF INVESTMENTS</b>                | <b>(16,442)</b>     | <b>20,521</b>       |
| <b>REALIZED LOSS ON SALE OF INVESTMENTS</b>                                 | <b>(6,848)</b>      | <b>(3,226)</b>      |
| <b>DEFICIENCY OF REVENUE OVER<br/>OVER EXPENDITURES BEFORE FOR THE YEAR</b> | <b>\$ (170,478)</b> | <b>\$ (120,490)</b> |



COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Statement of Changes in Net Assets

Year Ended December 31, 2011

|   | 2011              | 2010              |
|---|-------------------|-------------------|
| NET ASSETS - BEGINNING OF YEAR                          | 728,111           | 848,601           |
| DEFICIENCY OF REVENUE OVER<br>EXPENDITURES FOR THE YEAR | <u>(170,478)</u>  | <u>(120,490)</u>  |
| NET ASSETS - END OF YEAR                                | <u>\$ 557,633</u> | <u>\$ 728,111</u> |

## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

## Statement of Cash Flows

Year Ended December 31, 2011

|   | 2011              | 2010              |
|---|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>   |                   |                   |
| Deficiency of revenue over expenditures for the year                      | \$ (170,478)      | \$ (120,490)      |
| Adjustments-  |                   |                   |
| Amortization  | 25,812            | 23,710            |
| Unrealized loss/gain on market value of investments                       | 16,442            | (20,521)          |
| Realized loss on sale of investments                                      | 6,848             | 3,226             |
|   | <u>(121,376)</u>  | <u>(114,075)</u>  |
| Net changes in working capital balances-                                  |                   |                   |
| Accounts receivable   | 3,119             | (9,780)           |
| Prepaid expenses  | 1,554             | (2,688)           |
| Accounts payable and accrued liabilities                                  | 43,518            | 12,822            |
| Goods and services tax payable  | 4,104             | (44,605)          |
| Accrued wages, vacation   | (68,951)          | 25,031            |
| Deferred revenue  | 159,576           | 62,414            |
| Retirement allowance  | (17,759)          | 3,310             |
|   | <u>125,161</u>    | <u>46,504</u>     |
| Cash flow from (used by) operation activities                             | <u>3,785</u>      | <u>(67,571)</u>   |
| <b>FINANCING AND INVESTING ACTIVITIES</b>                                 |                   |                   |
| Mortgage repayment  | (15,970)          | (11,695)          |
| Purchase of capital assets  | (6,363)           | (168,394)         |
| Net change in investments   | 171,803           | (565,816)         |
| Cash flow from (used by) operation activities                             | <u>149,470</u>    | <u>(745,905)</u>  |
| <b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS - DURING THE YEAR</b> | <b>153,255</b>    | <b>(813,476)</b>  |
| <b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>                      | <u>536,629</u>    | <u>1,350,105</u>  |
| <b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>                            | <b>\$ 689,884</b> | <b>\$ 536,629</b> |

## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

### Notes to Financial Statements

December 31, 2011

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#### 1. NATURE OF OPERATIONS

The College of Licensed Practical Nurses of Manitoba ("College") is incorporated under the laws of the Province of Manitoba and is tax exempt as a not-for-profit organization. The College is the professional regulatory body for Licensed Practical Nurses in Manitoba. The College ensures safe nursing care for the public by establishing and monitoring standards of nursing education and nursing practice and investigating complaints concerning the conduct and practice of Licensed Practical Nurses.

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Capital assets

Capital assets are stated at cost less accumulated amortization. Amortization is recorded beginning in the month of acquisition. Amortization is based on the estimated useful life of the asset, calculated as follows:

|                  |                                    |
|------------------|------------------------------------|
| Building         | - 4% on a declining balance basis  |
| Computers        | - 40% on a declining balance basis |
| Furnishings      | - 20% on a declining balance basis |
| Office equipment | - 20% on a declining balance basis |
| Telephones       | - 20% on a declining balance basis |

##### Revenue recognition

The College follows the deferral method of accounting for registration and examination revenues. Registration and examination revenues are recorded as revenue in the period to which it relates. Investment income is recognized as revenue when earned.

##### Financial instruments

The College's financial instruments include cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities, mortgage payable, accrued wages, vacation and retirement allowance. 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 these financial instruments approximates their carrying values, unless otherwise noted.

##### Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and revenue and expenses during the reporting period. The more subjective of such estimates is valuation of accounts receivable, pledges receivable and deferred production expenses. Management believes its estimates to be appropriate; however, actual results could differ from management's best estimates as additional information becomes available in the future.

##### Recent accounting pronouncements

Accounting standards for not-for-profit organizations

The new accounting standards for Not-For-Profit organizations (NFPOs) in the private sector will look quite familiar to stakeholders. The Accounting Standards Board (AcSB) has approved a new framework that is based on existing Canadian GAAP and incorporates the 4400 series of standards which relate to situations unique to the Non-For-Profit world.

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## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

## Notes to Financial Statements

December 31, 2011

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

The new standards were available as of December 1, 2010 as Part III of the CICA Handbook – Accounting and are effective January 1, 2012. Also, these organizations have the option of adopting International Financial Reporting Standards – an alternative that may be attractive to some organizations depending on their individual circumstances. Although early adoption is permitted, the Organization has not yet adopted the new standards. The adoption of the new standards is not expected to have a significant impact on the financial statements of the Organization.

## 3. INVESTMENTS

Investments are stated at market value based on quoted market prices as at December 31, 2011.

|                                     |            |
|-------------------------------------|------------|
| Investment portfolio, original cost | \$ 753,140 |
| Investment portfolio, market value  | 736,698    |

## 4. CAPITAL ASSETS

|                  | 2011                |                          | 2010                |                          |
|------------------|---------------------|--------------------------|---------------------|--------------------------|
|                  | Cost                | Accumulated Amortization | Cost                | Accumulated Amortization |
| Land             | \$ 135,455          | -                        | \$ 135,455          | \$ -                     |
| Building         | 467,468             | 140,399                  | 461,106             | 127,178                  |
| Computers        | 78,852              | 60,111                   | 78,852              | 53,317                   |
| Furnishings      | 39,482              | 26,590                   | 39,482              | 24,993                   |
| Office equipment | 285,376             | 274,528                  | 285,376             | 272,258                  |
| Telephones       | 17,947              | 9,313                    | 17,947              | 7,384                    |
|                  | <b>\$ 1,024,580</b> | <b>\$ 510,941</b>        | <b>\$ 1,018,218</b> | <b>\$ 485,130</b>        |
| Net book value   | <b>\$ 513,639</b>   |                          | <b>\$ 533,088</b>   |                          |

**COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

**Notes to Financial Statements**

**December 31, 2011**

**5. MORTGAGE PAYABLE**

|   | <u>2011</u>      | <u>2010</u>      |
|---|------------------|------------------|
| The mortgage payable has an interest rate of prime plus .5%. It is repayable in monthly principal payments of \$2,700 per month plus interest. The loan matures on July 30, 2012. The building at 463 St. Anne's Road is pledged as collateral. | \$ 172,065       | \$ 188,035       |
| Less: Current portion   | <u>(172,065)</u> | <u>(188,035)</u> |
|   | <u>\$ -</u>      | <u>\$ -</u>      |

**6. RETIREMENT ALLOWANCE**

The Board of Directors has established a Retirement Fund to cover obligations for retirement leave earned by employees on a basis of four days per year of employment, subject to certain conditions. As at December 31, 2011 retirement allowance is estimated at \$28,371 (2010 - \$46,130) and has been accrued in these financial statements.

**7. COMMITMENTS**

Contractual obligations in respect of leases for office equipment require the following aggregate minimum lease payments:

|      |        |
|------|--------|
| 2012 | 17,784 |
| 2013 | 12,408 |
| 2014 | 10,616 |
| 2015 | 10,616 |
| 2016 | 5,982  |

**8. PENSION AND RETIREMENT PLAN**

The College has a defined benefit plan for full-time and permanent part-time employees. The contributions are held in trust by Healthcare Employees' Pension Plan (HEPP) and are not recorded in these financial statements. The College matches employee contributions at rates determined by the Health Care Employees Pension Plan. As of December 31, 2011, the rates are 8.0% to 9.4% of salary. The expenses and payments for the year ended December 31, 2011 were \$47,009 (2010 - \$42,075). As a defined benefit pension plan, the College has no further liability or obligation for future contributions to fund future benefits to plan members.