



ANNUAL REPORT 2013



College of Licensed Practical
Nurses of Manitoba

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College of Licensed Practical
Nurses of Manitoba

April 2014

The Honorable Erin Selby
Minister of Health
Room 302, Legislative Building
450 Broadway
Winnipeg MB R2C 0V8

Dear Honorable Minister,

The College of Licensed Practical Nurses of Manitoba (CLPNM) is pleased to present the 2013 Annual Report in accordance with the provisions of *The Licensed Practical Nurses Act* (the Act). This report covers the period from January 1, 2013, to December 31, 2013, and includes statistical information regarding the profession and a financial statement of accounts of the CLPNM as required by the Act.

Respectfully submitted,

Christy Froese LPN
President
CLPNM

President and Executive Director's Report



Reflection, transformation and the future were at the forefront for the College of Licensed Practical Nurses of Manitoba (CLPNM) throughout 2013. As health care and professional regulation are ever evolving landscapes, the CLPNM concentrated significant energy towards ensuring that our vision, mission, values as well as our day to day operations, truly reflected our mandate of self-regulation in the public interest.

In January of 2013, the Board of Directors met to review the vision, mission and values of the CLPNM and to look ahead to the future of regulation in Manitoba. The Board felt that there were several areas to focus on moving forward and set several Board goals:

- Increase the visibility of the College of Licensed Practical Nurses of Manitoba with all stakeholders.
- Increase collaborations with external stakeholders.
- Facilitate Board development.

The Board also revised the vision, mission and values of the CLPNM. The new vision, mission and values can be found beginning on page 4 of this report.

In September of 2013, the Board had an education session facilitated by the Crown Corporations Council of Manitoba, which included Implementing Exemplary Governance and Finance and Understanding Accounting. This aided the CLPNM in its continued efforts to review and improve the Board's overall understanding of governance. The results of these concerted efforts have led to the effective, efficient and transparent functioning of the Board, committees and the CLPNM.

We would be remiss to end our report without acknowledging all of the individuals and organizations that assist the CLPNM in fulfilling its mandate. The CLPNM is fortunate to be directed by exceptionally dedicated and engaged Board members who are committed to serving the citizens of Manitoba. These individuals whether public, LPN, elected or appointed uphold the values of knowledge, collaboration, respect, professionalism, organizational integrity and continuous quality.

The CLPNM is also fortunate to have access to the incredible knowledge and experience of our various stakeholders, including LPNs, government representatives, and other health regulators on the local, provincial and national level.

Finally we must acknowledge the daily commitment of the CLPNM staff. These highly competent and ethical individuals work tirelessly to ensure the CLPNM upholds its mandate every single day. We value their initiative, intelligence, tenacity and wisdom.

In the midst of these dynamic times, the CLPNM looks forward to working closely with our owners, the public, LPNs and our stakeholders as we continue to protect the public through fair, consistent and effective nursing regulation.



College of Licensed Practical
Nurses of Manitoba

VISION

Lead, innovate, and promote professional excellence of the Licensed Practical Nurse in Manitoba and collaborate with our stakeholders in a changing health care environment to serve and protect the public.

MISSION

We are dedicated to protecting and serving Manitobans through effective, transparent, objective, and supportive nursing regulation.



College of Licensed Practical
Nurses of Manitoba

PRIORITY 1
Visibility

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

PRIORITY 2
Collaboration

Increase collaborations with external stakeholders (e.g. other nursing bodies, educational programs, etc.).

PRIORITY 1
Development

Facilitate Board development.

CORE VALUES

Respect

Creating a culture of equity, inclusiveness, and diversity, within our organization, with membership, and with our external stakeholders.

Integrity

Being honest, fair, consistent, and objective in our deliberations, transactions, and relationships.

Collaboration

Engaging licensed practical nurses and other stakeholders in a cooperative spirit to build strong professional and public relationships.

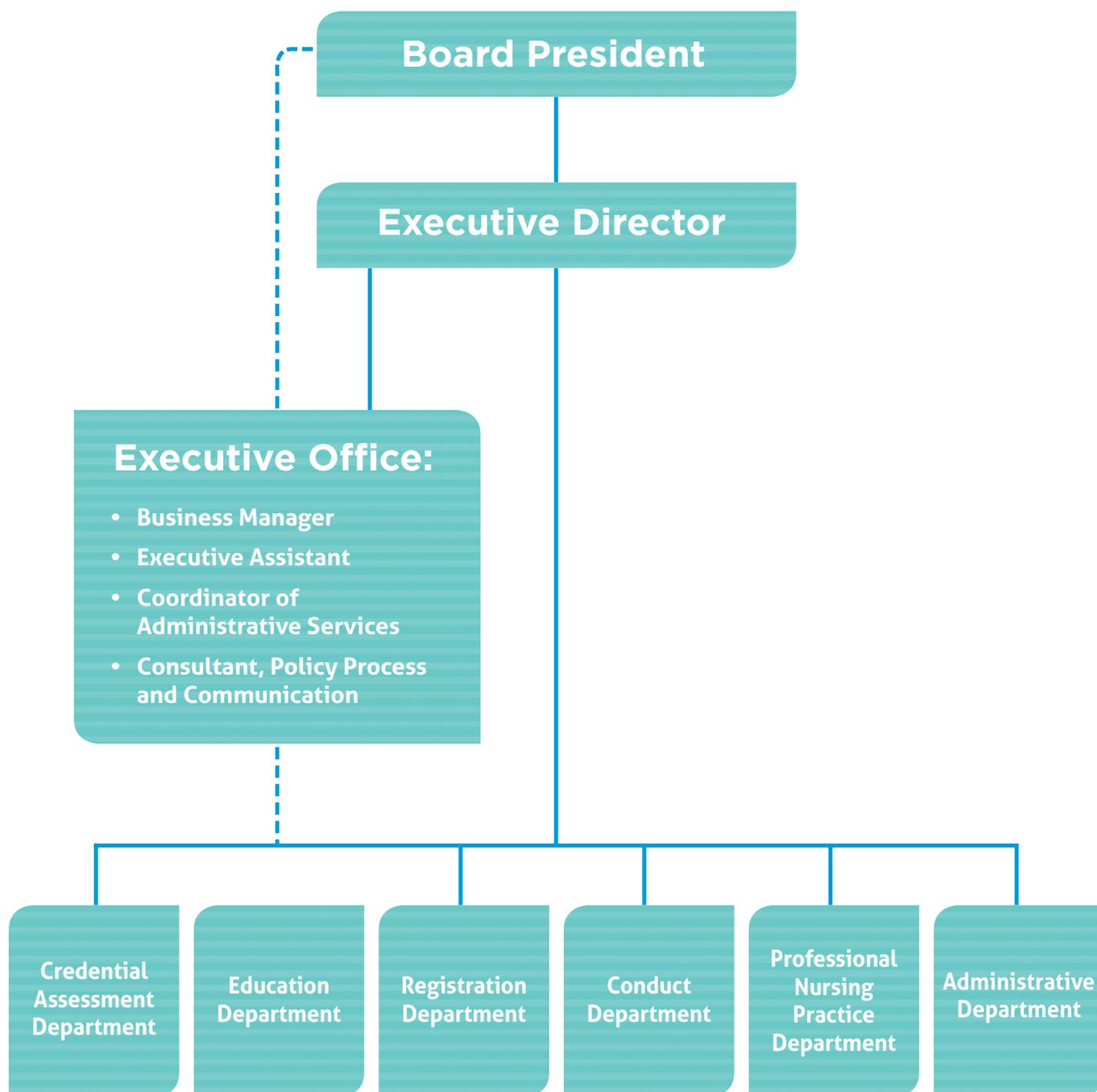
Quality

Promoting excellence through the integration of emerging public policy and the consistent application of professional nursing regulation.

Professionalism

Providing nursing regulation that will support individual nurses to continuously improve their skills, knowledge, and expertise to offer the highest quality and exemplary professional services to those they serve.

College of Licensed Practical Nurses of Manitoba Organizational Chart



Board of Directors 2013

The Board of Directors is comprised of seven licensed practical nurses elected by their peers, three government appointed public representatives, and two Board appointed public representatives. This is in accordance with the CLPNM By-laws, section 3.1(a), which states:

Subject to the clauses in section 3.1 below, the Board shall consist of the following twelve people:

- i. One licensed practical nurse elected from each of districts 1, 2, 3, 4, 5 and 6;
- ii. Five public representatives; and
- iii. The President.

The Licensed Practical Nurses Act, section 4(2) states:

"The College must carry out its activities and govern its members in a manner that serves and protects the public interest."

BOARD UNTIL JUNE 2013	BOARD SINCE JUNE 2013
President – Christy Froese LPN	President – Christy Froese LPN
District I – Patricia Rotzien LPN	District I – Patricia Rotzien LPN
District II – Elisa Wiebe LPN	District II – Cheryl Geisel LPN
District III – Rodney Hintz LPN	District III – Rodney Hintz LPN
District IV – Lindsay Maryniuk LPN	District IV – Lindsay Maryniuk LPN
District V – Jodi LaFrance LPN	District V – Jodi LaFrance LPN
District VI – Vacant	District VI – Phulman Prayag LPN (until July) Yvonne Maguet LPN (since September)
Darlene Barbe – Public Representative	Darlene Barbe – Public Representative
Tricia Conroy – Public Representative	Tricia Conroy – Public Representative
Judy Harapiak – Public Representative	Judy Harapiak – Public Representative
Diwa Marcelino – Public Representative	Diwa Marcelino – Public Representative
Susan Swan – Public Representative	Susan Swan – Public Representative

By-law Amendments approved by Board of Directors

The Board of Directors have amended the By-laws. The amendments were approved by the Board at the June 3, 2013 meeting.

By-law	Current Wording	Amendment
5.1 Annual Meeting	5.1 Annual Meeting b] Written notice setting out the business for the meeting shall be mailed to each registrant and associate member not less than thirty (30) days before the meeting is to take place.	5.1 Annual Meeting b] Notice setting out the business for the meeting shall be sent to registrants and associate members electronically or via regular mail not less than thirty (30) days before the meeting is to take place.
5.2 Special Meeting	5.2 b] Written notice setting out the business for the meeting shall be mailed to each registrant and associate member not less than thirty (30) days before the meeting is to take place.	5.2 b] Notice setting out the business for the meeting shall be sent to registrants and associate members electronically or via regular mail not less than thirty (30) days before the meeting is to take place.
5.3 Voting at Annual and Special Meetings	5.3 c] Registrants will be required to present at the meeting, their current years registration certificate as evidence of entitlement to vote.	5.3 c] Registrants are required to present photo identification and state their CLPNM registration number at the meeting for verification by the College, as evidence of entitlement to vote.
5.4 Notice	5.4 Whenever under these by-laws notice or other document is required to be given by mail, such notice or other document shall be held to be sent at the time when the same was deposited in a post office. For the purpose of sending any notice or other document the address shall be as recorded on the books of the College.	5.4 Whenever, under these by-laws, notice or other document(s) are required to be given electronically or via regular mail, such notice or other document(s) shall be held to be sent at the time when the same was either sent electronically or deposited in a post office. In the event that notice or other document(s) are sent both electronically and by regular post, the earliest date is considered the date sent. For the purpose of sending any notice or other document(s) the address utilized shall be as recorder on the books of the College.
7.1 Legislated/ Standing Committee & Composition & Quorum	7.1 b] Education Approval Committee i. The Board shall establish a standing committee for the purpose of approving practical nursing education programs. This committee shall be known as the "Education Approval Committee" and shall consist of at least six people including: a. A Chair who shall be a licensed practical nurse appointed by the Board; b. Three licensed practical nurses appointed by the Board; and c. Two public representatives selected by the Public Representatives Committee and then appointed by the Board.	7.1 b] Education Approval Committee i. The Board shall establish a standing committee for the purpose of approving practical nursing education programs. This committee shall be known as the "Education Approval Committee" and shall consist of at least five people including: a. A Chair who shall be a licensed practical nurse appointed by the Board; b. Two licensed practical nurses appointed by the Board; and c. Two public representatives selected by the Public Representatives Committee and then appointed by the Board.
7.1 Legislated/ Standing Committee & Composition & Quorum	7.1 c] Investigation Committee iv. a quorum for any meeting of the Investigation Committee shall be four members of the committee, at least one of who is a public representative.	7.1 c] Investigation Committee iv. a quorum for any meeting of the Investigation Committee shall be four members of the committee, 1/3 of who are public representatives.

CLPNM COMMITTEES

EDUCATION APPROVAL COMMITTEE

Reviews, evaluates and makes recommendations to the Board of Directors on all matters related to practical nursing education programs in Manitoba.

Melanie Lavallee LPN, Chair
Shelby Marks LPN

Brenda Olson LPN
Donagh Peters LPN

Rene Perreault, Public Representative
Judy Harapiak, Public Representative

INVESTIGATION COMMITTEE

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

Until June 2013

Lynn Marks LPN, Chair
Rhonda Neufeld LPN
Eilleen Veley LPN
Stephanie Pavao-Patella LPN
Pam Reimer, Public Representative
Leslie Olson, Public Representative
Sandra Horsman, Public Representative
Susan Swan, Public Representative

Since June 2013

Lynn Marks LPN, Chair
Rhonda Neufeld LPN
Elisa Wiebe LPN, until December
Meagan Gunn LPN, since September
Richard Rivard LPN, since December
Sandra Horsman, Public Representative
Bal Kapoor, Public Representative
Susan Swan, Public Representative

DISCIPLINE COMMITTEE

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

Brenda Olson LPN Chair

Cheryl Bernshine LPN

Pat Knowles LPN

Janice McDonald LPN

Pat O'Leary LPN

Eranio Baldonada LPN

Louise Nobiss LPN

Sandy Hack LPN

Monique Friesen LPN

Michelle Vielfaure LPN

Nicole Ricard LPN

Camille Lewis LPN

Betty Plett, Public Representative

Sandra Hobday, Public Representative

Rene Perreault, Public Representative

Marg Lisowski, Public Representative

Jean McKay, Public Representative

Rod Chipping, Public Representative

Ryan Muirhead, Public Representative

Brenda Rance, Public Representative

Ingrid Piper, Public Representative

Eveline Beriault, Public Representative

PUBLIC REPRESENTATIVES COMMITTEE

Recruits public representatives to serve on the Board of Directors and Committees.

Judy Harapiak, Chair, Public Representative

Jodi LaFrance LPN

Rodney Hintz LPN

EXECUTIVE COMMITTEE

Reviews and monitors reports related to the strategic ends, finance, nominations, elections and makes recommendations to the Board.

Until June 2013

Elisa Wiebe LPN, Chair
Tricia Conroy, Public Representative
Darlene Barbe, Public Representative

Since June 2013

Jodi LaFrance LPN, Chair
Tricia Conroy, Public Representative
Darlene Barbe, Public Representative

CONTINUING COMPETENCE COMMITTEE

Reviews the Continuing Competency Program (CCP) process and makes recommendations to the Board.

Until June 2013

Louise Simard LPN, Chair, until April
Renee Cronk LPN
Angie Bachalo, Public Representative

Since June 2013

Darlene Lee LPN, Chair since April
Thelma Hanson LPN
Angie Bachalo, Public Representative

Registration

The registration department is responsible for all aspects of registration including initial enrollment, renewal, resignation, cancellation and reinstatement processes for the CLPNM. Currently in Manitoba, no person except an LPN can use the title "Licensed Practical Nurse" or "Practical Nurse", a variation or abbreviation of those titles or an equivalent in another language unless registered with the CLPNM on the active practicing register.

The Act requires all employing agencies to verify annually that the LPNs they employ are properly registered with the CLPNM. The online employer verification system continues to meet both employing agencies' and the CLPNM's 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. Registration transparency has been further enhanced with the online public register, which is available to the public on the CLPNM website.

Although the CLPNM does not have a legislated associate register, 27 former members wish to remain on the CLPNM's mailing list. They are kept apprised of upcoming events such as the annual general meeting.

At November 30, 2013, the CLPNM had 3209 active practicing registrants.

Registration Statistics

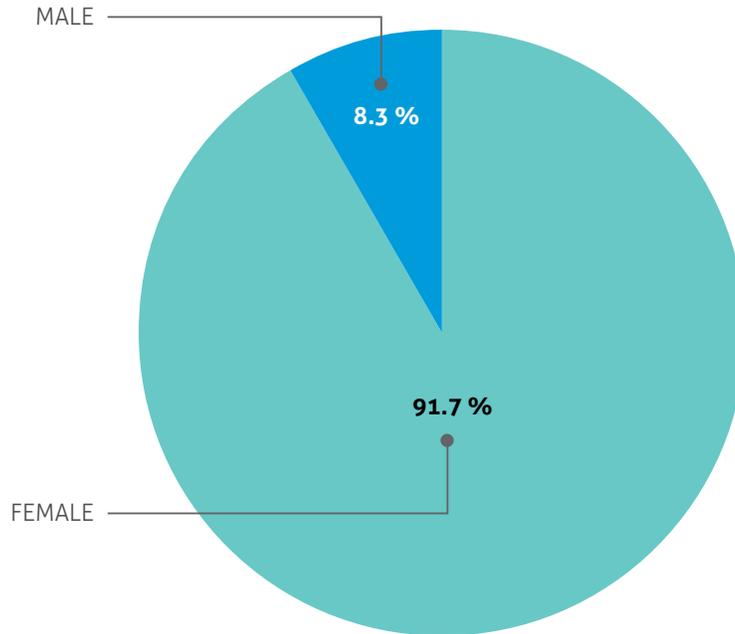
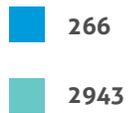
Designation of Registrants 2011 – 2013			
	2011	2012	2013
Active Practising	2967	3261	3209
Graduate*	108	124	212
Student*	-	275**	393

*Graduate and student numbers are an aggregate of the 2013 registration year

**CLPNM began collecting this data in 2012.

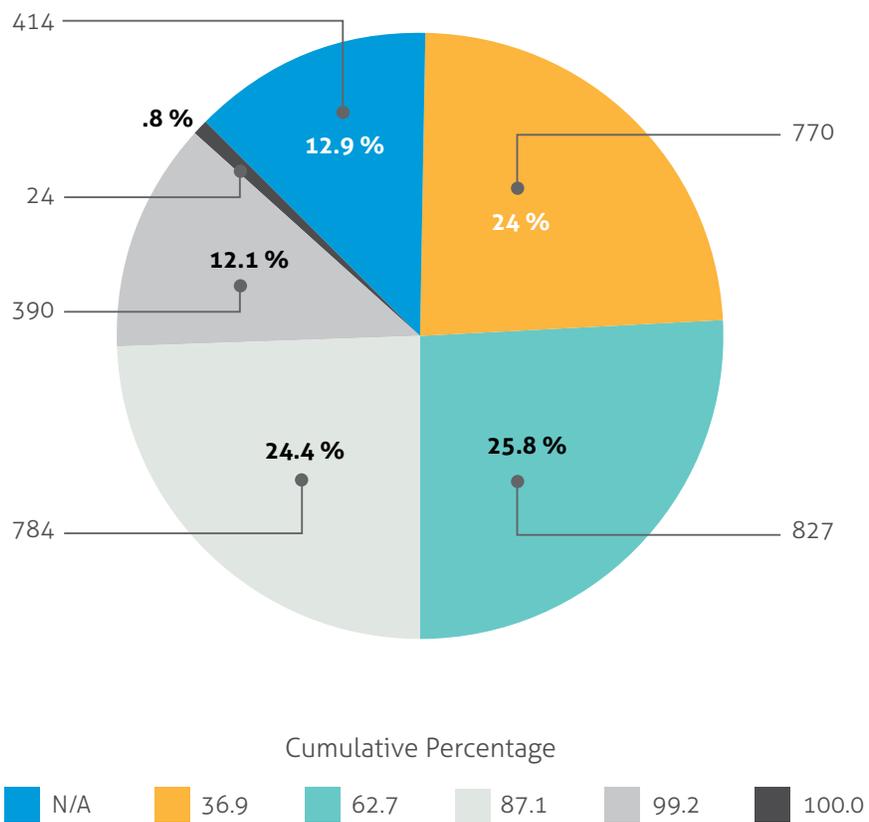
Gender Distribution:

Number of LPNs



Age of Active LPNs:

Age Range



Credential Assessment

The credential assessment department is responsible for evaluating applications for credential assessment. These credential assessment applications are from: internationally educated nurses (IENs), Canadian Practical Nursing (PN) graduates and LPNs (licensed in other Canadian jurisdictions).

From December 1, 2012 to November 30, 2013, the majority of IENs were from the Philippines and India. The majority of Canadian applicants (applicants who graduated from an RN nursing program, but who were not licensed in any Canadian jurisdiction) were from Manitoba, and the majority of LPNs licensed in other Canadian jurisdictions were from Ontario, British Columbia and Alberta.

The credential assessment department works closely with the Office of the Manitoba Fairness Commissioner (OMFC) to ensure the credential assessment process and practices are fair, transparent, timely and consistent. As part of the CLPNM's Action Plan from the November 2012 Registration Review Report by OMFC, a new Credential Assessment Application Guide for Internationally Educated Nurses was created and can be found on the CLPNM website.

INTERNATIONALLY EDUCATED NURSE APPLICANTS (educated outside of Canada)	
CATEGORY	NUMBER
Pending Applications from Prior Years	200
New applicants*	268
Admission to Active Practicing Register	29
Not eligible for registration	56
File remaining open	383

*Number of new internationally educated nurse applicants per country:

Philippines	179
India	47
Unites States	10
Nigeria	8
Other	24*

*Countries not listed have two or less applicants.

CANADIAN APPLICANTS (educated in Canada; not licensed in any Canadian jurisdiction)

CATEGORY	NUMBER
New applicants*	9
Admission to Active Practicing Register	3
Not eligible for registration	0
File remaining open	6

*Number of new Canadian applicants per province:

Manitoba	7
Alberta	1
Ontario	1

ENDORSEMENT APPLICANTS (licensed in another Canadian jurisdiction)

CATEGORY	NUMBER
New applicants*	102
Admission to Active Practicing Register	58
Registered: without restrictions	16
Registered: with restrictions	42
Not eligible for registration	0
File remaining open	44

*Number of new endorsement applicants per province:

Ontario	54	New Brunswick	2
British Columbia	23	Newfoundland	2
Alberta	14	Nova Scotia	2
Saskatchewan	4	Québec	1

Files in all three categories (IENs, Canadian PN Grads, LPNs licensed in other Canadian jurisdictions) remain open for the following reasons:

- Awaiting the Clinical Competence Assessment (CCA).
- Awaiting the Practical Nurse Qualification Recognition pilot program.
- Awaiting language benchmark tests.
- Awaiting third party verification of documents (e.g. licensing authority registration, verification of education, verification of employment).

Education

The education department provides support to the Education Approval Committee by analyzing Practical Nursing (PN) programs against the standards of education and the CLPNM's approved PN nursing competencies. The education department works closely with educators across the province. The department assesses and evaluates the two year diploma PN program, the practical nurse refresher program, the practical nurse qualification recognition pilot program and all nursing courses offered through continuing education, including intravenous therapy and foot care for nurses. Currently, approved diploma PN programs are offered at Assiniboine Community College, University College of the North, CDI College and Université de Saint-Boniface.

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 PN 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 reinstatement of the active practicing register.

PNR Program 2011 – 2013

	2011	2012	2013
Carry Over from Previous Year	0	18	1
Number of Students Newly Enrolled	18	8	2
Number of Students Completed PNR	0	10*	1
Number of Students In Progress	18	1**	2

*2011-2012 graduates may have been registered in 2010-2011.

** Some 2012 PNR students transferred to the PNQR pilot program.

Practical Nurse Qualification Recognition (PNQR) Pilot Program

The PNQR is taught at Assiniboine Community College, Winnipeg Campus. The program is designed to bridge any noted education and competency gaps of internationally educated nurses applying for registration with the CLPNM. PNQR prepares internationally educated nurses to write the Canadian Practical Nurse Registration Examination. Applicants are referred to the PNQR after assessment of their education and work experience credentials. Many applicants undertake a clinical competency assessment (CCA) prior to being referred to the PNQR.

PNQR Pilot Program 2012 – 2013

	2012	2013
Total Number of Students Enrolled	12	42
Completed PNQR pilot program	0	29
Number of Students In Progress	11	13

Canadian Practical Nurse Registration Examination (CPNRE)

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

In 2013, Manitoba had a total of 178 candidates register for the CPNRE. Of the 120 Canadian educated candidates, 98% passed. This compares to the national pass rate of 87%. In Manitoba, 58 (33% of all candidates) writers were internationally educated candidates, 72% of whom passed, compared to a national pass rate of 57% for internationally educated candidates.

Conclusion: Manitoba diploma practical nursing graduates and internationally educated candidates have a higher success rate when compared to the national average.

	2011		2012		2013	
	Canadian Educated Candidates	Internationally Educated Candidates	Canadian Educated Candidates	Internationally Educated Candidates	Canadian Educated Candidates	Internationally Educated Candidates
Number of Manitoba Exam writers	210	103	148	32	120	58
% Pass Rate	84	72	92	63	98	72
National % Pass Rate	85	57	83	54	87	57

Professional Conduct

The mandate of the CLPNM is that of public protection. The Licensed Practical Nurses Act (the Act) requires the CLPNM 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 attempt to resolve informally or refer to discipline for formal resolution. The CLPNM strives to uphold the principles of procedural fairness, transparency and due process. Each complaint is reviewed thoroughly to determine the appropriate course of action. The Act sets out the approaches for addressing unprofessional conduct to protect the public from incompetent or unethical practitioners.

Employers are obligated to report terminations to the CLPNM. If a person who employs an LPN terminates the LPN's employment for misconduct, incompetence or incapacity, the employer shall promptly report the termination to the Executive Director and give the LPN a copy of the report. These reports are addressed by the CLPNM and referred to the Investigation Committee for resolution. In 2013, three complaints were the result of termination. One complaint has been resolved while two remain open and not yet resolved.

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

In 2013, the total number of LPNs who had a complaint filed against them was 0.7% of all registrants.

Number of Complaints 2011 – 2013

	2011	2012	2013
Complaints in Process From Previous Years	28	13	21
New Complaints Received	17	34	23
Total Complaints	45	47	44

Origin of New Complaints 2011 – 2013

	2011	2012	2013
Employer	10	20	18
Public*	3	8	3
Colleague	3	1	0
PPCO	0	2	0
CLPNM	1	3	2

*Public may include the client or family

Nature of New Complaints 2011 – 2013

	2011	2012	2013
Professional Practice	10	17	12
Abuse	1	2	2
Unauthorized Practice	0	1	0
Chemical Dependency	1	2	0
Professional Misconduct	5	12	9
Theft	0	0	0

Decision of Investigation Committee 2011 – 2013

	2011	2012	2013
Discipline Referral	1	2	1
No Further Action	6	9	5
Acceptance of Surrender of Registration	1	1	9
Censure	0	1	1
Mediation	0	4	0
Voluntary Agreement (Undertaking)	15	14	8
Further Investigation	1	3	8
Other Appropriate Actions*	-	-	16
Suspension of Registration Pending Decision*	-	-	1
Decisions Made in Subsequent Year*	-	-	8

*2013 is the first year CLPNM is reporting on these categories

Individual conduct cases may have multiple decisions

Practice Audits

From time to time the CLPNM conducts practice audits. A practice audit could be at the request of an employer, the nurse, or ordered by the Investigation Committee or investigator. A practice audit obtains more information about the quality of an LPN's practice, and identifies any existing gaps.

Number of Practice Audits conducted: 0

Results of the Practice Audit: N/A

Clinical Competency Assessments

In 2013, the CLPNM began utilizing clinical competency assessments (CCA) to audit the practice of registrants when a practice audit is indicated but cannot be conducted (for example, if the registrant does not have employment or if they work in an environment that is not conducive to a fair practice audit for either the registrant or clients.). The CCA was designed jointly by the CLPNM and Assiniboine Community College and is reviewed by the CLPNM Education Approval Committee as part of their program review processes.

Number of Clinical Competency Assessments ordered by the Investigation Committee: 3

Results of Clinical Competency Assessment

Remedial education: 1

Surrender of registration: 1

Conduct case closed: 1

Professional Nursing Practice

The professional nursing practice department provides consultation to LPNs, graduate practical nurses, student practical nurses, employers, other health care team members, staff and practical nursing educators, and to the public regarding practical nursing in the province of Manitoba. The department also provides consultation regarding health care, policy, jurisprudence and education in relation to the profession.

The practice department regularly communicates and collaborates with nursing practice departments in the province and in other Canadian jurisdictions. This collaboration works to identify common issues and trends in nursing and health care which may have an impact on the practice of LPNs in Manitoba as well as nationally.

The department is responsible for overseeing the CLPNM's Continuing Competency Program (CCP). Ongoing participation in the CCP for all LPNs is a mandatory expectation of active practicing registration. Failure to comply with the CCP may result in the cancellation of an individual's registration.

The CCP audit takes place in January and is followed up with two additional phases which run through until the end of April. The CCP Committee appoints active practicing registrants as CCP auditors to conduct the annual audit. The auditors must be in good standing with the CLPNM and must be free of any restrictions or conditions on their registration. Through audit processes, the auditors have the ability to provide registrants with peer feedback in relation to their CCP content. After the audit is complete, the CCP Committee reviews feedback received from registrants and the CCP auditors then conducts a thorough review of CCP policies and processes then implements changes in order to uphold the mandate of the CLPNM.



Continuing Competence Audit 2011 – 2013

	2011	2012	2013
*Number selected for audit	778	793	308
Number audited	719	723	282
Candidates exempt from audit:			
Associate status	9	6	0
Cancelled	18	24	6
Resigned	29	34	18
Other	3	6	2

*10% of all active practicing registrants were randomly selected.

Continuing Competence Audit 2011 – 2012

	2011	2012
Total audits received	719	723
Met requirements	585	686
Required follow up support	134	37

Continuing Competence Audit 2013

Audit Phase 1 (January 7 - 9, 2014)	2013
Total audits received	282
Met requirements	158
Audit Phase 2 (February 25 – 26, 2014)	2013
Total audits received	122*
Met requirements	93
Required follow up support	29

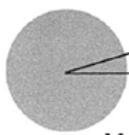
*One registrant resigned, and one registrant was exempt.

The 2013 audit occurs January 2014 to April 2014. Phase three of the audit will not occur until after publication of this report. Audit three statistics will be reported in the 2014 Annual Report. The complete CCP report will be available in the July 2014 issue of the Practical Nursing Journal.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Financial Statements

December 31, 2013



March 28, 2014

INDEPENDENT AUDITORS' REPORT

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, 2013, 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 accepting accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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, 2013, and their financial performance and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Craig & Ross

Chartered Accountants

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www.craigross.com

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Statement of Operations

Year Ended December 31, 2013

	2013	2012
REVENUE		
Registration fees	\$ 1,239,788	\$ 1,194,156
Administrative income	40,639	37,932
Program income	206,824	124,006
Miscellaneous	26,565	44,541
Interest	20,874	14,403
	<u>1,534,690</u>	<u>1,415,038</u>
EXPENSES		
Personnel costs	773,033	659,821
Administration	108,102	111,754
Board of Directors	37,102	32,254
Legal	57,904	67,195
Program expenses	73,361	184,967
Committee expenses	40,195	31,198
Insurance	31,579	30,869
Utilities	19,802	16,653
Leasing	8,775	6,394
Property taxes	12,143	11,761
Repairs and maintenance	28,687	15,352
Interest and bank charges	32,000	26,680
	<u>1,222,683</u>	<u>1,194,898</u>
EXCESS OF REVENUE OVER OVER EXPENDITURES BEFORE OTHER ITEMS	312,007	220,140
AMORTIZATION	(89,425)	(48,798)
UNREALIZED GAIN ON MARKET VALUE OF INVESTMENTS	20,148	37,757
REALIZED LOSS ON SALE OF INVESTMENTS	(4,714)	(12,083)
EXCESS OF REVENUE OVER OVER EXPENDITURES BEFORE FOR THE YEAR	\$ 238,016	\$ 197,016

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Statement of Changes in Net Assets

Year Ended December 31, 2013

	2013	2012
NET ASSETS - BEGINNING OF YEAR	754,649	557,633
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	238,016	197,016
NET ASSETS - END OF YEAR	\$ 992,665	\$ 754,649

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Statement of Cash Flows

Year Ended December 31, 2013

	2013	2012
OPERATING ACTIVITIES		
Excess of revenue over expenditures for the year	\$ 238,016	\$ 197,016
Adjustments-		
Amortization	89,425	48,798
Unrealized gain on market value of investments	(20,148)	(37,757)
Realized loss on sale of investments	4,714	12,083
	<u>312,007</u>	<u>220,140</u>
Net changes in working capital balances-		
Accounts receivable	94	8,797
Prepaid expenses	(23,776)	(1,702)
Accounts payable and accrued liabilities	(2,967)	(40,828)
Goods and services tax payable	5,883	51,690
Accrued wages, vacation	(15,290)	1,053
Deferred revenue	62,586	28,574
	<u>26,530</u>	<u>47,584</u>
Cash flow from (used by) operation activities	<u>338,537</u>	<u>267,724</u>
FINANCING AND INVESTING ACTIVITIES		
Mortgage repayment	(32,400)	(32,400)
Purchase of capital assets	(46,042)	(128,145)
Net change in investments	(13,849)	(33,881)
	<u>(92,291)</u>	<u>(194,426)</u>
Cash flow from (used by) operation activities		
	<u>(92,291)</u>	<u>(194,426)</u>
INCREASE IN CASH AND CASH EQUIVALENTS - DURING THE YEAR	246,246	73,298
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>759,078</u>	<u>685,780</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 1,005,324	\$ 759,078

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

December 31, 2013

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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting standards

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

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
On Line Registration System		24 months on a straight line 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.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

December 31, 2013

3. INVESTMENTS

Investments are stated at market value based on quoted market prices as at December 31, 2013.

4. CAPITAL ASSETS

	2013		2012	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Land	\$ 135,455	-	\$ 135,455	\$ -
Building	494,818	165,883	470,189	153,301
Computers	91,557	74,185	80,603	66,528
Furnishings	43,011	31,367	39,482	28,948
Registration Software	128,525	86,799	121,595	23,259
Office equipment	287,454	278,751	287,454	276,813
Telephones	17,947	12,179	17,947	10,890
	\$ 1,198,767	\$ 649,164	\$ 1,152,725	\$ 559,739
Net book value	\$ 549,603		\$ 592,986	

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

December 31, 2013

5. MORTGAGE PAYABLE

	<u>2013</u>	<u>2012</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, 2014. The building at 463 St. Anne's Road is pledged as collateral.	\$ 107,264	\$ 139,665
Less: Current portion	<u>107,264</u>	<u>(139,665)</u>
	<u>\$ -</u>	<u>\$ -</u>

6. COMMITMENTS

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

2014	11,072
2015	8,631
2016	6,057

7. 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, 2013, the rates are 7.9% to 9.5% of salary. The expenses and payments for the year ended December 31, 2013 were \$52,763 (2012 - \$43,753). As a defined benefit pension plan, the College has no further liability or obligation for future contributions to fund future benefits to plan members.

8. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current's year's presentation.



We are dedicated to protecting and serving Manitobans through effective, transparent, objective, and supportive nursing regulation.