



# ANNUAL REPORT 2015



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College of Licensed Practical  
Nurses of Manitoba



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College of Licensed Practical  
Nurses of Manitoba

April 2016

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 2015 Annual Report in accordance with the provisions of *The Licensed Practical Nurses Act* (the Act).

This report covers the period from January 1, 2014 to December 31, 2015 and includes statistical information regarding the profession and a financial statement of accounts of the CLPNM as required by the Act.

Respectfully submitted,

A handwritten signature in black ink that reads "Cheryl Geisel".

Cheryl Geisel, LPN  
President  
CLPNM

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# President and Executive Director's Report



The work of the College of Licensed Practical Nurses of Manitoba (CLPBM) is guided by its duty to regulate its members in a manner that serves and protects the public interest.

In 2015, the CLPBM continued to support this duty through its programs and activities, including:

- evaluating applications for new and renewed registration against the standards and criteria of the profession
- reviewing and supporting practical nursing education programs
- providing consultation to nurses, employers and other stakeholders regarding the profession and the standards that guide it
- supporting quality of care and lifelong learning through the continuing competence program, and
- addressing public concerns through our complaints and investigation processes.

We also continued to collaborate with our health system partners, both locally and across North America, through our membership in the Manitoba Association of Health Regulatory Colleges, the Manitoba Institute for Patient Safety, the Canadian Council of Practical Nurse Regulators, the National Nursing Assessment Service, and the National State Boards of Nursing to name a few.

We continued our efforts to prepare the CLPBM and the practical nursing profession for a transition from older legislation, *The Licensed Practical Nurses Act*, to newer legislation, *The Regulated Health Professions Act (RHPA)*. In connection with the RHPA transition, we also worked closely with our practical nursing education partners to develop and validate two new documents that outline the competencies of the profession in Manitoba: a full-scope Competency Profile and an Entry to Practice Competency document. We anticipate launching both in the summer of 2016.

In 2015, we worked collaboratively with representatives from the Government of Manitoba and Assiniboine Community College to extend support for the Clinical Competence Assessment process and the Practical Nurse Qualification Recognition Program. These programs prepare internationally educated nurses to write the national entry-to-practice exam and for quality practice in Manitoba. The benefit of these programs is evidenced by the high proportion of those who complete the programs who become registered as LPNs in Manitoba.

Other highlights from 2015 include:

- working with other Manitoba nursing regulators to address questions from and provide guidance to nurses in relation to physician-assisted death
- participation in validity and reliability testing of the National Nursing Assessment Service and its curricular review process
- preparing for computer-based entry-to-practice examinations, which will be launched in May, 2016
- initiating the scheduled five-year evaluation of the practical nursing education program at Université de Saint-Boniface, and
- the election of a new CLPBM Board President.

We would like to thank CLPBM's Board members, committee members and staff, for their daily commitment to collaboration, quality, integrity, respect, and professionalism in all of their work.



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**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.**



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**College of Licensed Practical  
Nurses of Manitoba**

## **STRATEGIC PRIORITIES**

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

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**

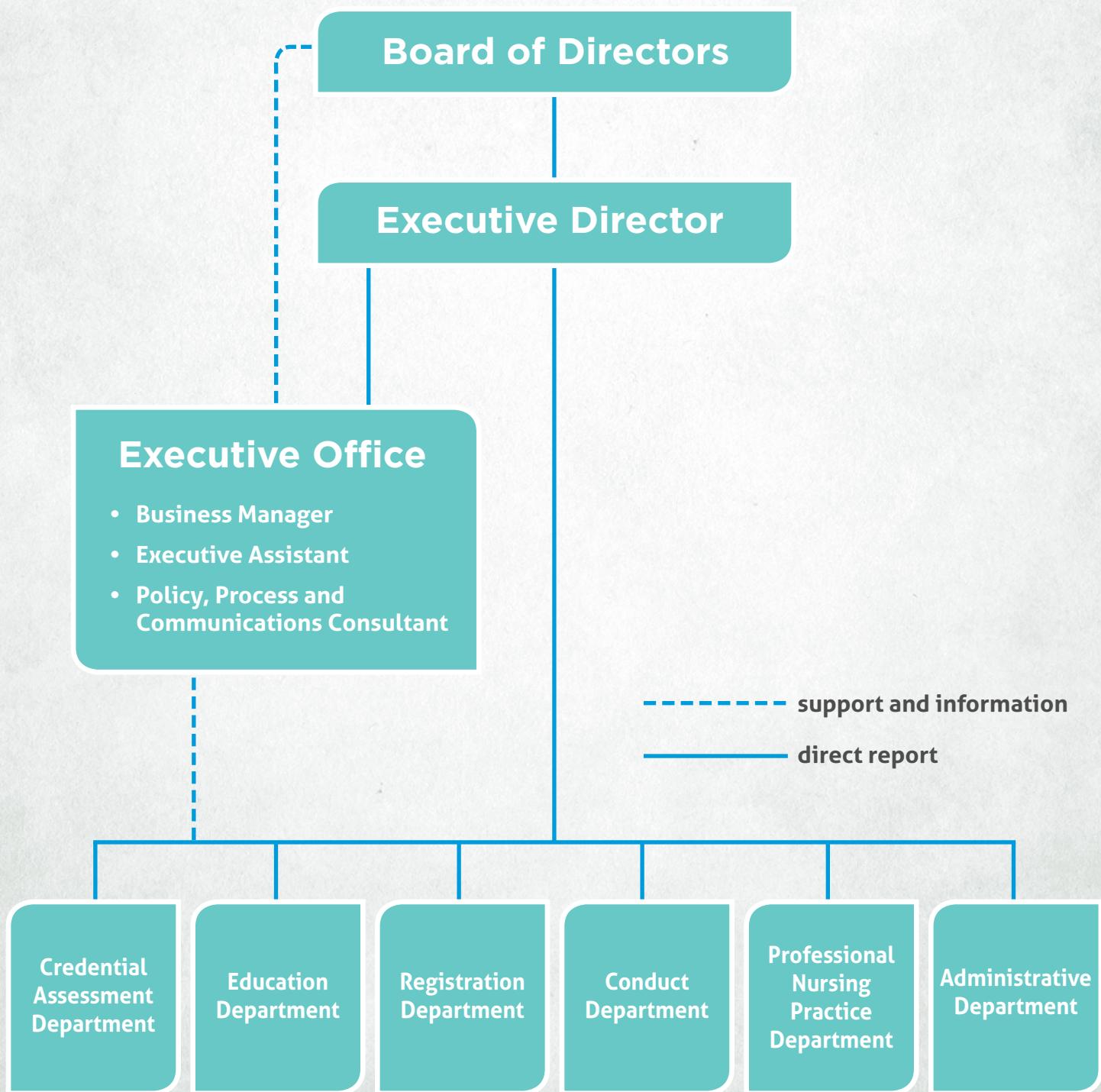
Promoting excellence through the integration of emerging public policy and the consistent application of professional nursing regulation.

### **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, 2015

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 section 3.1(a) of the By-Laws 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 2015	BOARD SINCE JUNE 2015
President – Christy Froese LPN	President – Cheryl Geisel LPN
District I – Elisa Wiebe LPN	District I – Elisa Wiebe LPN
District II – Cheryl Geisel LPN	District II – Camille Martyniw LPN
District III – Rodney Hintz LPN	District III – Rodney Hintz LPN
District IV – Lindsay Maryniuk LPN	District IV – Lindsay Maryniuk LPN
District V – Jodi La France LPN	District V – Jodi La France LPN
District VI – Yvonne Maguet LPN	District VI – Patricia Smythe LPN
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

# 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

Rhonda Neufeld LPN

Janice Cournoyer 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*.

Lynn Marks LPN, Chair

Sarah Fordham LPN

Meagen Gunn LPN

Richard Rivard LPN

Gary McPherson, Public Representative

Susan Swan, Public Representative

Sandra Horsman, 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*.

Yvonne Maguet LPN, Chair

Shelby Marks LPN

Melanie Lavallee LPN

Thelma Hanson LPN

Darlene Lee LPN

Cheryl Bernshine LPN

Patricia Knowles LPN

Janice McDonald LPN

Patricia O'Leary LPN

Eranio Baldonado LPN

Louise Nobiss LPN

Sandra Hack LPN

Monique Friesen LPN

Michelle Warren LPN

Nicole Ricard LPN

Camille Martyniw 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

Anna Maria Magnifico, Public Representative

Angie Bachalo, Public Representative

Maria Gill, Public Representative

## GOVERNANCE COMMITTEE

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

Rodney Hintz LPN, Chair

Tricia Conroy, Public Representative

Darlene Barbe, Public Representative

## CONTINUING COMPETENCE COMMITTEE

Reviews the Continuing Competence Program process and makes recommendations to the Board.

Darlene Lee LPN, Chair

Yvonne Maguet LPN

Maria Gill, Public Representative

## PUBLIC REPRESENTATIVES COMMITTEE

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

Judy Harapiak, Chair, Public Representative

Jodi La France LPN

Rodney Hintz LPN



College of Licensed Practical  
Nurses of Manitoba

# Registration

The CLPNM is responsible for the registration of Manitoba's practical nurses, including initial registration, renewal, resignation, cancellation and reinstatement. The CLPNM currently maintains three categories of registrants: licensed practical nurses (LPNs), graduate practical nurses (GPNs) and student practical nurses (SPNs). In Manitoba, no person may practice as a practical nurse or use the titles associated with the profession unless registered with the CLPNM.

Through the registration process, the CLPNM ensures that applicants have met all the entry-to-practice requirements before they are licensed and authorized to practice as practical nurses in Manitoba.

Any person can confirm the registration status of a practical nurse through one of two verification systems maintained by the CLPNM: the Employer Verification System and the Public Register. Both are available online 24-hours a day, seven days a week.

## CLPNM Registrants by Type 2013 – 2015

	2013	2014	2015
Licensed Practical Nurses*	3209	3303	3355
Graduate Practical Nurses†‡	212	266	209
Student Practical Nurses†§	393	394	429

\* This data represents the number as of November 30<sup>th</sup>, the last day of the registration year. Data for 2014 in the 2014 Annual Report represented the number on December 1<sup>st</sup>, and has been revised in this report to ensure comparability.

‡ There are more than one group of students and graduates registered within any given year. Consequently, this data represents the total number in these registration categories during the full registration year.

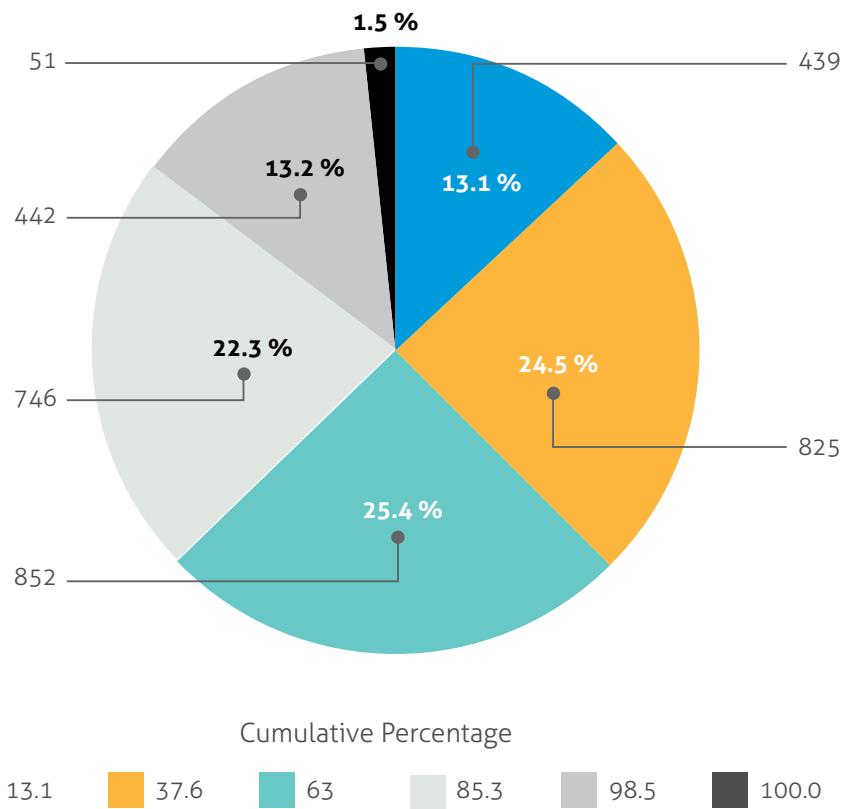
† The number of graduates in 2014 was higher because one educational institution has a graduating class every two years, and an additional institution offered the program that year.

§ Student Practical Nurses include students registered in practical nursing education programs, the Practical Nursing Qualification Recognition (PNQR) pilot program, and the Practical Nurse Refresher (PNR) program. The increase from 2014 to 2015 reflects a change in how PNR and PNQR students are captured in the CLPNM's database system.

## Active Practicing LPNs, 2015

### Age Distribution

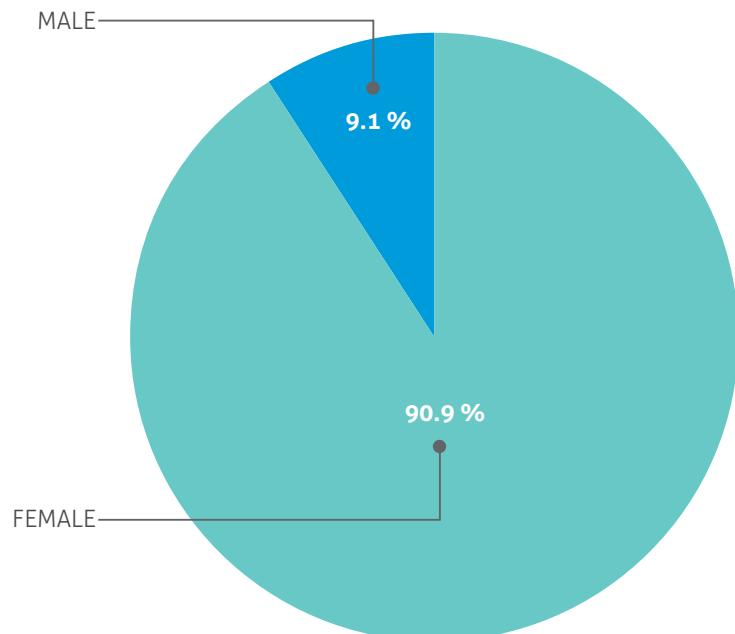
- █ Age 18-29 – 439
- █ Age 30-39 – 825
- █ Age 40-49 – 852
- █ Age 50-59 – 746
- █ Age 60-69 – 442
- █ Age 70 and over – 51



### Gender Distribution

3355 total LPNs:

- █ Female – 3050
- █ Male – 305



# Credential Assessment

The CLPNM is responsible for evaluating applications for credential assessment and endorsement.

The credential assessment process is used to assess the qualifications of internationally educated nurses (IENs), and of Canadian graduates of nursing programs other than CLPNM-approved practical nursing education programs who are not currently registered as LPNs in any Canadian jurisdiction. The process determines whether these applicants have the same level of knowledge, skill and judgment as the graduates of a CLPNM-approved practical nursing education program in Manitoba.

The endorsement process is used when an LPN registered in another Canadian jurisdiction wishes to become registered in Manitoba. This process supports the objectives of the Labour Mobility Chapter of Canada's *Agreement on Internal Trade*.

In 2015, the majority of credential assessment applicants were IENs from the Philippines and India. Other credential assessment applicants were Manitoba graduates of registered nursing programs. The majority of endorsement applicants were from Ontario, British Columbia and Alberta.

The credential assessment department works closely with the Office of the Manitoba Fairness Commissioner (OMFC) to ensure that credential assessment processes are fair, transparent, timely and consistent. In keeping with its Action Plan, set out in the OMFC's 2012 Registration Review Report, the CLPNM has developed two comprehensive Credential Assessment Application Guides for IENs. These guides can be found on the CLPNM website at [www.clpn.ca](http://www.clpn.ca).

Along with most nursing regulators across Canada, the CLPNM entered into an agreement with the National Nursing Assessment Service (NNAS) in 2014. The goals are to centralize, streamline, and standardize the application process for IENs and provide greater transparency and timeliness for applicants. IENs seeking registration as LPNs in Manitoba now send their documents and credentials to the NNAS for authentication before they apply for registration with the CLPNM.

Applications to the CLPNM from IENs have declined since the NNAS review process was implemented. Some decrease is to be expected; however, it may be too early to draw any conclusions about the ultimate effect of the centralized review process on the number of IENs who become registered as LPNs in Manitoba. The CLPNM continues to work closely with the NNAS and other nursing regulators across Canada to test and evaluate the harmonized review process, and to ensure the validity and reliability of its results.

## Credential Assessment Applications

### Internationally Educated Nurses

<b>Applications Considered</b>	<b>2013</b>	<b>2014*</b>	<b>2015</b>
Carried over from previous years	200	385	414
New applications	268	137	15
Total applications considered	468	522	429

<b>New Applications by Country of Origin</b>	<b>2013</b>	<b>2014*</b>	<b>2015</b>
Philippines	179	95	12
India	47	28	2
United States	10	1	1
Nigeria	8	6	0
Other <sup>#</sup>	24	7	0

\* The decrease in applications beginning in 2014 coincides with the implementation of the NNAS review process in August of that year.

<sup>#</sup> Countries not listed have two or fewer applicants.

<b>Outcome of Applications</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Registered as an LPN	29	32	38
Not eligible for registration	56	16	7
File remained open	383 <sup>§</sup>	414	260
File closed <sup>‡</sup>	NA	60	124

<sup>‡</sup> Files are closed when requested by the applicant or when the file or education requirements have not been completed by the applicant within two years. This data was not captured for 2013.

## Credential Assessment Applications

### Canadian Graduates of Other Nursing Programs

Applications Considered	2013	2014	2015
Carried over from previous years	NA <sup>†</sup>	1	3
New applications	9	7	11
Total applications considered	NA <sup>†</sup>	8	14

New Applications by Province of Origin	2013	2014	2015
Alberta	1	0	0
Ontario	1	0	0
Manitoba	7	7	11

Outcome of Applications	2013	2014	2015
Registered as an LPN	3	3	9
Not eligible for registration	0	1	0
File remained open	6	3	4
File closed*	NA <sup>†</sup>	1	1

\* Files are closed without a registration decision when requested by the applicant or when the file remains incomplete after two years.

† This data was not captured for 2013.

## Endorsement Applications

Applications Considered	2013	2014	2015
New applications	102	71	69
New Applications by Province of Origin	2013	2014	2015
Ontario	54	43	40
British Columbia	23	15	11
Alberta	14	7	10
Saskatchewan	4	3	3
New Brunswick	2	1	0
Newfoundland	2	1	0
Nova Scotia	2	0	1
Quebec	1	0	1
Northwest Territories	0	0	2
Prince Edward Island	0	0	1
Unknown	0	1	0
Outcome of Applications	2013	2014 <sup>△</sup>	2015
Registered as an LPN	58	30	30
Registered without conditions on practice	16	6	17
Registered with conditions on practice*	42	24	13
Not eligible for registration	0	1	0
File remained open	44	42	52

\* In accordance with Chapter 7 of the *Agreement on Internal Trade*, the Government of Manitoba has published a Notice of Measure to Achieve a Legitimate Objective, authorizing the CLPNM to restrict the practice of LPNs from some Canadian jurisdictions where there is a material difference in scope of practice.

<sup>△</sup> The total number in this column exceeds the number of new applications received as a result of files carried over from previous years.

# Education

The CLPNM provides support to its Education Approval Committee by evaluating practical nursing education programs against the practical nursing Standards of Education. It also assesses the Practical Nurse Refresher program, the Practical Nurse Qualification Recognition program, and other courses and programs available to LPNs. In carrying out these functions, the CLPNM works closely with educators and other stakeholders from across the province.

All entry-level practical nursing education programs in Manitoba are two-year diploma programs. In 2015, these programs were offered at Assiniboine Community College, CDI College, University College of the North and Université de Saint-Boniface.

Assiniboine Community College (ACC) ran practical nursing education programs in Brandon, Winnipeg, Pine Falls, Dauphin and Southport in 2015. 116 of its graduates became registered as Graduate Practical Nurses, of whom 108 also passed the national exam the same year.

CDI College ran one practical nursing education program in Winnipeg in 2015. 26 of its graduates became registered as Graduate Practical Nurses that year, of whom 23 also passed the national exam the same year.

University College of the North (UCN) ran one practical nursing education program in Swan River in 2015. University College of the North accepts a new group of practical nursing students to its two-year program every second year. It did not have a graduating class in 2015.

Université de Saint-Boniface (USB) ran one bilingual program in Winnipeg in 2015. 4 of its graduates became registered as Graduate Practical Nurses that year, of whom 3 also passed the national exam the same year.

In 2015, the Université de Saint-Boniface program began its first full program review by the CLPNM's Education Approval Committee. The Committee comprehensively reviews each practical nursing education program every five years. This review remains ongoing.

Institution	2014		2015	
	GPNs	Passed the CPNRE*	GPNs	Passed the CPNRE*
ACC	158	155	116	108
CDI	47	44	26	23
UCN	15	15	NA	NA
USB	6	5	4	3

\* Students who graduated but did not pass the CPNRE in the same year may have gone on to pass the exam in a subsequent year.

# Practical Nurse Refresher Program

The Practical Nurse Refresher Program (PNR) is offered through Assiniboine Community College, and is designed for former LPNs seeking re-entry into the practical nursing profession in Manitoba. The PNR has a self-paced modular theory component followed by clinical experiences.

## PNR Enrollment 2013 – 2015

	2013	2014	2015
Carried over from previous years	1	2	4
Newly enrolled	2	8	4
Students who completed the program	1	4	2
Students in progress at end of year	2	5	4
Did not continue	-	1	2

# Practical Nurse Qualification Recognition Pilot Program

The Practical Nurse Qualification Recognition (PNQR) pilot program was established through partnership between the CLPBM, Manitoba Health, Healthy Living and Seniors and Assiniboine Community College. It is taught at the Assiniboine Community College Winnipeg Campus. The program is designed to bridge the education and competency gaps of internationally educated nurses (IENs) applying for registration with the CLPBM. The PNQR prepares IENs to write the Canadian Practical Nurse Registration Examination and to enter into Manitoba's health workforce.

## PNQR Enrollment 2014 – 2015

	2014	2015
Carried over from previous years	13	13
Newly enrolled	30	30
Students who completed the program	29	28
Students in progress at end of year <sup>#</sup>	13	14
Did not continue	1	1

<sup>#</sup> Students who start the program in August complete the program the same year, and students who start the program in November complete the program in March of the following year.

# Canadian Practical Nurse Registration Examination

The CLPNM works with its Canadian counterparts to develop the blueprint for the Canadian Practical Nurse Registration Examination (CPNRE) and is responsible for overseeing all activities related to the CPNRE in Manitoba. The CPNRE is the entry-to-practice examination for practical nurses in Manitoba and most of Canada.

In 2015, the pass rate for Canadian educated Manitoba candidates was 86%. Although it remains high, this is the first time in recent history that the Manitoba rate fell beneath the national rate.

The pass rate for internationally educated Manitoba candidates increased from 72% in 2013 and 2014 to 90% in 2015. It remains significantly higher than the national rate of 48%. This may be reflective of Manitoba's Clinical Competence Assessment process and the Practical Nurse Qualification Recognition Program, discussed on previous pages.

## CPNRE Results 2013 – 2015

	2013		2014		2015	
	Canadian Educated Candidates	Internationally Educated Candidates	Canadian Educated Candidates	Internationally Educated Candidates	Canadian Educated Candidates	Internationally Educated Candidates
Exams Written by Manitoba Candidates	120	58	239*	47	175	42
Manitoba Pass Rate	98%	72%	93%	72%	86%	90%
National Pass Rate	87%	57%	87%	57%	89%	48%

\* The number of Canadian educated Manitoba candidates was higher in 2014 because one educational institution has a graduating class every two years, and an additional institution offered the program that year.

# Professional Conduct

The mandate of the CLPNM is 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. The Act requires the CLPNM Executive Director to refer complaints regarding registrants and former registrants to the CLPNM Investigation Committee. The Investigation Committee may attempt to resolve the complaint informally or refer it on to the Discipline Committee.

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. To protect the public, the Act sets out the approaches for addressing unprofessional conduct or lack of fitness to practice.

The Act also requires any person who terminates an LPN's employment for misconduct, incompetence or incapacity to report the termination to the Executive Director. These reports are reviewed by the CLPNM and may be referred to the Investigation Committee for further consideration. In 2015, the CLPNM received 5 reports of this nature from employers.

Complaints may also be initiated by the CLPNM itself. The Act states that the Executive Director may refer to the Investigation Committee any matter that he or she considers appropriate. In 2015, four complaints were initiated by the Executive Director.

The professional conduct department supports the work of the CLPNM's Investigation and Discipline Committees. On behalf of the committees, the department investigates complaints, supports and enforces standards of practice, and intervenes when a registrant's practice or conduct poses a risk to the public.

In 2015, complaints were filed against a total of 30 LPNs who represent less than 1% of all CLPNM registrants.

## Number of Complaints 2013 – 2015

	2013	2014	2015
Carried over from previous years	21	20	17
New complaints received	23	28	30
Total complaints considered*	44	48	47

\* As some complaints are carried over from year to year, a single complaint may count towards the total in more than one year.

## Sources of New Complaints 2013 – 2015

	2013	2014	2015
Employer	18	21	22
Public*	3	5	3
Colleague <sup>†</sup>	0	0	1
The Protection for Persons in Care Office	0	0	0
The Executive Director of the CLPNM	2	2	4
Total new complaints	23	28	30

\* The public may include a client or family member.

<sup>†</sup> A colleague may be another LPN or another member of the health care team.

## Subject of New Complaints 2013 – 2015\*

	2013	2014	2015
Incompetent practice	12	14	27
Professional misconduct†	11	14	22

\* Some complaints fall into both categories, and consequently, the number of complaints by subject may exceed the number of new complaints received in a year.

† Examples of professional misconduct include but are not limited to abuse, unauthorized practice and substance misuse.

## Investigation Committee Decisions 2013 – 2015\*

	2013	2014	2015
Referral to the Discipline Committee	1	0	0
No further action	5	4	4
Acceptance of surrender of registration	9	14	6
Censure	1	0	0
Mediation	0	0	0
Agreement or undertaking‡	8	24	11
Further investigation	8	10	21
Suspension of registration pending decision	16	1	0
Other§	1	49	39

\* Individual cases may result in multiple decisions. For this reason, the total number of decisions will exceed the total number of complaints.

‡ An agreement with or undertaking by an investigated registrant may provide for an assessment of the registrant's capacity or fitness to practice, counselling or treatment, monitoring or supervision or a remedial course of study.

§ As per section 23(1)(g) of *The Licensed Practical Nurses Act*, the Investigation Committee may take any other action that it considers appropriate in the circumstances and that is not inconsistent with or contrary to the Act, the Regulations or the By-Laws.

§ Other decisions include ordering a practice audit, clinical competence assessment, or a fitness to practice assessment; applying or removing conditions on a license; or closing a file.

# Professional Nursing Practice

The CLPBM provides consultation to practical nurses, employers, educators and the public regarding practical nursing in Manitoba. It also provides consultation and education on the legislation, policies and standards that guide the profession.

The CLPBM regularly collaborates with other health regulators, both within and outside of Manitoba, to address common issues and trends in health care that may impact practical nursing both provincially and nationally.

In support of quality practice, the CLPBM administers a Continuing Competence Program (CCP) for Manitoba's LPNs. The objective of the CCP is to ensure that Manitoba's practical nurses retain and continuously build upon their knowledge, skills and judgment. As part of this program, all LPNs maintain a professional portfolio, practice a minimum number of hours, and complete a self-assessment and learning plan each year.

Annual participation in the CCP is mandatory for Manitoba's LPNs and is monitored through an annual audit process. Each year, the CLPBM randomly selects 10% of its active practising registrants for the CCP audit.

The audit conducted in 2015 reviewed registrants' CCP participation in 2014. 296 registrants were audited. 287 of these were found to meet the requirements of the program by the end of the audit. 3 registrants resigned from the CLPBM. 2 registrants were exempted. 4 registrants did not meet the requirements of the audit, resulting in cancellation of their licenses. These cancellations resulted from a failure to meet the requirements of the program; they did not result from findings of lack of competence.

CCP Audits conducted in 2015:	296
Met requirements by end of audit:	287
Resigned:	3
Exempted mid-audit:	2
Cancelled for non-compliance:	4

# Practice Audits

Practice audits are conducted to gather information about a registrant's practice and to identify any gaps in nursing knowledge and skill. A practice audit could be ordered by the Executive Director, the Investigation Committee or an investigator.

In 2015, 5 practice audits were ordered by the Investigation Committee.

One registrant voluntarily surrendered his/her registration. Of the 4 practice audits that were completed, 1 found no gaps, 1 resulted in conditions on registration, and 2 resulted in direction to attend remedial education.

**COLLEGE OF LICENSED  
PRACTICAL NURSES OF  
MANITOBA**

**Financial Statements**  
**For the year ended December 31, 2015**

# **COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

**Financial Statements**  
For the year ended December 31, 2015

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www.bdo.ca

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## Independent Auditor's Report

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

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, 2015, and the statements of operations, 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 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 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, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Other Matters**

The comparative financial statements of the College of Licensed Practical Nurses of Manitoba were audited by another auditor who expressed an unmodified opinion on those statements on April 10, 2015.

*BDO Canada LLP*

Chartered Accountants

Winnipeg, Manitoba  
April 5, 2016

# COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

## Statement of Financial Position

<u>As at December 31</u>	<u>2015</u>	<u>2014</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and bank	\$ 1,088,006	\$ 1,148,783
Prepays	<u>25,990</u>	<u>13,809</u>
	1,113,996	1,162,592
<b>Investments (Note 2)</b>	<b>1,041,007</b>	852,121
<b>Capital and intangible assets (Note 3)</b>	<b>615,545</b>	632,482
	<b>\$ 2,770,548</b>	<b>\$ 2,647,195</b>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Payables and accruals (Note 4)	\$ 177,420	\$ 144,536
Mortgage payable (Note 5)	<u>42,465</u>	<u>74,865</u>
Deferred revenue	<u>1,192,207</u>	<u>1,197,372</u>
	<b>1,412,092</b>	1,416,773
<b>Commitments (Note 6)</b>		
<b>Net Assets</b>		
Invested in capital and intangible assets	573,080	557,617
Unrestricted	<u>785,376</u>	<u>672,805</u>
	<b>1,358,456</b>	1,230,422
	<b>\$ 2,770,548</b>	<b>\$ 2,647,195</b>

Approved on behalf of the Board of Directors:



President



Executive Director

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## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

### Statement of Operations

For the year ended December 31	2015	2014
<b>Revenue</b>		
Registration fees	\$ 1,337,240	\$ 1,292,045
Program income	135,197	204,745
Administrative income	43,933	50,835
Other	3,083	20,794
Investment (Note 7)	<u>7,860</u>	<u>71,327</u>
	<b>1,527,313</b>	<b>1,639,746</b>
<b>Expenses</b>		
Personnel	893,459	864,903
Administration	106,954	124,404
Program	85,587	98,573
Committee	55,040	38,913
Board of Directors	43,921	30,759
Legal	41,961	32,145
Insurance	36,142	33,703
Interest and bank charges	30,396	32,225
Repairs and maintenance	20,584	20,293
Utilities	18,249	24,370
Investment management fees	13,360	11,461
Property taxes	13,081	12,596
Equipment	<u>8,700</u>	<u>7,281</u>
	<b>1,367,434</b>	<b>1,331,626</b>
<b>Excess of revenue over expenses for the year before other item</b>	<b>159,879</b>	308,120
<b>Other Item</b>		
Amortization of capital assets	<u>31,845</u>	<u>70,363</u>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 128,034</b>	<b>\$ 237,757</b>

The accompanying notes are an integral part of these financial statements.

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## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

### Statement of Changes in Net Assets

**For the year ended December 31, 2015**

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	<b>Invested in Capital and Intangible Assets</b>	<b>Unrestricted</b>	<b>2015 Total</b>	<b>2014 Total</b>
<b>Net assets, beginning of year</b>	\$ 557,617	\$ 672,805	\$ 1,230,422	\$ 992,665
<b>Excess (deficiency) of revenue over expenses for the year</b>	(31,845)	159,879	128,034	237,757
<b>Interfund Transfers</b>				
Capital assets acquired (\$153,242 in 2014)	14,908	(14,908)	-	-
Mortgage repayments (\$32,400 in 2014)	32,400	(32,400)	-	-
<b>Net assets, end of year</b>	<b>\$ 573,080</b>	<b>\$ 785,376</b>	<b>\$ 1,358,456</b>	<b>\$ 1,230,422</b>

The accompanying notes are an integral part of these financial statements.

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## COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

### Statement of Cash Flows

<u>For the year ended December 31</u>	<u>2015</u>	<u>2014</u>
<b>Cash Flows from Operating Activities</b>		
Excess of revenue over expenses for the year	\$ 128,034	\$ 237,757
Adjustments for items not affecting cash		
Amortization of capital and intangible assets	31,845	70,363
Unrealized loss (gain) on adjustment to fair value of investments	<u>31,547</u>	<u>(45,117)</u>
	191,426	263,003
Changes in non-cash operating working capital balances		
Prepays	(12,181)	18,957
Payables and accruals	32,884	4,030
Deferred revenue	<u>(5,165)</u>	<u>48,846</u>
	206,964	334,836
<b>Cash Flows from Financing and Investing Activities</b>		
Investment acquisitions net of dispositions	(220,433)	(5,735)
Acquisition of capital assets	(14,908)	(153,242)
Mortgage payments	<u>(32,400)</u>	<u>(32,400)</u>
	(267,741)	(191,377)
<b>Net (decrease) increase in cash and bank during the year</b>	<b>(60,777)</b>	<b>143,459</b>
<b>Cash and bank, beginning of year</b>	<b><u>1,148,783</u></b>	<b>1,005,324</b>
<b>Cash and bank, end of year</b>	<b>\$ 1,088,006</b>	<b>\$ 1,148,783</b>

The accompanying notes are an integral part of these financial statements.

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# **COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

## **Notes to Financial Statements**

**For the year ended December 31, 2015**

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### **1. Nature of Operations and Summary of Significant Accounting Policies**

#### **a. Nature and Purpose of Organization**

The College of Licensed Practical Nurses of Manitoba ("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. The College is incorporated under the laws of the Province of Manitoba and is exempt from taxes under the Income Tax Act.

#### **b. Basis of Accounting**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

#### **c. Revenue Recognition**

The College follows the deferral method of accounting for contributions. Registration fees are recognized as revenue in the period to which they relate. Examination fees are recognized as revenue in the year the applicant completes the exam. Investment revenue is recognized as revenue in the year earned. All other revenues are recognized in the year earned.

#### **d. Capital and Intangible Assets**

Capital and intangible assets are stated at cost less accumulated amortization. Amortization is recorded beginning in the later of the month of acquisition or when the asset is available for use. Amortization based on the estimated useful life of the asset is calculated as follows:

Building	4% declining balance basis
Computer equipment	40% declining balance basis
Furniture	20% declining balance basis
Office equipment	20% declining balance basis
Telephone system	20% declining balance basis
Registration system	24 months straight line basis

#### **e. Employee Future Benefits**

Pre-retirement entitlement, pension and other employee future benefit costs are determined using the projected benefit method prorated on years of service and based on best estimate assumptions.

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# **COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

## **Notes to Financial Statements**

**For the year ended December 31, 2015**

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### **1. Nature of Operations and Summary of Significant Accounting Policies (continued)**

#### **f. Financial Instruments**

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs from the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

#### **g. Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

### **2. Investments**

The investment portfolio consists of the following instruments at December 31:

	<b>2015</b>	<b>2014</b>
Cash	\$ 4,535	\$ 4,604
Canadian equity	197,241	189,046
Canadian mutual funds	-	184,811
Fixed income fund	704,532	452,577
International equity	18,861	-
Money market fund	26,263	21,083
Real estate investment trust	5,212	-
U.S. equity	84,363	-
	<hr/>	<hr/>
	\$ 1,041,007	\$ 852,121

# COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

## Notes to Financial Statements

**For the year ended December 31, 2015**

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### 3. Capital and Intangible Assets

	2015			2014		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Land	\$ 135,455	\$ -	\$ 135,455	\$ 135,455	\$ -	\$ 135,455
Building	637,039	199,906	437,133	637,039	182,035	455,004
Computer equipment	113,886	91,174	22,712	98,978	81,723	17,255
Furniture	43,011	35,232	7,779	43,011	33,493	9,518
Office equipment	291,054	282,442	8,612	291,054	280,518	10,536
Telephone system	17,947	14,093	3,854	17,947	13,233	4,714
Registration system	128,525	128,525	-	128,525	128,525	-
	<b>\$ 1,366,917</b>	<b>\$ 751,372</b>	<b>\$ 615,545</b>	<b>\$ 1,352,009</b>	<b>\$ 719,527</b>	<b>\$ 632,482</b>

### 4. Payables and Accruals

	2015	2014
Trade payables and accrued liabilities	\$ 79,674	\$ 68,791
Salaries and vacation payable	12,831	7,884
Government remittances payable	84,915	67,861
	<b>\$ 177,420</b>	<b>\$ 144,536</b>

### 5. Mortgage Payable

The mortgage payable bears interest at prime plus 0.5% with effective interest at 3.2% at December 31, 2015. Monthly principal payments of \$2,700 are required plus interest. The loan matures in September 2016, and is secured by a mortgage on land and building at 463 St. Anne's Road, Winnipeg, Manitoba.

### 6. Commitments

A contractual obligation in respect of lease for office equipment requires payments totalling \$8,550 annually until September 2019.

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# **COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

## **Notes to Financial Statements**

**For the year ended December 31, 2015**

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### **7. Investment Revenue**

Investment revenue for the year is comprised of the following:

	<b>2015</b>	<b>2014</b>
Interest and dividends	\$ 37,469	\$ 16,775
Gain (loss) on disposition of investments	1,938	(2,026)
Unrealized (loss) gain on adjustment to fair value of investments	<u>(31,547)</u>	56,578
	<hr/>	<hr/>
	<b>\$ 7,860</b>	<b>\$ 71,327</b>

### **8. Employee Future Benefits**

#### Multi-employer Defined Benefit Pension Plan

Substantially all of the employees of the College are members of the Healthcare Employees Pension Plan, a successor to the Manitoba Health Organization Inc. Plan (the "Plan"), which is a multi-employer defined benefit pension plan available to all eligible employees of the participating members of the Plan. Plan members will receive benefits based on the length of service and on the average of annualized earnings during the best five years of the last ten years prior to retirement, termination or death, that provides the highest earnings.

Pension assets consist of investment grade securities. Market and credit risk on these securities are managed by the Plan by placing plan assets in trust and through the Plan investment policy.

Pension expense is based on Plan management's best estimates, in consultation with its actuaries, of the amount, together with the contributions by employees, required to provide a high level of assurance that benefits will be fully represented by fund assets at retirement, as provided by the Plan. The funding objective is for employer contributions to the Plan to remain a constant percentage of employees' contributions.

Variances between actuarial funding estimates and actual experience may be material and any differences are generally to be funded by the participating members. The most recent actuarial valuation of the Plan as at December 31, 2014 indicates a solvency deficiency. Special payments will be made to the plan over the next five years, out of current contributions in those years. Contributions to the Plan made during the year by the College on behalf of its employees amounted to \$65,920 (\$63,774 in 2014) and are included as expenses in the statement of operations.

#### Pre-retirement Leave Plan

Employees are granted pre-retirement leave benefits based on meeting specific criteria. Pre-retirement leave benefits liability is estimated by management to be \$NIL as at December 31, 2015 (\$NIL at December 31, 2014).

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## **COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA**

### **Notes to Financial Statements**

**For the year ended December 31, 2015**

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#### **9. Financial Instrument Risk Management**

The College, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The College's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the College's activities. The following analysis provides a measurement of those risks.

##### **Credit Risk**

Credit risk is the risk that the College will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the College to significant concentrations of credit risk consist primarily of cash and bank, and investments. The College is not exposed to significant credit risk as cash and bank are held in operating accounts, and investments are diversified. In addition, the College follows its investment policy to monitor the investments in an effort to minimize its exposure to credit risk.

##### **Liquidity Risk**

Liquidity risk is the risk that the College will not be able to meet its obligations as they fall due. The College maintains adequate levels of working capital to ensure all its obligations can be met when they fall due by maintaining a portion of its investments in money market pooled funds which are highly liquid, and collects registration fees in advance.

##### **Market and Interest Rate Risk**

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment or factors affecting all securities traded in the market. Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is not exposed to significant interest rate risk as cash and bank are held in short-term products, and investments are diversified. The College is exposed to market risk and follows its investment policy to monitor the investments in an effort to safeguard against market fluctuations.

##### **Foreign Exchange Risk**

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College is exposed to foreign exchange risk since it holds a portion of its investments in U.S. and international equity instruments. The College follows its investment policy to monitor the investments in an effort to minimize its exposure to foreign exchange risk.

#### **10. Comparative Amounts**

Certain comparative amounts have been restated to conform their presentation to the current year.







 CLPNM  
College of Licensed Practical  
Nurses of Manitoba

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



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