



# Nova Scotia College of MIRTP UNIFYING FOR A HEALTHY FUTURE

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# THE 3rd

## **ANNUAL GENERAL MEETING**

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Notice is hereby given to the registrants of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) of the 3rd Annual General Meeting of the College will be held **Saturday, June 10th, 2023 1100-1200**. This will be a webinar event, details on how to connect are posted on the website at <u>https://nscmirtp.ca/news/agm</u>, on our FB page at <u>https://www.facebook.com/nscmirtp/</u> and was sent to registrants via email.

A plenary talk will also take place prior to the AGM via webinar from **0930-1030 am**.

Those in attendance are reminded that they are not eligible to vote at the AGM if they are not an active registrant of the NSCMIRTP.

The following pages contain the Annual Reports of the Executive and the committees of the NSCMIRTP. Please bring your own copy of the Annual Report with you to the AGM. The report is available in electronic format on the NSCMIRTP <u>website</u> and will be an attached document in the webinar platform.

Chrissy Gamache, BHSc, MRT, RTR, CTIC Chair NSCMIRTP

AGENDA

## The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

#### 3rd Annual General Meeting June 10th, 2022 11:00 - 12:00 Webinar

- 1.0 Call to Order & Roll Call of NSCMIRTP Board
- **2.0** Chair's Welcome and Approval of Agenda
- 3.0 Approval of Minutes of NSCMIRTP's 2nd AGM
- **4.0** Business Arising from the Previous Minutes

#### 5.0 Annual Reports

- 5.1 Executive Board
- 5.1.1 Chair and Executive Director's Report
- 5.1.2 Registrar's Report
- 5.2 Committee Reports
- 5.3 Finances
- 5.3.1 Committee Report
- 5.3.2 MNP Audit Report
- 6.0 New Business
  - 6.1 Election Results
  - 6.2 Appointment of Auditors
- 7.0 Adjournments

## **NSCMIRTP Staff**

Julie Avery Executive Director/Registrar julieavery@nscmirtp.ca



Jacqueline Metzler Deputy Registrar jmetzler@nscmirtp.ca



Joanne Jones Administrative Assistant joannejones@nscmirtp.ca

#### Vision

Public trust as the leader in regulating Medical Imaging and Radiation Therapy Professionals.

#### **Mission**

Regulating the profession of Medical Imaging and Radiation Therapy Professionals (MIRTPs) in the public interest.

#### Values

**Accountability:** We protect the public by holding registrants accountable for delivery of safe, competent and ethical care.

**Excellence:** We define and maintain the standards of excellence required for high-quality, evidence-informed care.

**Inclusion:** We are committed to upholding the values intrinsic of equity, diversity and inclusion.

**Collaboration:** We work with internal and external stakeholders to improve practice and professional competency.

Transparency: We are fair, open, and forthright in our processes.

## **NSCMIRTP 2022 Board**



Chrissy Gamache - Chair Rebecca Jessome - Vice Chair Nancy Duggan - Secretary



Lisa Bonin Member at Large



Kenny Zhan Member at Large

**PUBLIC MEMBERS** 



Jason Sheppard Member at Large



Ann Mann



Hammad Moyid ud Din



Nick Burke

## **Chair & Executive Director** Report

We are pleased to share with you the NSCMIRTP's Annual Report for 2022. During 2020 and 2021 the predominant story for the healthcare system was the challenge of providing care in the ongoing wake of a global pandemic. While Covid-19 still remains a concern that must be managed, it has become evident that access to identified and working groups stuck with the end care secondary to lack of health care professionals, has become a primary struggle, not just in Nova Scotia but across Canada. Reflecting on 2022 allows us to appreciate the marathon of ongoing challenges that healthcare professionals, including MRTs and DMSs, have faced and continue to face in providing care to the public.

#### Access to Care

Just like others in the MIRTP community, the NSCMIRTP has been called upon in unprecedented ways through 2022 to assess how we can play a role in improving access to care. Specifically, for the NSCMIRTP the question is how pathways to licensure can be improved while ensuring those licensed are safe to practice. Our focus in 2022 was re-entry to practice and international applicants.

At year end four new on demand refresher programs were rolled out in nuclear medicine technology, radiological technology, diagnostic medical ultrasound-generalist, and magnetic resonance imaging. These programs are expected to also be recognized by other regulated jurisdictions in Canada, giving MIRTPs who no longer meets currency requirements a pathway to regain currency and relicensing from anywhere in Canada.

In March 2020 provincial MRT regulators and the national association had planned a symposium to review processes and standards used to assess international applicants. This was an early casualty of CovId-19 and was postponed until fall of 2022. National initiatives have since been objective of Improved resources for international applicants. These include bridging education gaps, improving access to exam preparations as well as updating processes and standards related to the assessment of credentials and education. Provincially, the NSCMIRTP has also developed an exam prep program for international applicants in 4 of our 5 disciplines. Program content covers the national competency profile and is a low stakes option for international applicants to prepare for the national competency-based exam. This exam prep program is expected to be fully rolled out in 2023.



#### **Annual Report 2022**

## Chair & Executive Director Report

#### 2022 Strategic Plan

The NSCMIRTP has also continued to address our 2022-2024 strategic initiatives related to governance and awareness. College Bylaws were updated to better reflect the roles and processes of the board and a new procedure was adopted for the appointment of executive roles of the board to allow for improved succession planning. Staff succession planning was also considered with the creation of a deputy registrar position, leaving the College less susceptible to operational disruption due to staff changes. Greater details of some of NSCMIRTP's accomplishments from this past year are shared in this report.

#### **New Legislation**

2023 is set to be another historical year in the area of health regulation in Nova Scotia with the recently passed Patient Access to Care Act (PACA) and the expectation of a new common foundations act for all health care regulators in the province. 2023 will also see the College rolling out a new public relations plan, a continued focus on work related to streamlining processes for international applicants and improving Board and committee governance.



We would like to take this opportunity to thank and recognize a few groups. First our registrants for the dedication they have demonstrated to their profession and in their commitment to providing safe, competent, compassionate, and ethical care to Nova Scotians. Next, the College relies on our MIRTP and public member volunteers and staff. Without these dedicated individuals the work of the College could not be done. The NSCMIRTP would also like to thank the public who shape the lens of public interest and public trust, which directs all the work of the College.

Chrissy Gamache, BHSc, MRT, RTR, CTIC NSCMIRTP Board Chair

Julie Avery MHA, BHSc, MRT, CTIC Executive Director, NSCMIRTP

# 2022 - 2024 Strategic Plan

#### **Public Relations**

The objective of the Stakeholder Awareness strategic pillar is to improve the level of awareness by all of our stakeholders for the roles and responsibilities as well as the boundaries of the college.

NSCMIRTP will continue to examine and evolve our practices to ensure access by all stakeholders to relevant, credible, and accurate information about our priorities and activities.

In 2022 a public relations firm was hired to develop a communication plan and some basic resources to ensure College messaging and branding are communicated in a consistent manner. These resources were recently completed and will be incorporated into operations in 2023.

#### **Registrant Information Resources**

≥2/year live communication sessions with College leadership

YouTube Channel https://www.youtube.com/channel/ UCwboXrrNP2smLAZ6N7sI40g Facebook https://www.facebook.com/nscmirtp/

Newsletter 3x annually

Eblasts –College information directly communicated with each registrant

Website—On demand access to college information, including newsletters, annual reports, college policies etc..

Educational webinar x2 annually free to registrants

#### **2022 Released Statements**

**MSK Ultrasound Position Statement** 

Joint Statement with Nova Scotia College of Physiotherapists on Use of Point of Care Ultrasound by Physiotherapists

Use of Breast Ultrasound by Radiological Technologists in Mammography Departments

Pillar #1



#### Stakeholder Awareness

#### Objectives

- 1. Public Relations
- 2. Registrant Resource
- 3. Timely, Transparent, Accessible Communicaton

## Timely, Transparent and Accessible Communication

The College continues to explore options for improving communication.

Through 2022 we have experienced a significant increase in email and phone inquires. Response times were set and consistently met for emails, (5 business days) and phone calls, (3 business days).

Updated Vision Mission and Values statements have been adopted and communicated on our website and in annual report

Effective June 2022 AGMs are now open to the public

Additional info on conditions related to licensing was added to the live registry

# 2022 - 2024 Strategic Plan

#### Effective Governance

The objective of the Governance strategic pillar is to continue to strengthen the processes by which NSCMIRTP is controlled and operated and how the individuals of the organization are held accountable. This includes areas of administration, compliance, risk management and ethics.

#### **Committees and Board (Structure and Process)**

Bylaws updated to better reflect roles and responsibilities of board members and executive.

Committee terms of reference (TOR) were reviewed and updated. Membership composition now aligned and tracked to meet TORs.

The executive appointment process, nominations and elections process were updated and approved by the board. In addition to improved delineation of roles the executive process supports board transition.

A new tracking tool is now in use to track policies, ensuring they are reviewed every three years and properly posted.

Succession planning of staff was targeted with the creation of the part-time deputy registrar position and ongoing development of staff positions guidebooks.

#### **Other Initiatives**

Completed development of 4 refreshers programs to give pathway for those wishing to regain currency.

A new temp licensing classification approved for those in the clinical component of the refresher programs.

An agreement was signed with Sonography Canada related to the development and delivery of the national exams

Pillar #2



#### Effective Governance

#### Objectives

1. Committee Function

2. Board Structure and Process

#### **International Applicants**

Signed onto Niche program with NSH with objective of streamlining pathways to licensure and employment of international applicants.

Developed and operationalise an internal DMS Assessment process for international applicants.

National Symposium on IEMIRT including regulators and national association collaborating on reviewing assessment standards, gap programs and resources.

Exam prep programs were developed for 4 disciplines. Will role out in 2023.



As of December 31<sup>st,</sup> 2022, there were 739 active registrants with the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP). This is an increase of 3 from 736 on December 31<sup>st</sup>, 2021. NSCMIRTP had 86 new applicants, with 82 being successful, 82 resignations and 6 lapsed registrants through 2022 which are broken down in the registration renewal chart.

New Applicants	#2022/#2021	Resignation/Lapsed	#2022/#2021
CFTA	12/10	Retirement	27/23
International	<b>5/1</b> (4 successful, 1 unsuccessful)	Maternity/Parental	20/9
NON-CFTA Canadian	20/17	Left/Not in Jurisdiction	16/17
New NS Grad	27/21	Medical	9/1
Reinstatement	19/31	Unemployed/Other	6/6
2 <sup>nd</sup> Discipline	<b>3/7</b> (2 new, 1 add)	Working in Non MIRTP Role	4/1
Withdrawn/Closed	3/2	Lapsed	6/8

On December 31<sup>st</sup>, 2022 there was a total of 791 active licenses issued to a total of 739 individuals. A total of 52 MIRTPs were dual licensed at this date. NSCMIRTP continues to update information on dual licencing to ensure primary license reflects primary area of practice rather than first license received.

Discipline	#First License	#2nd License	Totals
DMS	145	5	150
MRT(R)	399	20	419
MRT(T)	77	0	77
MRT(NM)	68	7	75
MRT(MR)	50	20	70

## **Registrant Makeup**

The most common jurisdiction for NSCMIRTP registrants to receive their MIRTP education is in Nova Scotia. As of Dec 31<sup>st,</sup> 2022, our registrants had received MIRTP education from 14 countries outside of Canada and from all 10 provinces. With 37 registrants receiving their MIRTP education internationally and 303 in Canada, but outside Nova Scotia this equates to 46% of the Nova Scotia MIRTP workforce educating outside Nova Scotia.



### Medical Imaging and Radiation Therapy Professionals 2022



	Quick Facts				
	Registrants	785			
-	Employed	757	96.4%		
	Change in Reg (1 year)	18	2.3%		
	Inflow*	68	8.7%		
	Outflow†	50	6.4%		
	Outflow > age 55	23	2.9%		
	Outflows Avg Age	48.6			
	Full-Time	568	75.0%		
	Part-Time	88	11.6%		
_	Casual	101	13.4%		
	Average Age	41.1 years			
	Avg Experience	15.2 years			

#### Inflow Outflow Trends (NS 2017-2022)



	Avg Experience		15.2 years		
	Location of Graduation				
MIRTP	(Total = 785)		#	%	
Nova S	Scotia		447	56.9%	
Other	Provinces		305	38.9%	
Interna	ational		33	4.2%	
Ne	w Registrants an	d N	lew Grad	duates	
New R (Total	egistrants = 59)		#	%	
Nova S	Scotia		25	42.4%	
Other	Other Provinces		30	50.8%	
Interna	ational	4		6.8%	
New G (Total	iraduates = 30)		#	%	
Nova S	Scotia		20	66.7%	
Other	Provinces		10	33.3%	
Interna	ational		0	0.0%	
Prima	ary Discipline		Total	%	
Radio	logical Technology		425	54.1%	
Sonog	graphy		152	19.4%	
Radia	tion Therapy		85	10.8%	
Nucle	ar Medicine		72	9.2%	
MRI Technology			51	6.5%	

DATA SOURCE: Nova Scotia College of Medical Imaging and Radiation Therapy Professionals Registration period: Jan 1<sup>st</sup>, 2022 –Dec 31<sup>st</sup>, 202. Notes: Total MIRTPs (785) excludes those on-leave.

\* Inflow refers to the number of registrants who were not registered in the previous year (i.e., new or returning registrants) † Outflow refers to the number of registrants who register in the previous year who did not register in the current year.

Questions regarding this Provincial Profile can be directed to:

Annual Report 2022

Scott Luff, Research and Statistical Officer 3, Health Workforce Planning, NS Department of Health and Wellness. E-mail : <u>Scott.Luff@novascotia.ca</u> Phone : 902-399-6112 MIRTP Profile

### **Medical Imaging and Radiation Therapy Professionals 2022**



#### Employment Time Status by Age Group (NS, 2022)

#### Broad Age Group (NS, 2012-2022)



Experience			
Years Experience	#	%	
0-5	157	21.2%	
6-15	274	37.0%	
16-30	202	27.3%	
>30	107	14.5%	
Average Experience: 15.8			

Position	Total	%
General Radiography	268	34.1%
General Sonography	86	11.0%
General Radiation Therapy	66	8.4%
Computed Tomography	51	6.5%
General MRI	47	6.0%
General Nuclear Medicine	41	5.2%
Mammography	33	4.2%
Cardiac Sonography	31	3.9%
Administration	27	3.4%
Interventional	20	2.5%
IT Technologist	13	1.7%
Dosimetry	11	1.4%
Education	9	1.1%
Applications Specialist	9	1.1%
Fetal Assessment	8	1.0%
Vascular Sonography	7	0.9%
Unknown	58	7.4%

Registrar's Report 2022 Registrant Makeup

**Registration Process** 

**MIRTP Profile** 

## Medical Imaging and Radiation Therapy Professionals 2022



Employment Status of MIRTP (NS, 2017-2022) 

Part-Time

Casual

Full-Time

	Population 2022		College		
County	Count	Percentage	Count	Percentage*	
Annapolis	22,227	2.2%	6	0.8%	
Antigonish	20,516	2.0%	23	2.9%	
Cape Breton	98,390	9.9%	117	14.9%	
Colchester	52,668	5.3%	34	4.3%	
Cumberland	30,363	3.1%	20	2.5%	
Digby	17,512	1.8%	3	0.4%	
Guysborough	7,342	0.7%	3	0.4%	
Halifax	471,061	46.4%	399	50.8%	
Hants	44,206	4.4%	9	1.1%	
Inverness	17,450	1.8%	10	1.3%	
Kings	63,722	6.4%	45	5.7%	
Lunenburg	49,270	4.9%	30	3.8%	
Pictou	44,464	4.5%	28	3.6%	
Queens	10,433	1.1%	2	0.3%	
Richmond	9,126	0.9%	4	0.5%	
Shelburne	13,623	1.4%	4	0.5%	
Victoria	7,071	0.7%	3	0.4%	
Yarmouth	24,855	2.5%	28	3.6%	
Unknown/ Out of Provinc	e		17	2.2%	
Nova Scotia	1,004,299	100.0%	785	100.0%	

Age Distribution (NS, 2022)

**MIRTP Profile** 



## To see the breakdown of data by discipline please select provided link below



## Welcome 2023 Board Members



Call for nominations were sent out in November 2022 for the 2023 Board. Two individuals put their name forth for two vacant positions so they were acclaimed.



Term February 2023-2026



Rebecca Jessome

Kenny Zhan

We want to welcome **Rebecca Jessome** and **Kenny Zhan** back to the board now serving their 2nd term.

#### **Board Executive for 2023**



Chair: Chrissy Gamache



Vice-Chair: Kenny Zhan



Secretary: Nancy Duggan

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## **Our Committees**

#### **Credentials Committee Report**

Meeting Dates: Feb 2<sup>nd,</sup> Apr 28<sup>th</sup>, Sep 26<sup>th</sup>, Nov 28<sup>th</sup>, 2022

Chair: Rebecca Jessome BHSc, MRT, RTMR, RTNM <u>rebeccajessome@nscmirtp.ca</u> Members: Adam MacDonald MRT(T), Breanna Bauchman CRCS, CRGS, Crystal Smeaton MRT(R) Nicholas Burke BA LL.B (public member), Rachel MacLeod MRT®, Julie Avery MHA, BSc, MRT(NM), CTIC (ex-officio)

#### Achievements:

- Drafted, revised, and approved several policies relevant to credentials
- Created a checklist and companion guide to assist registrants with defining and creating educational activities/presentations (posted to college website)
- Created rubric for college staff to assess registrants submitting under the CPD category of "Developing an educational activity to be used by others"
- Drafted several formal response templates to be used by college when responding to various high-value CPD inquiries from registrants
- Assisted with development and approval of audit process for inaugural CPD audit
- Assisted Nova Scotia College of Physiotherapy with position statement regarding Physiotherapists performing X-Rays
- Suggested edits and approved Refresher Program modules related to Radiological Technology, Nuclear Medicine, MRI, and Sonography
- Suggested edits and approved Jurisprudence document
- Reviewed and rendered decisions on 6 applications that did not meet standard licensing or national exam access requirements and 1 application to complete a MRT Refresher Program
- Reviewed and rendered decisions on 4 educational activities that did not fit into the current CPD
  Program

#### **Concerns/Issues:**

• Four out of six committee members have terms expiring in 2023. However, all have the option to renew for a 2<sup>nd</sup> term if they are interested.

#### **Current Work:**

- Reviewing applications for CPD extensions
- Revising and approving several policies relevant to credentials

#### Future Work:

- Create mini modules for ongoing Jurisprudence education
- Review activities for CPD that do not fit in existing program
- Updating CPD policies/processes based on review of inaugural CPD cycle



#### **Finance Committee Report**

Meeting Dates: Jan 7<sup>th</sup>, Apr 28<sup>th</sup>, Aug 18<sup>th</sup>, Nov 4<sup>th</sup>, 2022



**Members:** Chrissy Gamache BHSc, MRT(R), CTIC, Diana Sheppard BSc, MRT(R), CBI Hammad Mohiy Ud Din (public member) Josee Morrell RTR, Pearl Duffy BHSc, RTR, RTMR Julie Avery MHA, BSc, MRT(NM), CTIC (ex-officio)

#### Achievements:

- Developed RFP document for selection of auditors
- Reviewed Reporting metrics and provided recommendations to the Board
- Provided financial oversight of financial operations and reported to the board
- Created budget for the 2023 year and dues recommendations
- Policy review for Amortization and Capitalization Policy and Expense Policy
- Development of Board Education Webinar on Financial Reporting
- Provided recommendations on updates on role of the treasurer and budget process

#### **Concerns/Issues**:

This year has been a challenging year for our registrants and the college. Due to the financial climate, the college is facing increasing costs to the critical infrastructure that supports the organization. The finance committee has been vigilant in their attempts to mitigate and plan for these costs while supporting the college in meeting their legislative and operational responsibilities. If there are any concerns or questions, please feel free to reach out to me at kzhan@nscmirtp.ca. In addition we are always looking for committee members with a strong financial background to join the committee. So please reach out.

#### **Current Work:**

- Continued financial oversight of the college
- Providing advice on matters requiring financial resources.
- Developing rubric to accompany RFP for audit process

#### **Future Work:**

- Reviewing investment strategies and current investment portfolio.
- Implement audit recommendations

#### **Nominations Committee Report**



**Meeting Dates:** Aug 17<sup>th</sup>, Nov 21<sup>st</sup>, 2022 Additional business done via email

Chair: Ann Mann RN, MN annmann@nscmirtp.ca

**Members:** Amy Munroe BA, BHSc, MRT (Rad), Edmond Kodua BSc, MRT(Rad), Jonathan Murray BSc,BHSc, MRT (NM), Julie Avery MHA, BSC, MRT(NM) (ex officio)

#### Achievements:

- Finalized version of the pre-screening checklist for board nominees
- Developed draft policy for Chair and Vice Chair positions; Recommended adoption at Board Mtg. Approved by Board 12 Jan 2023

#### Future Work:

- Update Competency Framework for skills mix for Board members.
- Develop process to operationalize use of competency framework.
- Review board roles and update language to ensure they are clearly defined.

#### **Policy and Procedures Committee Report**

Meeting Dates: Feb 9<sup>th</sup>, May 5<sup>th</sup>, Sept 13<sup>th</sup>, 2022

Chair: Julie Avery MHA, BSc, MRT(NM), CTIC julieavery@nscmirtp.ca

**Members:** Jennifer Kressebuch BHSc, DMS(GS), Megan Donovan BSc, MRT (R), Miranda Thomson BHS, RTR (R), Phoebe Mandry MTR (R), DMS (GS) (*Resigned from committee spring 2022*)

#### **Achievements:**

- Introduced 9 new polices to form the frame work for privacy and confidentiality of information management for the College.
- Developed and operationalized policy review framework and tracking tool to ensure all policies are reviewed every three years
- Reviewed and updated 6 policies

#### **Concerns/Issues**:

Seeking a chair for committee

#### Future Work:

• For 2023 there are 46 policies slated for review. This will be the bulk of the planned work. Other policies will be developed or reviewed as requested.

#### **Other Committees**

The College has a pool of individuals that are prepared to serve on investigation and hearing panels if required. These individuals are offered periodic education related to these roles but would receive additional education as needed if called upon to serve on a hearing panel or as a member of an investigation committee.

#### **Investigation Committee**

Members of an investigative committee will be drawn from the professional practice committee pool when need arises for an investigation. In 2022 two complaints were received. Both required the appointment of investigation committees to handle the complaint.

#### **Professional Conduct Committee**

Members of the Professional Conduct committee would be appointed and provided with required education in the event of a hearing being required. **No hearings were required in 2022.** 

#### **Fitness to Practice Committee**

Members of the Fitness to Practice Committee would be appointed and provided with required education in the event of an FTP case being filed. **No FTP cases were filed in 2022.** 

#### **Registration Appeal Committee**

Members of the Registration Appeal Committee would be appointed by the board and provided with required education in the event of an appeal being filed. **No appeal cases were filed in 2022.** 

#### **Reinstatement Committee**

Members of the Reinstatement Committee would be appointed and provided with required education in the event of a request for reinstatement post license revocation. **No requests were filed in 2022.** 



UNIFYING FOR A HEALTHY FUTURE

## Student/New Grad Report

As of Dec 31st 2022, there are 34 student members composed of 13 RTR, 21 RTNM and 0 Sonography students. MRI is a 2nd discipline program in Nova Scotia so MRI students would be members with us as a student in another area of study. There are no radiation therapy programs in the province of Nova Scotia thus we have no student members in this discipline. It is not a requirement of the NSCMIRTP for students to become student members with the College so this list does not represent all students currently in the SHS programs.

In 2022 MRT and DMS graduates were given 3 opportunities to write the national exam. The results for those who challenged the exam in Nova Scotia are below. CAMRT's annual report which gives national exam results for each year was not yet available. Sonography Canada pass rates for 2022, were Generalist 75%, Cardiac 74% and Vascular 76%, these results are a combination of Canadian and Internationally educated students.

#### January 2022 - Total 15 NS Writers.

- 3 Canadian Educated students successfully challenge the MRI exam
- 4 Canadian Educated students successfully challenged the rad tech exam
- 2 Internationally Educated students successfully challenged the rad tech exam
- **6** Canadian Educated students successfully challenged the sonography exams. 2 in area of Generalist and 4 in area of Cardiac.

#### May 2022 - Total of 11 NS Writers

- 1 Canadian Educated students successfully challenge the MRI exam
- 5 Canadian Educated students successfully challenge the NM exam.
- 5 Canadian Educated students successfully challenged the radiological technology exam

#### Sept 2022 - Total of 9 NS Writers

**9** - Canadian Educated students successfully challenged the sonography exams. 8 in area of Generalist and 1 in area of Cardiac.

#### CONGRATULATIONS TO ALL SUCCESSFUL CANDIDATES.

#### Annual Report 2022

## **2022 Professional Practice**

2022 Written	
Complaints	
Received - 2	

1 - Professional practice & competency dismissed

2 - Ongoing relates to competency

#### 2022 Inquires re **Complaints - 3**

Concerns related to human resources not regulatory in nature.

**Fitness to Practice** Inquiry (FTP) - 1 Will be triggered upon reinstatement

#### Other

3 fines levied for working without a license. 6 suspended licenses for working without PLI

*November* 1<sup>st</sup>, 2022 marked the end of our first CPD cycle and the start of our first audit. It has been a learning experience for both registrants and the College. Now that we have data from a full cycle the College will be doing a review of what worked and areas that can be improved.

Results of the review will be communicated to registrants in the fall of 2023. Please share feedback for improvements to info@nscmirtp.ca prior to July 1st 2023.

#### Audit Summary

There were 97 individuals selected for audit due to not submitting the required CPD portfolios.

As this number exceeded the benchmark of auditing 10% of registrants no additional random



CPD AUDIT RESULTS

selection of registrants was made.

As demonstrated by the pie graph only 5% of those selected had completed the necessary CPD and reflective statements and required no revisions. Most registrants where able to submit the required additional credits and revisions prior to December 31<sup>st</sup> but there were 16 that were granted extensions. Two of these individuals were granted a further extension with one individual opting to allow their license to expire rather than complete the required CPD.

In addition, 23 registrants selected for audit already planned to resign prior to year-end.

They chose not to complete the audit process. Those selected for audit that did not complete the process will be unable to reinstate until such time they are compliant with NCMIRTP CPD requirements.



#### Nova Scotia College of Medical Imaging and Radiation Therapy Professionals 2nd Annual General Meeting June 11th, 2022 11:00-12:00 Virtual Webinar

#### 1.0

C. Gamache opened the 2<sup>nd</sup> annual meeting of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals by recognizing that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. Registrants were informed of how to take part in the meeting through the Go-to-Webinar platform, the time allocated for the AGM and Q and A session. Finally, the registrants were informed the AGM would be recorded for those unable to attend.

#### Past Presidents/Chairs. NSAMRT/NSSDMS/NSCMIRTP:

The NSCMRTP board of directors were introduced: Chrissy Gamache- Chair Rebecca Jessome – Vice Chair Nancy Duggan – Secretary Jason Sheppard – Member at Large Lisa Bonin- Member at Large Kenny Zhan- Member at Large Ann Mann – Public Member Hammad Mohiy Ud Din – Public Member Nick Burke – Public Member

#### 2.0

The following introductions o f staff and guests were made: Julie Avery- the NSCMIRTP Executive Director and Registrar Joanne Jones -NSCMIRTP Admin Staff Jacqueline Metzler-Deputy Registrar

Legal: Ryan Baxter from McGinnis Cooper MNP financial auditors: Monita Taylor and Mitchell Coady

Past presidents: Karren Fader MRT-(NM) and Burt Langille MRT-(R)

NSCMIRTP volunteers, committees, and workgroups were recognized.

C. Gamache explained how and who can vote on motions, as well as group polling protocols.

#### BRIEFING ON AGM PROCEDURES:

C. Gamache informed registrants where to find the contents of the annual report which is reference material corresponding to the AGM. K. Zhan motioned to accept the agenda for the 2<sup>nd</sup> AGM. L Bonin seconded the motion. It was moved and seconded to accept the agenda for the 2<sup>nd</sup> AGM. No corrections to the agenda were submitted. C. Gamache then launched the voting poll for registrants to vote to approve the agenda for the 2<sup>nd</sup> AGM. Motion carried at 11:13am. She them polled registrants for quorum, which was met.

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#### 3.0 MINUTES OF THE 1st ANNUAL GENERAL MEETING

K. Zhan motioned to approve the minutes of the 1<sup>st</sup> AGM with L. Bonin seconding the motion. It was moved and seconded to accept the minutes of the 1<sup>st</sup> AGM. No corrections to the minutes were submitted. C. Gamache launched the voting poll for registrants to approve the minutes to the 1<sup>st</sup> AGM. Motion carried at 11:15 am.

#### 4.0 BUSINESS ARISING FROM THE MINUTES:

J. Jones informed C. Gamache there were no questions regarding the discussion of business arising from the minutes of last year's meeting.

#### 5.0 ANNUAL REPORTS:

C. Gamache thanked volunteers in developing their annual reports, then invited J. Avery, ED/registrar to provide a report on the past year and next years expectations. J. Avery thanked all for attending the 2<sup>nd</sup> annual general meeting. She then presented the goals from the 2021 strategic plan.

**Registrant Engagement:** The college has engaged with registrants via new letters, AGM, surveys, and virtual Q and A session. In doing so, there has been an increase in registrant understanding of the college's role through an increase in practise advisory questions. Please continue to reach out with questions.

**Proactive Partnering:** This core lens of the college has been utilized on multiple occasions: a) Sharing the cost of jurisprudence module development with the NB regulator.

b) Drafting an agreement with Sonography Canada, for the national examination development, delivery, and assessment of international DMS individuals.

c) Fair regulation practises office which provided grants to develop programs to assist international individuals prepare to write the national examination.

d) Working with private clinics regarding opening after Covid restrictions

**Promotion:** A review of committee functions resulted in the dissolving of the communications and education committees as their core work is not inline with the college mandate. Lunch and learn funding will be discontinued in 2022; however, virtual, recorded plenary sessions will continue in the spring and fall and be available on the college YouTube channel when possible. Money will be provided to hire professional speakers.

**Integration:** Is now complete. Branding and college naming has been applied. Transition for licensing sonographers is complete. Inaugural elections were held in 2021. The board makeup aligns with the requirements for our Act and regulations.

**Governance for the Long-term Viability:** This 2021 focus had the board attend multiple education sessions. The nomination committee developed a rubric and processes for election and nominations, which were approved by the board.

It was recognized that the strategic plan did not fit the needs of the college; therefore, through facilitation a new three-year strategic plan was developed to cover direction from 2022 to 2024. It now focuses on two pillars: 1<sup>st</sup> **Pillar:** Stakeholder awareness through public relations and communication. The college recognized it needs assistance in effective communication strategies, so it reached out to the public to aid in the development of the strategic plan through the college's website. The content will continue to be developed through the website in 2022.

The focus for 2022 is to work with a PR firm to aid in the development of a communication plan and its content and targeted outreach with the public. Currently, it is in the exploration phase and the 1st content is expected in fall 2022.

Public awareness is a pillar of the strategic plan; however, the College needs improve communication with the registrants. The College must have accessible, timely, and accurate information for the registrants regarding self regulation. Registrants were asked to participate in engagement sessions to help inform the development of communication plans and messaging. If interested in being involved, please reach out.

Currently two projects are underway to help applicants meet practise standards:

- 1) **Jurisprudence Module:** For registrant's knowledge and understanding of the legal requirements related to their practise. A consultant was hired to draft the module. The role out date is expected for late 2022.
- 2) **Refresher Programs:** Courses were developed by hired consultants in 2021 for MRI and ultrasound. Consultants also updated nuclear medicine and x-ray to align with current competency profile. The purpose of these programs is to assist technologists who have not practised for more than five years to regain currency and ability to license. The academic component can also be used by international applicants who want an additional preparation for the national competency exam.

**2nd Pillar:** Effective governance through committees and board. The college did a lot of work on effective governance in 2021. The board did education sessions to solidify their understanding of their board roles, as well as learning to hold effective meetings. The election process was updated and included tools to ensure candidates meet the minimum criteria to stand for election.

Succession planning was highlighted as a risk, as adequate office staff and board members must be transitioned and onboarded efficiently. 2023 will focus on processes and resources to be used for effective onboarding. Currently, focus has been on staff succession. In 2021 a deputy registrar was created and advertised for. Hiring occurred spring of 2022 with Jacqueline Metzler joining the staff. This position was created to prevent any disruptions in daily operations of the organization should the ED not be available.

A need to review, track, and effectively manage policy review was identified. A tracking tool was developed in 2021 and is now in use. It links policies with any affiliated policies/ documents ensuring they are reviewed in unison and maintain alignment; it reduces and equalizes work across the year. Once updated old versions will be removed.

Guidebooks are being developed for staff positions. They will lay out responsibilities and descriptions on how to meet their responsibilities, thus reducing knowledge loss when

staff leave. The goal is to complete the guidebooks by end of 2022 with annual review done to maintain currency.

Staffing from 2021 remains constant with 40 hrs per week for the ED, 25 hrs per week for administration staff, and a summer student employed for 14 weeks at 30 hrs per week. In 2022 the ED was reduced to 30 hrs per week with the new deputy registrar working 15 hrs per week. The administration staff and summer student hours remain unchanged.

**Annual Fees:** One of the financial committee's responsibilities is to do an annual review of the finances and send recommendations to the board if an increase in dues is needed to support organization viability. This is done in January for the following year. In Jan 2022 the board voted on the finance committee recommendation to keep dues the same at \$450 for 2023.

**Bylaw Changes:** During the terms of reference review, done by the finance committee it was recommended to remove the role of the treasurer from the board. This was supported by the board. By doing so, this will align bylaws to current practise by having financial oversight being provided by the finance committee and board while operations are cared out by staff.

Finally, J. Avery thanked all outgoing volunteers making special mention to J. Kressebuch and D. Sheppard whose board terms are complete; however, they continue to volunteer with committee work.

C. Gamache thanked J. Avery for her report.

#### Questions:

Why do we not have education seminars bi-yearly?

J. Avery. We will in the spring and fall. An eblast will be sent out soon. The date is Saturday Oct. 15<sup>th</sup>, 2022. A virtual guest speaker from Toronto will speak on the topic of, social media used by regulated , health professionals. It's pitfalls, challenges and opportunities.

#### Motions on Report:

C. Gamache thanked all for developing their reports, then asked for a motion. K. Zhan moved to accept the reports en masse excluding the financial reports and L. Bonin seconded the motion. It was moved and seconded to accept the reports en masse excluding the financial reports. There were no questions on the Chair & Executive Director's report, as well as on the remaining reports excluding the financial reports. C. Gamache asked to accept the reports en masse excluding the reports the reports en masse excluding the financial reports. The voting poll was launched, and the motion was carried at 11:33 am.

Monita Taylor from MNP was introduced by C. Gamache and asked to present the board approved College's 2021 audited results. Documents are available in the annual report.

#### Audit Report:

Monita thanked the college for allowing MNP to present the 2021 financial audit. The independent audit report is MNPs report on the college's financial statements. It was

reported as a clean unqualified report, meaning the statements are presented fairly in all material aspects in accordance with accountants for not-for-profit organizations. The date of the statements reflects the date they were approved by the board.

#### Statement of financial position:

**Assets:** Increased approximately \$ 166,000 from 2020 to 2021. Due to cash generated for the organization. Cash flow from operations increased approximately \$104,000. Part of the cash was invested; therefore, there is an increase in investments line under assets.

#### Liabilities: Increased for many reasons.

Deferred grant revenues: the organization received provincial grant funding for the refresher program and jurisprudence module. They have started but not yet complete; therefore, the remaining grant funds will be recognized in 2022. There is an increase on the deferred revenue line because of an increase in registrations membership fees in 2021 due to inclusion of sonographers. The bottom of the statement of financial position shows net assets from four college funds, which will be discussed in the statement of net assets.

**Statement of operations:** Changes between 2020 vs 2021 is due to 2020 being a 10-month year vs a 2021 being a 12-month year; therefore, revenues and expenses increased.

**Revenue:** The CAMRT does not align as funds were not collected; therefore. revenues and expenses reduced. Registration fees have increased, again because of the 12-month year, an increase in the number of registrants, as well as grants.

**Expenses:** There is an increase due to the increase in months; however, there is a decrease in conferences as there was no 2021 Atlantic conference. There were less legal fees as well in 2021. In 2020 legal fees were incurred due to amalgamation of the organization. Overall, expenses have decreased. Operational activities line, overall operational profit in 2021 is 78,000 vs \$ 60,000 in 2020.

**Investment activity:** There is an overall investment activity of \$16,000 to which \$9,000 is not realized due to a bear market value bump of investments. There is an overall access of \$94,000.

**Statement of changes of assets:** The statement outlines the purpose of the funds for a not-for-profit organization in the future. Operations funds is a yearly activity of the organization and is cleared at the end of each year to zero. Operational profit is allocated for future purposes; therefore, at the end of the 2021 year the operational reserve fund had \$109,000. The purpose of this fund is to allow the organization 6 months of operational expenses in case of future downturns. Special project funds had \$50,000 at the end of 2021 which is the fund cap. The contingency fund sits at \$343,000 which is for funds to support the complaints process. Overall, the total net assets is just over \$500,000.

#### 6.0 NEW BUSINESS:

#### 6.1 ELECTION RESULTS

After two posting in the fall of 2021 the nominations window closed with two nominations for two positions. J. Sheppard and L. Bonin were the successful candidates through acclamation to the board after. They were appointed to the board in Dec 2021 to take office in Feb. 1<sup>st</sup>, 2022.

C. Gamache welcomed L. Bonin and J. Sheppard to the board and thanked outgoing board members J. Kressebuch and D. Sheppard for their years of service.

#### 6. 2 APPOINTMENT OF ACCOUNTING FIRM FOR FINANCIAL REVIEW

The NSCMIRTP Finance committee recommended the board retain MNP services to for the 2022 fiscal audit, which was voted on and approved.

#### 6.3 Joint stocks

The NSAMRT association was incorporated through membership with joint stocks. After proclamation, the regulatory college moved authority to a legislative Act, thus removing regulators eligibility for membership with joint stocks. The college has informed the joint stocks of the change in status and ceased annual dues payment; however, NSAMRT remains on their registry. The college recognizes the most efficient way to be removed from the joint stocks list is to vote to cancel our membership, therefore it was asked for past NSAMRT members only to vote on the next motion. J. Sheppard motioned to rescind NSAMRT membership with joint stocks and L. Bonin seconded the motion C. Gamache acknowledged motion and then asked for any debate. A question was asked on how removing ourselves from the joint stocks will affect members. J. Avery responded that there will be no affect to members as the association no longer exists. C. Gamache then asked to rescind NSAMRT membership with joint stocks and launched the voting pole. C. Gamache carried the motion at 11:57. The motion was carried.

#### 7.0 CLOSE:

C. Gamache thanked all attending and participating particularly Ryan Baxter from McInnes Copper and everyone else for their assistance today. Finally, C. Gamache declared the 2nd Annual General Meeting of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals closed at 11:59 am

#### **Question and Answer:**

Question1: S. Miller: Can the association investigate possibility of PLI partnership, the NSHA has a partnership with Johnson insurance?

Ans: J. Avery: The college will not be selling insurance as it would be a conflict. It would be an association driven function.

Question 2: S. Miller: Why does a 40-year technologist have to have 30 CPD when they have continued education throughout their career?

Ans: C. Gamache: CPD credits are the same across the board whether staff are casual or a long-term employee, so everyone is on the same page. As we know technology advances quickly and we are all expected to maintain the same requirements.

R. Jessome : We want the same level of confidence from all techs. We continue to learn throughout our career that's why the CPD portfolio is so broad therefore we can capture it.

Question 3: Miller: We need more education sessions directed towards radiology. C. Gamache: That is what associations are for both the CAMRT and Sonography Canada. Reach out to them. CAMRT has an Atlantic chapter. Question 4: Jamison: With such an annual and cumulative surplus, shouldn't the members fees be reduced?

Ans: C. Gamache: There is no plan to reduce the member fees in the future. J. Avery's breakdown of why there is a surplus over the last two years was well explained and the budget for running a college is much more than a budget for running an association.

Question 5: Currie: Can the Plenary and AGM be earlier in the spring when the weather is not so nice. This is important work/life balance for me?

Ans: J. Avery: It is done in June as it allows for the audits to be done. Year end is Dec. All transactions are not through until Feb. Then an auditor comes in and it takes time to get the audit reports. The board then approves the audit in May. Then the stakeholders are given the annual report a minimum of 30 days in advance of the AGM.

Question 6: Smith: Why are only a portion of members checked for obtaining 30 CPD credits.

Ans: C. Gamache: We have over 700 registransts and it would be too time consuming to go through everyone. So, there is a randomized 10% for audit

Ans: J. Avery: The computer generates a list of anyone who does not have 30 credits submitted or the prorated amount if a registrants was not registered for 24 months. They will automatically be audited. The remaining registrants will have a random selection to be audited. This is standard.

Question 7: Nicholson: If I've only been a member since Jan 2021, do I need the full 30 credits?

Ans: C. Gamache: I think they are prorated

Ans: J. Avery: It is prorated by how many months your in. Go online and look at the CPD portfolio. It lists months and how many credits you need. If they look at your CPD profile it should have the prorated amount needed. If not, reach out to me and I will sort it out.

Question 8: Fader: Thank you to the board and the staff of the NSCMIRTP. It needs to be recognized that finding volunteers is difficult and the transition to the college has taken effort and operating in this current Covid situation has had challenges.

Ans: C. Gamache: Thank you. Going back to the CPD. I believe there is a webinar tutorial on our website if people haven't been in there yet. Maybe we will put it on FB. It is a step by step on how to enter your credits and fill in your portfolio.

Question 9: Connell: Are casuals required to maintain 30 credits?

Ans: C. Gamache: yes.

Ans: J. Avery: It is about competency, not about the hours of work. CPD is about remaining engaged and current to you practise. Working less hours doesn't mean the public should expect less from you.

Question 10: Do we get credits for this webinar?

Ans: C. Gamache: Yes, the AGM is one credit and the plenary, if attended, is also one credit for a total of two credits for the day.

#### **CDP** Certificates

Ans: J. Jones: I will be sending out certificates next week. I will be looking at the registrants who attended and I will email them directly to you.

Ans: R. Jessome: CPD ends on Oct 31<sup>st</sup>. 2022. Audits will begin after. Registrants will have to submit prior to the date. To prevent the computer submitting your not complete portfolio. Make sure you hit the submit as the computer will see your portfolio as outstanding and it will be added to the audit pool.

CPD Audits: The computer will check all registrants CPD portfolio to ensure there are 30 credits. Anyone with outstanding credits, the computer will place them into the audit pool. 10% of registrants will be audited randomly who are not deficient. If selected, you will be notified via email the 1<sup>st</sup> week of Nov. A college staff member will review your portfolio. Any portfolio that needs further review is going to be sent to the credential committee. Both CPD and currency hours and the at least 50% of CPDs require evidence that you completed the activity.

If you receive an email saying you will be audited, it will say one of three things:

- 1. Your portfolio is complete with no outstanding requirements which means your audit was successful and there is no further action required.
- 2. You haver outstanding CPDs. You will be contacted by email showing the number of outstanding credits and minimum timelines and how to submit them.

3. There is another deficiency identified. You will be contacted and informed on how to correct it and the timeline to submit it by.

The college will work with you to formulate a plan to meet the CPD requirements prior to the Dec 31<sup>st</sup> license renewal deadline.

Ans: J Avery: Only submit your portfolio when you no longer want to make any further edits to it because once submitted, it can't be unsubmitted without additional costs.

# Nova Scotia College of

## UNIFYING FOR A HEALTHY FUTURE