

# CARTA



*College and Association  
of Respiratory Therapists  
of Alberta*

**2006**  
*Annual Report*

## CORPORATE SOCIAL RESPONSIBILITY AND YOUR REGULATORY BODY

Corporate Social Responsibility (CSR) is defined as an organization's commitment to operating in an economically, socially and environmentally sustainable manner, while recognizing the interests of its stakeholders, including members, employees, business partners, local communities, the environment and society at large. CSR goes beyond good works such as volunteerism and charity. Organizations that practice CSR develop policies and programs in areas such as employee relations, community development, environmental stewardship, marketplace practices, fiscal responsibility and accountability.

Here are some of the following CSR practices your Regulatory Body has been actively involved in the past year;

Members have fund raised in their communities and specifically for the *Make a Wish Foundation* by organizing a annual softball tournament convened in Calgary, thank-you Lorne Howie RRT and Ben Asuchak RRT;

We source where possible recycled 100% post consumer copy paper and envelopes for all of our in house publications such as the *Resport* and the *Annual Report*;

We source where possible recycled 30% post consumer file folders for business files and member registration files;

We maintain a website for convenient electronic access to information rather than distribute paper through the surface mail;

We recharge and recycle all batteries, ink, laser and toner cartridges for office printers, copiers and facsimile machines;

We reside in a energy efficient office suite with a southern exposure that optimally utilizes passive solar gain for heating and cooling purposes;

Your employees commute to work by cycling or extensively use the public transit system for their daily commuting purposes;

We source where possible fairly traded, shade grown, coffee and Earth Water benefiting the United Nations Refugee Agency for Council and Committee meetings;

Our office practices include use of both sides of all paper surfaces where possible for internal and external correspondence to members/stakeholders;

We encourage members to volunteer for a variety of events within the respiratory therapy community and also make information about respiratory therapy practice available to the community;

All obsolete transitional records are cross-shredded prior to being recycled with the internal office building recycling program;

We source product/service providers who treat us fairly and respect our mission to protect the public in a fiscally responsible manner as stewards of our member's limited resources;

We treat our employees and service providers with respect and recognize their value in contributions to a positive dynamic profession;

We maintain an office that incorporates policies and practices that respect employee privacy, safety, health, office ergonomics and labour standards;

Electronic waste is recycled with supplier-municipal e-cycle programs;

We purchase energy star electrical devices when possible to minimize electrical consumption.

The benefits of CSR can be quantified and measured. Here are a few examples of how socially responsible organizations experience positive effects on their financial bottom line:

Reduced operating costs,

Enhanced brand and image reputation,

Increased ability to attract and retain employees,

Publicity and increased public image from good works.

Sustainability and community health have never been more important and organizations are recognized as an integral part of community. Organizations accountable for their corporate social performance are perceived as better able to offer consumers and community's real value for goods and services, without harming people or the environment.

## CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Committee members are volunteers who are appointed by the Council to implement the program that was launched three years previously. The following registered members are in good standing and compose the committee that typically meets four times per year:

Co-Chair	Greg Duchscherer RRT, Calgary
Co-Chair	Janet Thomson RRT, Edmonton
Member	Dolores Rekunyk RRT, Calgary
Member	Gregory Hind RRT, Calgary
Member	Connie Kadey RRT, Calgary
Member	Chaun Yong RRT, Calgary
Resource	Bryan Buell RRT, BGS, Calgary

All new registered members are provided a hard copy of the continuing competency program and are referred to the website for additional copies of the reporting summary sheets. 45 of 938 registered members (5%) were randomly selected by the administrative assistant for auditing purposes by the committee.

All the members audited adhered to all of the practice hour requirements and the 48 continuing competency hours in the preceding 24 month period from April 1<sup>st</sup>, 2004 to March 31<sup>st</sup> 2006. The continuing competency committee reviewed 5 members to discuss and seek further clarification on the detail from the reporting summary sheets and accepted all explanatory statements provided by members.

The committee worked on enhancements to the reporting summary sheets and updated the information for our website. The committee also confirmed for the Council recognition of continuing competency hours for preceptors of students enrolled in approved Respiratory Therapy education programs. The following was implemented, *one continuing competency hour for every twelve hours of student contact time where a meaningful teaching and learning exchange occurs* is recognized up to a maximum of 12 continuing competency hours per year.

The rationale for the implementation being that preceptors play a significant role in teaching and learning and assessing skill proficiency of the respiratory therapy students.

## REGISTRATION COMMITTEE

The Registration Committee is mandated by the *Act* and consists of the following registered members in good standing:

Chairperson	Jeff Ung RRT,
Member	Judy Duffet-Martin RRT,
Member	Linda Fontaine-Tymchuk RRT,
Member	Sandy MacDonald RRT,
Member	Christine Edgerton RRT,
Resource	Bryan Buell RRT, BGS.

The committee was active in receiving and reviewing applications for membership and registration renewals referred by the Registrar. There are an increasing number of foreign trained applicants beginning to apply for registration. Most of the applicants are physicians unable to obtain licenses to practice medicine and respiratory therapists trained in the Philippines who have practiced in hospitals in the Persian Gulf countries. There are an increasing number of landed immigrants given priority immigration admission by the federal government who are making application to have their qualifications from other countries recognized for registration purposes. In most circumstances the committee defers registering the applicant who is advised what they must do to become registered. We are receiving reports that new immigrants are unhappy with the decisions of the registration committee.

The committee has also been busy reviewing applicants for renewal who are referred to the refresher program created by SAIT and NAIT. CARTA provides an initial diagnostic assessment examination of section 6 of the *Regulation* prescribed by the Canadian Board for Respiratory Care. The committee has also been advising the Council on the policy for the creation of a *Regulation* under the authority of the *Health Professions Act*.

The registration committee reviewed the refresher examination two years ago and continues to wait patiently for implementation of some changes requested of the Canadian Board for Respiratory Care to the refresher examination. The following Table illustrates the number of registered members practicing at the end of March and the years preceding:

March 31 <sup>st</sup>	Number of Registered Members
2006	938
2005	921
2004	921
2003	892
2002	867

## COMPENSATION COMMITTEE

In 2005 Council appointed Brian Daudlin, Darcy Andres and public member Peter Murray to the committee that would review compensation strategies for organization employees. A compensation philosophy was established with the following key elements:

Market references utilize the Level A Executive by Alberta Region headquarters as published by the Canadian Society of Association Executives,

Salary market references and new pay bands will be established every third year,

Merit increases will be based on annual performance and will be no less than Alberta's consumer price index retrieved annually from Statistics Canada for the current year and no greater than Alberta's CPI plus 1.5%,

Annual performance reviews will evaluate current performance and establish future performance objectives and targets,

The committee conducted annual performance review of the Executive Director,

Employee performance goals are measurable, achievable, flexible and jointly agreed to,

Job descriptions for the executive director and executive assistant with key responsibilities, qualifications, position summary exists.

## CONDUCT AND COMPETENCY

The following registered members in good standing comprise the conduct and competency committee:

Connie Brooks RRT     Edmonton,  
 George Verghese RRT   Cardston,  
 Linda Sutherland RRT   Calgary,  
 Tim Gill RRT            Grande Prairie,  
 Bonnie Schmitz-Smith RRT, Edmonton,  
 Anne Ulrich RRT        Calgary

Our committee members have participated in training courses provided by the Alberta Foundation for Administrative Justice. We continue to be excited about the expansion of courses provided by this organization that provide exceptional value for money in their two day workshops and extensive resource materials for delegates attending.

Complaints about the competency of registered members are directed to the Registrar pursuant to the *Health Disciplines Act*. Upon receipt of a complaint the Registrar will either conduct the preliminary investigation or appoint an investigator to conduct the

## CONDUCT AND COMPETENCY<sup>CONT.</sup>

preliminary investigation.

CARTA continues to engage Bison Securities to conduct the preliminary investigations. Their investigation services continue to be thorough and exemplary. The Registrar reviews the preliminary investigation report and if sufficient evidence exists and there are reasonable and probable grounds that the events occurred a matter is then referred to the Conduct and Competency Committee.

The committee conducts public or private hearings pursuant to the complaints section of the *Act*. The committee has the authority to make findings and issue orders guided at all times by the principles of natural justice for the complainant and respondent in the matter. Alternatively, with the consent of both parties alternate complaint dispute resolution processes have been used to establish agreed upon statement of facts. These facts are then presented before the committee and subsequent findings and orders are made consistent with the requests of the parties involved in the matter.

The following table indicates some important statistics regarding conduct and competency processes associated with our regulatory responsibilities:

Year	Complaints Board	Hearings Received	Appeals to Convened
2006	0	0	0
2005	3	2	0
2004	3	1	1
2003	3	0	0
2002	0	0	0
2001	4	2	0

The disciplinary processes protect the public from practitioners who may be contravening the *Respiratory Therapists Regulation*, standards of practice or code of ethics of the profession. Disciplinary matters for registered members practicing in public facilities may also be referred through the *Protection for Persons in Care Act*.

## EDUCATION SYMPOSIUM and Exhibition

Is planned to be convened November 1<sup>st</sup> - 4<sup>th</sup>, 2006 in Calgary at the Sheraton Cavalier Hotel Calgary, *Innovations in Respiratory Care* was the theme selected by the committee of volunteers including:

Owen Giesbrecht RRT (Barnwell), program

Darrel Melvin RRT (Red Deer), program

Alan Prost RRT (Calgary), program

Brent Wylie RRT (Calgary), program

Bryan Buell RRT, BGS (Calgary), administrative support

Linda Baker, delegate registration and administrative support

It is anticipated the conference will exceed all previous attendance records and continues to demonstrate a high level of commitment by registered members to participation in their professional development and continuing competency program. The program will be varied and appeal to many practice areas. It is anticipated that corporate support by exhibitors will exceed the level displayed at the last exhibition.

### Nelson Kennedy Lectures and Examination Preparation

At the Canadian Society of Respiratory Therapists Education Forum on June 3<sup>rd</sup> 2005 Mr. Stephen Lewis delivered the second *Nelson Kennedy Lecture* to recognize the distinctive excellence of our recently retired colleague from the Northern Alberta Institute of Technology. Nelson had the pleasure to attend the address presented by the Special Envoy of the United Nations Secretary General for HIV and Aids in Africa. Brian Daudlin introduced Nelson to the audience prior to the address and Mr. Lewis delivered an outstanding presentation to attendees. Mr. Preston Manning is confirmed to be the next *Nelson Kennedy Lecturer* on November 3<sup>rd</sup>, 2006 in Calgary.

The *Nelson Kennedy Lectures and Workshops* are planned by Council to be a legacy that fosters distinctive clinical excellence in patient care. The examination preparation workshops are designed to assist temporary members who have been unsuccessful on their initial attempt at the approved registration examination.

### Nelson Kennedy Lectures and Examination Preparation Workshops cont.

The examination candidate profile is reviewed and a customized success plan is developed in consultation with two volunteers who have been previously recognized for their achievements in respiratory

### OUTSTANDING SERVICE AWARD

The award is announced by Council upon review of a nomination by 4 colleagues and supporting curriculum vitae which must include evidence of distinguished professional service to patients, colleagues and the profession. The following is a list of past recipients of the award:

1974 Linda Curtis RRT,  
1975 James Coward RRT,  
1976 W.C.B. Reeves RRT,  
1977 Michael Andrews RRT,  
1978 Helmut Janisch RRT,  
1979 Nelson J. Kennedy RRT,  
1980 Audrey Runge RRT,  
1983 Henry Van Reede RRT,  
1984 Keith Wilson RRT,  
1985 Mary Rehill RRT,  
1986 Eleanor Lord RRT,  
1987 Marlene Irwin RRT,  
1988 Don Smailes RRT,  
1991 Cliff Seville RRT,  
1993 Bryan Buell RRT,  
1995 David Stone RRT,  
2001 Ann Hudson-Mason RRT,  
2003 Connie Brooks RRT,  
2004 Dallas Schroeder RRT

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## NATIONAL ALLIANCE OF RESPIRATORY THERAPY REGULATORY BODIES

This year the National Alliance also explored options to assess the national competency profile through a common accreditation mechanism CoARTE, common examination matrix creation and possibly a common examination process and consideration for a service provider. CARTA participates with its regulatory counterparts in the Alliance to maintain and amend where necessary the mutual recognition agreement and work on common projects.

The National Alliance will be making a funding application to Human Resources and Skill Development Canada for development of a common foreign applicant assessment process to be used consistently throughout the country. This process is for regulatory assessment and decision-making purposes and will not interfere with prior learning recognition services that the CoARTE accredited programs use across the country.

## PRUDENT STEWARDSHIP OF FINANCIAL RESOURCES

In this discussion and analysis of the financial statements CARTA conducts its business affairs by treating the public, members and our suppliers with respect, fairness and integrity. In return, CARTA expects to be treated with the same courtesy.

Revenues have increased from the previous year primarily due to increased membership revenues. Council continues to explore investment options with the Bank of Nova Scotia in attempt to try to increase returns while maintaining the low risk tolerance policy established four years ago. The general membership defeated a motion to implement an application fee for first time applicants and a potential revenue stream was not realized in 2004. Employee costs are increasing due to the workload related with processing more applications and registration renewals. Foreign trained applications particularly take considerable time in assessment and this contributes to administrative expense.

CARTA is highly leveraged on technology and enjoys the synergies of efficiency and cost containment associated with this strategy. Our Council and committee costs are contained with the Conduct and Competency Committee not being as active as anticipated and the overall contribution to net equity being a welcome experience.

Expenses associated with the national competency profile are stable and are anticipated to decrease as

## PRUDENT STEWARDSHIP OF FINANCIAL RESOURCES CONT.

other regulatory bodies such as Saskatchewan join the National Alliance of Respiratory Therapy Regulatory Body's to finance development of the next iteration of the profile. CARTA maintains its not for profit tax exempt status and therefore does not remit any corporate tax however CARTA still is exposed to remitting federal taxes, employment insurance and Canada pension plan contributions to the Receiver General for employees. We are also subject to payment of the Goods and Services taxes however we do not charge the Goods and Services tax to our members.

The following auditor's report is prepared pursuant with the *Health Disciplines Act*. The auditor is responsible to the members. On behalf of members, an auditor examines the organization's financial records and operations to determine whether the information reported in the financial statements is presented fairly. The chartered accountant communicates this assessment to members through the expression of the audit opinion.

The nature of involvement of an audit is the application of generally accepted auditing standards in support of each significant financial statement item and provides a reasonable level of assurance. The membership does not execute review engagements or a compilation which are not as rigorous as an audit conducted by and independent auditor authorized to provide those services by a member of the Alberta Institute of Chartered Accountants.

## IN-HOUSE PUBLICATIONS

We publish a 6 page newsletter black and white quarterly called the *Resport*. This publication is well read by members who keep up to date on recent events and new developments in the profession. The focus of the newsletter is to identify emerging issues to inform and engage members to assess how these issues impact their professional practice. The publication year is approved by Council and typically we distribute the newsletter in the middle of the following months, February, May, August and November. We realized publication enhancements by printing our Annual report and editions of the *Resport* in color.

Another popular in house publication is education symposium events program and our new member's package. All new registered members and temporary members are issued a CARTA information package that includes the recent edition of the newsletter, standards of practice document, code of ethics, conflict of interest guidelines, the mutual recognition agreement for labour mobility and a continuing competency information manual with reporting summary sheets. Membership cards are also produced in-house and we only outsource our framed registration certificates from Metrographics and Accent Fine Framing.

For those members who are web savvy our website [www.carta.ca](http://www.carta.ca) provides convenient access to information pertaining to our professional activities. Kip Panesar RRT collaborates closely with the executive director to maintain a website and keep it fresh. The site acts as a significant resource for the public and registered members. The key element of the site is it must be easy to navigate so that users can rapidly access information. We have received an award in the past for achieving this objective.

The website provides in depth information about respiratory therapy practice in Alberta to the world. It is also the source for our electronic inquiries from people throughout the globe. We are providing convenient access to information on contemporary health issues related to the practice of respiratory therapy. In addition career information for those people conducting career investigations of respiratory therapy and all the necessary forms to register, renew registration or register for CARTA sponsored education events is available on the web.

Our Council is exploring enhanced services utilizing the web while containing administrative costs associated with meeting our mandate. Red Engine an Edmonton based website design and hosting company has been selected and will be engaged to enhance the website making it secure and more user-

friendly. This will facilitate electronic commerce and expedite registration renewal and tax receipt delivery to members. Online testing capabilities and possible video –streaming capabilities will include in the website site architecture.

## HEALTH PROFESSIONS ACT CONSULTATIONS

We continue to engage in ongoing dialogue with all members and department directors in some Health Regions and private companies. The original dialogue began six years ago in preparation for the creation of the continuing competency program. Subsequent to that program being implemented we have consulted members on the development of the policy manual submission, proposed regulation submission, standards of practice and code of ethics to be submitted to officials at Alberta Health and Wellness. We received feedback from stakeholders who might be affected by the regulation as well as our registered members.

Detailed drafts of standards of practice are in progress and we hope to introduce consultation with Alberta Health and Wellness on this document once the *Regulation* becomes more apparent. Council is targeted 2006 as the year to create a *Regulation* under the authority of the *Health Professions Act* that is approved by the provincial government and it becomes apparent that 2007 is more likely given the provincial political environment and related workload for government

## GOVERNANCE

Pursuant with the *Health Disciplines Act* the governing body is the Council who is responsible for managing and conducting business and affairs of the organization and govern the registered members in accordance with the *Act*, the *Regulation* and the by-laws in a manner that protects the public interest. They may advise the Health Disciplines Board with respect to;

- the health services that may be provided by registered members, including any conditions or restrictions applicable to those services,
- standards of conduct and competency for registered members,
- qualifications and conditions of eligibility for applicants for registration and renewal of registration,
- standards to ensure continuing competency of registered members,
- training programs for applicants for registration or registration renewal,
- examinations for purposes of registration and registration renewal,

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## GOVERNANCE CONT.

- proposed regulation relating to the health discipline,
- develop, establish and maintain programs to promote continuing competency or registered members and
- develop, establish and maintain standards of professional ethics for registered members.

The Council consists of the following members:

President Cliff Seville RRT, MBA, Edmonton,  
Past president Brian Daudlin RRT, MBA, Medicine Hat,  
Public Member Peter Murray, Wetaskiwin,  
Public Member Maryanne Kingma, Calgary,  
Treasurer Jerry Spence RRT, Calgary,  
Dir. at Large Brent Wylie RRT, Calgary,  
Dir. at Large Owen Giesbrecht RRT, Barnwell,  
  
Executive Director  
Bryan Buell RRT, BGS, Calgary.

## EXECUTIVE DIRECTOR

Your executive director was busy again this year managing the day to day operations at our increasingly busy head office. He was invited to present to the students at the Northern Alberta Institute of Technology and attended the NAIT advisory meeting and provided a report to the SAIT Polytechnic advisory committee.

He also updated the Respiratory Therapist Alberta Occupational Profile #3214.1 in consultation with the Provincial Government, consulted with various Ministries in Alberta on health care related topics such as provider directory, pandemic planning, protection of patients in care, reviewing the Health Information Act and all proposed *Regulations* for other professions under the authority of the *Act*.

## Our suppliers where we source goods and services:

Canadian Board for Respiratory Care,  
Committee on Accreditation for Respiratory Therapy Education,  
P.F. Turner Chartered Accountant,  
Accounting for You Lynda K. Baker,  
Bank of Nova Scotia,  
Bison Security Group,  
Fraser Milner Casgrain LLP,  
Accent Fine Framing,  
Staples Business Depot,  
Sheraton Cavalier Hotel Calgary,  
Payment Tech,  
The Tech Squad,  
Calgary CO-OP,  
Enterprise Car Rentals,  
West Jet,  
Retail Councils of Alberta and Canada  
Alberta Foundation of Administrative Justice, Platinum Member  
Canada Law Books,  
Carswell Publishers,  
CIT financial,  
Neopost,  
SunLife Financial,  
Intercall,  
Flagworks,  
New Dog Apparel,  
Ikon Office Solutions,  
Raven Inkjet,  
Telus Communications,  
Alberta Health Insurance Plan,  
Workers Compensation,  
American Express,  
Visa,  
Marsh Canada

## Memberships:

National Alliance of Respiratory Therapy Regulatory Bodies,  
Retail Council of Alberta,  
Retail Council of Canada,  
Alberta Foundation of Administrative Justice Platinum Member,

## Protected Designation

RRT is the protected designation pursuant to Schedule 26 (4) of the *Health Professions Act*.

## Protected Titles

Registered Respiratory Therapist, Registered Respiratory Technologist, Respiratory Technologist are protected pursuant to Schedule 26(4) of the *Health Professions Act*.

## Fees

Are prescribed by section X of the by-laws of the College and Association

Registration \$333.00 when applying April to October  
Registration \$166.50 when applying November to March  
New Graduate \$228.00 when applying April to October  
New Graduate \$114.00 when applying November to March  
Renewal before March 31<sup>st</sup> \$333.00  
Renewal after April 1<sup>st</sup> \$388.00  
Renewal after May 1<sup>st</sup> \$538.00