

Annual Report

—

2023-2024

Financial Statements

—

www.rrtalberta.ca



College of
Respiratory
Therapists
of Alberta

ANNUALREPORT

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2023-2024



BUILDING on **Strength** & **Stability**

annual report 2023- 2024

Design and Photography by Shannon Silver Images

All photos of respiratory therapists in this report are of actual College of Respiratory Therapists of Alberta (CRTA) registrants in their work place in Alberta. The patients portrayed are also respiratory therapists acting the role for the purpose of capturing our profession at work. It has the benefit of giving the respiratory therapists an opportunity to experience the care they provide.

www.shannonsilverimages.ca

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www.budgetprintingsupplies.ca

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about respiratory therapy

Respiratory Therapists use the protected title Registered Respiratory Therapist together with the professional designation “RRT” as identified in *Schedule 26 of the Health Professions Act*. Registrants provide a wide variety of diagnostic and therapeutic services of exceptional quality to individuals suffering from lung or heart problems, as well as an assortment of related disorders.

These services are provided in acute care hospitals, extended care facilities, clinics, laboratories, and clients’ private residences. Registrants provide health services in a wide variety of public and private clinical practice settings and are also actively engaged in the stabilization and transportation of critically injured and ill patients. Registrants actively leverage existing and emerging technologies to provide patients with access to exceptional quality care experiences.



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From Schedule 26 of the *Health Professions Act*

“In their practice, Respiratory Therapists do one or more of the following: provide basic and advanced cardio-respiratory support services to assist in the diagnosis, treatment and care of persons with cardio-respiratory and related disorders, and provide restricted activities authorized by the regulation”

about the college

The College of Respiratory Therapists of Alberta is a provincial regulatory body dedicated to delivering value added services to the public. Our primary focus is to protect the public by providing our members the resources they require to effectively serve Alberta communities.

banking and legal

Legal Services

DERRICK PAGENKOPF LLB PROFESSIONAL CORPORATION
Calgary, Alberta

KAREN PERRY LLB OSLER, HOSKIN AND HARCOURT LLP
Calgary Alberta

Independent Auditor

Mahmud Khalfan CPA
KHALFAN CHARTERED PROFESSIONAL ACCOUNTANTS
Chartered Professional Accountants
Calgary, Alberta

Banking

ATB FINANCIAL: Calgary North Hill Branch

BANK OF NOVA SCOTIA: Calgary Beddington Branch

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about this report

This annual report is for the reporting period of April 1st, 2023, to March 31st, 2024. It is produced for the benefit of all stakeholders including: the people who receive health services from registrants, the public, the Minister of Health, the Alberta provincial government, our registrants and employees, approved education programs, public and private industry. We hope that readers will make use of the information and perspectives provided within this report and see them as an invitation to further dialogue with the CRTA Council.

We continue to engage in constructive discussions, we seek to adapt and develop solutions based on what we learn, and we aim to contribute to, and succeed in, value creation for people with the goal of providing exceptional corporate social responsibility. This annual report is submitted to the Minister of Health in a form acceptable to them, and contains the information requested by the Minister pursuant to **Section 4** of the *Health Professions Act*.

This report also includes the independent auditor's report for the fiscal year ending January 31st, 2024, it is created in accordance with *Canadian Accounting Standards for Not-for-Profit Organizations* (ASNPO). The College does not establish professional fees for health care services rendered or have an authorization under **Section 27** of the *Act* to establish professional fees. The activities of the College do not include collective bargaining. This is performed by the Health Sciences Association of Alberta which is the organization certified as the official bargaining agent on behalf of Respiratory Therapists working in the public sector for Alberta Health Services and Covenant Health.

The College is a corporation under the authority of the *Act* and registered with Alberta Corporate Registries. The organization was originally incorporated as the Alberta Society of Respiratory Therapists on August 23rd, 1971.

We operate as a not-for-profit entity in accordance with the *Federal Income Tax Act* and are exempt from charging the goods and services tax to our regulated members for registration fees or services. The Council of the College reviewed and approved this report at a virtual meeting convened on November 8th, 2024.





governance

Under the authority of the *Health Professions Act*, the Council is responsible for governing the profession in the public interest. An important aspect of governance is the responsibility the Council has to act as a stakeholder in the development of regulation in the province, development of profession specific Standards of Practice and Codes of Ethics, as well as create and amend corporate by-laws to support the mandate in accordance with the *Act*.

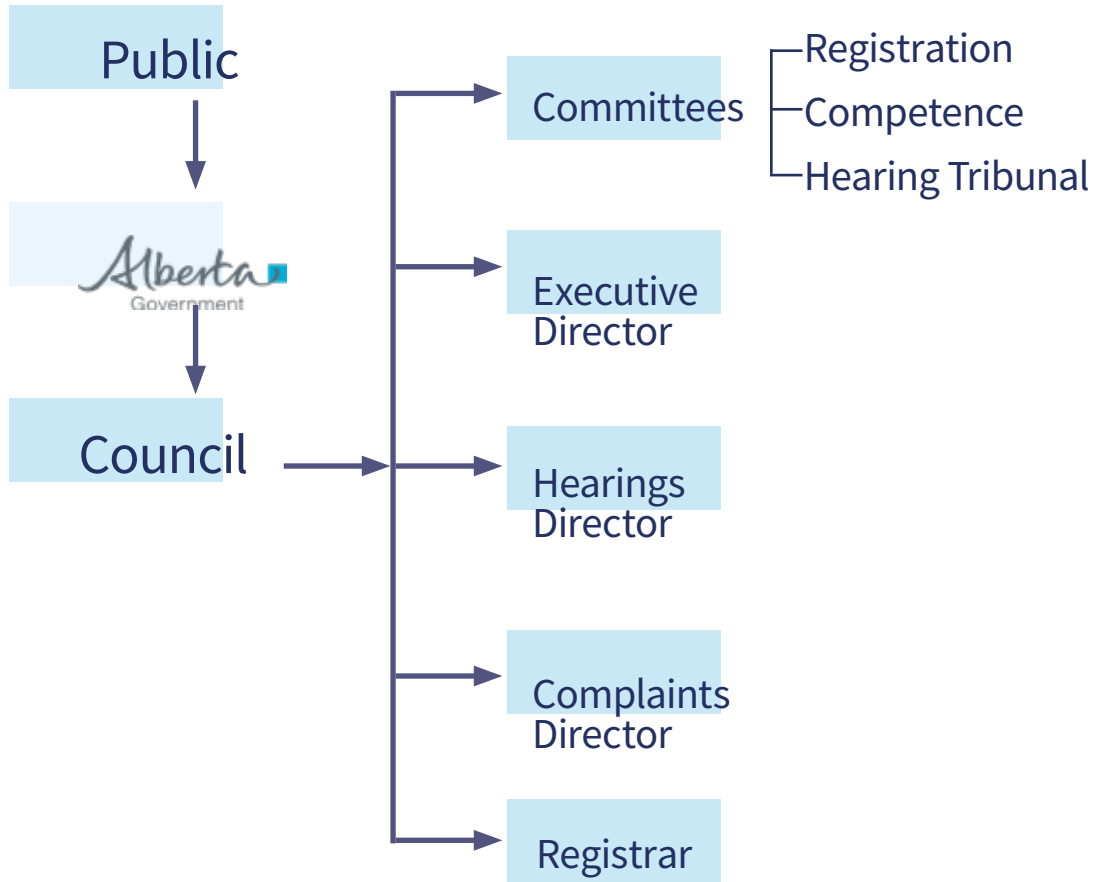
The Council also directs and regulates the profession, establishes, maintains and enforces standards for registration and continuing competence, and approves programs of study and education courses for purposes of registration requirements. To achieve these objectives the Council has representation on a variety of organizations involved in matters related to professional regulation which include: the Health Professionals Testing Canada (formerly the Canadian Board for Respiratory Care), and the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). To fulfill its governance mandate and uphold regulatory excellence, the Council maintains membership in; the Council on Licensure Enforcement and Regulation, the Alberta Federation of Regulated Health Professionals, and the Alberta Foundation of Administrative Justice.

The Council executes its duties by integrating governance best practices in: transparency, appropriate disclosure, registrant engagement, and broad based stakeholder consultation. These best practices are the basis by which the regulatory body actively participates with the other members of the NARTRB leveraging the economies of scale with our regulatory counterparts from other provincial jurisdictions. We are able to optimize value for the patient, client and resident populations served by regulated members throughout the country.

The Council has built a strong governance team and sustains a knowledge-based governance strategy by exploring tactics to effectively manage change in today's operating environment. Additionally, it employs techniques to create continued growth and success, while developing resources to remain effective and meet regulated members' needs.

The decision making model that the Council incorporates is based on pragmatic consensus. Council routinely considers the value proposition as it relates to its legislative mandate when making business decisions. Reflecting the characteristics of the Respiratory Therapy membership, assumptions are frequently challenged by the Council in an attempt to be innovative and responsive to a rapidly changing health care environment. In this regard, stakeholders look towards the Council for leadership.

organization chart



Our Values

Protecting the public through quality regulation of practice of respiratory therapists.



Our vision

Promoting excellence in respiratory therapy through regulation, education and registrant support.



Our mission

Integrity, respect, accountability, ethics and practice excellence.

Corporate and Social Responsibility

Corporate Social Responsibility (CSR) is defined as an organization's commitment to operating in an economic, social and environmentally sustainable manner, while recognizing the interests of its stakeholders, including; regulated members, business partners, local communities, the environment and society at large. **CSR** goes beyond activities such as volunteer-ism and charity. Organizations such as **CRTA** who practice **CSR** develop policies, procedures and programs in areas such as: employee relations, community development, environmental stewardship, marketplace practices, transparency of processes and accountability. The following are some of the **CSR** practices **CRTA** has been actively engaged in this year:

OUR OFFICES

- We use computer monitors that are the most energy efficient and position them to minimize glare and employee eye fatigue;
- Our office chairs are sourced for their ergonomic design so that employees are comfortable as well as properly supported when sitting while at work;
- We lease office space in a Building Owners and Managers Association (BOMA) certified building which is highly energy efficient and meets or exceeds extensive environmental practice standards.

OUR ORGANIZATION

- Our web-site is a source of electronic truth which also reduces the need for paper records and reports, with the exception of those specifically required, such as the hardcopy of this report submitted to the Minister of Health;
- We securely cross-shred and destroy office paper documents. This makes recycling easier while ensuring privacy is protected;
- **CRTA** actively participates in the Building Paper, Electronic Recycling Program created by Green Calgary. We also use recharged ink cartridges for our office printers;
- We are committed to transparency about our business practices as well as our regulatory responsibilities and publish our social responsibility activities in this annual report.

OUR REGULATED MEMBERS & EMPLOYEES

- Our employees enjoy the use of building exercise facilities and safe secured parking facilities;
- Our employees routinely participate in building security, fire and evacuation practices and drills;
- Many of our regulated members volunteer their time and services for a variety of professional, community, sport, cultural and education events throughout the year in the province;
- We value the contributions made by our employees to an innovative profession and treat them with respect consistent with all Labour and Occupational Health and Safety Legislation.

OUR COMMUNITY

- We continue to source products and services from providers in our supply chain who treat us fairly and with integrity. We look for suppliers who respect our vision and mission, and we look to be fiscally responsible stewards of our regulated member's limited resources;
- When possible we source 30% to 100% recycled paper products that possess the trademark of the not-for-profit Forest Stewardship Council indicating that the wood used to make the product is well managed according to strict environmental, social and economic standards.

OUR FUTURE

To become a leader in regulation while protecting the environment.

council, administration and public members



Karrie Whalen
BSC RRT
President
Term expires 2026



Melissa Morrison
RRT
Vice President
Term expires 2026



Lynard Higoy
RRT BMR(RT) CRE CTE
Director at Large
Term expires 2026



Melissa Grabowski
BSc RRT CRE
Director at Large
Term expires 2026



Dr Raja Singh
PhD MSc MBBS BSc
Public Member
Term expires 2024



Larry Loven
BSc BID CMC
Public Member
Term expires 2024



Tiffany Polz
CPA
Public Member
Term expires 2025



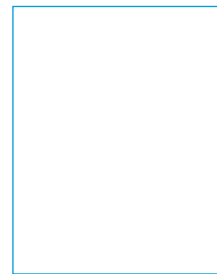
Gary Christopherson
BH(H) MPA
Public Member
Term expires 2025



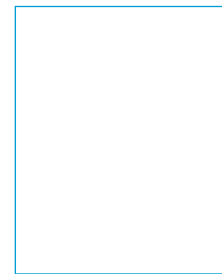
Bryan Buell RRT
BGS CTAJ CMP
Registrar,
Executive Director



Gerald Spence
RRT CTAJ
Deputy Registrar,
Complaints Director



Vacant
Director at Large



Vacant
Public Member



Operations Staff

Registrar; Executive Director; Complaints Director:
Bryan Buell RRT BGS CTAJ CMP

Deputy Registrar, Hearings Director:
Gerald Spence RRT CTAJ



committees

Registration Committee

Chair: Jeff Ung RRT, Calgary

- Dolores Michelin RRT, Calgary
- Judy Duffet-Martin, Calgary
- Will Cunnington RRT, Calgary
- Travis Eremko RRT Calgary

Hearing Tribunal Panel Members

Hearing Director: Gerald Spence RRT CTAJ, Calgary

- Shannon Foster RRT, Edmonton
- Linda Sheen RRT, Edmonton
- Lisa Lem RRT, Edmonton
- Delores Michelin RRT, Calgary
- Nicolas Castle RRT, Calgary
- Gregory Hind RRT, Calgary
- Linda Tymchuck RRT, Edmonton
- Catherine Johansen RRT, Medicine Hat
- Travis Eremko RRT, Calgary

Public Members to hearing tribunal are appointed by order in Council and are approved by the Minister of Health and Wellness



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year in review

Leading the Way in Professional Regulation

CRTA has taken the responsibility and honour of protecting Albertans by regulating the profession of Respiratory Therapy to levels of excellence by meeting and exceeding expectations. Respiratory Therapists in Alberta are given clear expectations and guidelines to their practice to provide exceptional skills and make a valuable contribution to the wellness of our province.

our accomplishments 2023-2024

NCF Updated
National Competency Framework updated including the Entry-to-Practice Competency Profile by nation-wide survey in both official languages.

New Education and Examination Document

Submitted annual tax return to CRA.
As required by the *Income Tax Act* and the *Excise Act*



122 Continuing Competency Audits

Audited Liability Insurance Coverage
On the 122 registrants audited for Continuing Competency requirements

Registration Review
Convened a review of a registration decision as required by the *Health Professions Act*.

New matrix for entry-to-practice exam

Created and Implemented a Mandatory Continuing Competency on Restricted Activities



Renewed Corporate Memberships in the National Alliance of Respiratory Therapy Regulatory Bodies, Alberta Foundation of Administrative Justice, Accreditation Canada, Equal Health Standards Organization and the Council on Licensure and Enforcement

Four Evaluations of Public Member Participation

Maintained internal financial controls to reduce waste and protect against potential weaknesses

Increased funding for patient relations program

Now \$23,000, In compliance of *Section 135.7* of the *Health Professions Act*.

Two Survey responses to Alberta Labour and Labour Mobility and Fair Registration Practices as required by the respective *Acts*.



Unbiased Complaint Investigations While Respecting Privacy

Consulted Registrants on the amendments to the Standards of Practice and Code of Ethics

Mandatory Online Registrant Learning

On sexual abuse of the public/patients and sexual misconduct of registrants

Ongoing Security protecting against cyber-security threats

Demographic analysis and review of employment postings to make informed recommendations for entrance to the NAIT and SAIT programs

Attended NAIT's Virtual Education Advisory Committee Meeting

Submitted Annual Report to Health Minister

Attended AHS Strategic Coalition Workshop

Attended Alberta Health Services Strategic Coalition Workshop and subsequent membership in coalition

Re-branded, refreshed and enhanced functionality of the CRTA website

In compliance of *Section 135.92* of the *Health Professions Act*.

New Process for Registrants to Become a Part of Council

Cooperated with the Independent Auditor during audit of corporation finances

president's report

I am thankful for everyone I have had and will have the pleasure of serving with all in the interest of public.

As I begin my final 3 year term as President for the College of Respiratory Therapists of Alberta (CRTA), I am reflecting on the work done by the Council and the privilege I have had in working with past and present professional and public members. I am thankful for everyone I have had and will have the pleasure of serving with all in the interest of public protection.

CRTA continues to work with our provincial regulatory counter parts through the National Alliance of Respiratory Regulatory Bodies (NARTRB). The NARTRB successfully completed an extensive profession wide survey across the entire country in both official language to update the National Competency Framework including the entry to practice Competency Profile. An examination matrix was developed to guide the approved examination corporation to administer a valid internally consistent entry to practice examinations. Responding to respondent feedback submitted during the survey period, a new national Education and Examination document in both official languages was created to help educators, learners and those preparing to write the council approved entry to practice examination.

CRTA Council worked diligently and collaboratively to accomplish its goals. A few highlights from CRTA Council:

- Consulted with registrants throughout the province on amendments to the standards of practice and code of ethics,
- Electronic strategic updates and surveys on regulatory matters were distributed to all registrants affected,

- Increased funding maximums to \$23,000 for the patient relations program in full compliance with *section 135.7 of the Act*,
- The College also required every new registrant to successfully complete the online learning module and related quiz on sexual abuse and sexual misconduct of patients by registrants,
- Developed an expression of interest and appointment process for professional members to fill vacancies on council and,
- Created, approved and implemented a mandatory continuing competency activity for every registrant renewing their practice permit on the topic of restricted activities.

I want to thank to all the members of CRTA Council, professional and public. This past year, like ones in the past, you have been a Council that leads and made my year as President a smooth one. Discussions at the Council table always had purpose and welcomed all points of view. When unclear or needing further information to make an informed decision, Council never hesitated to gather what was needed to make the right decision for the College and the public. It has been a pleasure working with all Council Members.

Respectfully Submitted,

Karrie Whalen

Karrie Whalen BSc., RRT

President, CRTA

“It is good to have an end to journey toward; but it is the journey that matters, in the end”.

~Ernest Hemingway



Karrie Whalen BSc RRT
President



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public members' report

*“To work for the common good
is the greatest creed.”*

~Albert Schweitzer



... the past year has been marked by significant accomplishments and a commitment to responsive governance aligned with provincial policy.

The College of Respiratory Therapists of Alberta (CRTA) has a mandate to regulate and oversee the profession of Respiratory Therapists (RT), ensuring the highest standards of respiratory care and patient safety, in the province of Alberta under the *Health Professions Act (HPA)*. The CRTA Council is just one of the many checks and balances that establishes accountability and ensures CRTA is fulfilling its mandate of protecting the public. Similar to the RT members of Council, the public members' duty is to ensure CRTA is operating in the public interest.

Over the past year, CRTA has effectively fulfilled its mandate and commitment to public welfare through such actions as implementing regulatory changes and compliance with legislation amendments including:

- Amending the list of approved council programs of study for purposes of application of the Regulation and the registration of new graduates.
- Full compliance with the *Labor Mobility Act* facilitating domestic labor mobility and the *Fair Registration Practices Act* facilitating global labor mobility.
- Divesting from providing all association activities to registrants and changing the corporate name, related accounts, contracts, leases, website branding and corporate identity profile.
- Fully financing all of the changes associated with the Patient Relations Program through a renewed contract with Homewood Health.



Dr Raja Singh
PhD MSc MBBS BSc
Public Member



Larry Loven
BSc BID CMC
Public Member



Tiffany Polz
CPA
Public Member



Gary Christopherson
BH(H), MPA
Public Member

We are pleased to report that the College has been exceptionally receptive to the suggestions and input of public members. Throughout the year, it has engaged in candid discussions on various matters of governance, ethics, membership fees, hearing reviews, and appeals on complaints. This open and transparent dialogue represents CRTA’s commitment to upholding the highest standards of professionalism and accountability within the College and the profession.

In summary, the past year has been marked by significant accomplishments and a commitment to responsive governance aligned with provincial policy. CRTA has proactively responded to the evolving healthcare environment in Alberta and the professional needs of its members. The public members look forward to continued collaboration with the College in ensuring the highest standards of respiratory therapy practice and protecting the interests of the people of Alberta.

Registrar's report

Invincible Courage with Resilience

As I submit my 25th annual report to the Health Minister I reflect on three words captioned above I believe adequately capture the essence of the profession's response to the pandemic commencing in 2019. The innovation demonstrated by the profession in the public and independent sectors to benefit patients is wonderful.

Our colleagues practicing in the independent sector not only responded to the increased workload related to the pandemic but also adapted to a global recall by a major supplier of obstructive sleep apnea treatment devices including mechanical ventilators. This didn't make things easy for patients, families and especially their caregivers.

This past year we convened an extensive national respiratory therapy competency survey to update our national competency framework and entry to practice competency profile including an entry to practice examination blueprint. The project is anticipated to be completed before the summer.

The Alberta survey response rate was again the best in the country by far and I appreciate you taking your professional responsibilities so seriously at a very busy time compared with our colleagues in the other provincial jurisdictions. We understand the frequency and harm ratings you provided for all the core and clinical competencies at the entry to practice level.

Through managerial consultation it was identified that an education and examination preparation document would benefit education faculty, clinical preceptors and learners in the country. The new document will also assist the examination corporation and newcomers planning to immigrate to the country and possibly become a registrant.

Resilience is captioned above, and I am very proud of how registrants managed their own physical and psychological health during the increased

pandemic workload. Multiple public health orders and confounding public, business, response/compliance with those orders did not make it very easy for the profession but we successfully maintained our own self-care regimes.

From the comments I have heard from registrars in other provinces Alberta appears to be in great shape given the significant labour shortages that appear to exist now in the other provinces. Alberta Labour conducted a survey in 2023 and determined that the demand for respiratory therapists is moderate only and not high. Both of our approved programs of study are mindful of such evidence when making decisions on enrolment numbers. This reduces the chances of over supply contributing to under employment for new graduates.

Our council continues to practice good governance by making pragmatic consensus-based decisions which serve the profession and public very well. We successfully navigated the complete divestment of association activities prior to the April 1st, 2023, deadline and on December the 7th, 2023 the legislature formally amended our corporate name change to College of Respiratory Therapists of Alberta by passing **Bill 9**.

The corporate web-site branding fully reflects the name change and new functionality has been added to make it easier for registrants to plan their professional development and continuing competency activities. The dashboard feature will enable registrants to obtain copies of income tax receipts and general practice permits without having to contact the office and remit a duplicate receipt fee for added service. Thanks to everyone who complimented us on the fresh new look of the website.

The registrant's profile dashboard feature will also display the total practice hours and total continuing competency hours with a convenient indicator of green

“ In the face of adversity, let resilience be your greatest weapon and perseverance your guiding light ”.

~G. Norman Lippert



indicating full compliance, yellow indicating some action planning by the registrant to be fully compliant and red for when a registrant is potentially deficient in practice hours or continuing competency hours. A quick glance of the dashboard by a registrant they will be able to quickly determine what action if any that is required.

We didn't stop at website branding but also added three new narrated power point videos to help applicants understand what the requirements are to become registered and receive a practice permit. This was in response to emerging expectations from the Labour Mobility Act and Fair Registration Practices Act. We previously successfully managed these issues with direct correspondence to the applicant.

Another added functionality to the website will be for a registrant to upload their professional liability insurance certificates. We decided to add this feature in anticipation of action regarding recommendation 8.7 originating from the Public Health Emergencies Governance Review Panel report in November 2023. We anticipate some added requirements for registrants with respect to future minimum acceptable liability insurance coverage details.

This year the national professional society is convening their annual education forum, exhibition and tradeshow in Banff. Our council decided to obtain an informational booth and be present to answer any questions registrants or potential future registrants might have with respect to professional practice and licensing in the province.

All our provisional registrants and general registrants who moved to the province successfully completed the mandatory continuing competency activity education module on sexual abuse and sexual misconduct of patients by registrants. All registrants renewing their practice permits this year successfully completed their mandatory continuing competency activity learning module on restricted activities. This activity was very timely given the proclamation and royal ascent of the ***Health Professions Act Restricted Activity Regulation***.

The profession continues to patiently wait for consideration by the Health Ministry of the policy document submission to amend the profession's section of the Regulation to add application of non-ionizing radiation to the basic restricted activities authorization. This health service is now considered as entry-to-practice in the country with Alberta being an exception and was validated by the recent national industry competency survey. I remain optimistic that common sense will prevail given discussion with the Health Ministry on this possible amendment was originally initiated by myself at the request of registrants seven years ago.

Respectfully Submitted,

Bryan Buell

Bryan Buell RRT, BGS, CTAJ, CMP,

Registrar

council approved education and examination

Examinations

The council recognizes approved examination authority pursuant with **Section 3(1)(f)** of the *Health Professions Act (the Act)*. Focus on the fundamental principles of transparency, fairness, objectivity, validity, and internal consistency of approved examinations produced by any service provider. The council currently recognizes the prescribed examination for registered respiratory therapists created by the Health Professionals Testing Canada corporation (formerly the Canadian Board for Respiratory Care) and the National Board for Respiratory Care (NBRC) in the United States of America.

The original Health Disciplines Board decision to recognize the Canadian Board for Respiratory Care (now Health Professionals Testing Canada) examination occurred in the autumn of 1986 and recognition of the NBRC examination occurred in autumn of 1988. Our registration committee has monitored the examination blueprints for each examination over the years to confirm the cognitive knowledge domains measured by each examination are comparable.

The cognitive knowledge domains tested are not identical, however, they are within the definition of a high level of commonality as determined by the Canadian Forum of Labour Market Ministers. The only noticeable difference is that the Health Professionals Testing Canada examines a number of competencies in the practice area of assisting in anesthesia.

The 2023-2024 examinations were administered in January and July as originally scheduled by Meazure Learning using a virtual proctoring service. The results for both examinations and passing scores for the initial writers all were within acceptable psychometric standards.

Council Approved Programs of Study

Section 3 of the *Act* requires the College to establish standards for registration that include approving programs of study. Presently, the council recognizes most but not all accredited education programs in the country as well as the United States of America (U.S.A). The council relies heavily but not exclusively on accreditation services provided by Health Standards Organization/Accreditation Canada and the Council on Accreditation in Respiratory Care in the U.S.A.

Both Alberta schools at NAIT and SAIT are fully accredited, and the council continues to recognize some schools still not accredited by the former Council on Accreditation in Respiratory Therapy Education operated by the Canadian Society of Respiratory Therapists.

The following programs are not recognized by the council: All campuses of College Ellis and College Valleyfield in Quebec, College of the North Atlantic Newfoundland and Qatar campuses and St Clair College in Windsor Ontario. These colleges are not recognized for producing enough graduates who have successfully completed the approved examination testing all the entry to practice competencies to warrant full approval by the council.

The council also does not recognize either the diploma or the bachelors degree program of Independence University located in Salt Lake City, Utah, U.S.A. as we are unable to confirm entry to practice clinical competencies graduates acquire from either program. The program was formerly known as California College of Health Sciences who provided distance delivery education content only.

Pursuant with the 2016 amendment to the *Lisbon Convention Agreement* graduates from this educational institution are welcome to apply for registration and be considered for a practice permit through substantial equivalency assessment of their competencies on a case-by-case basis.

Substantial Equivalency Assessment of Registration Applicants

Pursuant with the 2016 amendment to the *Lisbon Convention Agreement* graduates from education programs not approved by the council may apply for registration through substantial equivalency. Applicants

are referred by the registrar to the registration committee who consider an application on a case-by-case basis. The committee considers the competencies the applicant possesses irrespective of how the competencies are acquired. Where applicable they also determine whether the applicant is current to the Alberta continuing competency standard.

council approved programs

- Algonquin College of Applied Arts and Technology,
- Canadore College of Applied Arts and Technology,
- Cegep de Chicoutimi,
- Cegep de L'Outaouais,
- Cegep de St-Foy,
- College de Rosemont,
- Community College of New Brunswick Dieppe,
- Conestoga College Institute of Technology and Advanced Learning,
- Dalhousie University School of Health Sciences,
- Fanshawe College of Applied Arts and Technology,
- La Cite Collegiale-College d'arts Appliques et de Technologie,
- Michener Institute of Applied Health Sciences,
- New Brunswick Community College St John,
- Northern Alberta Institute of Technology,
- Southern Alberta Institute of Technology,
- Thompson Rivers University,
- University of Manitoba School of Rehabilitation Medicine,
- Vanier College

The status of all these programs will be reviewed in the upcoming year by the council for continued recognition. The list of programs was originally approved in 1988 with some small additions after the original execution of the 2000 Agreement on Internal Trade in Canada now known as the Canada Free-trade Agreement. The regulatory landscape has changed significantly since the original approval of programs by the Health Disciplines Board in 1986 and as such there could be some future changes to the list of council approved programs. The Health and Advanced Education Ministers will be consulted on any changes to be made by the council.



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Respiratory
Therapists
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disciplinary complaint investigations, hearing tribunals and incapacity assessment report



“Real integrity is doing the right thing, knowing that nobody’s going to know whether you did it or not.”

~Oprah Winfrey

the reduction in disciplinary complaints is a clear result of the success of the mandatory education activity

The mandatory education activity on sexual abuse of the public/patients and sexual misconduct of registrants is evidenced by a reduction in disciplinary and complaint investigations.

01

Hearing Tribunal

The first matter referred to a hearing tribunal involved admission of harassment and/or sexual harassment on multiple occasions of a co-worker by a registrant. The registrant admitted to contravening the standards of practice, the first two statements of the code of ethics for the profession and agreed that their conduct harmed the integrity of the regulated profession.

The mutually agreed sanctions included a fine of \$4,500.00 to be paid within one month of the order, successful completion of a course on professional ethics at Athabasca University and agreement to pay twenty percent (20%) of the costs associated with the investigation and hearing tribunal to be paid within two years.

02

Hearing Tribunal

The second matter referred to a hearing tribunal involved an admission of unprofessional conduct by a registrant for lack of judgement in the provision of professional services that delayed access to patients receiving health services. The joint submission on sanctions involved a reprimand on the registration file for a period of two (2) years and a costs award of \$5,000 associated with the investigation and hearing tribunal costs to be paid within two years of the order.

03

Complaints

Pursuant to the **Act** the complaints director received three written complaints during the reporting period. In all the matters an investigation was conducted, two were completed and one investigation remains ongoing at the end of this reporting period. The outcome of the ongoing investigation will be published in the next Annual Report.

Two investigations were completed with sufficient evidence of unprofessional conduct existing for both matters to be referred to a hearing tribunal. In both matters the parties agreed to proceed by way of an agreed statement of facts in the matters that included admissions of unprofessional conduct and a joint submission on appropriate sanctions in the matters.

04

Incapacity

We are pleased to report that there were no incapacity assessments conducted on any registrant during the reporting period.



Registration

Registrants of the College have successfully completed an approved program of study as well as successfully completed an examination approved by the Council. Alternatively, some members are admitted into the College as substantially equivalent based on a detailed assessment of the competencies they possess from their education and current work experience.

The data presented in this report illustrates a membership that has been growing to accommodate future anticipated workforce needs as a result of an aging work force demographic, while respecting an individual's career objectives related to work-life balance. The Council takes pride in supporting and engaging work experience for regulated members where legislated obstacles or barriers are minimized or eliminated.

This creates an environment where innovation and creativity are nourished, enabling them to achieve clinical excellence while protecting the public. We are very proud of the positive day-to-day interactions our regulated members have with patients and clients. We believe that Registered Respiratory Therapists are a profession comprised of patient or client choice!

The Registrar receives applications for registration pursuant with the *Health Professions Act*. Applicants are notified when a completed application has been received or advised of what remains outstanding for an application to be considered. Applicants are added to one of three registers if they meet the requirements of the Regulation.

If an applicant does not meet the requirements their application is referred to the registration committee for review. The committee considers all written and verbal representations made by the applicant before carefully making a decision with respect to the application. If the applicant is not issued a practice permit they are advised regarding what is required to become registered. The protocols used by the registration committee are consistent with the *2010 Lisbon Convention on Credential Recognition*, *Labour Mobility Regulation*, and *Chapter 7 of the Canada Free Trade Agreement*.

Unsuccessful applicants are also advised of their legal right to request a review Council. Applicants wishing to do so must make the request in writing which includes reasons for the request. The Council appoints a panel to adjudicate the request which will provide reasons for any decision to issue or not issue a practice permit.

Focused on Fairness
Consistent with the
Fair Registration Practices Act
and *Labour Mobility Act*



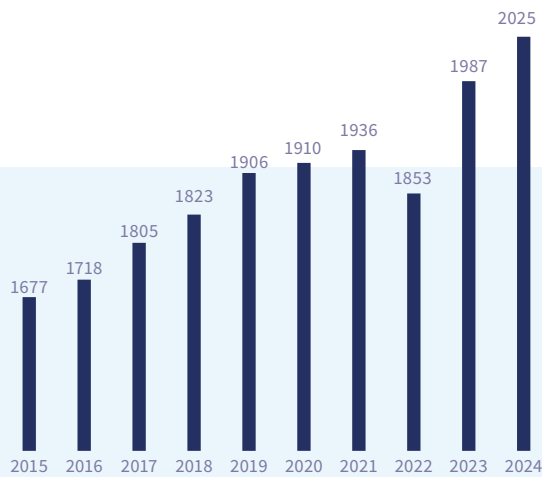
>>>
Total

+2%

Increase in Registrants since last reporting period.

>>>

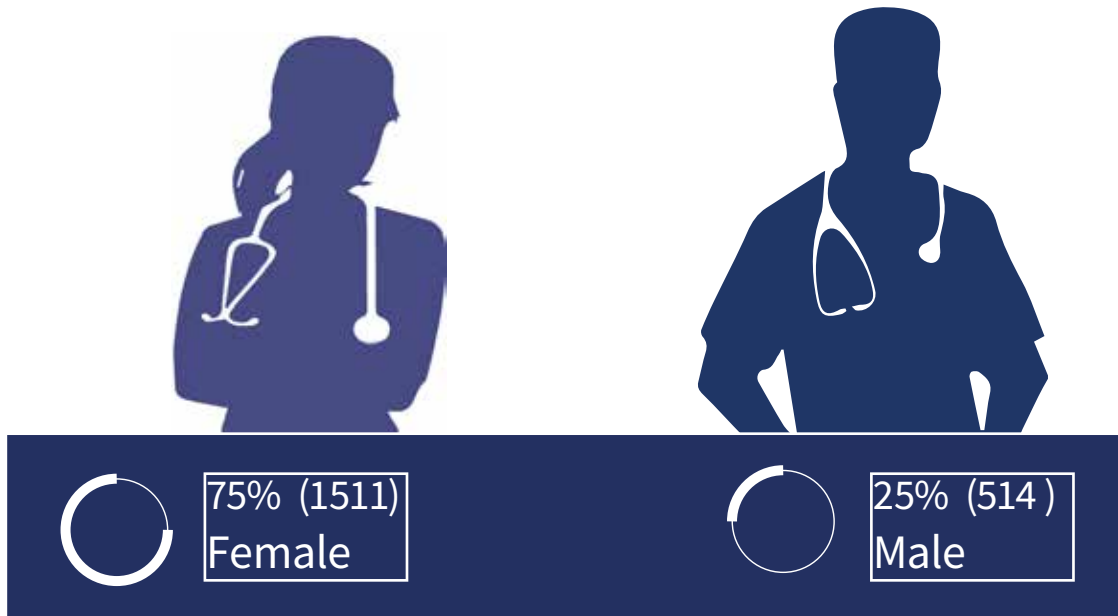
Total Registrants for 2023-2024 year is 2025



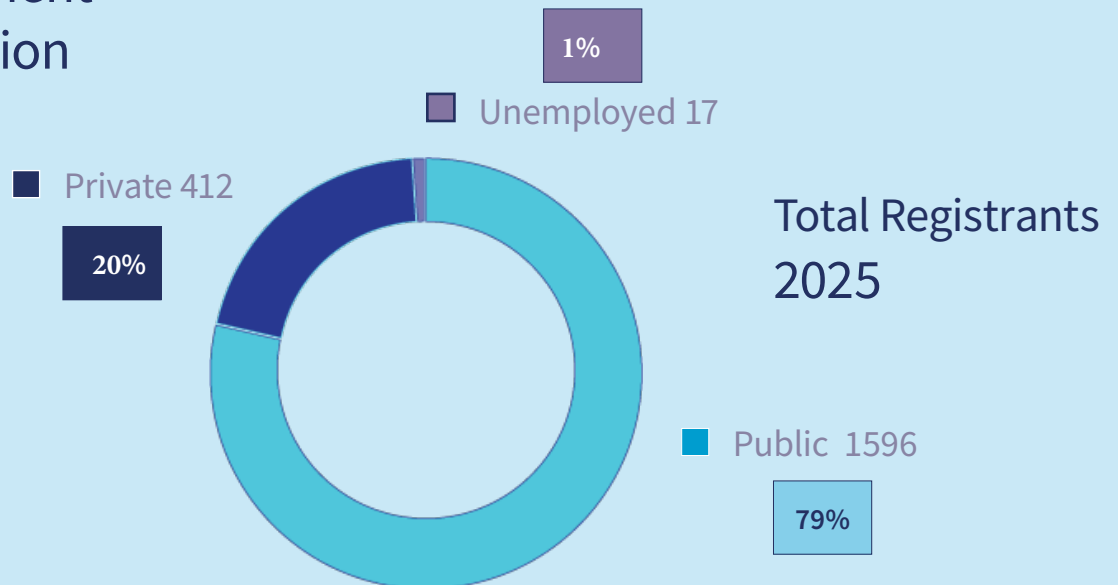
✓ 38 New Registrants

✓ +2.2% Average Registrant Growth Annually

Registrant Demographics



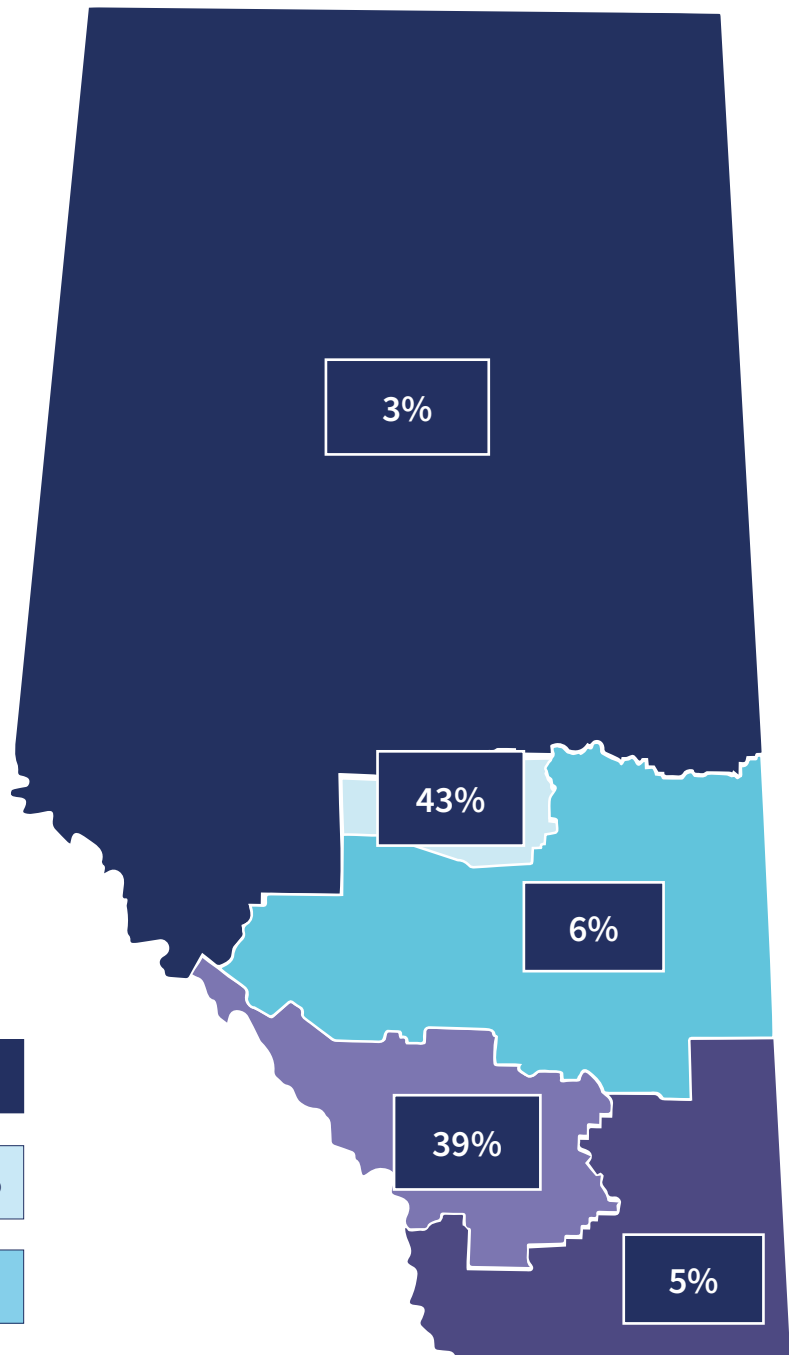
Employment Distribution



Zone Employment Distribution

Total Registrants 2025

North Zone	62	3%
Edmonton Zone	879	43%
Central Zone	113	6%
Calgary Zone	792	39%
South Zone	106	5%



Management Discussion of Finances

*“Efficiency is doing things right;
effectiveness is doing the right things.”*
~ Peter Drucker

This surplus represents a record for our organization and reflects prudent leadership and stewardship of the registrant’s fiscal resources. The favourable result means no increase in the tax to work or registrant fees to successfully renew their general practice permits.

Going forward on the statement of revenues and expenses you will note that revenues associated with website advertising will no longer be realized. This loss in revenue is directly attributable to the legislative requirement to divest ourselves fully of all association activities. The provincial government determined that website advertising for registrant employment opportunities was an association activity and as such the college was obligated to divest itself from this activity by April 1st, 2023. This has been accomplished and there will be no future revenues of this type for the college.

Our increasing interest income reflects current higher interest rates and we have been re-investing surpluses for a variety of terms to maximize interest incomes while rates remain attractive. We continue to recover costs associated with disciplinary hearings which will be affected as revenue source in the future due to a 2022 Alberta Court of Appeal ruling in Jinnah versus the Alberta Dental Association and College that costs to be awarded to a college be limited. The Court described a new “presumption” that the College should bear the costs associated with the privilege and responsibility of self-regulation unless a registrant has committed serious unprofessional conduct, is a serial offender, has failed to cooperate with investigators, or has engaged in hearing misconduct.”

On the expenses side of the statement, we spent less money than the year previous for investigations and conduct considerably less than the year previous by \$34,693. We are moving in the right direction on this line item with a goal of reaching \$0.00. Through their conduct registrants have direct influence over the second highest expense item in the statement.

Thank-you to Shannon Silver’s RRT template creation for the annual report we realized savings in time for production of the report and related costs resulting in a cost saving of \$4,921.00. The council has also been busy lowering their expenses collectively by meeting virtually rather encountering expenses associated with travel, accommodation and meals. This year we saved \$7,040.00 while achieving our meeting goals and metrics.

Balance Sheet 2024

Review 2023
2023 saw the end of the CARTA
and the beginning of CRTA as
per the new requirements
under Bill 46 for association and
regulation bodies to separate.

key facts and information

On the administrative expense side of the statement, we were able to keep our wages and benefits within budget due to remote work efficiencies by our limited administrative support staff. Our advertising, promotion and web page line item reflects some increase in costs associated with refreshing and re-branding the website to fully comply with association divestment requirements. We anticipate some continued increase in costs associated with enhanced functionality so registrants can use the new dashboard feature to obtain duplicate receipts for tax purposes, practice permits, upload police information checks, liability insurance certificates and review their practice and continuing competency hours in relation to fully complying with the practice permit renewal requirements.

In the final analysis the college meets or exceeds all ratio calculations that would lead any financial analyst to a very favourable conclusion regarding the financial management of our organization. It is has been and hopefully always will be a collaborative team effort including the registrants, council, committees, operations staff an all contractors.

+ registration fees remain stable.

There will not be an increase in registration fees for the 16th year in a row.

+ record surplus

Record surplus resulting from increased interest rates and responsible investing and management of capital.

+ meeting & exceeding financial ratio calculations



Reduced Cost

\$7040 in meals, accommodation and travel saved by meeting virtually.



Less Spent

\$34,693 less spent on Investigations and complaints than the previous year.



Cost Reduction

Production of Annual Report, a savings of **\$4,921.**

Management Discussion of Finances 2023/24

auditor's opinion

financial report 2023/2024



To the Members of College of Respiratory Therapists of Alberta

Opinion

We have audited the financial statements of College of Respiratory Therapists of Alberta (the “College”), which comprise the statement of financial position as at January 31, 2024, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at January 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with

ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the College’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a

2023/24

material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit

evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

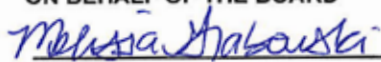
Mahmud Khalfan Professional Corporation Chartered Professional Accountants

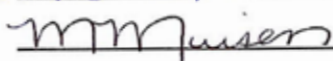
400, 1701 Centre St NW, Calgary Alberta, T2E 7Y2,
Phone: (403) 265-8297 Fax: (866) 431-9320
www.khalfans.ca

College of Respiratory Therapists of Alberta
Statement of Financial Position
January 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 133,218	\$ 196,831
Short term investments (Note 4)	1,227,027	1,535,070
Wages Recoverable	-	12,479
Prepaid expenses	16,993	14,299
	<u>1,377,238</u>	<u>1,758,679</u>
CAPITAL ASSETS (Net of accumulated amortization) (Note 6)	9,900	11,130
INTANGIBLE ASSETS (Net of accumulated amortization) (Note 6)	39,113	-
LONG TERM INVESTMENTS	<u>1,676,120</u>	<u>875,806</u>
	\$ 3,102,371	\$ 2,645,615
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 21,398	\$ 15,593
Wages payable	8,122	22,354
Unearned revenue (Note 8)	<u>167,026</u>	<u>178,831</u>
	<u>196,546</u>	<u>216,778</u>
NET ASSETS		
Unrestricted fund	1,963,331	1,517,707
Restricted fund	900,000	900,000
Invested in capital assets	<u>42,494</u>	<u>11,130</u>
	<u>2,905,825</u>	<u>2,428,837</u>
	\$ 3,102,371	\$ 2,645,615

ON BEHALF OF THE BOARD

 Director

 Director

[See Notes to Financial Statements following](#)

**College of Respiratory Therapists of Alberta
Statement of Revenues and Expenses
Year Ended January 31, 2024**

	2024	2023
REVENUES		
Membership	\$ 879,255	\$ 828,891
Interest income	116,239	47,118
Cost recovery - conduct	23,460	14,356
Other	5,356	418
Web advertising	-	1,750
	1,024,310	892,533
EXPENSES		
Operating		
Investigations and conduct (Note 10)	70,786	105,579
Printing and design - annual report	8,836	13,757
Accommodation, travel and parking	6,511	13,551
Accreditation	3,580	-
Professional development (Note 11)	3,443	12,046
Awards, diplomas and certificates	2,640	1,108
Meals	2,125	2,969
Consulting, supplies and other	1,775	4,268
Telephone	161	4,299
Speakers	-	1,995
	99,857	159,572
Administration		
Wages and benefits	282,726	311,732
Rent	44,827	43,735
Professional fees	26,423	20,389
Memberships and subscriptions	23,149	23,359
Advertising, promotion and web page	24,413	19,820
Office and general	19,380	17,166
Interest and bank charges	18,277	19,345
Amortization of capital assets	4,165	4,389
Insurance	4,105	3,213
	447,465	463,148
	547,322	622,720
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	476,988	269,813
OTHER INCOME (EXPENSES)		
Loss on disposal of capital assets	-	(73)
EXCESS OF REVENUES OVER EXPENSES	\$ 476,988	\$ 269,740

[See Notes to Financial Statements following](#)

College of Respiratory Therapists of Alberta
Statement of Cash Flows
Year Ended January 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from regulated members	\$ 908,745	\$ 841,553
Cash paid to suppliers and employees	(554,279)	(606,399)
Interest received	116,239	47,121
Interest paid	-	(1,129)
Cash flow from operating activities	<u>470,705</u>	<u>281,146</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(2,933)	(4,761)
Purchase of intangible assets	(39,113)	-
Purchase of short term investments	(492,272)	(1,270,799)
Cash flow used by investing activities	<u>(534,318)</u>	<u>(1,275,560)</u>
DECREASE IN CASH FLOW	(63,613)	(994,414)
Cash - beginning of year	<u>196,831</u>	<u>1,191,245</u>
CASH - END OF YEAR	\$ 133,218	\$ 196,831
CASH CONSISTS OF:		
Cash	<u>\$ 133,218</u>	<u>\$ 196,831</u>

[See Notes to Financial Statements following](#)

**College of Respiratory Therapists of Alberta
Statement of Changes in Net Assets
Year Ended January 31, 2024**

	Unrestricted Fund	Restricted Fund	Invested in capital assets	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 1,517,707	\$ 900,000	\$ 11,130	\$ 2,428,837	\$ 2,159,097
Investment in capital assets	(2,933)	-	2,933	-	-
Investment in intangible assets	(39,113)	-	39,113	-	-
Excess of revenues (deficiency) over expenses	487,670	-	(10,682)	476,988	269,740
NET ASSETS - END OF YEAR	\$ 1,963,331	\$ 900,000	\$ 42,494	\$ 2,905,825	\$ 2,428,837

[See Notes to Financial Statements following](#)

Notes to Financial Statements

1. NATURE OF ORGANIZATION

The College of Respiratory Therapists of Alberta (“the College”) is a self-governing professional organization established for the certification and governance of respiratory therapists in Alberta. It is a not-for-profit organization and as such is not subject to federal or provincial taxes under section 149(1) of the income tax act.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash

Cash and cash equivalents include amounts on deposit with financial institutions and cash equivalent includes term deposits that mature within three months from the date of acquisition. The College held no cash equivalents at the end of the year.

Revenue recognition

The College recognizes its revenue on a deferral basis and earns most of its revenue from fees to its members and advertising. Revenue is recognized when fees are collected or collection is reasonably assured.

Restricted grants are recognized on a deferral basis and recognized as revenue in the year the related expenses are incurred.

Short-term investments

The College reports its investments at cost and consists of the cash value of guaranteed investment certificates. Short-term investments consist of guaranteed investment certificates with maturities of less than 12 months. Long-term investments consist of guaranteed investment certificates with maturities of greater than one year. Cost approximates market value.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates:

Computer hardware	45%
Furniture and equipment	20%

The College regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use. All additions made during the year are amortized at 50% of the above rates.

Intangible assets

Intangible assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Website	3 years
---------	---------

Notes to Financial Statements

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement uncertainty

When preparing financial statements according to Canadian accounting standards for not for-profit organizations, management makes estimates and assumptions that affect the reported amounts of revenues and expenses during the year, the reported amounts of assets and liabilities at the date of the financial statements, and the disclosure of contingent assets and liabilities at the date of the financial statements. Management bases their assumptions on a number of factors including historical experience, current events, actions that the College may undertake in the future, and other assumptions believed reasonable under the circumstances.

Material measurement uncertainties include estimates of useful lives of capital assets and impairment of long lived assets and accrued liabilities. Actual results could differ from the estimates; the resolution of these uncertainties will be determined by future events.

Financial instruments

Financial assets and liabilities are measured initially at fair value. Subsequent measurement is at amortized cost. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost consist of cash and prepaid expenses.

Financial liabilities measured at amortized cost consist of the short-term investments, accounts payable, accrued liabilities, wages payables and unearned revenues.

The College assesses impairment of all its financial assets measured at cost or amortized cost. When there is an indication of impairment, the College determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the College reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment loss is recognized in the statement of revenues and expenses.

4. SHORT TERM INVESTMENTS

The short term investments consist of Guaranteed Investment Certificates (GICs) maturing within one year. The interest rates on the GICs vary between 2.70% to 5.20% (2023 - 1.35% - 3.75%).

5. RESTRICTED INVESTMENTS

The use of these investments are restricted - see note 9. The short-term investments consist of guaranteed investment certificates maturing within one year earning interest of 1.10% to 5.30%. Investments consist of guaranteed investment certificates, with various maturity dates from Jan 2024 to May 2027. The cost approximates the market value.

Notes to Financial Statements

6. CAPITAL ASSETS

			2024	2023
	Cost	Accumulated amortization	Net book value	Net book Value
Computer hardware	\$ 22,278	\$ 18,085	\$ 5,193	\$ 5,247
Furniture and equipment	26,755	22,048	4,707	5,883
	\$ 50,033	\$ 40,133	\$ 9,900	\$ 11,130

INTANGIBLE ASSETS

			2024	2023
	Cost	Accumulated amortization	Net book value	Net book Value
Website	\$ 33,113	\$ -	\$ 39,133	\$ -

7. BANK INDEBTEDNESS

The College has a credit card with a limit of \$25,000 and an annual interest rate 19.99%. The College pays the outstanding balance of the credit card at the end of each month. As at January 31, 2024, the balance was \$1,438 (2023 - \$962).

8. UNEARNED REVENUE

Membership dues are collected in January, February and March for the period of April 1 to March 31. As at January 31, two months of the services have not been provided for the membership dues and is deferred.

		2024	2023
Deferred Revenue-Memberships	\$	147,476	\$ 175,227
Deferred revenue-Grads		19,550	3,604
	\$	167,026	\$ 178,831

Notes to Financial Statements

9. RESTRICTIONS ON NET ASSETS

With respect to the net assets of the College; funds will be reserved specifically for the following amounts and purposes:

- \$350,000 for business continuation purposes in the event of a public health emergency such as an influenza pandemic or other such event that could potentially jeopardize normal day to day business operations for an extended time-frame;
- \$200,000 for maintenance of a psycho-metrically reviewed competency profile for entry to practice into the profession;
- \$150,000 for maintenance of a psycho metrically reviewed registration examination for entry to practice into the profession.
- \$200,000 for a patient relations program.

10. INVESTIGATIONS AND CONDUCT

	2024	2023
Investigations into conducts	\$ 42,870	\$ 44,816
Legal fees associated with conduct and hearings	27,916	60,763
	\$ 70,786	\$ 105,579

11. PROFESSIONAL DEVELOPMENT

	2024	2023
Council Committees	\$ 1,123	\$ 9,271
Conduct Committee	156	1,123
Deputy Registrar	1,014	425
Executive Director	1,150	1,227
	\$ 3,443	\$ 12,046

Notes to Financial Statements

12. FINANCIAL INSTRUMENTS

The College can be exposed to various risks through its financial instruments. The College's financial instruments in the statement of financial position consist of cash, accounts receivable, marketable securities, accounts payable and accrued liabilities. It is management's opinion that the College is not exposed to significant credit, currency, interest rate, liquidity, or market risk arising from these financial instruments. The fair value of these instruments approximate their carrying value.

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College's main credit risks relate to its accounts receivable.

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly from its accounts payable.

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk, as described above. Market risks are managed by the application of an approved investment policy that restricts the nature of the investments held.

Subsequent to year end, the College's credit, liquidity and market risk have increased due to the possible delays in the collection of funds from customers.

13. SIGNIFICANT EVENTS

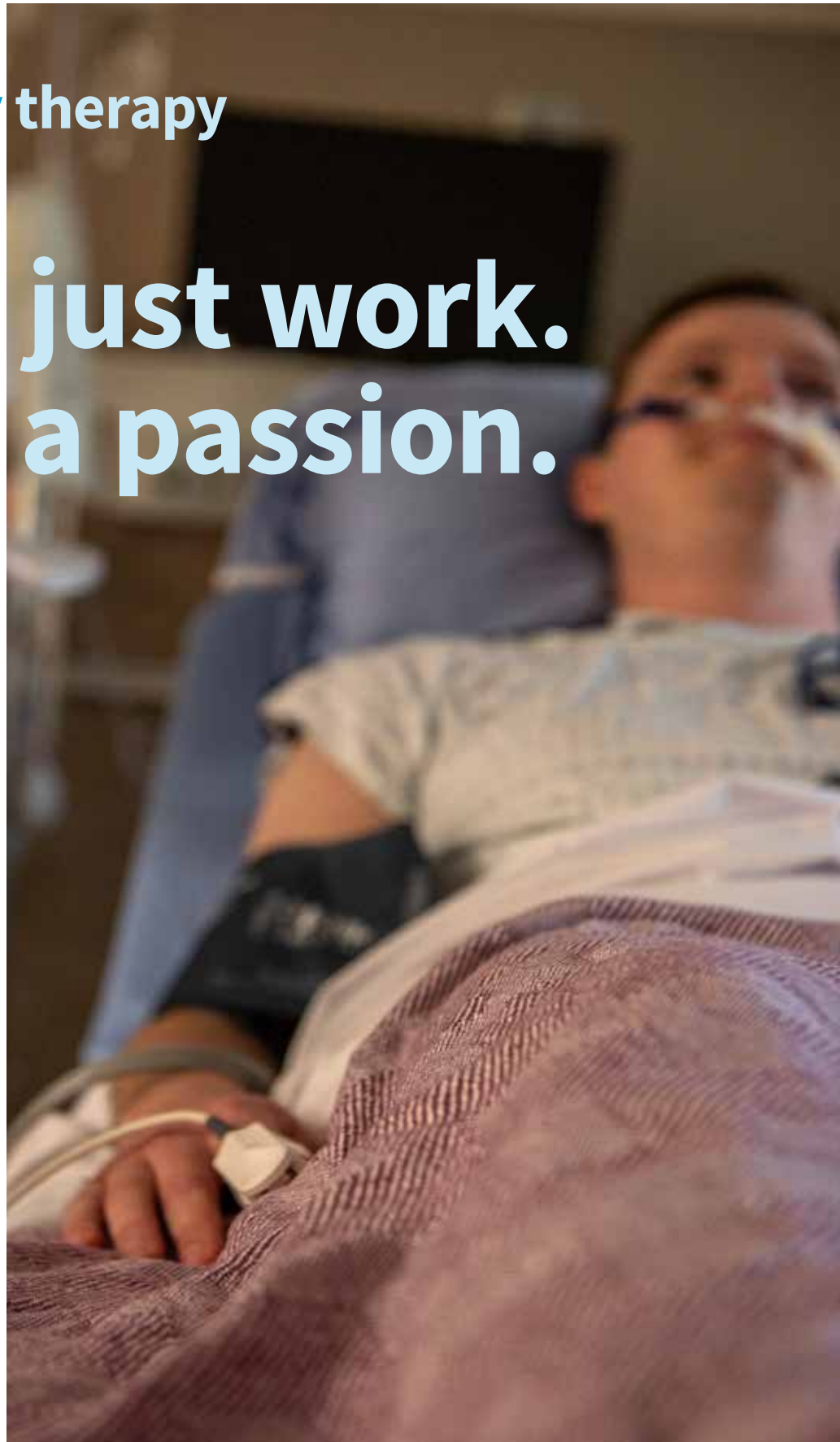
During the year College membership passed a resolution to remove "Association" from its name in keeping with the new requirements under *Bill 46* which came into effect on April 1, 2023. The College has successfully divested itself of its professional association functions as required under the new legislation.

14. COMPARATIVE FIGURES

In the prior year comparatives, some of the figures on the statement of operations have been reclassified to conform with the current year's presentation.

respiratory therapy

**It's not just work.
It's a passion.**





College of
Respiratory
Therapists
of Alberta

ANNUALREPORT_2023-2024

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