College of Licensed Practical Nurses of Nova Scotia

2013 ANNUAL REPORT

OUR VISION

A dynamically regulated profession committed to excellence.

OUR MISSION

Regulating the practice of Licensed Practical Nurses in Nova Scotia for the public interest.

ABOUT THE COLLEGE

The College of Licensed Practical Nurses of Nova Scotia (CLPNNS) is the regulatory body for the province's 3,500+ Licensed Practical Nurses (LPNs). Members of the College play a significant and vital role in Nova Scotia's health care system. LPNs provide professional health care services in a variety of settings and contexts of practice including, but not limited to acute care, long term care, community, continuing care, clinical, mental health, obstetrics and paediatrics.

CLPNNS regulates the profession in the best interests of the public by setting entry level practice requirements and establishing, monitoring and enforcing for registration, practice and professional conduct. CLPNNS also ensures the enhancement of care provided by members through the Continuing Competency Program.

CLPNNS supports members in meeting their professional responsibilities through our quarterly newsletter, the College Reporter, hosting of the AGM, our website www.clpnns.ca and numerous practice consultations via phone, email and in-person/on-site.

CLPNNS' focus and commitment is through public protection. The public of Nova Scotia can be assured that LPNs are regulated according to the LPN Act, and that only qualified applicants are indeed licensed with the College.

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CLPNNS AWARDS BANQUET

Date: May 22, 2014
Place: Holiday Inn, Dartmouth, Nova Scotia
Time: 7:00 – 9:00 PM (Cocktails 6:00 - 7:00 PM)
Cost: $25.00/person
Pre-Registration Required

LPN PROFESSIONAL DEVELOPMENT DAY

Leader-Ship: Are You on Board or Walking the Plank?
Date: May 23, 2014
Place: Holiday Inn, Dartmouth, Nova Scotia
Pre-Registration is required for the professional development/ workshop, a cost of $50/person (includes lunch).

Agenda

8:30 AM – Welcome
8:45 AM – Professional Development Day – Leader-Ship: Are You on Board or Walking the Plank?
11:15 AM – Annual General Meeting
12:15 PM – Lunch
1:00 PM – Launch of the Online Leadership Program for LPNs
3:30 PM – Wrap-Up and Evaluations

ANNUAL GENERAL MEETING

Date: May 23, 2014
Place: Holiday Inn, Dartmouth, Nova Scotia
Time: 11:15 AM - 12:15 PM
No fee/registration is required for the AGM.

CLPNNS 2013 ANNUAL REPORT

Back Row (L/R) – Fred Beaton; Reverend Jack Briggins; Jim Laverie; Cora Lee Dowding; Rosita MacNeil; Kim McIvor; Justin Bragg; Lloyd Tattrie
Front Row (L/R) – Shirley Theriault; Lucy Reid; Teri Crawford

2013 – BOARD OF DIRECTORS

Cora Lee Dowding, Chair (Region VI)
Rosita MacNeil, Vice Chair (Region V)
Jim Laverie, LPN (Region I)
Shirley Theriault, LPN (Region II)
Justin Bragg, LPN (Region III)
Kim McIvor, LPN (Region IV)
Teri Crawford, CRNNS
Reverend Jack Briggins, Order in Council
Lloyd Tattrie, Order in Council
Lucy Reid, Order in Council
Fred Beaton, Order in Council

2013 – BOARD MEETING DATES

March 21, 2013
May 23, 2013
September 23, 2013
December 6, 2013

2013 – COLLEGE STANDING COMMITTEES

Complaints
Chair, A. MacDonald, LPN
Vice Chair, B. Brewer, LPN

Professional Conduct
Chair, B. Smith, LLB QC
Vice Chair, Sandra MacPherson-Duncan, QC

Finance Committee
F. Beaton, PR
C.L. Dowding, LPN
Rev. J. Briggins, PR
Alternates:
R. MacNeil, LPN

Education Committee
M. Brennan, RN
T. Ballard, LPN
F. Beaton, PR

Legal Counsel
M. Hickey, QC

Auditor
Collins Barrow, Inc

Continuing Competency Committee
J. Simmons, LPN – Chair
R. MacNeil, LPN
S. Snow, LPN
D. Platt, LPN
D. Bungay, RN MN

A WORD FROM OUR PUBLIC REPRESENTATIVES

"As public members/representatives of the Board, appointed by government, we confirm that the management of the College and its members is done in a manner that serves and protects the public trust, and the public and the members should feel confident in the College's ability to regulate the profession in the public interest." To the members and the public it is our pleasure to report that the CLPNNS is well respected, managed and directed.

Respectfully,
Lucy Reid, Rev. J. Briggins, Fred Beaton, Lloyd Tattrie

The College (CLPNNS) would like to thank all the LPNs who volunteered to serve on the various College Standing and Ad Hoc Committees. Your expertise is invaluable.

MESSAGE FROM THE BOARD'S CHAIR - CORA LEE DOWDING, LPN

On behalf of the Board of Directors, I would like to extend warmest wishes to our members, staff and stakeholders of the College of Licensed Practical Nurses of Nova Scotia (CLPNNS).

This past year has been another busy year for CLPNNS. Ann Mann, Executive Director of CLPNNS, along with College staff, has kept LPN's at the forefront of developing policies and programs with a high level of involvement in national programs such as the National Nursing Assessment Service, Assessment Strategies Inc., National Council of State Boards of Nursing and the Canadian Council for Practical Nurse Regulators (CCPNR). As part of the CCPNR, CLPNNS was key in developing National Standards of Practice, Code of Ethics, Entry-to-Practice Competencies and Requisite Skills and Abilities for LPN's in Canada. Closer to home, CLPNNS has been heavily involved with the Provincial Nursing Network, Nova Scotia Regulatory Network, Fair Registration Practices Act, Pathway to Success for Internationally Educated Nurses and meeting with upcoming graduates of the Practical Nursing Program at Nova Scotia Community College.

Education opportunities for LPN's continue. As a result of a motion brought forward at the 2012 AGM and Town Hall meetings held last fall, a College Facilitator Program was initiated to enable LPN's to present topics such as The Role of the College, Documentation and Accountability to their peers in the workplace and two new learning modules are being developed with Nova Scotia Community College on Leadership, and Standards of Practice and Code of Ethics for LPN's.

2013 brought all practicing LPN's up to the same Scope of Practice with the mandatory Medication and Physical Assessment courses. LPN's in Nova Scotia are among the top LPN's in the country with their Scope of Practice! The Continuing Competency Program has been improved with an easier questionnaire, better instructions and revised processes to aid the random LPN's selected to complete an audit. LPN's are stepping up to the plate and taking pride in their continuing education.

CLPNNS put applicants through rigorous interviews in order to select the best suited for the new positions with registration and conduct. The Board and College staff welcomed Karen Sigouin and Peter Murray to these positions in the Spring and are pleased at how well they are fitting in and how hard they are working for all LPN's.

The Board of Directors attended education sessions on Board Governance and examined potential risks to CLPNNS as a self-regulated profession. Self-regulation is very important to our nurses and not something we want to lose. Members need to take great pride in the work CLPNNS does to ensure the competency of the members and that the mission and values of CLPNNS are widely known, understood and upheld.

After five years on the Board of Directors, I have to say it was an amazing, enlightening opportunity to be a part of enhancing the LPN profession and meeting so many integral stakeholders and members within our profession. I strongly recommend becoming involved with CLPNNS and getting the opportunity to work with such supportive and dedicated staff and board members who seem to exist solely to make the LPN profession the best it can be. I cherish the times spent with each and every one of you and wish you all the best in the future!
Keep up the great work!

Cora Lee Dowding

Respectfully,
Cora Lee Dowding, LPN
Board Chair, CLPNNS 2013

LPN's in Nova Scotia are among the top LPN's in the country with their Scope of Practice!

ANN MANN
Executive Director/ Registrar

JOAN GRAY
Executive Assistant/ Office Manager

The 2013 CLPNNS Annual Report is the College's report on its activities in meeting the goals and objectives of the Strategic Plan. It includes statistical information regarding the College and a copy of the audited financial statements of 2013.

EXECUTIVE DIRECTOR/REGISTRAR'S MESSAGE

Currently Nova Scotia is facing many challenges to its health care system, none more important than health human resources needs. It is anticipated that shortages for all health care workers could be forthcoming. Looking into the future, there are many indicators that we will need a strong, vibrant LPN workforce. Understanding and recognition of the LPN Scope of Practice has led to increased recognition among the public and employers. LPNs increasingly play an integral role in practice settings throughout Nova Scotia.

LPNs are self-regulated professionals, and are best placed to regulate themselves because of their education, knowledge and experience. It is very important that each LPN member understands self-regulation and the public mandate of the College and its members.

LPNs will be part of the decision making regarding the future of nursing here in Nova Scotia. The future of a vibrant health care system depends on collective solutions to impending challenges.

This Annual Report highlights activities locally, provincially, and internationally that CLPNNS have participated in during 2013.

At this time I would like to highlight the significant contributions of the Board, the staff, the members and volunteers who have participated in helping CLPNNS achieve its goals for 2013. Without your commitment and expertise, we would not have been able to achieve excellence.

Respectfully,

Ann Mann, RN/MN
Executive Director/Registrar

THE COLLEGE IS PLEASED TO PRESENT THE 2013 ANNUAL REPORT TO THE MEMBERS, THE PUBLIC AND RELEVANT STAKEHOLDERS.

The College's Strategic Direction(s) Are As Follows:

I. Elevate the awareness of the LPN Profession and role of the College.
II. Leverage our credibility and capacity to influence and respond to health care policy.
III. Ensure the provision of safe, competent and ethical nursing care.

From within the strategic directions a number of "priorities" have been set.

- Maintain the strength and growth of the membership.
- Continue to ensure that the public is well served by LPNs who excel in safety, competency, and ethical behaviour(s).
- Maximize contact with the members and stakeholders to gauge interest and input into the next strategic direction(s) for the College.
- Identify and invest in ongoing educational opportunities for the Board of Directors and committee members.
- Develop succession plan(s) for the College staff and Board members.
- Build leadership capacity in all LPNs.

BY-LAW AMENDMENT APPROVED BY CLPNNS BOARD OF DIRECTORS

The CLPNNS Board of Directors has amended the By-Laws. The amendments were approved by the Board at the December 6, 2013 meeting and are hereby published in accordance with the LPN Act (2006).

By-Law	Current Wording	Amendment
2(l)	"in good standing" means: The status of a member with no current disciplinary findings that could impact on their practice as a practical nurse.	"in good standing" means: The status of a member with no disciplinary findings.

PROVINCIAL INITIATIVES

Nova Scotia Regulated Health Profession Network – The College sits as a member of this provincial Regulatory Colleges Network. The group meets regularly and has representatives from the Department of Health at the table.

New Collaborative Legislation in Regulated Health Professions
On November 22, 2012, Nova Scotia became the first province to introduce legislation enabling regulated health professions to work together more efficiently and effectively in the public interest. This new legislation, entitled the Regulated Health Professions Network Act, will enable the 21 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals.

In 2013, the "Network" hired an Executive Director to begin the process of drafting Regulations and By-Laws. The new Executive Director, Bruce Holmes began his role in October 2013. The first Chair of the Board is Donna Denny, Executive Director of CRNNS. The first formal meeting of the Network took place in January 2014.

Provincial Nursing Network (PNN) – The College continues to be a member of PNN. PNN exists to be a resource to advise the Department of Health and Wellness regarding significant nursing trends and issues; and increase sharing of information and collaboration across nursing sectors. In 2013, some of the issues examined included, a nursing education review; revisit of the RN co-op program; the LPN continuing education bursary; and the LPN re-entry program.

The coordinator for PNN changed in 2013, and the new coordinator is Cindy Cruickshank, RN MN, Director of Health Workforce Policies & Programs.

IEN Multi-Stakeholder Working Group – Building on previous initiatives in the field of nursing, the IEN Multi-Stakeholder Working Group, provides a forum to address challenges related to IEN registration, licensure, and integration into Nova Scotia's health care system. Activities of the group include sharing of information and best practice strategies. All of the activities are encompassed within the Fair Registration Practices Act (FRPA). This group meets quarterly and is led by Jan Sheppard Kutcher, Consultant, International Labour Mobility, Department of Labour and Advanced Education.

IEN – Pathway to Success – In 2013, CLPNNS in partnership with the NSCC received an additional grant to support Internationally Educated Nurses (IENs) on their path to registration and licensure. This grant was the third of its kind and was funded through the Nova Scotia Office of

Immigration (NSOI). In 2013, 39 IENs were enrolled and participated in the 5-day workshop (includes one day prep for the national exam). Of the 39 who participated, 35 wrote the exam and 28 passed and eventually received initial licensure with CLPNNS. It should be recognized that with this grant, IENs have been supported to licensure and in the big picture – have helped to respond to the on-going health human resource market demand in the province.

Feasibility Study – In 2013, CLPNNS in partnership with NSCC undertook a "Feasibility Study" under the auspices of the Nova Scotia Office of Immigration (NSOI). As part of this study, opportunities to provide support for IENs (offshore) and the ability to take the CPNRE offshore were explored. The study was competed with recommendations back to NSOI.

Fair Registration Practices Act (FRPA) – The Fair Registrations Practices Act was proclaimed in 2009. Its intent is to ensure that regulated professions are governed by registration practices that are transparent, objective, impartial and procedurally fair. The Act "makes regulatory bodies responsible for carrying out registration practices that adher to the principles identified above".

The Review Officer overseeing implementation of regulatory reviews is Vanessa Margueratt. Her responsibilities include for 2013, developing the minimum data set that all regulatory bodies will be required to submit annually. CLPNNS will be submitting their first set of raw data in 2014.

NATIONAL INITIATIVES

Canadian Council for Practical Nurse Regulators (CCPNR) – The CCPNR is a federation of regulators responsible for the profession of practical nursing in their jurisdiction and provides a collective voice on matters affecting practical nurse regulation. The focus of CCPNR is promotion of regulatory excellence and continued harmonization of the LPN profession within member jurisdictions.

In 2013, upon completion of HRSDC funding CCPNR in collaboration with member regulatory bodies announced the successful completion of four new documents, namely: Requisite Skills and Abilities for LPNs; Harmonized Entry to Practice Competencies for LPNs; "National" Code of Ethics and Standards of Practice for LPNs. These documents were the product of a huge collaborative effort on behalf of all members of CCPNR. CCPNR meets bi-annually and is a vital support for LPNs nationally.

National Nursing Assessment Services (NNAS) – For over five years, regulators from the three nursing professions across Canada have been collaborating on the development of a National Nursing Assessment Service (NNAS) intended to streamline the assessment process for the IEN coming to Canada. To date the organization has been incorporated and a 12 member Board of Directors has been established and led by the Chair, Mary-Ann Robinson, Executive Director, CARNA (Alberta). The design of the project is on-going and moving forward to a launch in August (2014).

Jason Kenny, Minister of Employment and Social Development made the official launch and announced funding support for the project in November 2013.

"The NNAS will coordinate a consistent National approach to the assessment of internationally educated nurses ability for registration licensure by Canadian provincial and territorial nursing regulatory bodies" – Mary-Ann Robinson, Chair NNAS, www.nnas.ca.

INTERNATIONAL INITIATIVES

National Council of State Boards of Nursing (NCSBN) – CLPNNS maintains Associated Membership with the National Council of State Boards of Nursing (NCSBN). NCSBN is the collective voice of nursing regulation in the U.S. and its territories. They are a not-for-profit organization whose purpose is to provide an organization through which boards of nursing can come together on matters of common interest and concerns affecting the public health, safety and welfare, including the development of licensing examinations in nursing. The NCSBN Associate Membership category is designed to provide a forum by which nursing regulatory bodies from around the globe can join NCSBN in a dialogue regarding issues of common concern, as well as, share information and knowledge in a multicultural exchange of thoughts and ideas.

Council on Licensure Enforcement and Regulations (CLEAR) – CLPNNS is an associate member of CLEAR. CLEAR is an association of international organizations/agencies representing professional and occupational regulations that as their mission provide a forum for the improvement and understanding of regulation in order to enhance public protection.

CLEAR's purpose is to bring together the professional regulatory community for:

- exchange of information;
- education and training; and
- identification of best practice.

CLEAR provides an education training program for staff and committee chairs involved with professional conduct, and hosts an annual education conference.

AWARDS OF EXCELLENCE

MARIE MORAN, LPN
Life Time Achievement Award

This award recognizes Marie Moran for her significant contributions and lasting impact on the LPN profession. She graduated from the Camphill School of Nursing (Halifax) in 1965. Marie has displayed exemplary contributions to her practice over the past forty years of practice and she currently works at the Inverness Consolidated Memorial Hospital in Cape Breton. Marie has had a very diverse practice, but her passion is palliative care. Her clients and their families respond to her warm and caring nature as well as her professional demeanor while helping the patient and their family through the death process. Marie is described as a natural leader who is generous with her time, knowledge and ability. As well she is known for being a positive role model with a strong commitment to lifelong learning. Marie always exhibits a desire and willingness to grow within her profession and embraces new learning opportunities enthusiastically.

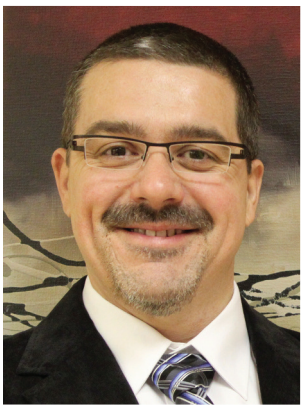
TRACEY FISK, LPN
Excellence in Practice Award

This award recognizes Tracey Fisk for her outstanding ability to provide quality patient care to the public of Nova Scotia. She has demonstrated a contribution to the profession and the role of the College of Licensed Practical Nurses of Nova Scotia. Tracey has been a LPN for over twenty years. She exemplifies what it means to be a licensed practical nurse. She takes great pride in all that she does in working to her full scope of practice. Tracey demonstrates caring and compassion by providing quality care to her patients and their families exhibiting excellent bedside care. Tracey currently works at the Nova Scotia Rehabilitation Hospital in Halifax. She is willing to share her many years of experience to help guide and shape the future of LPNs in Nova Scotia. Tracey is a valued member of the Interdisciplinary team and is recognized as an expert in her practice area.

JOEL SOLOMAN, LPN
Excellence in Preceptorship Award

This award recognizes Joel Soloman for his outstanding ability to provide guidance and support to his colleagues and practical nursing students. Joel has been an LPN for over twenty years and currently works at Capital Health in Halifax. Since 2011 he has been a clinical faculty member at the Nova Scotia Community College. He consistently demonstrates professionalism and leadership through his work with practical nursing students by sharing his wealth of expertise. Joel demonstrates a strong commitment to advancing the role of the LPN by advocating for the profession, as well as, being a role model. He engages all members of the health care team to ensure a multidisciplinary approach to providing care to the clients. He consistently demonstrates enthusiasm and excitement for nursing.

DOUGLAS A. BUNGAY, RN MN
Director of Professional Practice and Policy



JYLENE SIMMONS, LPN
Professional Practice Consultant

The Professional Practice Department has been busy over the last year. Strategies have been implemented to maximize the department's visibility and availability to members, employers and other stakeholders. New initiatives were launched to make sure the department consistently meets the strategic directions of the College.

CONSULTATIONS

Practice consultations have continued to rise over the last year. Consultations originate from multiple sources: Individuals (members, employers, public or other), organizations and provincial groups. Member/member employer consultations are typically initiated by phone, email or walk-in.

The department continues to refine its process of managing and responding to consultations. A new practice database has been designed and developed and will be used to track practice calls starting in the 2014 fiscal year. It is anticipated that this will lead to identification of trend analysis leading to consolidation of support initiatives.

Consultations in 2013 generally fell into one of six general themes: Scope of Practice, Competencies or Skills, Education (verification or requests), Employment, Miscellaneous and Continuing Competency Program (CCP).

	2013**	2012*	2011
Total number of consultation conducted in	725	846	350

** 48% of 2012 consultations were specific to CCP. However, there was still a 25.1% increase in consultations other than CCP.*
***Consultations for 2013 are reported from January, 2013 to October 2013. The decision was to begin tracking consultations in line with the fiscal year starting November 1, 2103. These calls represent a 7% increase in volumes over 2012.*

INDIVIDUAL CONSULTATIONS

Member consultations vary in type; however fall into any one of the six general categories. Most often, consultation are resolved over the phone or via an email response. Approximately 25% of the member consultations require follow-up or the exchange of additional information.

INFORMAL RESOLUTION PROCESS

An informal resolution process has been developed to support members and employers. Employers refer a member to the Professional Practice Department, and the member and a practice consultant co-develop a practice plan (based on a combination of self-identification of learning need and reflective practice) address their issues and support their practice.

ORGANIZATIONAL CONSULTATIONS

Organizational or work-site consultations are specific to the requesting organization. Each consultation is developed and customized to meet the specific needs of the employer. Most common consultations include clarification of the role of the LPN within the context of legislation and the Model of Care Initiative (MOCINS), teamwork and review of the new Standards of Practice, Code of Ethics, Entry to Practice Competencies and Continuing Competency Program.

In 2013, there has been a marked increase (83%) in the practice consultations conducted in collaboration with CRNNS. Although there is evidence that the work teams are increasing their understanding of collaborative practice, there are still indications that clarification regarding inter-

professional-collaborative practice and scope of practice for both RNs and LPNs is necessary.

	2013	2012	2011
Total number of organizational consultations conducted in	48	62	41
Sessions in partnership with CRNNS	33	18	8

PROVINCIAL/INTERPROVINCIAL CONSULTATIONS

CLPNNS continues to work to ensure that the role of the LPN is appropriately reflected in the work of others in the health care community.

	2013	2012	2011
Total number of provincial/ interprovincial consultations conducted in	14	11	12

PRACTICE SUPPORTS AND SUPPORT DOCUMENTS

The Professional Practice Department has been busy creating or revising existing documents to support LPNs in their practice.

New Documents

Practice Guidelines

1. LPN Self-Employment
2. Therapeutic Nurse-Client Relationship
3. Professional Practice Series: A group of documents designed to help LPNs and others understand the LPN scope of Practice
   a. Medication Administration
   b. Leadership
   c. Nursing Care Plan
   d. Self-regulation
4. National Documents to Harmonize LPN Practice Across Canada
   a. Standards of Practice for LPNs in Canada
   b. Code of Ethics for LPNs in Canada
   c. Entry-to-Practice Competencies for LPNs in Canada
   d. Requisite Skills and Abilities for LPNs in Canada

Collaborative Intra-Professional Documents

Assignment and Delegation Guidelines for Health Professionals: These guidelines provide consistent direction and support for health professionals in the delegation and assignment processes.

Website Based Practice Supports

The website has been completely refreshed and revitalized. It is easier to navigate and more responsive to searches.

Frequently Asked Questions (Formerly You Asked Us!): Q&A style information sharing. Questions come from members and others.

Professional Development Links: A new section of the website that contains a variety of links that are of interest and support to the LPN.

Tele-Health: The section has been updated making it easier for members to access all sessions available via CRNNS, Dalhousie University or Department of Health and Wellness. A certificate of completion process has been initiated so members can track their own progress, and can validate these processes toward CCP requirements.

Resolution Working Group

Building on the evidence garnered for provincial town hall meetings in 2012, an ad-hoc group of practicing LPNs came together to provide the College with some direction upon developing client centered strategies to promote the value of practical nursing in Nova Scotia. A total of eight recommendations were developed by the group and presented to the Board of Directors. The Board accepted the recommendations and they will be formally included as objectives in the 2014 Strategic Plan. Currently all eight recommendations have been partially addressed in the work of the Professional Practice Department.

Continuing Competence Program (CCP)

As part of the Continuing Competence Program (CCP), LPNs are required to engage in self-identified learning activities that support and maintain their current competency in their practice environment. Licensed Practical Nurses, who self-identified at renewal time that they have not complied with the CCP requirements, were issued an Active Practicing License with Conditions and Restrictions. This license was valid for 90 days to give the nurse time to declare compliance with CCP. Once the nurse declared compliance, the license was changed to Active Practicing.

CLPNNS continues to work to ensure that the role of the LPN is appropriately reflected in the work of others in the health care community.

Statistical Analysis

	Number	%
LPNs who self-identified non-compliance at renewal time	24	~0.5% of membership
LPNs who satisfactorily declared compliance with CCP in prescribed time	23	96% success
LPNs whose license was moved to inactive for failure to declare compliance	1*	

**Nurses opted for retirement due to illness*

The CCP process was refined in the 2013 year, and new supports were created and added to a more prominent place on the website. A CCP education session has been developed and has been delivered on multiple occasions. The CCP learning plan was redesigned to be more user friendly. A provincial CCP tele-health session/webinar is planned for September 2014.

Mandatory Competencies

Medication Administration

As at January 31, 2014, only one nurse did not meet the required medication administration competency.

Health Assessment

As at January 31, 2014, 15 nurses were moved to inactive for failure to provide confirmation of completion of the Health Assessment (HA) course (~.4% of the membership). Of the 15 nurses impacted:

- Three nurses requested the 90-day conditional license;
- Two nurses understood the condition and opted for retirement;
- Six are currently enrolled in a distance HA course;
- Two have expressed intention to enroll in the distance HA course, and;
- Two nurses have failed to respond and their license is inactive.

Other Statistics Related to Mandatory Competencies

Nearly 99% of the active membership has met the necessary competency in medication administration. (A total of three nurses did not meet the competency – one in isolation and the remaining two had not met either the medication administration or health assessment competencies).

Overall, the mandatory competencies do not appear to have a significant impact on a nurse's decision not to relicense for the 2104 year. The table below outlines the relationship of nurses who did not relicense and whether or not they had met the mandatory competencies.

Reason for Non-Licensure	% with Health Assessment
Retire/Resign from CLPNNS	60%
Inactive/LOA (illness, injury, family leave)	95%
Outstanding (reason unknown at this time)	81%

Nearly 99% of the active membership has met the necessary competency in medication administration.

REGISTRATION AND PROFESSIONAL CONDUCT SERVICES

To practice in Nova Scotia and use the designation Licensed Practical Nurses (LPN), the individual must be registered and licensed in an active practicing class with the College of Licensed Practical Nurses of Nova Scotia (CLPNNS).

Karen Sigouin, Director of Registration and Professional Conduct Services; Peter Murray, Registration & Professional Conduct Consultant; Linda Robichaud, Administrative Coordinator Registration and Professional Conduct Services; and Katherine Sullivan, Receptionist/Administrative Coordinator General are responsible for the initial and annual registration processes and services.

KAREN SIGOUIN, RN
Director of Registration and Professional Conduct Services

PETER MURRAY, LPN
Registration & Professional Conduct Consultant

LINDA ROBICHAUD
Administrative Coordinator Registration and Professional Conduct Services

KATHERINE SULLIVAN
Receptionist/ Administrative Coordinator General

REGISTRATION HIGHLIGHTS FOR THE REGISTRATION YEAR ENDING OCTOBER 31, 2013

Table 3:

Active Practising Members	2013	2012	2011
Members	4,026	4,034	3,952

Table 3A:

New Registrants	2013	2012	2011
New Registrants	176	288	174
New International Educated Nurses (IEN)	31	25	33

Table 3B:

Resigned/Retired	2013	2012	2011
Resigned/Retired	32/72	36/34	34/61
Other	3	5	1

Table 4:

Gender M/F	2013	2012	2011
Male	203	210	200
Female	3,823	3,824	3,752

Table 5:

Age	2013	2012	2011
< 35	950	985	1,011
36-49	1,603	1,485	1,526
50+	1,473	1,564	1,415

Average Age of LPNs in Nova Scotia in 2013 was 43.4 years old.

Table 6:

Place of Work	2013	2012	2011
Hospital, General	1,882	1,857	1,681
Community Health	631	542	412
Nursing Home/LTC	1,311	1,288	1,341
Other Place of Work	29	0	361
Not Employed - Seeking Employment in Nursing	170	343	39
Employed in Other Than Nursing	3	_	_
Not stated	0	4	118

Table 7:

Area of Responsibility	2013	2012	2011
Direct Care	3,813	3,661	3,761
Administration	19	16	18
Education	15	10	16
Research	6	4	6
Not Employed - Seeking Employment in Nursing	170	343	_
Employed in Other Than Nursing	3	_	_
Not stated	0	0	151

Table 8:

Employment Status	2013	2012	2011
Employed in Nursing	3,853	3,952	3,798
Regular FT/PT	3,089	2,105	2,952
Temporary/Casual FT/PT	764	1,807	677
Not Employed	170	_	_
Employed in Other Than Nursing	3	_	_
Not Stated	0	40	169

Table 9:

Position	2013	2012	2011
Coordinator/Care Manager	89	86	86
LPN Staff Nurse	3,683	3,464	3,550
Other Positions	15	21	41
LPN Specialty	53	110	112
LPN Instructor/Educator	13	10	11
Not Employed - Seeking Employment in Nursing	170	343	_
Employed in Other Than Nursing	3	_	_
Not stated	0	0	152

Table 10:

Verifications	2013	2012	2011
Verifications Issued for LPNs Seeking Registration (Out of Province)	8	10	5

Table 11:

Evaluations	2013	2012	2011
Evaluations Issued for LPNs Seeking Registration (in Nova Scotia)	108	94	98

HIGHLIGHTS

- For the year 2013, 176 new Licensed Practical Nurses were admitted to the Register in the active practicing class.
- For the year 2013, 41 Licensed Practical Nurses who obtained their initial education/licensure outside of Nova Scotia but within Canada were admitted to the Register.
- For the year 2013, 31 internationally educated nurses who obtained their initial education/licensure outside of Canada were admitted to the Register.
- For the year 2013, 51 applications from international educated nurses were reviewed by the College.

REGISTRATION EXAMS

NUMBER OF GRADUATES AND SITES

Included here are the number of new graduates and their respective Campuses for 2013.

Table 12:

Graduates	2013	2012	2011
Waterfront – Dartmouth (F/T)	44	37	41
Waterfront – Dartmouth (P/T)	15	19	-
Marconi – Sydney	36	43	48
Burridge – Yarmouth	-	23	-
Bridgewater – Lunenburg	22	-	21
Kingstec – Kentville	-	28	-
Cumberland – Springhill	-	-	-
Truro	-	21	-
Strait – Port Hawkesbury	30	-	27
Pictou – Stellarton	-	29	-
Total # of Graduates	99	228	137

Table 13:

Registration Exam	2013	2012	2011
Number of candidates who wrote CPNRE (First Time Writers)	125	230	124
Number Successful	118	220	107
Percentage Pass Rate	94%	95%	86%

Table 14:

Post Grad Programs	2013	2012	2011
Refresher/Re-entry	-	12	23
Medication Administration	9	11	6
Physical Assessment	211	157	28
Immunization	-	3	-

PROFESSIONAL CONDUCT SERVICES

CLPNNS, as the regulatory body for the LPN profession, addresses professional conduct and practice concerns. CLPNNS receives and investigates complaints of LPN professional misconduct, conduct unbecoming, incompetence and incapacity. The process is conducted in accordance with the LPN Act. Volunteer members on both committees, along with the Chair and Vice Chair are approved by the Board and serve two (2) year terms. Public representatives serve on the committees and are appointed by the Board.

In 2013, CLPNNS received eleven (11) complaints. In addition one (1) complaint was carried over from 2010, two (2) from 2011, and two (2) from 2012.

Table 15:

Nature of Complaints	2013	2012	2011
1. Professional Misconduct	9	7	11
2. Conduct Unbecoming the Profession	0	0	0
3. Incompetence	1	0	0
4. Incapacity	1	1	0

Table 16:

Complaints Committee Decision(s)	2013	2012	2011
1. Take No Further Action/Dismissed	6	2	0
2. Informal Resolution	0	0	0
3. Caution	3	1	1
4. Counsel	1	0	1
5. Caution & Counsel	0	0	1
6. Reprimand with Consent	2	2	1
7. Interim Suspension/Conditions Referral to Professional Conduct	2	1	3

Of the complaints for 2011 – 2012 one (1) has been resolved. Of the complaints for 2011, 2012, and 2013 four (4) have been carried into 2014.

PROFESSIONAL CONDUCT

Complaints unable to be resolved by the Complaints Committee are referred to a Professional Conduct Committee. Two complaints have been referred to Professional Conduct. Prior to the start of a Professional Conduct Hearing, CLPNNS is able to propose a Settlement Agreement that is in keeping with the objects of CLPNNS. Professional Conduct Summary decisions can be viewed on the website at www.clpnns.ca. In 2013, there was one (1) meeting of the Professional Conduct Committee, and one referred complaint carried into 2014.

For the year 2013, 31 internationally educated nurses who obtained their initial education/licensure outside of Canada were admitted to the Register.

Collins Barrow
Chartered Accountants

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of:
College of Licensed Practical Nurses of Nova Scotia

We have audited the accompanying financial statements of **College of Licensed Practical Nurses of Nova Scotia**, which comprise the statement of financial position as at October 31, 2013 and the statements of operations and changes in net assets, and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

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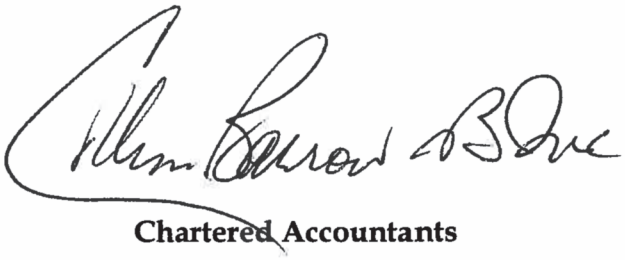
An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **College of Licensed Practical Nurses of Nova Scotia** as at October 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Dartmouth, Nova Scotia
November 29, 2013

Chartered Accountants

COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED OCTOBER 31, 2013

	12 Months Ended Oct 31 2013	10 Months Ended Oct 31 2012
	$	$
REVENUES		
Registrations	1,090,000	942,205
Examinations	45,900	79,800
Investment income	29,390	32,174
Arrears, penalties and transcripts	16,227	8,678
Workshops and miscellaneous	1,950	1,950
IEN grants	114,277	120,066
NSOI feasibility study	76,750	-
	1,374,494	1,184,873
OPERATING EXPENSES		
Advertising and promotion	16,765	20,905
Amortization	47,886	38,928
Communications and printing	20,270	27,643
Bank charges	16,712	15,680
Contract services	7,862	5,345
Employee benefits	106,904	71,161
Examination and invigilation	38,874	66,564
Insurance	34,244	32,447
IEN E-learning project	24,891	-
Legal fees	4,344	3,220
Meetings - Board	53,382	31,365
Meetings - other, including workshops	41,133	21,815
NSOI feasibility study	51,792	-
Other operating	35,198	22,613
Occupancy costs	88,120	62,931
Office	63,590	41,523
Postage and equipment rental	12,161	13,400
Practical nurse program approval	2,147	900
Professional development	10,077	7,110
Professional fees	15,951	10,494
Salaries and IEN consultant costs	586,479	427,056
Telephone	17,964	11,957
Travel	43,081	40,515
	1,339,827	973,572
EXCESS OF REVENUES OVER EXPENSES	34,667	211,301
NET ASSETS - beginning of year	1,430,879	1,219,578
NET ASSETS - end of year	1,465,546	1,430,879

Collins Barrow
Chartered Accountants

COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA
STATEMENT OF FINANCIAL POSITION
AS AT OCTOBER 31, 2013

	2013	2012
	$	$
ASSETS		
CURRENT		
Cash	229,380	333,436
Accounts receivable	15,777	10,291
Inventory	712	5,775
	245,869	349,502
INVESTMENTS (Note 3)	2,265,717	2,218,819
CAPITAL ASSETS (Note 4)	227,513	157,910
	2,739,099	2,726,231
ASSETS HELD IN TRUST (Note 5)	-	62,634
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	43,356	39,410
Deferred registration and examination fees	1,015,280	1,012,085
Deferred NSCC IEN grant (Note 6)	-	40,681
Deferred IEN database development grant (Note 7)	18,750	-
IEN E-Learning project (Note 5)	15,777	-
	1,093,163	1,092,176
DEFERRED RENTAL INDUCEMENTS (Note 8)	50,902	73,136
EMPLOYEE FUTURE BENEFITS (Note 9)	74,692	75,244
	1,218,757	1,240,556
NET ASSETS		
CONTINUING EDUCATION TRUST FUND (RESTRICTED) (Note 10)	54,796	54,796
UNRESTRICTED NET ASSETS	1,465,546	1,430,879
	1,520,342	1,485,675
	2,739,099	2,726,231
LIABILITIES HELD IN TRUST (Note 5)	-	62,634

COMMITMENTS (Note 12)

Approved by the Board

_____ **Chairperson**

_____ **Executive Director**

Collins Barrow
Chartered Accountants

COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED OCTOBER 31, 2013

	12 Months Ended Oct 31 2013 $	10 Months Ended Dec 312012 $
CASH PROVIDED BY (USED FOR):		
OPERATING		
Excess of revenues over expenses	**34,667**	211,301
Items not affecting cash		
Amortization	**47,886**	38,928
Employee future benefits	**(552)**	7,583
Deferred rental inducements	**(22,234)**	(26,594)
	59,767	231,218
Changes in non-cash working capital items		
Account receivable	**(5,486)**	9,225
Inventory	**5,063**	3,085
Prepaids	**-**	12,346
Accounts payable and accrued liabilities	**3,946**	(8,661)
Deferred registration fees	**3,195**	141,585
Deferred NSCC IEN grant	**(40,681)**	22,897
Deferred IEN database development grant	**18,750**	-
IEN E-Learning project	**15,777**	-
	60,331	411,695
INVESTING		
Purchase of capital assets	**(117,489)**	(2,048)
Purchase of investments	**(934,979)**	(701,230)
Change in accrued interest	**3,475**	(8,711)
Proceeds on sale of investments	**884,606**	460,260
	(164,387)	(251,729)
CHANGE IN CASH	**(104,056)**	159,966
CASH - beginning of year	**333,436**	173,470
CASH - end of year	**229,380**	333,436

Collins Barrow
Chartered Accountants

1. OPERATIONS

College of Licensed Practical Nurses of Nova Scotia ("the College") is a not-for-profit organization incorporated under the Licensed Practical Nurses Act of the Province of Nova Scotia, whose mandate is to regulate the practice of licensed practical nursing in Nova Scotia. The College is exempt from income taxes under the Income Tax Act due to its not-for-profit nature.

In 2012, the College changed its year end from December 31 to October 31 to coincide with the registration year for Licensed Practical Nurses.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements were prepared in accordance with Canadian Accounting Standards for Not for Profit Organizations (ASNPO) and include the following significant accounting policies:

Cash

Cash consists of cash on hand and balances held at financial institutions.

Method of Accounting

The College follows the deferral method of accounting.

Revenue recognition

Revenues from registrations and investments are recognized as they are earned over time. Examination revenue is recognized as exams occur. Grant revenue is recognized as related expenses are incurred. Any revenues that relate to future fiscal periods are deferred.

Inventory

Inventory is recorded at the lower of cost and net realizable value. Cost is measured using the specific identification method. Net realizable value is fair value less costs to sell.

Deferred lease inducement

The deferred lease inducement is being amortized to rent expense over the term of the lease.

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital assets

Capital assets are recorded at cost. Amortization is provided for using the following rates and methods over the estimated useful lives as follows:

Computer equipment	30%	Diminishing balance
Database	30%	Diminishing balance
Leaseholds	20%	Straight line
Office equipment	30%	Diminishing balance

One half year's amortization is taken in the year of acquisition.

Investments

Investments consist of money market instruments and GIC's which are recorded at cost plus accrued interest.

Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not for profit organizations requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Estimates are used when accounting for items and matters such as inventory obsolescence, useful lives of capital assets, certain accrued liabilities and employee future benefits. Actual results could differ from those estimates.

Financial instruments

Measurement of financial instruments

The College initially measures its financial assets and financial liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and employee future benefits.

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized in net earnings. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net earnings.

3. INVESTMENTS

The College holds a wide variety of investments, some with varying terms and interest rates. Investments are placed in accordance with policies specifying the quality of investments and limiting the amount of credit risk exposure and interest rate risk in any one type of investment instrument.

	2013	2012
	$	$
Cash	**624,949**	1
Guaranteed investment certificates	**950,000**	1,229,796
Money market investments	**653,933**	948,712
Accrued interest receivable	**36,835**	40,310
	2,265,717	2,218,819

4. CAPITAL ASSETS

	Cost	Accumulated Amortization	**Net 2013**	Net 2012
	$	$	**$**	$
Computer equipment	65,557	64,822	**735**	980
Database	192,674	74,957	**117,717**	42,261
Leaseholds	91,725	39,748	**51,977**	67,265
Office equipment	143,675	86,591	**57,084**	47,404
	493,631	266,118	**227,513**	157,910

5. ASSETS AND LIABILITIES HELD IN TRUST

The College administered a nursing bursary program under the auspices of the Nursing Strategy Fund of the Department of Health, Province of Nova Scotia for the express purpose of promoting continuing education of licensed practical nurses. During 2013, the nursing bursary program was discontinued and the Department of Health informed the College that all unused funds could be used for other programs. As a result, $15,777 was deferred for the IEN E-Learning project.

6. NSCC IEN PROJECT

The College continues to be in partnership with the Nova Scotia Community College ("NSCC") with respect to projects for Internationally Educated Nurses ("IEN"). The amount deferred in 2013 was $NIL (2012: $40,681).

7. DEFERRED IEN DATABASE DEVELOPMENT GRANT

During the year, the College received a grant from the Nova Scotia Department of Labour and Advanced Education in the amount of $25,000 of which $18,750 had been received within the year. The full amount received has been deferred because, as at October 31, 2013, the expenditures to which the grant relates had not been incurred.

8. DEFERRED RENTAL INDUCEMENT

When the College moved to their new location on Bayers Road, the landlord provided inducements of a rent-free period and provision of the leasehold improvements. These inducements have been deferred and are being amortized over the initial term of the lease.

9. EMPLOYEE FUTURE BENEFITS

The Board of Directors has authorized the provision of a long service award equal to one weeks pay for each year of full-time service to a maximum of twenty-six years, calculated from the date the employee first commenced employment with the College. Entitlement is vested after completion of 5 years service with the College.

For employees hired on or after January 1, 2013, the Board of Directors has authorized the provision of a long service award equal to one weeks pay for each year of full-time service to a maximum of thirty years, calculated from the date the employee first commenced employment with the College. Entitlement is vested after completion of 10 years service with the College.

	2013 $	2012 $
BALANCE - beginning of year	**75,244**	55,822
Increase in accrued benefits during the year	**14,022**	11,839
Payment of benefits during the year	**(14,574)**	-
BALANCE - end of year	**74,692**	75,244

10. CONTINUING EDUCATION TRUST FUND

The College previously received a restricted amount from the former Licensed Practical Nurses Association of Nova Scotia of $54,796, to be held separately in guaranteed investments. The interest there from is to be used for the advancement of the interests of the profession of licensed practical nursing.

11. FINANCIAL INSTRUMENTS

Risks and concentrations

The College is exposed to various risks through its financial instruments. The following analysis provides a measure of the College's risk exposure and concentrations at October 31, 2013.

It is management's opinion that the Company is not exposed to significant market, currency, interest rate and price risks from its financial instruments. The risks arising on financial instruments are limited to the following:

11. FINANCIAL INSTRUMENTS (Continued)

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Financial instruments that potentially subject the college to concentrations of credit risk consist of cash and investments. The College deposits its cash and investments in reputable financial institutions and therefore believes the risk of loss to be remote.

Liquidity risk

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The entity is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and employee future benefits. The College generates enough cash from operating activities to fund operations and fulfill obligations as they become due.

12. COMMITMENTS

The College is committed to a lease for office premises, requiring annual rent payments and variable operating costs of approximately $90,000 per annum until June 2016.

The College also has a lease commitment for office equipment requiring minimum annual lease payments of $10,400 until March 2015.

The College has entered into a software maintenance agreement requiring minimum total annual payments of $10,400 until December 2013.

13. COMPARATIVE FIGURES

Certain figures presented for comparative purposes have been reclassified to conform with the financial statement presentation adopted for the current year.

COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA

ANNUAL GENERAL MEETING (2013)
MINUTES
23 MAY 2013

CLPNNS
COLLEGE OF LICENSED PRACTICAL NURSES OF NOVA SCOTIA

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DRAFT

MINUTES

Minutes
Annual General Meeting
May 23, 2013
9:00 – 11:30 am

The Annual General Meeting of the College of Licensed Practical Nurses of Nova Scotia (CLPNNS) was held at the Holiday Inn Harbourview, Dartmouth, Nova Scotia on 23 May 2013, and was called to order by Cora Lee Dowding, LPN – Chair.

1.0 Call to Order
CL Dowding, Board Chair of CLPNNS welcomed all in attendance to the CLPNNS 11th Annual General Meeting.

2.0 Introductions
Cora Lee, Chair, Region 6, introduced the Board members – J Laverie, Region 1; S Theriault, Region 2; J Bragg, Region 3; K MacIvor, Region 4; CL Dowding, Region 6; the Public Reps: Rev J Briggins; F Beaton; L Reid and L Tattrie; and T Crawford, CRNNS.

Cora Lee introduced office staff, A Mann; J Gray; L Robichaud; J Simmons; K Sullivan; D Bungay; K Sigouin; and P Murray. The head table R MacNeil, Vice Chair; A Mann, Executive Director/Registrar; Dr. Michael MacMillan; Parliamentarian; and J Gray, Executive Assistant who will record the minutes.

3.0 Scrutineer Roll Call
P Murray, CLPNNS, chief scrutineer; A McIntyre; and J Simmons agreed to serve as scrutineers for the business meeting.

4.0 Voting Members
There were 27 LPN voting members in attendance. For the vote 50% of 27 + 1 = 14 for a majority; for new motions from the floor, a 2/3 majority or .667 x 14 = 18 needed for the majority.

4.1 Introduction of Parliamentarian
Cora Lee introduced Dr Michael MacMillan, who served as Parliamentarian.

4.2 AGM Standing Rules (2013)
Cora Lee called for the approval of the Annual General Meeting Standing Rules (2013) as circulated.

For Approval:	Annual General Meeting Standing Rules as circulated	
Moved by:	Marie Langille, LPN	
Seconded by:	Marilyn Greenwood, LPN	**Motion Carried**

5.0 Approval of Minutes of 2012 AGM

Amendment:	10.0 2012 Motion #1 – change nurses to LPNs, accepted.	
For Approval:	25 May 2012 Annual General Meeting Minutes	
Moved by:	J Laverie, LPN	
Seconded by:	D Cole, LPN	**Motion Carried**

6.0 New Business

R MacNeil, LPN introduced C L Dowding, Chair, who presented the 2013 Chair's Comments on behalf of the CLPNNS Board.

7.0 Auditor's Report

Cora Lee introduced M Casey of accounting firm Collins Barrow, who presented the Auditor's Report and financial statements for the College of Licensed Practical Nurses as at October 31, 2012 and as circulated in the CLPNNS 2012 Annual Report. The Auditor's Report, as prepared by the accounting firm Collins Barrow, was conducted in accordance with Canadian generally accepted auditing standards. In the Auditor's opinion the financial statements present fairly, in all material respects, the financial position of the College as at October 31, 2012, and the results of its operations and its cash flow for the 10 months then ended in accordance with Canadian generally accepted accounting principles.

There were no questions regarding the Auditor's Report.

For Approval:	The Auditor's Report October 31, 2012 as presented	
Moved by:	K MacIvor, LPN	
Seconded by:	Ethel Landry, LPN	**Motion Carried**

8.0 Executive Director/Registrar's Report
College/Board Reports

A Mann, Executive Director/Registrar gave her opening remarks, presented highlights of the 2012 Annual Report and updated those in attendance of wide-ranging on-going topics of interest as circulated in her report.

8.1 Executive Director/Registrar's Report
College/Board Reports

D Bungay presented his report as circulated.

For Approval:	The College/Board Reports and Practice & Policy Report	
Moved by:	D Cole, LPN	
Seconded by:	E. Landry, LPN	**Motion Carried**

8.2 Call for Questions

There were no questions on reports presented.

9.0 Announcements

Cora Lee announced that Mike Casey from the firm Collins Barrow will continue as auditor for the College for 2013 and Marjorie Hickey of McInnis Cooper will serve as legal counsel for 2013.

10.0 Motions/Resolutions

There were no motions/resolutions received.
E Landry submitted a motion to go to the next BOD's meeting for discussion, but, not to be voted on at the AGM. She requested that the BODs discuss the possibility of including an Education Session during the next AGM.
Cora Lee called for further business; no further business.

11.0 CLPNNS Annual Gift Draw

Congratulations to Marilyn Greenwood, LPN.

12.0 Adjournment

There being no further business, Cora Lee declared adjournment of the 2013 AGM. The meeting adjourned at 11:15 a.m. The 2014 AGM place and date will be announced.

Recorded by:
Joan Gray, Executive Assistant/Office Manager

CLPNNS Staff 2013

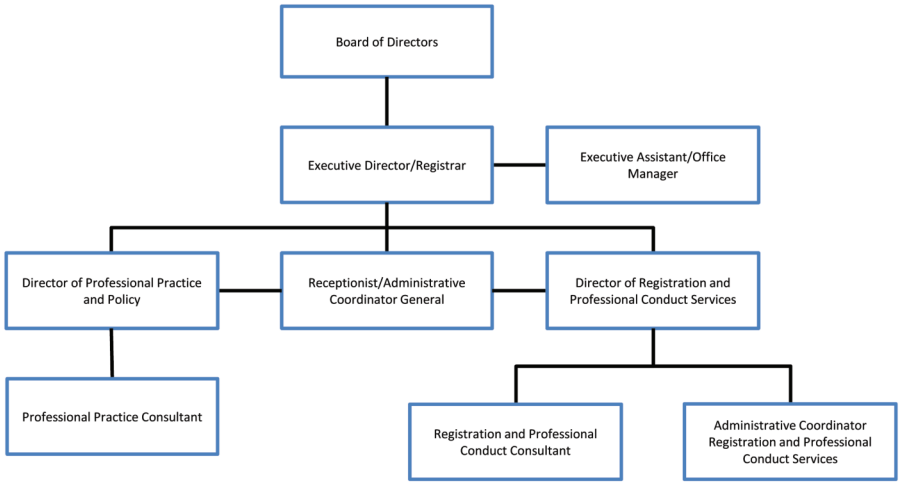
Back Row (L/R) – *Peter Murrary; Karen Sigouin; Linda Robichaud; Jylene Simmons; Doug Bungay*
Front Row (L/R) – *Katherine Sullivan; Ann Mann; Joan Gray*

STAFF

CLPNNS has a small but dedicated staff that works diligently to meet the strategic initiatives established by the Board. Staff are responsible for facilitating the day-to-day operations of the College.

Staff conduct their responsibilities in an efficient and professional manner. They represent the profession and the College at both provincial and national meetings with key stakeholders and the public.

We commend them for their dedication and commitment to the College.



Notice of Annual General Meeting 2014

In accordance with By-Law 23 members of the College of Licensed Practical Nurses are hereby notified that the Annual Meeting of the College will be held Friday May 23, 2014 at the Holiday Inn, Dartmouth, Nova Scotia.
The meeting will be from 11:15 AM – 12:15 PM, and is open to all active practicing members of the College, Practical Nursing Students and the general public.

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