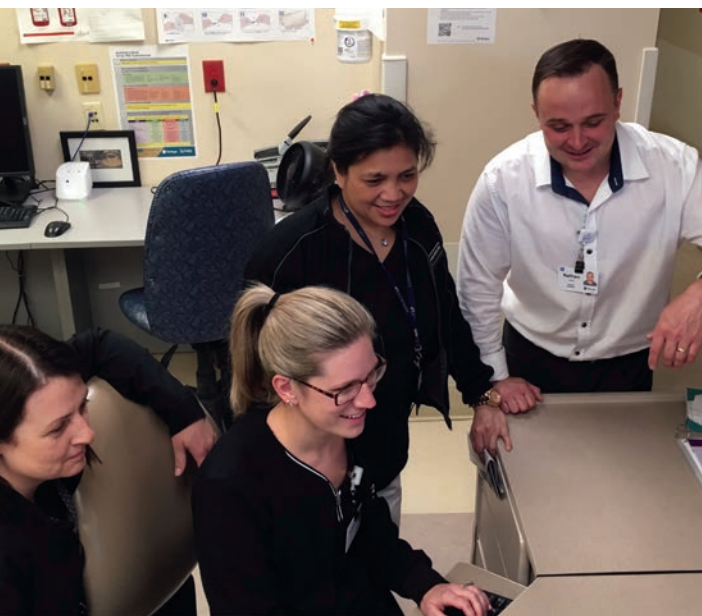




Nurses Association
OF NEW BRUNSWICK

ANNUAL REPORT

2019



MANDATE

Regulation for safe, competent, and ethical nursing care.

PUBLIC PROTECTION

NANB has adopted a three-pronged approach to self-regulation.

NANB strives to:

1. Promote safe and competent practice that meets the standards for nursing practice and nursing education.
By placing the emphasis on promotion of best practices, the need for professional conduct review is kept to a minimum. While incidents of misconduct or incompetence are infrequent, given the number of nurses providing service to the public, they do occur.
2. Support prevention of nursing practice or education that does not meet the standards through program review, consultation, provision of information and education.
3. Intervene when nursing education and/or nursing practice does not meet the required standards for the provision of safe, competent nursing services to the New Brunswick public.

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ABOUT NANB

The Association has been the professional regulatory body for registered nurses and nurse practitioners in New Brunswick since 1916. The *Nurses Act* defines our responsibilities. The purpose of regulation is to protect the public by assuring nursing education programs are meeting best practice and standards, and to assure

that patients/clients/communities are receiving safe competent nursing services. NANB supports nurses in achieving safe, competent care through consultation, information, education and collaboration with key stakeholders. NANB completes the work of nursing regulation in a number of ways:



ALTHOUGH NANB SETS THE STANDARDS FOR NURSING EDUCATION AND NURSING PRACTICE, IT IS REGISTERED NURSES AND REGISTERED NURSE PRACTITIONERS WHO DEMONSTRATE THE STANDARDS THROUGH DAILY DELIVERY OF SAFE, COMPETENT AND ETHICAL NURSING PRACTICE.

-
- Establish required standards for nursing practice and nursing education;
 - Establish entry to practice requirements for Canadian and internationally educated graduates and nurses;
 - Complete scheduled regulatory reviews of nursing education programs, to assure that the standards for nursing education are met;
 - Maintain competency and other requirements for registration to ensure nurses working in New Brunswick are competent to practice;
 - Support internationally educated nurse candidates through the assessment and/or education process to enable nursing registration in New Brunswick; and
 - Respond to complaints received from members, employers and the public. NANB committees, with member and public participants, complete the screening of complaints, professional conduct review and disciplinary processes.
-

ANNUAL REPORT

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WHAT NURSES NEED TO KNOW

TRENDING IN 2019



THE NURSING RESOURCE STRATEGY focuses on four priority areas: 1) promotion of the nursing profession, 2) enhancement of nursing education, 3) recruitment of internationally educated nurses, and 4) enhanced nursing employment and work life balance.

The business year for the Nurses Association of New Brunswick (NANB) begins on December 1 and ends on November 30. Thus, the beginning and end coincide with revenue and expense streams associated with the annual registration period. On a monthly basis, NANB staff provide operational and financial reports to the NANB Board of Directors.

Nursing Resource Strategy

The nursing shortage in New Brunswick did not begin in 2019; rather it is a continuation of a decreasing reservoir of registered nurses in New Brunswick over a period of approximately 10 years. However, 2019 did highlight the pending number of projected retirements within the next five to seven years, as well as a shrinking number of nurse graduates in the five-year period prior to 2019.

The Nursing Resource Strategy established and led by provincial government representatives also involved nurses from multiple organizations. The Strategy focuses on four priority areas: promotion of the nursing profession, enhancement of nursing education, recruitment of internationally educated nurses,

and enhanced nursing employment and work life balance. NANB is most heavily involved in the recruitment and education objectives of the plan having the responsibility for approval of nursing entry to practice requirements, and for approval of nursing education standards and programs in the province. Recruitment is targeted at attracting internationally educated nurses (IENs) to New Brunswick, and at enhancing nursing education programs to increase the number of nursing graduates who meet entry to practice requirements.

Internationally educated nurses requesting registration in New Brunswick must undergo a national standardized assessment of education, experience and language proficiency. A report from an initial assessment is reviewed by NANB to determine the next steps: a simulated assessment of clinical competencies or commencement of bridging education to “close gaps” in competencies for nursing practice. Prior to 2019, all assessments and bridging education for IENs was coordinated through a program delivered in Nova Scotia. In 2019, NANB worked with GNB Health Workforce Planning Branch to transition the bridging program to New Brunswick, thus allowing opportunity for a greater number of IENs to complete requirements for practice.

As a result of domestic recruiting (Canada and Northeast

WHAT NURSES NEED TO KNOW

USA), the province is witnessing a significant increase in requests for nursing registration. However, a challenge still exists for recruitment of francophone registered nurses. NANB participated in two teleconferences with the Ordre des infirmières et infirmiers du Québec (OIIQ) which resulted in sharing information on a special immigration agreement held between Quebec and France, a successful agreement in recruiting and integrating registered nurses into practice. NANB has shared all information with the province's GNB Health Workforce Planning Branch for further consideration. The Agreement allows for minimal bridging education, with direct placement into clinical practice with a preceptor for evaluation/transition to Canadian nursing practice. This is possible because of a comparison study of required nursing competencies between Quebec and France. As the scope of practice evolves in Quebec, further analysis may be required prior to introducing a similar program in New Brunswick.

Competency assessments for French and English speaking IEN applicants remains for now in Nova Scotia. NANB and GNB Health Workforce Planning Branch are in discussions with the Nursing Community Assessment Service (NCAS) and the Registered Nurse – Professional Development Centre (RN-PDC) regarding opportunities for a potential satellite site for assessments in New Brunswick. NANB is also participating in a national study of language proficiency requirements for French and English. The national assessment includes language proficiency testing, however, many IENs have complained about the high level required for completion of an application. Review of these requirements may result in an increased number of applications received by NANB. NANB is reviewing current regulations which restrict access to IENs who are educated as specialists, rather than in the generalist model traditionally regulated in the province. Permitting specialist nurses to practice with a restricted license (registration) may also attract IENs to the province, recognizing there will be other challenges with such a change.

The Nursing Resource Strategy also seeks to increase provincially educated nursing graduates and calls for innovations in education to this end. During 2019, NANB participated in dialogue on expanded bridging education for LPN to RN programs, introduction of college-based Baccalaureate nursing programs, a mental health nursing program, and increased access to online course work. Specialty certification was also discussed at the Nursing Resource Strategy meetings in three areas of nursing care with significant need to recruit: critical care, mental health & addictions, and gerontology registered nurses. NANB has also discussed the potential for a subsidized RN to NP program in New Brunswick, similar to the program recently introduced in Nova Scotia.

All proposed concepts and plans signify a great deal of

change and require much further analysis and discussion, along with committed resources to support and monitor challenges and success.

Entry to Practice Examination

The entry to practice examination continued to be a priority yet challenging file in 2019. In January 2019, NANB published a response to the investigative report from the Office of the Commissioner of Official Languages for New Brunswick (2016–2018), following meetings with the interim Commissioner. The NANB response included questions and corrections on the 2018 report and included possible contributing factors that may lead to the lack of success rates by nursing graduates other than translation. A letter from the interim Commissioner was received officially closing the file and stating that the translation of the examination was satisfactory.

Since 2016, NANB has continued pursuing government and other Canadian nursing regulators to secure funding for translation and adaptation of the NCLEX-RN online study guide. Financial support through the provincial government was granted in 2019. NANB has worked with the exam provider National Council of State Boards of Nursing (NCSBN) to move forward with the translation of this additional resource for graduates choosing to prepare for the exam in the French language. The completed product is expected to be available for purchase through the exam provider in June 2020.

NANB continues to receive requests from certain members to eliminate NCLEX-RN and adopt a newly developed certification exam from the Canadian Association of Schools of Nursing (CASN). In alignment with development progress on the new CEBN (CASN), NANB committed to recruitment of an expert independent exam assessment for CEBN in early spring of 2019, in order to determine if the new exam met industry standards for a nursing entry to practice exam. Unfortunately, the initial two candidates were unsuitable: the first candidate due to cost, and the second candidate due to conflict of interest with CASN. NANB was in negotiation of a contract with a third assessor in December when the candidate broke off negotiations due to the heightened media coverage highlighting issues related to the exam.

As well in 2019, NANB was notified that a litigation claim issued in 2018 against NANB following release of the OCOL investigation report (and concerning the exam) had been dismissed. The claim arose from the Société de l'Acadie du Nouveau-Brunswick (SANB) and La Fédération des étudiantes et des étudiants du Campus universitaire de Moncton (FÉÉCUM).

WHAT NURSES NEED TO KNOW

A special interest group of francophone nurses lobbied in 2019 for removal of the NCLEX-RN exam as entry to practice in New Brunswick. Group members are primarily nursing faculty at UdeM, retired nurse members, and new nursing graduates/nurses. In July, this group scheduled a news release and collected and sent approximately 600 signed petitions from francophone nursing workplaces to the NANB offices. Francophone educators and French language media produced copious articles and radio interviews. Both NANB and a group of Francophone nurse educators and retired nurse members have met several times with government representatives of all provincial political parties to discuss the entry examination issue.

Members of the NANB Board of Directors met with various members of this interest group on several occasions: June, September and December. NANB has advised this group, and other provincial and national stakeholders of the work that is in progress and is necessary prior to making a decision on the entry to practice exam.

Report on Self-employed Nurse Practitioners

As early as 2017, Dr. Lynn Miller, NP, was engaged by NANB to review legislation and policy pertaining to self-employed NPs (formerly called independent practice). The work that forms the report occurred in 2018 and included a review of federal and provincial legislation, and a review of NANB legislation, policies and practices. Small focus group sessions were conducted, as well as a number of one-on-one interviews. A survey was distributed to registered nurse practitioners in New Brunswick. A jurisdictional scan was completed of all NP regulatory bodies in Canada. Dr. Miller submitted the completed report to NANB in 2019. Recommendations include:

- Change the traditional term utilised at NANB of “independent practice” to self-employed or private practice.
- Review NANB legislation/regulations concerning NP self-employed practice to assure the approach is evidence-informed and aligned with other Canadian nursing jurisdictions.
- Continue dialogue with key stakeholder groups such as employers, health professional colleagues and government to enhance understanding and support for NP self-employed practices in New Brunswick.



Public Health Immunization Registry

In late 2018, NANB was requested by the Department of Health to share data from the provincial nursing database. The request was made as a requirement during development of a new provincial registry for public immunizations and provided NANB an opportunity to review an existing (but dated) data sharing agreement with the Department of Health. Sharing specific data on nurses practicing in New Brunswick is a requirement of NANB as regulator. NANB is required to provide the Department of Health and the Canadian Institute of Health Information (CIHI) with specific nursing data on a regularly scheduled basis.

Previously, aggregate data was sent annually to CIHI, and nurse practitioner data was sent daily to Department of Health, as per legislated and policy requirements. With implementation of the Public Health Immunization Registry, NANB will commence sharing specific data on all members, whenever member data changes within the NB nursing database.

NANB reviewed and worked with representatives within the Department of Health to revise the 2014 data sharing agreement, in order to ensure all data shared met the requirements of current privacy legislation in New Brunswick and Canada.

WHAT NURSES NEED TO KNOW

Multi-jurisdictional Licensing for NPs/ RNs

NANB was invited to participate in work focused on a common verification database for nursing in Atlantic Canada, with plans for a national database for nursing in the future. The original request was an outcome of a meeting of Atlantic Region Deputy Ministers of Health and followed complaints from health professionals, who as a result of working with tertiary programs, were required to register in multiple Atlantic provinces.

Other health system factors contribute to an urgency for a regional/national nursing database: the growing nursing workforce shortage in Canada, and the evolving realm of virtual care. Labour mobility, verification of practice standing and scope of practice all require further review and analysis in order to ensure that recipients of nursing care across Canada can anticipate and receive the same high standard of safe, competent care.

Professional Conduct Review

Public and government expectations of professional regulatory bodies is increasing in Canada. In early 2019 and following the practice of several other nursing regulatory bodies in Canada, NANB completed a review of all professional conduct review (PCR) processes and policies. The summary of the findings of the Professional Conduct Review can be found on page 19. An extensive action plan was developed based upon report recommendations—many of those actions are completed. Some recommendations require modernization of the current *Nurses Act*. Key recommendations include:

- Enhanced executive oversight—reporting and approvals;
- Ensure policy and procedure (for professional conduct review) align with legislated requirements; and
- Regular review and updating of PCR processes and policies to ensure best practices in regulation are attained and maintain the principle of right touch regulation.

Jurisprudence Module

As of 2019, NANB was the sole nursing regulatory body in Canada that did not have a jurisprudence learning requirement for nurs-

ing registration. Jurisprudence refers to specific legislation that provides legal parameters, and in this case, to nursing practice. While the *Nurses Act* in New Brunswick is the most influential document for regulation—many other sets of legislation at provincial and federal levels map the scope and breadth of practice for nurse practitioners and registered nurses in the province.

NANB committed to intensive work in 2019 in order to introduce the NANB Jurisprudence learning module for completion by all registered members in 2020.

National Project on Nurse Practitioner Regulation: Phase 1

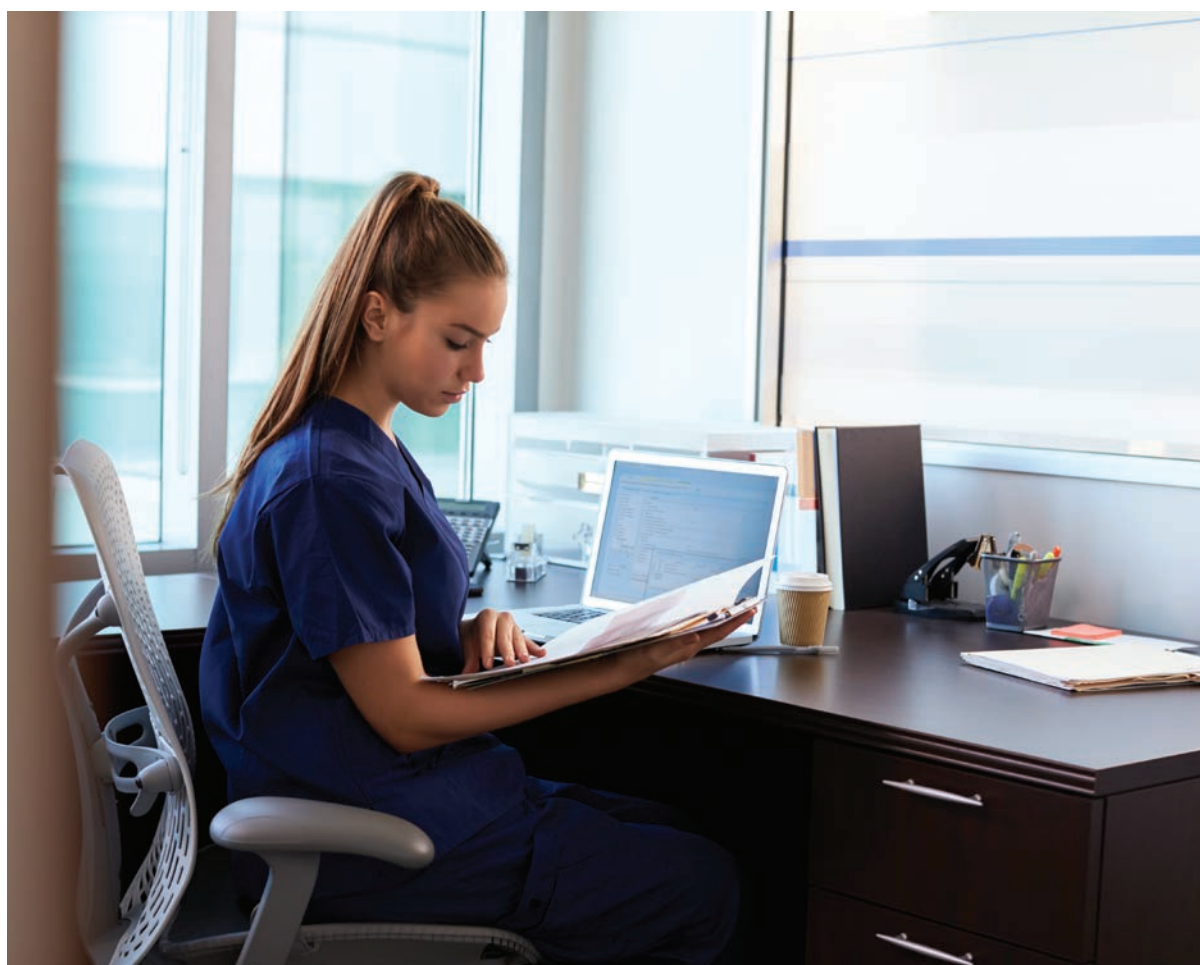
The national NP Regulation Report was commissioned by the Canadian Council of Registered Nurse Regulators (CCRNRR) in late 2018 and was completed in 2019. The objectives of the Phase 1 report were to conduct an extensive and exhaustive review of regulatory policies and practices across Canada. This included entry to practice requirements and competencies, standards of practice, registration requirements including clinical hours, continuing competency requirements, re-entry programs, and self-employed practice. Many national and provincial stakeholders were consulted regarding findings. The Report was presented to the NANB Board of Directors in October 2019, with a request for feedback on identifying priority focus for the next phase of work.

Phase 2 of the NP Regulation Project was approved and a National Steering Committee established. Initial work focuses on standardizing the NP entry to practice examination and review of entry level competencies for NPs. Four priority areas for study include: entry exam, entry level competencies, clinical hours and other requirements for renewal. National working groups will be developed to engage in the required work.

Pre-authorized Deductions for Registration Fee Payments

In January 2019, NANB staff were advised that Vitalité Health Network would no longer be offering payroll deduction for professional registration fees, including those of nursing employees. Due to the timing of the notice, NANB was unable to offer a transfer of function at that time. However, during the registration period for the 2020 practice year, all nurses were able to apply for pre-authorized deductions. This service will continue for the 2021 practice year.

NURSING EDUCATION



Revising Standards for Nursing Education and Regulatory Program Review

NANB is legislated to establish and maintain standards for nursing education and to approve nursing education programs in New Brunswick. The purpose of regulatory program review is to ensure that nursing education programs meet the NANB Standards for Nursing Education of New Brunswick and that nursing program graduates achieve their respective NANB Entry-Level Competencies.

The current regulatory program review criteria are in need of revision to better reflect NANB's mandate of ensuring that nurses are safe, competent and ethical in their practice. To complete this work, NANB has partnered with the Canadian Association of Schools of Nursing (CASN) and the College of

Nurses of Ontario (CNO). We believe that these are valuable partnerships that will contribute to strengthening the revision of the Standards of Education and regulatory program review.

NANB has partnered with CASN on a pilot joint regulatory review/accreditation for the University of New Brunswick's (UNB) 2020 Baccalaureate of Nursing program. NANB has also partnered with CNO to pilot their regulatory program review for the Université de Moncton (UdeM) and UNB Nurse Practitioner (NP) program scheduled for 2020. Following the completion of the pilot program review, NANB will evaluate both models and make recommendations for future direction to the NANB Board of Directors.

NURSING EDUCATION

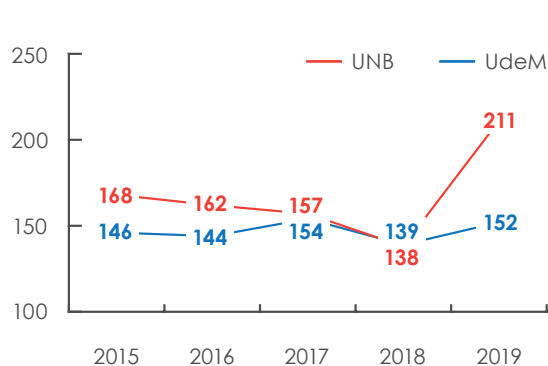


FIGURE 1 Number of BN Students Admitted

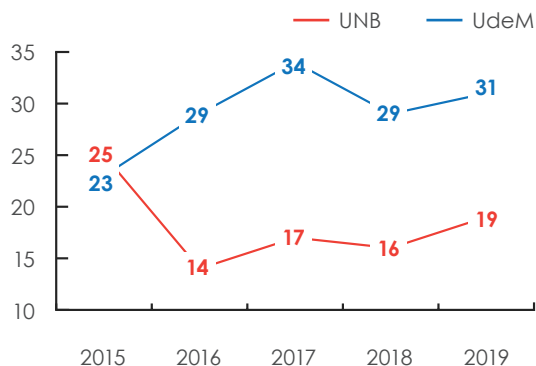


FIGURE 2 Number of Masters Students

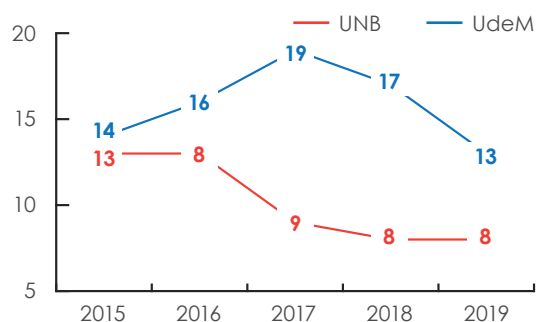


FIGURE 3 Number of NP Students

NANB collects information from the schools of nursing in New Brunswick to inform our work with stakeholders; this data also contributes to NANB's future fiscal and nursing human resource planning.

In 2019, there was increased enrollment of Bachelor of Nursing students at the University of New Brunswick (Figure 1). This increase is secondary to students entering the LPN-BN bridging program at the Saint John campus as well as an increased number of students admitted at the Fredericton campus and into the Advanced Standing Program at the Moncton campus. In general, the number of students admitted to the Advanced Standing Program (MN and NP) have remained relatively consistent.

NURSING CONSULTATION SERVICES

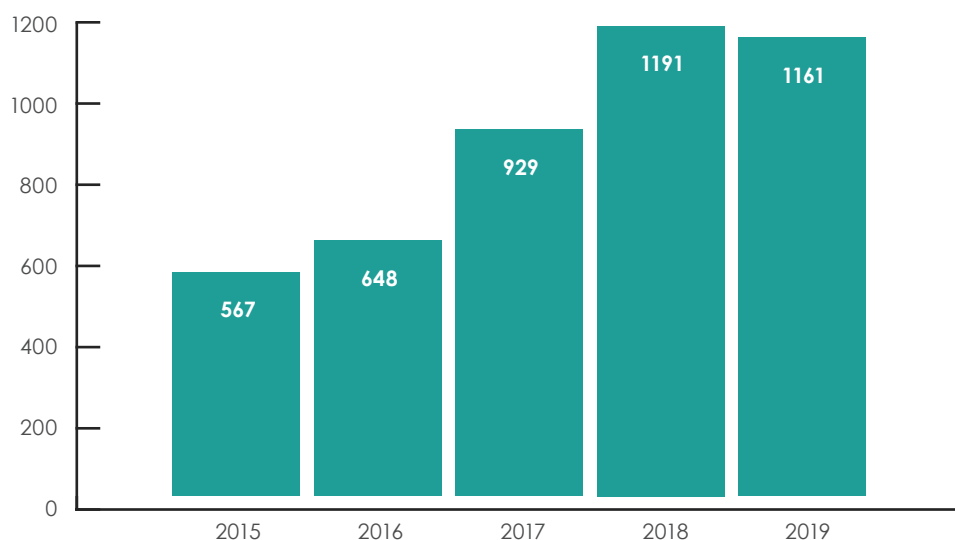


FIGURE 4 Total Consultations In 2019, NANB received 1161 consultations/requests for information

Nursing Consultation Services Report

NANB supports professional nursing practice by providing confidential consultation services to registered nurses (RNs), nurse practitioners (NPs), and the public. A consultation is an interaction to provide advice related to a nursing practice issue, it can occur in person, over the phone or via email. Consultation service is offered on a wide variety of issues, such as:

- interpretation of NANB's documents and legislation (e.g. Standards, *Nurses Act*);
 - scope of practice;
 - management of practice concerns;
 - meeting registration requirements;
 - becoming self-employed.
- practice guidelines, FAQs or fact sheets;
 - explain how the Standards of Practice apply to your practice situation;
 - help guide your decision-making through conversation and the application of resources;
 - help you understand your accountabilities; and/or
 - refer you to additional sources of information or to another professional or organization to further assist you.

During a consultation a consultant will:

- direct you to the NANB resources that apply to your practice question, for example standards, documents,

The goal is to help the RN or NP have the tools they need to make the best possible decision.

All consultations are collected in a database which allows us to capture, analyze and respond to emerging trends and ensure that we provide consistent and evidence-informed advice. We also use this information to guide development of documents, FAQs, and presentations for practicing nurses, the public and stakeholders.

NURSING CONSULTATION SERVICES

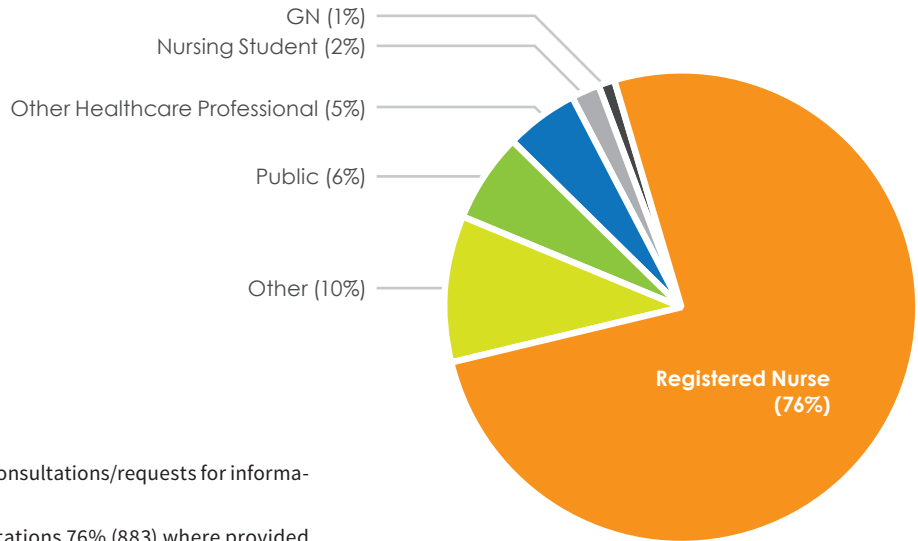


FIGURE 6 Description of Caller

Total Consultations

In 2019, NANB received 1161 consultations/requests for information (Figure 4).

The majority of consultations 76% (883) were provided to RNs. NANB also received several calls from the public, 6% (70). Consultations to the public occurred on a variety of topics including: how to get an NP as a primary care provider, how to become an RN in New Brunswick, and the scope of RN or NP practice (Figure 6).

Of the consultations with nurses 41% (364) working in direct care, 23% (204) were NPs, 11% (93) were administrators, 5.3% (61) were nurse managers and 6% were educators. Consultations also occurred with “others” such as, researchers and out of province RN and NP students (Figure 5).

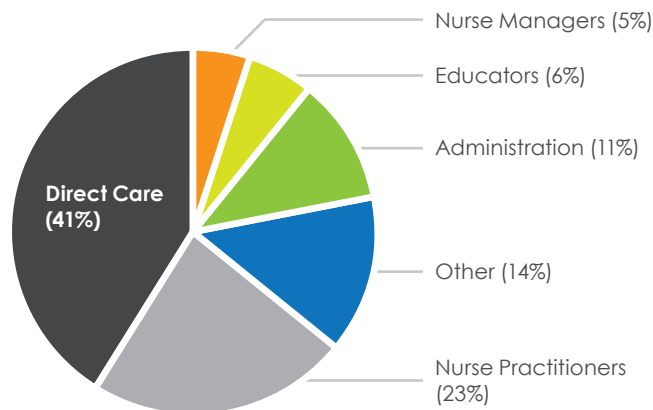


FIGURE 5 Description of RN Consulting

NURSING CONSULTATION SERVICES

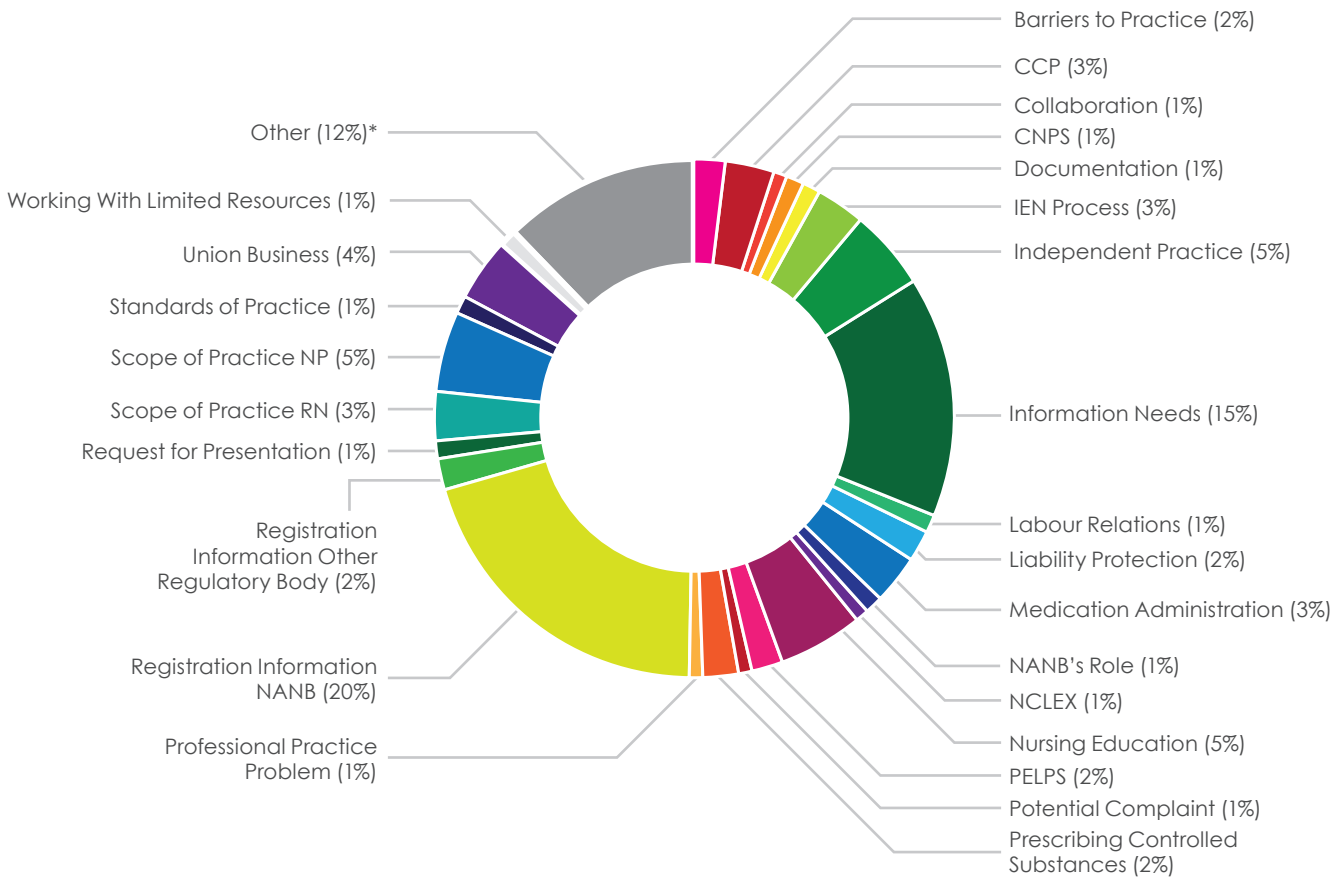


FIGURE 7 Consultation Topics (December 1, 2018–November 30, 2019)

* Other includes: true other at 8% (92), Confidentiality, Consent, Ethical Dilemma, Managing RNs with significant practice problems, Professionalism, Scope of practice GN, Scope of practice LPN, Social Media, Supporting research, Therapeutic Nurse Client Relationship.

Practice Setting

Consultations came from a variety of practice settings. In 2019, 18.8% (218) originated from the hospital setting, 9% (105) from community health settings, 7.3% (85) from long-term care, 7.3% (85) from RNs in educational institutions and 3.3% (38) from self-employed RNs. Consultations were received from other practice setting such as, public health, extra mural, correctional services, mental health services and more.

Consultation Topics

Consultations occur on a wide variety of topics (Figure 7), many related to registration, NP and RN scope of practice, medication administration, self-employment and nursing education.

The consultation may result in the NANB consultant providing advice, reviewing existing NANB resources, referring to another organization, planning a follow up meeting, and or delivering a presentation. The goal is to help the RN or NP have the tools they need to make the best possible decision. Your questions are important to us and help us to best support your practice and the provision of safe, competent and ethical care in the interest of the public.

PRESENTATIONS & DOCUMENTS

NANB Documents

NANB regularly produces documents to support safe, competent and ethical nursing practice or documents directly related to questions that members have asked. All documents are available on the NANB website at nanb.nb.ca.

Revised resources include:

- *Standards of Practice for Registered Nurses*
- *Entry-Level Competencies (ELCs) for the Practice of Registered Nurses in New Brunswick* (effective September 2020)
- *Position Statement: Cosmetic Medical Procedures*
- *Guideline: Practicing with Limited Resources* (NANB/NBNU)
- *Guideline: A Collaborative Approach to Assigning, Delegating and Teaching in Health Care* (NANB/ANBLPN)
- *Fact Sheet: Administering Vaccines*
- *Fact Sheet: Maintaining Patient Safety During a Job Action*
- *Fact Sheet: Cosmetic Medical Procedures*
- *FAQ: Use of Title*
- *FAQ: Self-employment*
- *FAQ: Working with Students*
- *FAQ: Fitness to Practice*
- *FAQ: Medical Assistance in Dying*

New resources include:

- *Guideline: Caring for Clients Authorized to Use Medical Cannabis* (NANB/ANBLPN)
- *Guideline: Medical Assistance in Dying*
- *Fact Sheet: Applying the Standards of Practice for Registered Nurses*
- *Fact Sheet: Workplace Violence*
- *Fact Sheet: Infection Prevention and Control*
- *Fact Sheet: Vaping*
- *FAQ: Signing for Medication Administration*
- *Transition to Practice Toolkit*

Presentations

In response to a consultation or by specific request, NANB staff delivered 19 presentations to 564 participants. Presentations can be requested through the NANB website. NANB offers presentations on the following topics:

- *Working Together: RNs and LPNs Practising Together*
- *Documentation: Why all this paperwork?*
- *Professionalism*
- *Working with Limited Resources: Strategies for RNs and NPs*
- *Cannabis: Implications for Nursing*
- *Standards of Practice: Live your Standards of Practice Every Day*
- *Transition to Practice: From Nursing Student to Regulated Professional*



NANB's Transition to Nursing Practice Toolkit

NANB developed a transition to practice toolkit designed to support new graduate nurses. The Toolkit houses valuable information such as: how to apply to write the entry to practice exam, information on annual registration and the continuing competence program (CCP), what resources NANB offers and helpful tips for a successful transition. The Toolkit can be found in the Documents and Resources section of the website.

PRESENTATIONS & DOCUMENTS



Revised Standards of Practice for Registered Nurses

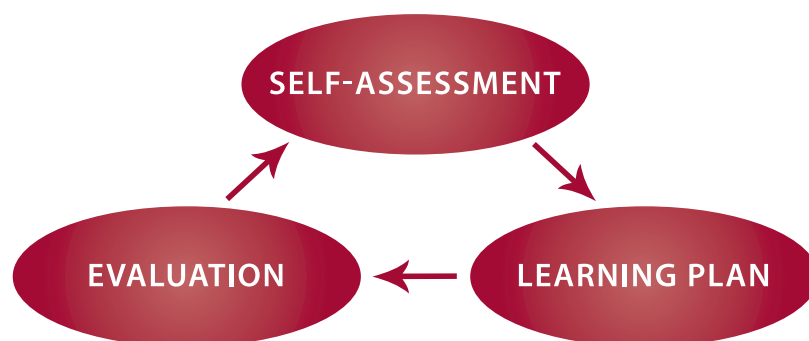
NANB revised the *Standards of Practice for Registered Nurses* which were in effect as of June 1, 2019.

These Standards establish the regulatory and professional foundation for nursing practice. Their primary purpose is to identify the level of performance expected of registered nurses and serve as a benchmark against which actual performance can be measured. The Standards are interrelated and intended to define

safe, competent, compassionate and ethical practice across all settings and domains.

To support nurses in the application of their standards of practice NANB launched a section on its website entitled *Nursing Standards* where you can find FAQs and other documents, case studies and quizzes for each of the Standards.

CONTINUING COMPETENCE PROGRAM (CCP)



CCP Compliance and Audit

Under NANB’s By-laws, the CCP program must include an audit process. The purpose of the Audit is to ensure that members comply with the CCP requirements.

Each year, NANB randomly selects 5% of registered nurses and 10% of nurse practitioners for the CCP Audit. These members are required to complete a questionnaire which asks members to provide information about their CCP submission from the previous year, including:

- what activities they have implemented during the past year,
- how those activities relate to their self-assessment, and
- how the learning activities informed and influenced their professional practice.

In August of 2019, 410 members were randomly selected to participate in the CCP Audit. These members were required to respond to the CCP audit questionnaire before they could complete their annual renewal for 2020.

In addition to ensuring that members have completed their

CCP requirements, the Audit process provided valuable information to help improve the CCP process. For example, many members appeared to be unclear about the expectation that the CCP should be an ongoing process, where members assess their learning needs, create and implement a learning plan to address those needs, and then assess the impact of the learning on their practice. In addition, the learning plans submitted by some members were not clearly related to their self-assessment or their current practice.

This information will be used to improve NANB’s communications and resources related to the CCP. In addition to updating the information on our website, and *Info Nursing*/bulletins, NANB has developed educational posters which were distributed to major employers of RNs in New Brunswick.

With the introduction of the new online CPP form, the Audit process will also be revised to eliminate the need for members to submit a questionnaire. Moving forward, NANB will review the members’ CCP submissions directly as they have been submitted online.

	RN	NP	Total
Members randomly selected	397	13	410
Exempted (member did not renew)	8	0	8
Exempted, Other Reasons (e.g. illness or recent participation in the Audit)	13	0	13
Total members participating in the Audit	376	13	389

TABLE 1 CCP Audit 2019

LEGISLATED & STANDING COMMITTEES



Nurse Practitioner Therapeutics Committee

The Nurse Practitioner Therapeutics Committee (NPTC) is a legislated standing committee of the Nurses Association of New Brunswick (NANB). The Committee develops and reviews Schedules for Ordering, screening and diagnostic tests that may be ordered and interpreted; drugs that may be selected or prescribed; and forms of energy that may be ordered and the circumstances under which they may be ordered, by a nurse practitioner.

The Committee is composed of six members with equal representation from nursing (nurse practitioners), medicine and pharmacy and reports to the NANB Board of Directors and, as required, to the New Brunswick Minister of Health.

The NPTC met on December 11, 2019. There were no requests received by the Committee for changes to the Schedules for

Ordering in 2019. The business of the meeting included electing Janet Weber as Chair, a practising nurse practitioner at CFB Gagetown and revising the Terms of Reference. Changes to the Terms of Reference included the addition of the following:

- **Decision-making:** Decisions regarding recommendations will be made by a majority of the people present at a given meeting.
- **Conflict of Interest and Confidentiality:** It is expected that discussions within the NPTC meetings will be confidential and respectful with any conflicts of interests being declared at the onset of the meeting.

LEGISLATED & STANDING COMMITTEES

Complaints Process: Discipline and Fitness to Practice

The *Nurses Act* sets out the process for NANB to manage complaints against nurses and nurse practitioners.

Complaints Committee

The role of the Complaints Committee is to determine if a complaint warrants further consideration by either the Discipline Committee or the Review Committee (to improve clarity regarding the roles of the Committees, the Review Committee is now referred to as the Fitness to Practice Committee). If the complaint warrants further consideration, the Complaints Committee refers the complaint on to the appropriate Committee. If a danger to the public could result from the member's continued registration, the Complaints Committee may suspend the member's registration pending the outcome of the proceedings. If the complaint does not warrant further consideration, the Complaints Committee dismisses the complaint.

Members of the Complaints Committee from December 1, 2018 to November 30, 2019 were: Monique Mallet-Boucher (Chair), Edouard Allain, Renée Benoit Valdron, Julie Boudreau, Marius Chiasson, Fernande Chouinard, Denise Cyr LaPlante, Patricia Deitch, Diana Dupont, Elisabeth Goguen, Manon Robichaud and Brian Stewart.

	Total
New complaints received *	22
Cases carried over from previous years *	20
Appeals	1
Cases closed	8
Registration suspended *	7
Conditions imposed	4
Complaints/appeals dismissed	4

TABLE 2 Complaints 2019

* Includes suspensions for not meeting existing conditions

Discipline and Review (Fitness to Practice) Committees

The Discipline Committee and the Review (Fitness to Practice) Committee both hear complaints referred by the Complaints Committee related to allegations such as professional misconduct, incompetence and dishonesty. When a complaint involves a member's capacity or fitness to safely practice nursing due to an ailment or condition, it is referred to and heard by the Review (Fitness to Practice) Committee.

Members of the Discipline and Review Committees from December 1, 2018 to November 30, 2019 were: Shirley Avoine (Chair), Nancy Sirois-Walsh (Vice-Chair), Dorothy Arsenault, Caroline Boudreau, Anna Buchanan, Jacqueline Chiasson, Chelsea Currie-Stokes, Edith Côté Leger, Nancy Doiron-Maillet, Nathalie Godin, Elizabeth Harris, Angel Lavallée, Annette LeBouthillier, Lisa Lyn Roy, Thérèse Thompson, Louise Thibodeau, Huguette Frenette, Charles Flewelling, Michel Haché, Marguerite Levesque, Jo-Anne Nadeau and Gérald Pelletier.

Review of the Professional Conduct Review Process

In early 2019, NANB engaged a process consultant to assess the alignment of the Professional Conduct Review process with the *Nurses Act*, NANB By-laws, NANB Rules, policies, and current best practices in professional regulation.

This Review assessed the complaints process from the regulation perspective for the purpose of public protection. Although NANB has historically also represented and supported the nursing profession within the province, NANB's formal mandate is the regulation of nurses to ensure the provision of safe, competent, and ethical care in the interest of the public. Unlike other programs intended to provide support to NANB's membership, the process consultant concluded, and NANB agrees, that the complaints process should be viewed as firmly within NANB's regulation activities, since to view that process from the perspective of representing and supporting members may inappropriately put the interests of NANB's membership over the public's interest.

The Review highlighted certain strengths of the complaints process, including the knowledgeability and diligence of complaints staff, and the preparedness and thoughtfulness with which Committee members approach their roles. The Review also identified a number of opportunities for improvement to reflect current best practices in professional regulation and

LEGISLATED & STANDING COMMITTEES



resulted in 32 recommendations for NANB's consideration.

Since receiving the process consultant's 32 recommendations in June 2019:

- 22 recommendations have been implemented;
- 5 recommendations have been assessed as not appropriate within the framework of the *Nurses Act*; and
- 5 recommendations are in progress or will be addressed in the future.

NANB recognizes that the efficient, transparent and fair administration of its complaints process is a key part of its mandate to regulate nurses and nursing practice in the interest of the public, and it values the recommendations received for improvements to our process.

Nursing Education Advisory Committee

One way NANB ensures public safety is by approving all entry-to practice education programs. The purpose of the approval process is to ensure that the baccalaureate, nurse practitioner and re-entry education programs meet the Standards for Nursing Education in New Brunswick and entry-level competencies. The Nursing Education Advisory Committee (NEAC) advises the NANB Board of Directors regarding the development and maintenance of nursing education standards, approving schools of nursing and establishing outcomes of nursing program reviews.

In 2019, the NEAC held three meetings. The business of

these meetings included: reviewing interim reports from the Université de Moncton Baccalaureate Program Approval (2016) and Université de Moncton Nurse Practitioner Program Approval (2015). As well, the Committee reviewed a submission for preliminary program approval for the University of New Brunswick Fredericton Campus Licensed Practical Nurse (LPN) to Registered Nurse (RN) Bridging Program. The 2019 *Standards of Practice for Registered Nurses* and the 2019 *Entry-Level Competencies for the Practice of Registered Nurses in New Brunswick* were also shared with the Committee.

Committee members: Liette Andrée Landry (Chair), Sharon Hamilton, Nicole Irving, Lisa Keirstead-Johnson, Raelyn Lagacé, Bonnie Matchett, Linda Plourde, Nancy Sheehan, Lisa Snodgrass, Angela Snyder, Loretta Waycott and Glenn Whiteway.

Resolution Committee

The Resolutions Committee received a total of six resolutions for review and consideration in April 2019. Three were proposed by the NANB Board of Directors and three were proposed by members. None of the resolutions submitted were deemed out of order. They were presented to the Assembly and three were accepted by voting members. There were no resolutions submitted on the floor during the Assembly.

The following members served on the Resolutions Committee in 2019: Roberte Vautier (Chair), Sarah Brown and Josée LeGresley.

MEMBERSHIP STATISTICS

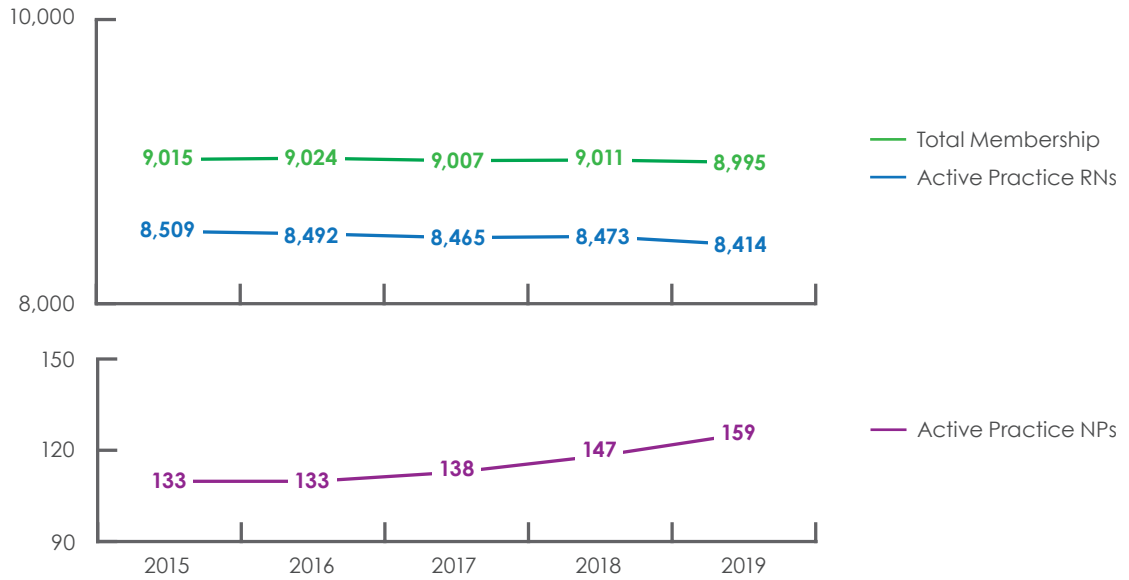


FIGURE 8 Active Practice RNs and NPs

Total Membership includes active practice RNs and NPs, non-practising members, and life members.

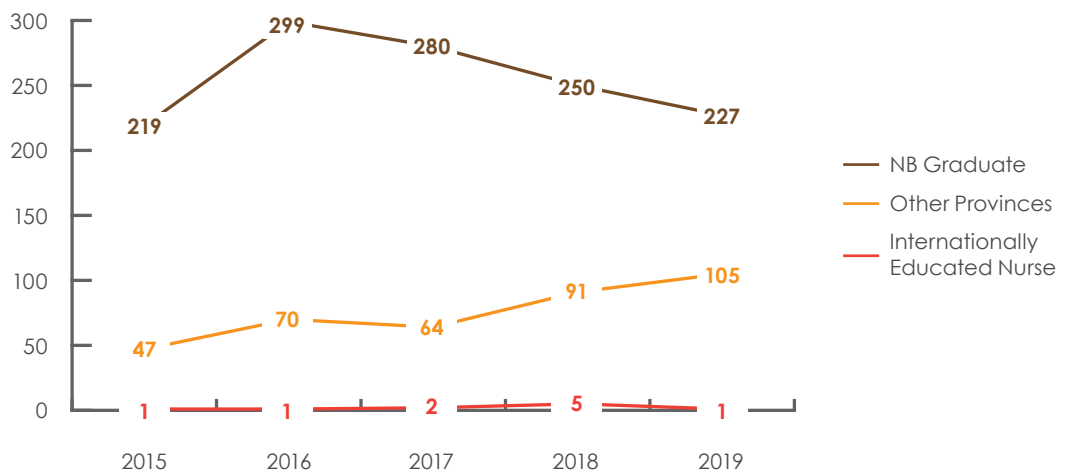


FIGURE 9 Number of New Registrants

MEMBERSHIP STATISTICS

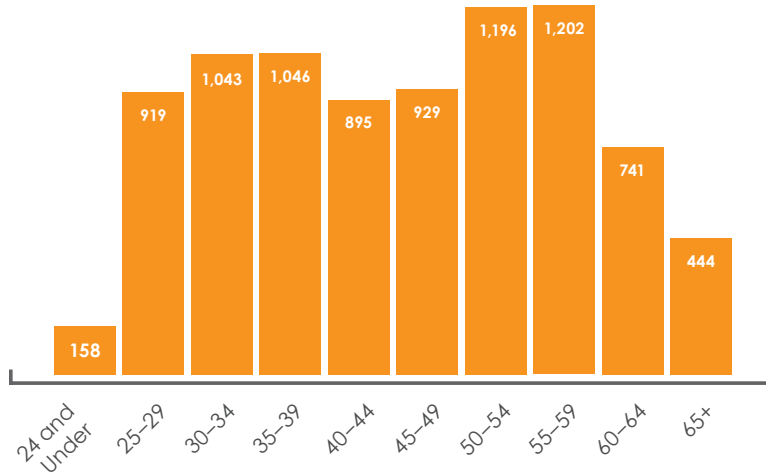


FIGURE 10 Age Distribution of Employed RNs & NPs

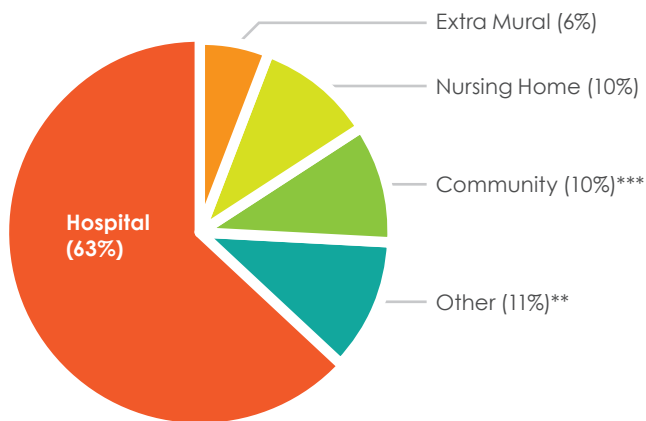


FIGURE 11 Place of Employment*

*Totals may not sum to 100% due to rounding.

Other includes industry, educational institutions, self-employed, association, government, correctional facilities, addiction centres, armed forces. *Community includes Public Health Service, Home Care Agencies, Physicians Offices, Health Services Centres, Mental Health Clinics and Community Health Centres.

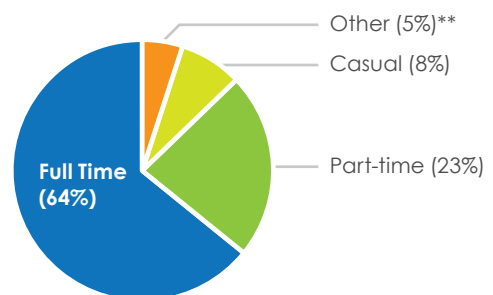


FIGURE 12 Distribution of Nurse Employment*

*Totals may not sum to 100% due to rounding.

**Includes temporary, leave of absence and unknown.

MEMBERSHIP STATISTICS

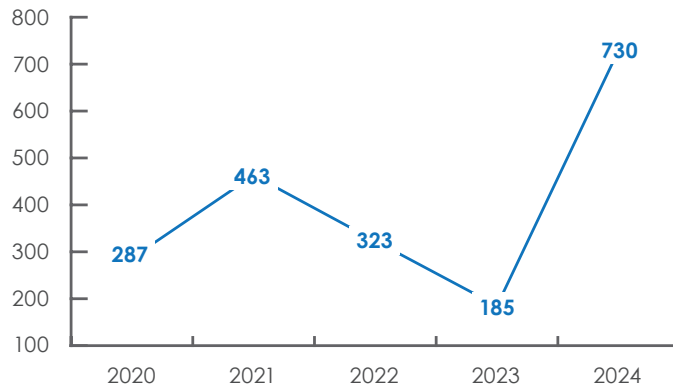


FIGURE 13 Planned Retirements 2020–24

Internationally Educated Nurse Applicants

All applicants for registration must complete a nursing education program approved by NANB, or equivalent. NANB assesses Internationally Educated Nurse's (IEN) education and training against the entry to practice standards in Canada.

If competency gaps are identified, IEN applicants are required to complete additional education and training in order to become eligible to write the national registration examination and become registered to practice in New Brunswick.

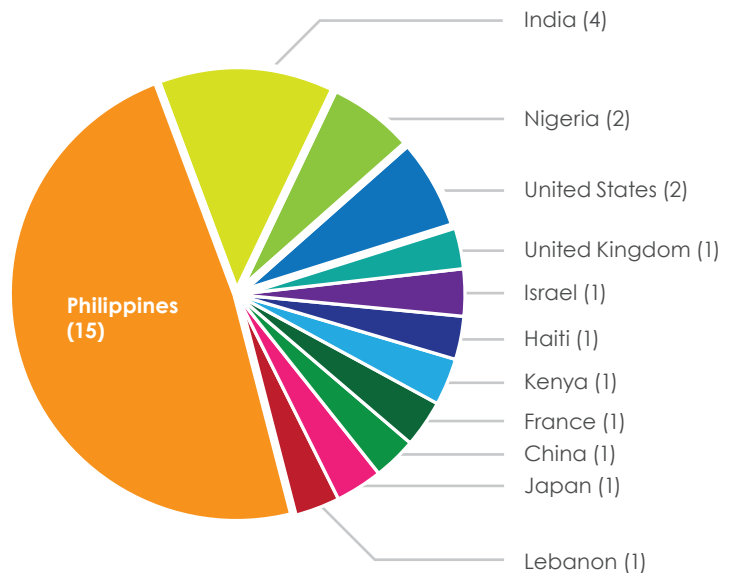


FIGURE 14 Internationally Educated Applicants by Country of Original Education

MEMBERSHIP STATISTICS

Unauthorized Practice

In 2019, NANB staff was notified and dealt with 40 infringements from members, and eleven of these members were required to pay an unauthorized practice fee. Under the *Nurses Act*, it is illegal to practice nursing in New Brunswick without an active registration. If a member practices nursing without being registered, any hours worked while not registered cannot be counted towards hours requirement for renewal of a nursing license to practice.

What kinds of complaints does NANB receive?

The following is a summary of the nature of complaints received between December 1, 2018 and November 30, 2019 (the “reporting period”), as well as complaints received before December 1, 2018 that were active during the reporting period.

Note: Some of these complaints have been dismissed, others are at various stages of the complaints process, and others were closed during the reporting period.

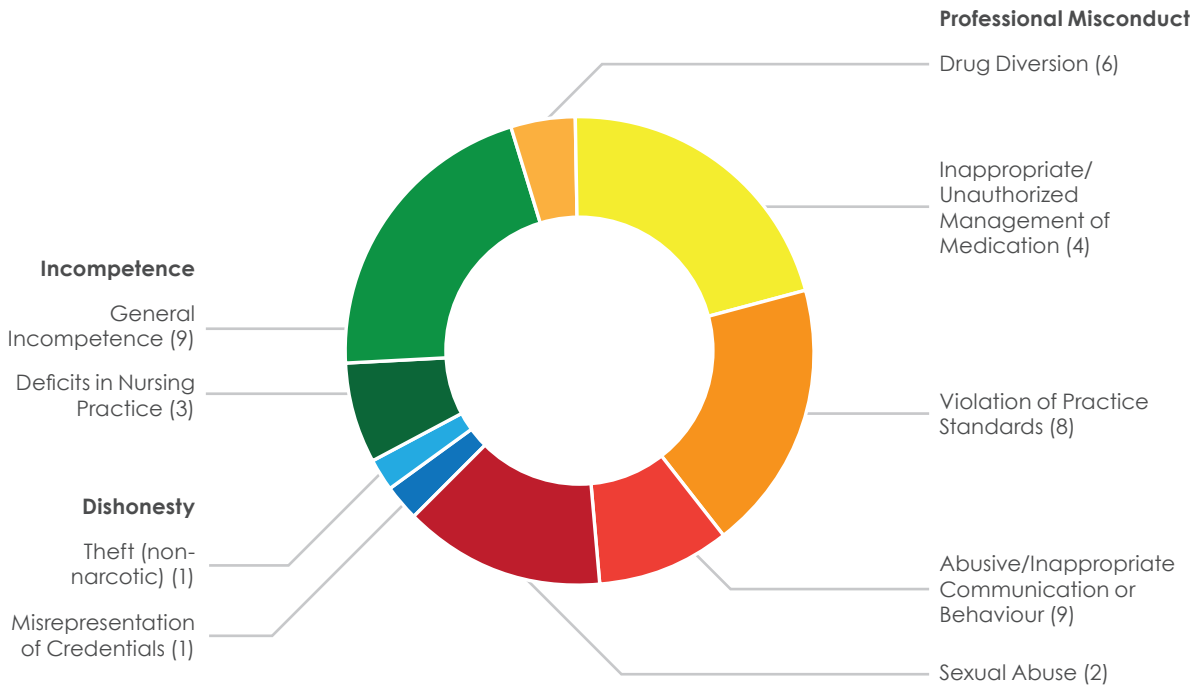


FIGURE 15 Nature of Complaints

FINANCIAL POSITION

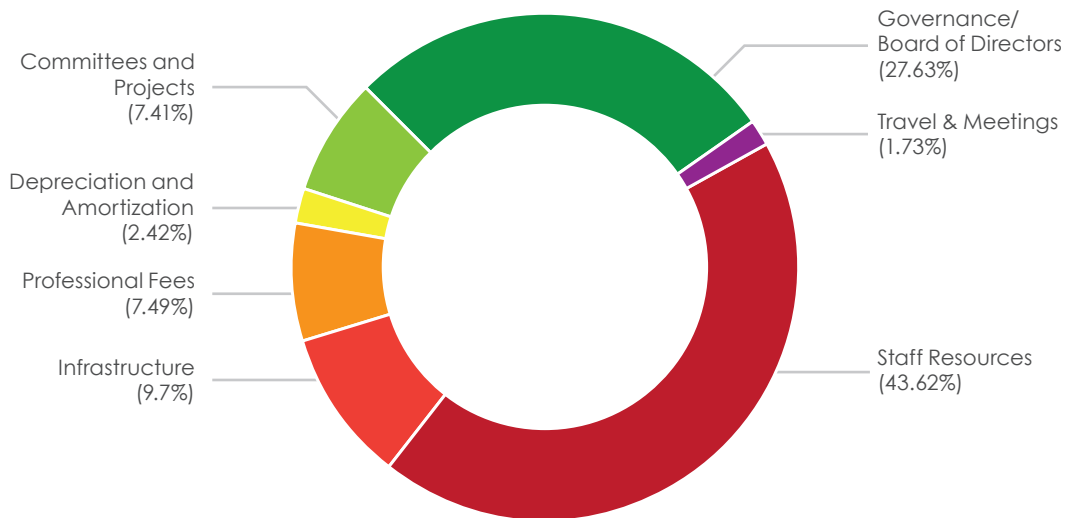


FIGURE 16 Expense Distribution 2019

Operating expenses for the 2019 fiscal year remained consistent with previous years. Infrastructure and office costs were consistent at approximately 19% of operational expense, while membership support accounted for 52% of annual expenses.

For the year ended November 30, 2019, the NANB showed an operating surplus of \$253,667 compared to a projected surplus of \$35,559. Conservative revenue projections were surpassed by minimally higher than anticipated membership fee revenue and annual interest rates produced investment income higher than budgeted. Actual operating expenses ended slightly below projections due to adjusted levels of spending and projected activity, which resulted in a 5% operating surplus. The operating surplus allowed for an interfund to the Capital Fund to continue to sup-

port long term financial planning and stability.

The Association assets are valued at \$7.4 million, with \$2.2 million of capital assets. The NANB does not have any operational long-term debt. All long- and short-term investments are held in secure principal protected financial instruments. The Association follows the restricted fund method of accounting to allow for long term planning and protection of operational funds.

Future operational results are being managed to mitigate any financial risk related to membership decline, legal matters or other unforeseen expenses. The NANB maintains a healthy Capital Fund for unforeseen capital expenditure requirements, and all NANB fund-investments are low risk, principal protected instruments that are not affected by market fluctuations.



NICHOLSON & BEAUMONT
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Executive of the
Nurses Association of New Brunswick

Opinion

We have audited the accompanying financial statements of the Nurses Association of New Brunswick, which comprise the statement of financial position as at November 30, 2019 and the statements of operations, cash flows and changes in net assets for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Nurses Association of New Brunswick as at November 30, 2019, the results of its operations, for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis of 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 association in accordance with the 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 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.

In preparing the financial statements, management is responsible for assessing the association'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 association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association'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 material misstatement when it exists.

Independent member of Porter Héту International, Professional Services Group.

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Auditor's Responsibilities for the Audit of the Financial Statements (continued)

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 scepticism 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 association'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 association'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 association 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.

Fredericton, NB
January 15, 2020


Chartered Professional Accountants

**Nurses Association of New Brunswick
Statement of Financial Position
As at November 30, 2019**

Assets

	General Fund	Employee Benefit Fund	Contingency Fund	Capital Fund	Interfund Deletions	2019 Total	2018 Total
Current assets							
Cash (Note 2 (a))	\$ 357,252	\$ 9	\$ 21,106	\$ 66,914	\$ -	\$ 445,281	\$ 877,729
Investments (Note 2 (a) and 3)	4,308,682	-	212,954	348,903	-	4,870,539	1,201,830
Accounts receivable	17,551	-	-	-	-	17,551	32,201
Prepaid expenses	68,990	-	-	-	-	68,990	57,866
Accrued interest receivable	1,749	-	292	598	-	2,639	8,933
Due from Employee Benefit Fund (Note 5)	17,256	-	-	-	(17,256)	-	-
	<u>4,771,480</u>	<u>9</u>	<u>234,352</u>	<u>416,415</u>	<u>(17,256)</u>	<u>5,405,000</u>	<u>2,178,559</u>
Long-term assets							
Accrued interest receivable	2,501	887	13,434	4,177	-	20,999	7,825
Investments (Note 3)	500,000	108,280	1,250,156	447,286	-	2,305,722	4,877,493
	<u>502,501</u>	<u>109,167</u>	<u>1,263,590</u>	<u>451,463</u>	<u>-</u>	<u>2,326,721</u>	<u>4,885,318</u>
Capital assets (Notes 2(b) and 4)							
	2,190,414	-	-	-	-	2,190,414	2,227,393
	<u>7,464,395</u>	<u>109,176</u>	<u>1,497,942</u>	<u>867,878</u>	<u>(17,256)</u>	<u>9,922,135</u>	<u>9,291,270</u>
Liabilities and Fund Balances							
Current liabilities							
Accounts payable (Note 7)	\$ 596,890	\$ -	\$ -	\$ -	\$ -	\$ 596,890	\$ 260,058
Future revenue	3,895,382	-	-	-	-	3,895,382	3,882,471
Due to General Fund (Note 5)	-	17,256	-	-	(17,256)	-	-
	<u>4,492,272</u>	<u>17,256</u>	<u>-</u>	<u>-</u>	<u>(17,256)</u>	<u>4,492,272</u>	<u>4,142,529</u>
Long-term liabilities							
Accrued employee retirement/resignation benefits obligation (Note 2(c))	-	91,920	-	-	-	91,920	122,606
	<u>4,492,272</u>	<u>109,176</u>	<u>-</u>	<u>-</u>	<u>(17,256)</u>	<u>4,584,192</u>	<u>4,265,135</u>
Fund balances - Page 4							
Internally restricted	-	-	1,497,942	867,878	-	2,365,820	2,124,935
Invested in capital assets	2,190,414	-	-	-	-	2,190,414	2,227,393
Unrestricted	781,709	-	-	-	-	781,709	673,807
	<u>2,972,123</u>	<u>-</u>	<u>1,497,942</u>	<u>867,878</u>	<u>-</u>	<u>5,337,943</u>	<u>5,026,135</u>
	<u>7,464,395</u>	<u>109,176</u>	<u>1,497,942</u>	<u>867,878</u>	<u>(17,256)</u>	<u>9,922,135</u>	<u>9,291,270</u>

[Signature]

Approved by Executive Director _____
Approved by Chair of the Finance Committee Marianne Wallen

**Nurses Association of New Brunswick
Statement of Changes in Fund Balances
As at November 30, 2019**

	Internally Restricted					2018 Total		
	Employee Benefit Fund	Contingency Fund	Capital Fund	Total	Invested in Capital Assets		Unrestricted	
Balance, beginning of year	\$ -	\$ 1,465,121	\$ 659,814	\$ 2,124,935	\$ 2,227,393	\$ 673,807	\$ 5,026,135	\$ 4,481,988
Excess of revenue (expenses) for the year	17,256	32,821	8,064	58,141	(100,498)	354,165	311,808	544,147
Interfund transfers (Note 5)	(17,256)	-	200,000	182,744	-	(182,744)	-	-
Purchase of capital assets	-	-	-	-	63,519	(63,519)	-	-
Balance, end of year	\$ -	\$ 1,497,942	\$ 867,878	\$ 2,365,820	\$ 2,190,414	\$ 781,709	\$ 5,337,943	\$ 5,026,135

See accompanying notes to the financial statements

**Nurses Association of New Brunswick
Statement of Operations
As at November 30, 2019**

	General Fund	Employee Benefit Fund	Contingency Fund	Capital Fund	2019 Total	2018 Total
Revenue						
Advertising and publication	\$ 6,540	\$ -	\$ -	\$ -	\$ 6,540	\$ 6,640
Annual meeting	1,669	-	-	-	1,669	196
CNA fees and exams	509,949	-	-	-	509,949	498,905
Investment income	56,260	2,482	32,821	8,064	99,627	76,416
Membership fees	3,636,067	-	-	-	3,636,067	3,532,252
NANB exam fees	-	-	-	-	-	1,400
Rental income	54,543	-	-	-	54,543	54,503
Other income	52,426	-	-	-	52,426	85,786
IEHP initiative	-	-	-	-	-	160,671
PETL initiative	112,035	-	-	-	112,035	-
	<u>4,429,489</u>	<u>2,482</u>	<u>32,821</u>	<u>8,064</u>	<u>4,472,856</u>	<u>4,416,769</u>
Expenses						
Annual meeting	63,348	-	-	-	63,348	55,255
Awards	62,750	-	-	-	62,750	23,000
Chapter grants and funds	2,040	-	-	-	2,040	11,476
CNA, CNPS and CRNE fees	934,455	-	-	-	934,455	802,444
Committees, project and other activities	110,442	-	-	-	110,442	156,321
Liaison - Membership/counterparts/stakeholders/corporate	72,035	-	-	-	72,035	42,050
Employee wages and benefits (Note 6)	1,801,966	(14,774)	-	-	1,787,192	1,579,244
Information systems	21,150	-	-	-	21,150	13,820
Communications and public relations	132,592	-	-	-	132,592	143,667
Lease and bank charges	88,021	-	-	-	88,021	59,580
NANB board and executive	152,677	-	-	-	152,677	117,870
Office expenses	114,505	-	-	-	114,505	120,774
Personnel development	28,012	-	-	-	28,012	32,639
Premises expenses	179,824	-	-	-	179,824	163,036
Professional expenses	311,507	-	-	-	311,507	243,031
IEHP initiative	-	-	-	-	-	216,215
	<u>4,075,324</u>	<u>(14,774)</u>	<u>-</u>	<u>-</u>	<u>4,060,550</u>	<u>3,780,422</u>
Excess of revenue over expenses before amortization	<u>354,165</u>	<u>17,256</u>	<u>32,821</u>	<u>8,064</u>	<u>412,306</u>	<u>636,347</u>
Amortization	<u>100,498</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,498</u>	<u>92,200</u>
Excess of revenue over expenses	<u>\$ 253,667</u>	<u>\$ 17,256</u>	<u>\$ 32,821</u>	<u>\$ 8,064</u>	<u>\$ 311,808</u>	<u>\$ 544,147</u>

See accompanying notes to the financial statements

Nurses Association of New Brunswick
Statement of Cash Flow
As at November 30, 2019

	<u>2019</u>	<u>2018</u>
Operating activities		
Excess of revenue for the year	\$ 311,808	\$ 544,147
Amortization of capital assets	100,498	92,200
Post-employment benefits accrued	(14,774)	23,739
Investment income reinvested	(24,408)	(24,224)
Net change in non-cash working capital		
Accounts receivable	14,650	179,398
Prepaid expenses	(11,124)	(9,365)
Accrued interest receivable	(6,880)	(7,067)
Accounts payable	336,832	(54,099)
Future revenue	12,911	121,280
	<u>719,513</u>	<u>866,009</u>
Net cash generated from operating activities		
Financing activities		
Retirement allowance paid	(15,912)	(54,013)
Investing activities		
Purchase of capital assets	(63,519)	(6,211)
Transfer of long-term investments to current	4,870,539	1,201,830
Purchase of long-term investments	(5,063,127)	(3,817,300)
Proceeds on disposal of investments	2,788,767	2,802,031
	<u>2,532,660</u>	<u>180,350</u>
Net cash used in investing activities		
Net increase in cash resources during year	3,236,261	992,346
Cash resources, beginning of year	<u>2,079,559</u>	<u>1,087,213</u>
Cash resources, end of year	<u>\$ 5,315,820</u>	<u>\$ 2,079,559</u>
<u>Represented by:</u>		
Cash	\$ 445,281	\$ 877,729
Short-term investments	4,870,539	1,201,830
	<u>\$ 5,315,820</u>	<u>\$ 2,079,559</u>

**Nurses Association of New Brunswick
Notes to the Financial Statements
For the Year Ended November 30, 2019**

1. Purpose of the association

The Nurses Association of New Brunswick was incorporated under "An Act Respecting the Nurses Association of New Brunswick" in the Province of New Brunswick on November 20, 1984.

The association is a self-governing body established to advance and maintain the standard of nursing in the Province of New Brunswick, for governing and regulating those offering nursing care, and for providing for the welfare of members of the public and the profession.

The association is registered as a not-for-profit association under the Income Tax Act, and as such, is exempt from income taxes.

2. Significant accounting policies

(a) Financial instruments

Measurement

The association initially, measures its financial assets and liabilities at the fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate. Transaction costs are expensed when incurred.

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

The association's financial instruments consist of cash, short-term investments, accounts receivable, accrued interest receivable, investments, payables and accruals, and accrued employee retirement allowance benefit.

It is management's opinion that the association is not exposed to significant credit risk or currency risk from these financial instruments. The fair value of these financial instruments approximate their carrying value unless otherwise noted.

(b) Capital assets and amortization

Capital assets are recorded at cost less accumulated amortization. Amortization is recorded annually on a straight-line basis as follows:

Paving and fencing	5%
Building	2.5%
Computer and photocopy equipment	33.3%
Office furniture and equipment	6.67%

(c) Fund accounting and revenue recognition

The association follows the restricted fund method of accounting and revenues are recorded when earned.

Unrestricted revenues and expenses relating to administration and program activities are reported in the General Fund.

Revenue and expenses relating to employee retirement/resignation are reported in the Employee Benefit Fund. This fund is being maintained at an amount equal to management's best estimate of its future obligation to its employees at November 30, 2019 in accordance with its personnel policies.

Nurses Association of New Brunswick
Notes to the Financial Statements
For the Year Ended November 30, 2019

Note 2 (c) continued

Revenue and expenses relating to costs incurred in carrying out Nurses Association of New Brunswick's mandate in the discipline function area, which are unforeseen and above the annual budgeted amount, are reported in the Contingency Fund.

(d) Contributed services

No amount has been included in these financial statements for contributed services.

(e) Use of estimates

The preparation of the financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ from management's best estimates, as additional information becomes available in the future.

(f) Risk Management Policy

The association is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at November 30, 2019.

Market risk

The association is exposed to interest rate risk on its fixed rate financial instruments. Fixed interest instruments subject the association to a fair value risk.

Liquidity risk

The association considers that it has sufficient resources to ensure funds are available to meet its current and long-term financial needs, at a reasonable cost.

Credit risk

The association's credit risk is mainly due to its account receivable. The association believes that its accounts receivable credit risk is limited because:

- In the last three fiscal years the association has not recognized an expense for doubtful accounts.

(g) Revenue recognition

The association recognizes revenue in the period that it is earned.

Nurses Association of New Brunswick
Notes to the Financial Statements
For the Year Ended November 30, 2019

3. **Investments**

Investments, which are recorded at fair value, consist of the following:

General Fund

Investments - current

Seven GIC's with interest ranging from 2.75% to 2.93%, paid annually.	\$ 700,000
RBC Investment Savings Account Series A (2010)	<u>3,608,682</u>
	<u>\$ 4,308,682</u>

Investments - long term

Five GIC's all due in 2021 with interest ranging from 1.86% to 1.95%, paid annually.	<u>\$ 500,000</u>
--	-------------------

Cost of the above investments approximate their fair market value.

Employee Benefit Fund

Investments - long-term

GIC General Bank of CDA, due July 19, 2021 with interest at 2.25%, payable at maturity.	\$ 54,140
GIC Royal Bank of Canada due, July 19, 2022 with interest at 2.21%, payable at maturity.	<u>54,140</u>
	<u>\$ 108,280</u>

Cost of the above investments approximate their fair market value.

Capital Fund

Investment - current

GIC Manulife Bank CDA, due August 25, 2020 with interest at 1.8%, paid annually.	\$ 50,000
GIC Bank of Montreal, due October 6, 2020 with interest at 2.1%, paid at maturity.	98,903
RBC Investment Savings Account Series A (2010)	<u>200,000</u>
	<u>\$ 348,903</u>

Investment - long-term

GIC Manulife Bank CDA, due August 25, 2021 with interest at 2%, paid annually.	\$ 50,000
GIC Royal Bank of Canada, due September 26, 2022 with interest at 2.13%, paid annually.	201,900
GIC CDN Western Trust, due November 30, 2022 with interest at 2.72%, paid at maturity.	63,270
GIC PC Bank, due June 7, 2023 with interest at 2.3%, paid annually.	95,000
GIC Vancity Credit Union, due June 7, 2023 with interest at 2.1%, paid annually	<u>37,116</u>
	<u>\$ 447,286</u>

Cost of the above investments approximate their fair market value.

**Nurses Association of New Brunswick
Notes to the Financial Statements
For the Year Ended November 30, 2019**

Note 3 continued

Contingency Fund

Investment - current

GIC ICICI Bank Canada, due July 13, 2020 with interest at 1.8%, paid annually.	17,954
GIC HSBC Bank Canada, due August 25, 2020 with interest at 1.4%, paid annually.	45,000
GIC Equitable Bank, due December 2, 2019, with interest at 2.21%, paid annually.	100,000
GIC SBI Canada Bank, due December 2, 2019, with interest at 2.1%, paid annually.	<u>50,000</u>
	\$ <u>212,954</u>

Investment - long-term

GIC Royal Bank of Canada, due December 7, 2020 with interest at 2.9%, paid annually.	130,000
GIC Canadian Tire Bank, due October 26, 2021, with interest at 1.85%, paid annually.	100,000
GIC Peoples Trust, due October 26, 2021, with interest at 1.8%, paid annually.	55,000
GIC HSBC Bank Canada, due October 26, 2021, with interest at 1.75%, paid annually.	52,300
GIC B2B Bank, due October 27, 2021 with interest at 2.45%, paid annually.	100,000
GIC Bank of Nova Scotia, due August 25, 2022 with interest at 1.8%, paid annually.	130,000
GIC Homeequity Bank, due August 25, 2022 with interest at 2.5%, paid annually.	75,000
GIC ICICI Bank of Canada, due October 27, 2022 with interest at 2.72%, paid annually.	75,000
GIC Peoples Trust, due October 27, 2022 with interest at 2.8%, paid annually.	35,000
GIC Royal Bank of Canada, due October 26, 2023 with interest at 3.25%, Paid annually.	103,486
GIC Bank of Nova Scotia, due October 26, 2023 with interest at 3.25%, Paid annually.	103,000
GIC Bank of Nova Scotia, due December 5, 2023 with interest at 3.35%, paid annually.	132,000
GIC Laurentian Bank, due March 27, 2024 with interest at 2.45%, paid annually.	79,685
GIC LBC Trust, due March 27, 2024 with interest at 2.45%, paid annually.	<u>79,685</u>
	\$ <u>1,250,156</u>

Cost of the above investments approximate their fair market value.

**Nurses Association of New Brunswick
Notes to the Financial Statements
For the Year Ended November 30, 2019**

4. Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2019 Net</u>	<u>2018 Net</u>
Land	\$ 301,893	\$ -	\$ 301,893	\$ 301,893
Paving and fencing	18,679	16,366	2,313	3,248
Building	3,062,695	1,318,943	1,743,752	1,820,319
Computer and photocopy equipment	134,248	126,309	7,939	5,225
Office furniture and equipment	<u>323,076</u>	<u>188,559</u>	<u>134,517</u>	<u>96,708</u>
	<u>\$ 3,840,591</u>	<u>\$ 1,650,177</u>	<u>\$ 2,190,414</u>	<u>\$ 2,227,393</u>

5. Interfund transfers and internally restricted fund balances

On November 30, 2019, the Employee Benefit Fund owed the General Fund \$17,256, which is payable on demand without interest.

6. Registered retirement savings plan

During the 2019 year, as required by the association's personnel policies, \$132,315 (2018 - \$113,824) was contributed to employees' individual registered retirement savings plans.

7. Accounts payable

Included in accounts payable is \$518,849 (2018 - \$178,850) of government remittances payable.

SUPPORTING NURSES

2019 NANB Board of Directors: Election

An online voting process using a third-party provider, Intelivote Systems Inc. was used to conduct the 2019 Election.

President-elect

Contested

- Judy Lane
- Bonnie Matchett
- Julie Weir
- Nathaniel Wickett

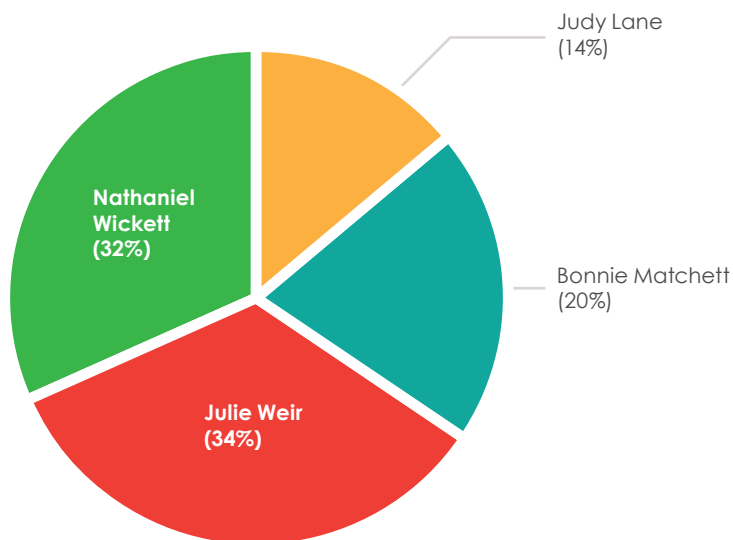


FIGURE 17 President-Elect Election Results

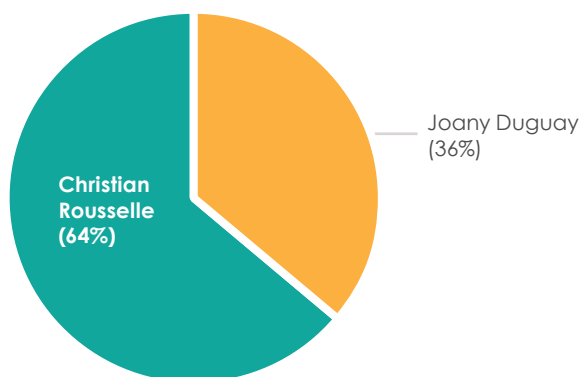


FIGURE 18 Region 6 Election Results

Region 2 (Saint John, Charlotte County, Sussex)

Acclaimed

- Rosanne Thorne

Region 4 (Edmundston)

Acclaimed

- Vicky Doiron

Region 6 (Bathurst, Acadian-Peninsula)

Contested

- Joany Duguay
- Christian Rousselle

Staff Changes

Two team members moved on to other professional opportunities in 2019: Sophie Noël and Virgil Guitard, while Lorraine Breau retired. NANB Board and staff thank them for their contributions to nursing regulation and wish them well in their future endeavours.

The NANB team was joined by four new team members in 2019. We are exceptionally fortunate to have these regulation, nursing and legal experts join our team.

- Carolyn Lordon, *Registrar and Quality Assurance Program Manager* (Feb 2019)
- Joanne LeBlanc-Chiasson, *Nurse Consultant* (Feb 2019)
- Anne Marie Lavigne, *Nurse Consultant* (Jul 2019)
- Melissa Everett Withers, *General Counsel* (Jul 2019)

SUPPORTING NURSES



RNx & RPN Invitational Forum

On October 1, 2019 NANB hosted a one-day Invitational Forum which included working discussions on the possibility of introducing New Brunswick to Registered Nurse Prescribing (RNx) and Registered Psychiatric Nursing (RPN), nursing specializing in mental health and addictions.

The Forum resulted in a full-house engaged in presentation from Tim Guest, Vice-President, Health Services and Chief Nurse Executive, Nova Scotia Health Authority & President-elect of the Canadian Nurses Association (CNA), presenting on Nova Scotia's journey to introducing RNx in the province; followed by Laura Panteluk, Executive Director/Registrar, College of Registered Psychiatric Nurses of Manitoba, who presented information regarding the history of Registered Psychiatric Nurses in Canada, and a joint feasibility study on Registered Psychiatric Nursing in the Atlantic provinces.



Media

Trends in nursing news resulted in a number of interviews as a result of the Provincial Government's Nursing Resource Strategy announcement; as well as interest in internationally educated nurse recruitment and processes for registration; the entry-to-practice exam/NCLEX-RN and the University nursing programs.

National Nursing Week 2019

Nurses: A Voice to Lead—Health for All

National Nursing Week (NNW) occurred May 6–12, 2019. NANB ran a social media campaign where Board Directors were asked to share a personalized message of gratitude to nurses. NNW advertisements and editorials were also published in special nursing week inserts through the daily provincial newspapers.



SUPPORTING NURSES



2019 Awards

2019 Awards Reception honoured seven nurse members with recognition awards, while celebrating future nurse leaders chosen from six university sites to receive the President's Award. Recipients are listed below:

Life Membership

Patricia Seaman

Entry Level Nurse Achievement Award

Brianna Fournier

Excellence in Clinical Practice Award

Maxine Caissie

Award of Merit—Nursing Practice

Kimberly Wilbur

Award of Merit—Administration

Cathy O'Brien-Larivee

Award of Merit—Education

Rhonda Reynolds

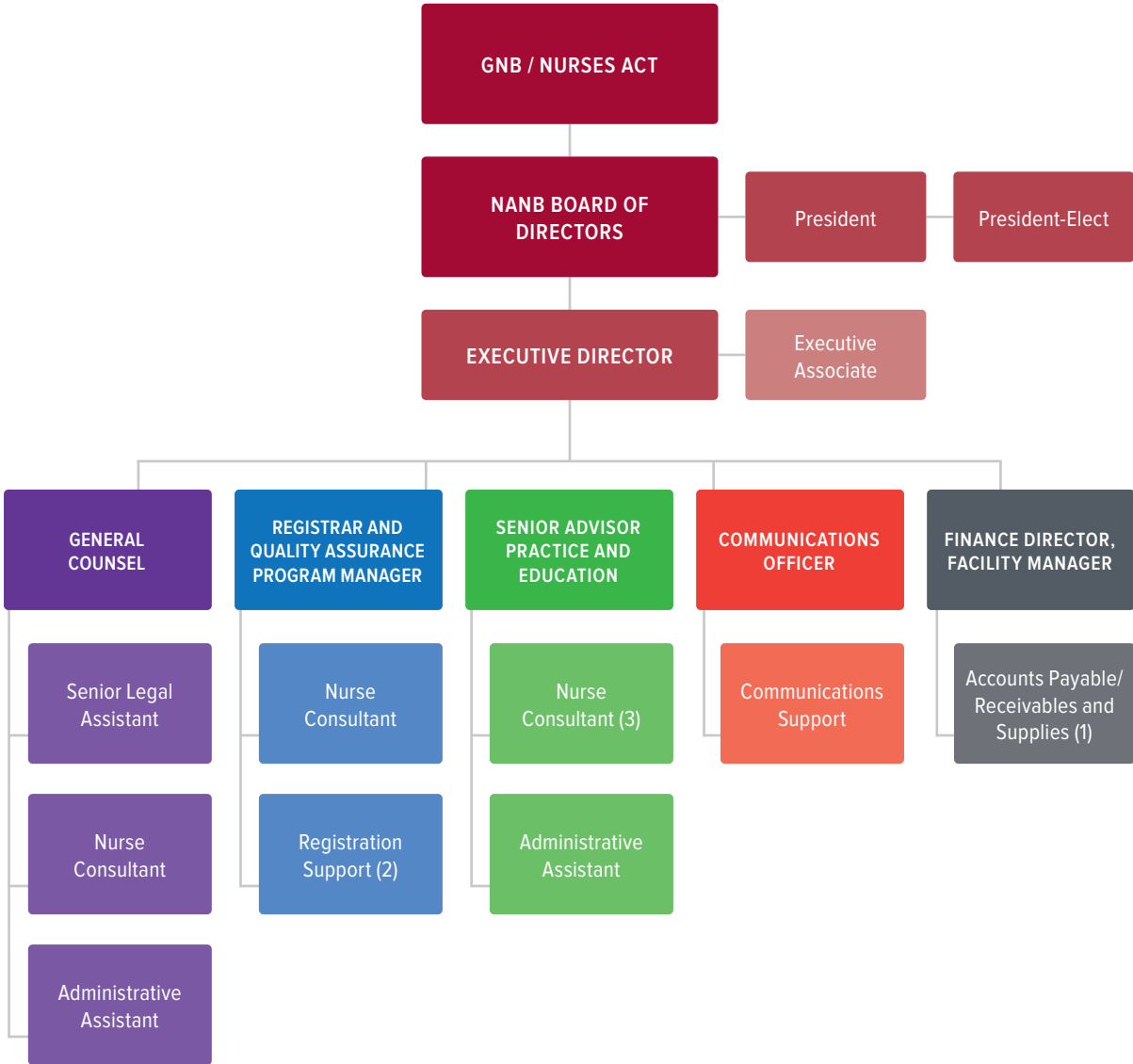
Award of Merit—Research

Tracey Rickards

President's Award

- Dominique Arpin
Université de Moncton (Edmundston)
- Paléssa Daigle
Université de Moncton (Shippagan)
- Jessica McLean
Université de Moncton (Moncton)
- Robert Pelletier
University of New Brunswick (Fredericton)
- Logan Rousselle
University of New Brunswick (Saint John)
- Marlise O'Brien
University of New Brunswick (Moncton)

ORGANIZATIONAL STRUCTURE



BOARD OF DIRECTORS 2018–19



Region Directors

- Maureen Wallace, RN, President
- Julie Weir, RN, President-Elect

- Joseph Gallant, RN, Region 1
- Rosanne Thorne, RN, Region 2
- Nathan Wickett, RN, Region 3
- Vicky Doiron, RN, Region 4
- Laura Gould, NP, Region 5
- Christian Rousselle, RN, Region 6
- Debbie Walls, RN, Region 7

Public Directors

- Joanne Sonier
- Pauline Banville-Pérusse
- Jennifer Ingram

PRESIDENT & EXECUTIVE DIRECTOR'S MESSAGE

PROFESSIONALISM AND PUBLIC TRUST SUPPORTED THROUGH SELF-REGULATION

In countries like Canada, nursing is highly professionalized and ranked as among the most trusted professions. Dr. Marla Salmon, a Professor of Nursing and Global Health, writes that professions like nursing are granted a sort of special status which is based on our “contract” with society requiring adherence to certain standards of conduct and expertise. Self-regulation is a crucial condition of this contract and, in New Brunswick, NANB is entrusted with this regulatory responsibility.

In order for the public we serve to trust individual nurses and to collectively trust the profession, it is incumbent on us to constantly strive to improve upon what we do and how we do it, to best meet this obligation. The work of the NANB Board of Directors and staff is multifaceted and often complex. During the year 2019, NANB contributed to enhancements and improvements in multiple areas. Some highlights include:

- Embarking in the revision of NANB’s vision and mandate; and defining the organizational values (competence, integrity, accountability, innovation, and professionalism).
- Hosting a forum to share learning about RN prescribing and Registered Psychiatric Nurses with nurse members and stakeholders.
- A great deal of work was done in the area of governance. Policies were reviewed, a gap analysis was conducted, and policies were revised accordingly. This work is ongoing as we examine board composition and a skills matrix for board members based on the strategic opportunities and challenges of the organization and the Board’s stewardship responsibilities.
- Collaboration with the Canadian Association of Schools of Nursing (CASN) and with the College of Nurses of Ontario to pilot two new approaches to regulatory review of specific nursing education programs.
- Participation in the national Nurse Practitioner Regulation Project: Phase 1 to review regulatory requirements for NPs across Canada and to determine what regulatory variations exist between jurisdictions and what opportunities exist for standardization.
- Contracted and received an independent review of NANB Professional Conduct Review: as a result of recommendations from that work, enhancements were made in the NANB Professional Conduct Review processes to ensure that the way this vital work is done reflects evidence-informed, best practices and adheres to all legislated requirements.
- Improving utilization of technology and offering the annual Continuing Competency Program online and creating the opportunity for registrants to pay registration fees through pre-authorized withdrawals.

NANB played an important role in the development of the province’s Nursing Resource Strategy which was launched in 2019 by the Departments of Health and Post-Secondary Education, Training, and Labour. It highlights the need and the strategies for an investment in the nursing profession; an investment which will deliver a health dividend for our communities and our province.



Maureen Wallace

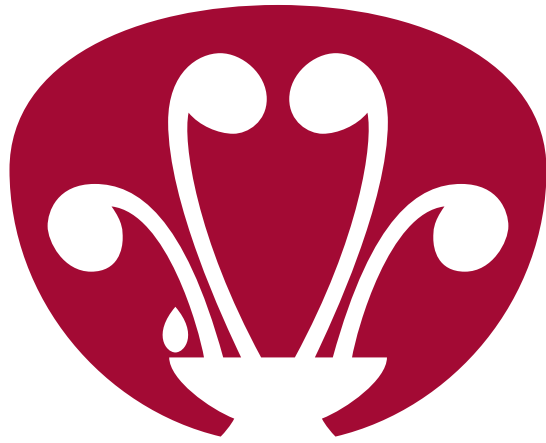
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