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NOVA SCOTIA COLLEGE OF AUDIOLOGISTS
AND SPEECH-LANGUAGE PATHOLOGISTS

2022 Annual Report



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Mandate

The purpose of the Nova Scotia College of Audiologists and Speech-Language Pathologists is to regulate the professions of audiology and speech-language pathology in Nova Scotia. The formation of the College took place on November 5th, 2019.

The College serves and protects the public interest and governs its members in accordance with the *Audiologists and Speech-Language Pathologists Act*, and the regulations, policies, and by-laws of the College.

The College helps ensure the safety and effectiveness of audiology and speech-language pathology services by setting appropriate standards of conduct and competence. It provides the public with an affordable and accessible avenue to report concerns and complaints about the care they have received, and a reasonable expectation that such issues will be effectively addressed. In addition, it serves to advance and promote the practice of the professions as it relates to serving and protecting the public interest.

President's Message

What We Did

Who would've thought two years ago that we would be continuing to live through the COVID-19 pandemic. Although there has been an ever-changing landscape with the pandemic, this past year has been productive for the Nova Scotia College of Audiologists and Speech-Language Pathologists. Since the last AGM, we have continued to move the College forward and have made some rather important additions that have been vital and fundamental to our work.

Over the summer months of 2021, a sub-committee, made up of Amanda Knight, Michael Everett, Ed Corbett and myself, were tasked with the hiring of the important role of Executive Director. I would like to extend a heartfelt thank you to the members of this committee for their work. Over the course of three months, the committee worked to post the position, develop a job description, screen applications, and conduct interviews. I'm happy to report that in October of 2021, we hired Ms. Pat Millar to fill that vital role. Pat brings a wealth of knowledge and experience to the position and has been an excellent addition to the College. She has been working diligently since the fall to keep our Board focused and has provided valuable guidance on issues and work that needs to be done. This position has allowed us to move many things forward including developing important procedures and policies for the operation of the College. The addition of the Executive Director has also been an excellent complement to our Registrar position; with both positions being part-time. Pat and our Registrar, Cindy Wheeler work very closely together and this has proven to be valuable. Many thanks to both Pat and Cindy for their work over the past year.

During our last couple of years of operation, NSCASLP had contracted the Pathfinder Group, an association management firm, to manage some of our operational components, such as administrative tasks, bookkeeping, along with our database and website. With the hiring of the ED, we ended our contract on December 31, 2021 and have transitioned away from this service, with all of the work now managed in-house.

The College Board of Directors continues to meet every other month with the Executive Committee meeting 2-3 weeks ahead of each of the Board meetings.

The work of the College cannot happen without having individuals who agree to participate and volunteer their time. On behalf of our members, I would like to thank all the volunteers who so generously give of their time in support of the College – both public (Board members appointed by the government) and professional. At this time, I would like to acknowledge the contribution of Amanda Boyd and Earl Muise, two of our public board members who resigned over this last year. It is important that I also extend gratitude to our other two public board members – Amanda Knight and Ed Corbett, who have agreed to stay with us past their served terms while we await reappointments from government.

I would also like to thank Board members Dana Fergusson and Leah MacEachern for reoffering to stay on the Board for another 2 year term.

There has been a great deal of work accomplished by the College over the past year. Rather than describing the particulars here, I invite you to read each of the submitted reports from our Executive Director, Registrar and Committee Chairs that follow.

Plans Going Forward

Our attempt on rescheduling the Strategic Planning session to the fall of 2021 was once again delayed due to the ongoing pandemic and given that we had just hired and filled our Executive Director position, it was important to allow some time for Pat Millar to acclimatize to the position and develop an understanding of what our work is. We have since rescheduled and are looking forward to moving forward with this session next month in May. The focus of the retreat will be to create a strategic plan for the College. This strategic plan will provide direction and shape the ongoing work of the College.

The Annual General Meeting marks the end of Dr. Pat Cleave’s position with the College Board of Directors. As many of you know, Pat has been paramount to the formation, foundation and set-up of NSCASLP. She worked tirelessly for many years (too many to count) on establishing the College – working on lobbying government, writing the act, regulations and bylaws, leading committees, amongst many other duties. It was only fitting that she was the very first President of NSCASLP. I, for one, know that she will be extremely missed on the Board. She has been a champion for our professions and the wealth of knowledge and experience she brought to the Board is immeasurable.

Pat, there are truly no words that could begin to express the sincere gratitude which you deserve. Thank you, on behalf of every College member and our Board of Directors, for your incredible professional and personal contribution. It hasn't gone unnoticed. You will be so very missed.

Renena Joy, SLP-Reg, SLP(C)
President, NSCASLP

Board of Directors, May 2022 – May 2023

Executive

Michael Everett	President, Audio: Health, private	(May 2022-May 2023)
Renena Joy	Past President, SLP: Education, public	(May 2022-May 2023)
Leah MacEachern	President Elect, SLP: Health, public	(May 2022-May 2023)
Ed Corbett	Treasurer, Public Representative	(Nov 2019-TBD)

Board Members

Amanda Knight	Public Representative	(Nov 2019-TBD)
Vacant	Public Representative	
Vacant	Public Representative	
Dana Ferguson	SLP: Education, public	(Nov 2019-May 2024)
Jenna MacKay	Audio:Health, private	(Nov 2019-May 2023)
Barb Stoesz	SLP: Health, public	(May 2021-May 2023)
Michel Comeau	Audio: Health, public	(May 2022-May 2024)
		(May 2022-May2024)

Board of Directors – Biographies

Michael Everett, Au.D., Aud-Reg, President

Michael Everett is an audiologist in Yarmouth. He has practiced since 2013 after graduating from the University of Western Ontario. Michael currently works in private practice with a focus on adult amplification.

Renena Joy, M.Sc., SLP-Reg, SLP(C), Past President

Renena Joy is a school-based speech-language pathologist working in the area of Augmentative Alternative Communication (AAC) in Nova Scotia public schools. She has worked in a variety of settings including family resource centres, childcare centres, and schools over the last 19 years. Renena previously served on the Executive Committee of the Speech and Hearing Association of Nova Scotia as President-Elect, President, and Past President. She also served as a member of the Legislation Committee from 2010-2019.

Leah MacEachern, M.Sc., SLP-Reg, SLP(C), President Elect

Leah MacEachern has been working as a speech-language pathologist for 17 years in Nova Scotia and Alberta. She practices in both English and French and has provided treatment in a variety of settings including, preschools, schools, hospitals, and private practice. She currently works full-time for Hearing and Speech Nova Scotia (HSNS) providing community-based services to children with Autism Spectrum Disorder.

Ed Corbett, Public Representative, Treasurer

Ed Corbett was born and educated in Nova Scotia. He is a small business owner and volunteers with charities and non-profits in Nova Scotia. At present he is a member and Recorder of Philae Shriners of NS and PEI and co-chair of the Digby Wharf Rat Rally.

Amanda Knight, B.B.A., Public Representative

Amanda Knight is a rental housing provider and developer who quickly builds strong relationships with business owners, stakeholders, colleagues and clients. Amanda is also a Public Board Member with the Nova Scotia College of Physiotherapists and sits on the Board of Directors with the Investment Property Owners Association of Nova Scotia (IPOANS).

Dana Fergusson, M.Sc., SLP-Reg, SLP(C), Member-at-Large

Dana has been working as a speech-language pathologist for 30 years in a variety of settings, in both Nova Scotia and Ontario. She currently works full time with the Chignecto-Central Regional Centre for Education, teaches part-time at Dalhousie University, and does private practice. Dana has served on several boards including local units of the Canadian Cancer Society and the Colchester-East Hants Early Intervention board, and has volunteered with various School Advisory Committees within the Halifax Regional Centre for Education, Bedford Skating Club, and Bedford District Minor Hockey Association.

Jenna MacKay, B.Sc., M.Sc., Aud-Reg, Member-at-Large

Jenna graduated from Dalhousie University with her Masters of Science in Audiology and prior to that received a bachelor's degree with honors in Biochemistry Nutrition from Memorial University. Jenna has been working in private practice for the past 9 years and her interests lie in promoting hearing health care and treating hearing loss and tinnitus with the most up-to-date techniques.

Barbara Stoesz, SLP-Reg, SLP(C), CHE, Member-at-Large

Barbara Stoesz is a speech-language pathologist working as Director, Speech-Language Pathology with the Hearing and Speech Nova Scotia. She has worked in a variety of clinical and management settings in health organizations in Nova Scotia, Tennessee, Ontario, and Alberta. Barb has previously served on the Alberta College Registration Committee and presently sits on the NSCASLP Registration Committee. She is a volunteer board member of Nova Scotia Early Childhood Developmental Intervention Services (NSECDIS). She is a Certified Health Executive as conferred by the Canadian College of Health Leaders.

Michel Comeau, B.Sc., M.Sc., Aud-Reg, Member-at-Large

Michel Comeau is a pediatric audiologist with Hearing and Speech Nova Scotia. He is based at the IWK Health Centre. He completes diagnostic hearing assessments on children from birth to 20 years of age. He also fits implantable and non-implantable hearing devices on children as appropriate. Michel is a part-time lecturer at the Dalhousie University School of Communication Disorders and Sciences, as well as with the department of Otolaryngology. He is a member of the Canadian Academy of Audiology, and a past board member of the Speech and Hearing Association of Nova Scotia and the Canadian Association of Speech Language Pathologists and Audiologists. Michel is currently a member of the NSCASLP Registration Committee.

Registrar

Cindy Wheeler, M.Sc., SLP-Reg, SLP(C)

Cindy Wheeler is a bilingual speech-language pathologist from New Brunswick. She has 27 years of clinical experience in school and hospital settings in New Brunswick and Ontario, with the last 20 years spent in Halifax operating a private practice. She is an active volunteer with non-profit organizations and serves on committees and boards with Speech-Language and Audiology Canada, Halifax Hospice, and Tennis Nova Scotia.

Registrar's Report

Membership update

Active practising members:

- Speech-Language Pathologists: 316
- Audiologists: 115
- Restricted SLPs: 1
- Temporary Audio: 1

Total: 433 Licensed members

Associate (unlicensed members): 4

Contract with Pathfinder/Website

We completed renewals in November 2021 and finished our contract with Pathfinder in Dec 2021. Our Executive Director, Pat Millar was hired in October 2021 and had experience with website management which allowed us to make a smooth transition to self-management.

We have changed the application process on the website to make it clearer and more user-friendly. We also cleaned up the database member records to bring them up to date.

I am now responsible for preparing and sending out certificates to new members by mail.

MOU with SASLPA (Sask Assoc of SLP and Audio)

NSCASLP signed an MOU with SASLPA to vet our international and grads from Canadian non-accredited programs. In February 2022 we licensed our first international applicant with the help of SASLPA.

I am continuing to work with SASLPA to vet an international French applicant. SASLPA has agreed to vet their application in French for eligibility to write the CETP exam. The new agreement is that they will vet our French applicants subject to mutual consent and if they have qualified staff to do so.

Fair Registrations Practice Review (FRPA)

We were chosen for audit by FRPA in May 2021. We submitted our report in October 2021. We received a request for edits and clarification in December 2021 and submitted final edits in March 2022 which was accepted. This audit was a very positive experience for our college. We learned a lot and as a result, made some very timely improvements to our policies and website.

We also completed and submitted the annual FRPA survey in February 2022.

CACUP-ASLP Governance Review Committee

I sat on the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP-ASLP) Governance Review Committee in the fall of 2021.

The report on changes to the governance manual of CACUP-ASLP resulted in the recommendation that representatives be appointed to a National Regulatory Panel (NRP) with one representative appointed to the CACUP secretariat.

I represented the provinces of NS, NB, NL, Man and Sask to determine next steps in appointing representatives to the CACUP-ASLP Secretariat, its structure, and lines of communication. Moving forward I will continue to represent NS on the NRP.

Membership Category Changes

Pat Cleave and I met with Marjorie Hickey, the college's lawyer, to discuss membership categories and issues relating to the associate category as well as terminology of inactive members and practising/non-practising.

After operating for three years with the original membership affiliation categories set out in the College bylaws, the NSCASLP Board determined that the categories should be simplified. Following considerable research and discussion, at the March

2022 Board meeting amendments to the unlicensed membership affiliation categories in the College bylaws were approved.

Registration Committee

I have been collaborating with SASLPA to help guide the registration committee to map the process for vetting international applicants and those who do not meet requirements.

Because of the legislative structure of this committee and documented and objective process is essential to ensure consistency and fairness. Our regulations require a group of 3 committee members to vet applicants – one SLP, one Audiologist and one public representative. In the event of an appeal, a different group of members would be appointed. As such, the registration committee requires many members and training.

Discipline Committee

I arranged for members of the Discipline committee to attend a free webinar on Managing Investigative Processes in January 2022 which was offered by the NSRHPN (NS Regulated Health Professions Network).

Complaints

There have been no formal complaints against any college member to date.

NSRHPN and Common Foundations Legislation

The Department of Health and Wellness has proposed common foundations legislation which will have a big impact on the colleges of regulated health professions in NS. The Nova Scotia Regulated Health Professions Network has organized regular meetings in which I have participated and have been corresponding regularly so that we can have a united and strategic response to the new legislation. Our college has also contributed to the cost of legal consultation regarding how to respond to the new legislation.

Pat Millar and I will be meeting with NSCASLP's lawyer for advice regarding our upcoming strategic planning in light of the new common foundations legislation.

External Representation

In November 2021 I gave an in-person presentation to 2022 Dalhousie University SLP and Audiology graduate students on the application process to NSCASLP as well as general information on the mandate of the college.

Telepractice

There are many calls and inquiries from members of other colleges regarding telepractice. We are unique in that our act allows licensed members of other colleges to provide telepractice to Nova Scotians. CASLPO is currently developing an MOU with some other provinces to create a special category for their members to have a secondary license and provide telepractice in those provinces. Given that we already allow telepractice, we have decided to continue to monitor the status of this but will not be participating at this time.

Submitted by:

Cindy Wheeler, M.Sc., SLP-Reg, SLP(C)
Registrar

Executive Director
Patricia Millar, B.A, LLB

Patricia (Pat) Millar was hired in October 2021 as the NSCASLP’s first Executive Director. Pat has a background in law and administration and has worked in a variety of government, non-profit and private settings during her career.

Executive Director’s Report

It has been a busy six months since I joined NSCASLP in the fall of 2021. The Board, Registrar and previous Administrative Officer had done considerable work to establish systems and processes for the College since it was launched in 2019. There was still much to be done and my particular focus the past few months has been to bring our financial and membership management functions in-house after the conclusion of our service contact with Pathfinder Management Group at the end of December 2021. This has required a significant investment of time and resources to set up systems for our banking and bookkeeping and for our website and database.

The College employees (myself and the Registrar) now manage the payment of expenses, receipt of income, and financial reporting, with the assistance and oversight of our Finance Committee, designated College signing officers and the College auditor. We edit our website content, manage registration and member communications using our In1touch website and database system.

I have worked with the Cerumen Management Committee, the Continuing Competence Committee and the Registration Committee to assist with the preparation and management of policy documents and communication with members.

I have been working with the Policies and Procedures Committee and the Finance Committee on the development of policies for the College. In this regard, I have established a collaborative working relationships with similar Colleges in other provinces with whom we share sample policies and procedures and other resources.

This year, I provided support to the Board and to the Executive Committee in the preparation of agendas, scheduling of videoconference meetings and preparation of minutes. I prepared research reports for the Board on several topics, including membership categories as well as the search for a strategic planning consultant and accounting professional oversight.

I participated in the Nova Scotia Regulated Health Professions Network which has been very active in responding to the Department of Health and Wellness consultation on the proposed common foundations legislation. This group is also an important source of advice and support for a new College such as ours.

With the Registrar and Past President, I assisted with the successful preparation and submission of the College's first *Fair Registration Practices Act* audit and the annual FRPA survey.

Registration Committee

Committee Members

Chair: Sheri Rempel, Speech-Language Pathologist, NSHA, Department of Psychiatry

Michel Comeau, Audiologist, NSHSC, IWK Health Centre

Jenna MacKay, Audiologist, Hearing Specialists

Kim Griffith, Audiologist, Hearing Institute Atlantic

Christine Comeau, Speech-Language Pathologist, NSHSC

Barbara Stoesz, Speech-Language Pathologist, NSHSC

Cindy Wheeler, Speech-Language Pathologist, private practice, Registrar for NSCASLP

Amanda Knight, Public Member

Purpose

The purpose of the registration committee is to develop procedures for and vet new applicants that do not meet our membership eligibility criteria. Furthermore, we determine eligibility of applicants who are practicing clinicians who are working in another country or new graduates who went to school in a non-Canadian school. We also have an appeals committee for applicants whose applications are not initially accepted by the committee.

Activities – Meetings

The committee met four times since the last AGM (October 6, 2021, January 28, 2022, February 15, 2022, April 8, 2022). A significant portion of the meetings were to map out the procedures for applicants to the college who do not meet the standard requirements. Two applicants were discussed during this time. Upon writing this report, one applicant had been approved and the other was currently being discussed.

Future Plans:

Our goal is to create and publish on the website, easy to follow flow-charts for new applicants to understand the process of applying for membership.

Submitted by:

Sheri Rempel, MSc.A., SLP-Reg
Registration Committee Chair

Cerumen Management Committee

Committee Members

Chair: Sarah Wilson, M.Sc. Aud(C), Aud-Reg, Audiologist, private health sector
Dr. Richard Balys, MD, FRCSC Otolaryngology - Head and Neck Surgery
Beth Nissan, Nova Scotia Hearing Aid Society Vice President and Hearing Instrument Specialist

Purpose

The Cerumen Management Committee (CMC) operates under the authority of the 2015 *Audiologists and Speech-Language Pathologists Act* [Article 70].

Furthermore, In Article 69 (2) the *Act* states:

Subject to subsection 3, nothing in this Act prohibits (g) a person authorized to fit or sell hearing aids pursuant to the *Direct Sellers' Regulation Act* from (iv) providing cerumen management, if the person has successfully completed a cerumen-management training program approved by the Cerumen Management Committee.”

The CMC reports to the Board of the NSCASLP.

To achieve compliance with the Act, the CMC will ensure that cerumen management services in Nova Scotia are provided in a safe and effective manner by setting the standards for cerumen management training.

The CMC will develop standards for training that address cerumen management educational and practicum requirements. The CMC will also develop guidelines on how individuals can apply for Cerumen Management approval.

The Registrar of the NSCASLP will circulate information on the NSCASLP Cerumen Management Standards to members of the College and the public. The Hearing Aid Society of Nova Scotia will circulate information on the NSCASLP Cerumen Management Standards to members of the Society.

The CMC will determine the method of recognizing that a practitioner has met the NSCASLP standards for cerumen management.

The Registrar will ensure on-going practice adherence to the NSCASLP standards by reviewing submissions from individuals who are applying to provide cerumen management services.

The CMC will serve as the appeal committee for a decision by the Registrar. The decision of the CMC committee is final.

The Registrar will maintain a listing of those individuals who are authorized to provide cerumen management services as approved.

The Registrar of the NSCASLP will circulate information on the NSCASLP Cerumen Management Standards to members of the College and the public. The Hearing Aid Society of Nova Scotia will circulate information on the NSCASLP Cerumen Management Standards to members of the Society

Activities to Date

To date, the CMC has been developing standards for training that address cerumen management educational and practicum requirements. Over the past year, the CMC have created guidelines, which have been approved by members of the college board, on how individuals can apply for permission to practice cerumen management

Three documents have followed that work, representing the basic minimal requirements for cerumen management credentialing across Canada. They include guidelines for educational requirements, an informed consent document, and a declaration of competency document that all individuals who wish to remove cerumen in the province must complete. The three documents are titled as followed, and are available on the NSCASLP website:

- Guidelines for educational requirement of cerumen management practice in Nova Scotia
- Informed Consent and Medical Management in Complications
- Clinical Competency Declaration: Existing Members

It is important to note that the past work from members of the CMC have conducted reviews of current practices and standards from various colleges across Canada as they pertain to cerumen management. This work continues on

an ongoing basis with the current members of the committee, and from input from college members.

Future Plans

Ongoing consultation on continued review of cerumen management guidelines and processes.

Furthermore, the CMC sees the value in creating a comprehensive guideline for cerumen management in the province of Nova Scotia, as we have seen in other provinces. Discussion to follow on creating this document, for presentation to the board at a later date.

Submitted by:

Sarah Wilson, M.Sc. Au.D (C), Aud-Reg
Cerumen Management Committee Chair

Discipline Committee

Committee Members

Chair: Emily Balkam
SLP, university setting

Stephanie Hovey
SLP, public health sector (preschool
population) & private practice

Vice Chair: Michael Everett
Audiologist, private practice

Sheri Lambourne
SLP, private practice

Lyndsay Bozec
Audiologist, private practice

Greg Noel
Audiologist, public health sector
(management)

Ed Corbett
Public Member

Sarah Offman
SLP, public education setting & post-
secondary education

Alyson Earle
Audiologist, private practice

Katie Perkins
SLP, public health sector (preschool
and adult populations)

Jeannine Fillmore
SLP, public health sector (adult
population)

Renena Joy
SLP, public education setting

Purpose

The purpose of the professional conduct process followed by the College is to inhibit professional misconduct, conduct unbecoming the profession, incompetence, and incapacity. As such, the Discipline Committee is responsible for investigating complaints made against licensed members of NSCASLP. Complaints may be initiated by the NSCASLP Registrar, a committee of the College, or any other person. The complaint is initially received by the Registrar who determines if it falls under the mandate of the College and if it can be resolved informally. When appropriate, the Registrar refers the complaint to the Discipline Committee. Upon receipt of a complaint, the Chair of the Discipline

Committee appoints an investigative panel of three persons from the Discipline Committee (composed of at least one public Board member and one member who is from the same profession as the member being investigated) to participate in the professional conduct process. Following the professional conduct process, the investigative panel may dismiss the complaint or direct the Registrar to suspend a license, impose restrictions or conditions on a license, or suspend the ability of a person to obtain a license.

Work to Date:

There have been no complaints brought forward to the Discipline Committee to date.

Last year, the Committee drafted an easy-to-understand document that could be used by both members of NSCASLP and the public to better understand the discipline process and how a complaint is investigated and resolved. The chart is now available in the Concerns & Complaints section of the website:

https://nscaslp.ca/site/concerns/filling_a_complaint?nav=sidebar (select *How NSCASLP Investigates a Complaint*).

A number of Committee members attended the virtual presentation *Managing the Investigation Process – A Matter of Communication* by Dean Bernard (President & CEO of Bernard & Associates) on Tuesday January 18, 2022. The presentation provided valuable information on the importance of clear communication within the investigation and discipline process.

Submitted by:

Emily Balkam, M.Sc., SLP-Reg, SLP(C)
Discipline Committee Chair

Finance Committee

Committee Members

Chair: Ed Corbett, Board Treasurer
Pat Cleave, Past President
Pat Millar, Executive Director

Purpose

The finance committee is a standing committee of the NSCASLP. The function and duties of the committee include the development and oversight of financial policies and procedures, reviews of financial statements, recommendation of external auditor and oversight of annual audit, development of annual budget to present to the board, and monitoring performance against the budget throughout the year.

Activities to Date

Since the hiring of the Executive Director in the fall of 2021, the work of the Committee has been focussed on the transition from the management services provided by Pathfinder to bringing our financial systems in-house.

New signing authorities were established by bylaw amendment in November 2021 and our bank accounts were updated to reflect the changes. Bank account access and management was changed from Pathfinder to our College signing authorities.

Banking is now managed principally online, and payments are made electronically for the most part which greatly increases efficiency over previous practice of using cheques.

The 2021 audit was successfully completed and approved by the Board in April. The audited financial statements are attached as Appendix A. Following the advice of our auditor, the College will be searching for a contract bookkeeper to look after day-to-day entry of expenses and income and the preparation of periodic financial statements.

Future Plans

The Committee will continue with the search for a bookkeeper and will establish processes and controls as recommended by our auditor. Financial policies are being updated to reflect the changes in financial management away from an external management company.

Submitted by:
Ed Corbett, Treasurer

Ad Hoc Committee on Direct Referrals to Otolaryngology from Audiologists

Committee Members

Jenna MacKay, B.Sc., M.Sc., Aud-Reg
Dr. Sarah Williams, AUD
Melissa White, B.Sc., M.Sc., Aud-Reg
Susan English-Thompson, AuD, Aud-Reg

Background and Activities

Given the close working relationship with audiologists and Otolaryngology, Sounds+ has been working to allow audiologists to be on the approved list for referral sources to Otolaryngologists. In 2013, we met with Doctors Nova Scotia at their AGM to present the idea and they were very supportive of our initiative. At the time, our profession was not regulated by a college and Doctors Nova Scotia suggested we wait to pursue further action until this was completed. While waiting, we contacted family physicians and Otolaryngologists around the province and requested letters stating their support for the initiative and received great feedback. We started an ad hoc committee within NSCASLP to write a letter to the Department of Health and Wellness regarding this issue along with all supporting documentation we received. The letter was submitted to the Department in April 2022.

Submitted by:

Jenna MacKay, B.Sc., M.Sc., Aud-Reg

Continuing Competence Program (CCP) Committee

Committee Members

Joy Armson, PhD (Chair), Professor Emeritus, School of Communication Sciences and Disorders (SCSD), Dalhousie University

Emily Balkam, MS, Academic Coordinator of Clinical Education – Speech Language Pathology, SCSD, Dalhousie University

Dana Fergusson, MS, speech-language pathologist, Chignecto-Central Regional Centre for Education (CCRCE)

Duncan Floyd, MS, audiologist, Hearing and Speech Nova Scotia

Erin Lamond, MS, Manager – Speech-Language Pathology, Hearing and Speech Nova Scotia

Jenna Mackay, MS, audiologist, Hearing Life – Tantallon

Background and Activities

The Continuing Competence Program (CCP) Committee is an ad hoc committee that was formed in January 2020. The specific purpose of the Committee was to establish a continuing competence program for NSCASLP members. Such a program was submitted to the NSCASLP in June 2020, and subsequently adopted by the College.

More recently, the CCP Committee was asked to reconvene to address some questions raised by members about the program. Committee members agreed and met in early January 2022. After considering the issues identified, the Committee recommended some minor changes to several items in the document *Categories of Continuous Learning Activities, Description of Activities, Proof, and Credits*. These changes were posted on the NSCASLP website in February 2022. The Committee also provided a short overview of the CCP, including a description of the sources and rationale for program elements, that was also posted on the website.

The NSCASLP Executive invited the CCP Committee to conduct an evaluation of the program after the first cycle of reporting. Five of the six members of the

original CCP Committee agreed to serve. Dana Fergusson has replaced Melanie Flynn as representative for CCRCE as the sixth member.

Current Purposes

The Committee will:

1. temporarily serve as a resource to the Registrar for new questions posed by members about the CCP;
2. establish specific objectives and a process for assessing the CCP after the first round of reports, and using this process, conduct an assessment;
3. following the assessment, recommend any changes considered appropriate or necessary to better meet program objectives;
4. recommend an on-going process for auditing member submissions to verify reporting accuracy.

Timeline of Work

The bulk of the Committee's work will occur following member renewal of licensure for 2023. It is expected that the work will be completed by mid-year 2023.

Submitted by

Joy Armson, Ph.D., SLP-Reg

Continuing Competence Program Committee Chair

Ad Hoc Code of Ethics Committee

Committee Members

Chair: Barbara Stoesz
SLP, health sector

Proposed membership as per the committee terms of reference include: Six to eight NSCASLP members (including the chair), representing Audiology and Speech-Language Pathology from the private, education, academic and health sectors.

Purpose

At the time of the formation of the Nova Scotia College of Audiologists and Speech-Language Pathologists (NSCASLP) in November 2019, the college adopted the SAC Code of Ethics. The purpose of this new ad hoc committee is to lead the development of a draft Code of Ethics document specific to NSCASLP with input from the Board and the membership at large.

Activities

The committee is in its infancy. To date, the Terms of Reference (TOR) have been approved by the NSCASLP Board in April 2022. The process for development of Codes of Ethics of similar organizations was reviewed as a preliminary step in the development of the TOR along with suggested content areas and format of the document. The terms of reference specify that the Code of Ethics will, at a minimum, include the following:

- Preamble/guiding principles
- Principles
- References

Future Plans

The next steps in the development of a Code of Ethics document is to recruit committee members. The steps include:

1. Complete detailed review of Codes of Ethics of other similar organizations
2. Create a draft document.
3. Present draft to Board for review and revision.
4. Post draft to all registered NSCASLP member for comment and input for a period of one month.

5. Review inputs and revise the draft document as appropriate.
6. Present final draft, including all inputs from membership, to Board for final approval.
7. Post approved Code of Ethics on website with announcement to all college members.

Submitted by:

Barbara Stoesz, SLP-Reg, S-LP (C)

Ad Hoc Ethics Committee Chair

Ad Hoc Informed Consent Policy Committee

Committee Members:

Chair: Dana Fergusson, S-LP (Private Practice/Education)

Erin Lamond, S-LP (Health)

Angela Ryan, Audiologist (Health)

Sheri McGill, S-LP (Education)

Susan Jozsa, Autism Consultant NSDOEECD

Purpose:

According to Speech-Language and Audiology Canada, members and associates shall:

- a) Inform a patient or client about the nature of their communication disorder and the services and intervention options available.
- b) Ensure that the patient or client understands this information.
- c) Obtain verbal or written consent from the patient or client before screening, assessment, intervention or participation in a research study.
- d) Ensure that patients or clients understand their right to refuse consent or withdraw consent once given without impacting any clinical services available to them.
- e) Obtain informed consent from the patient or client before sharing the patient or client's information with others, unless the member or associate is required to do so by law.

https://www.sac-oac.ca/sites/default/files/resources/2016_sac_Code_of_Ethics_en.pdf

At the Annual General Meeting of the NSCASLP in May of 2021, the creation of Informed Consent guidelines was identified by members as a priority. The duties of this ad hoc committee will be to review the guidelines of other provincial colleges and to ultimately formulate guidelines for our members across both disciplines and various work settings.

Activities to date:

This committee was formed in March of 2022, and the first meeting was held virtually on April 25th.

Future plans:

The members will continue to meet virtually throughout the spring, with continued meetings being scheduled as appropriate. The goal is to have a draft set of guidelines available for the board to review in the fall of 2022.

Submitted by,
Dana Fergusson, S-LP-Reg, SLP(C)

APPENDIX 1

NS College of Audiologists and Speech-Language Pathologists

FINANCIAL STATEMENTS

DECEMBER 31, 2021

Draft

NS College of Audiologists and Speech-Language
Pathologists

DECEMBER 31, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the Nova Scotia College of Audiologists and Speech-Language Pathologists,

Opinion

We have audited the financial statements of NS College of Audiologists and Speech-Language Pathologists, which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of NS College of Audiologists and Speech-Language Pathologists as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Accounting Standards for Not-for-profit Organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the NS College of Audiologists and Speech-Language Pathologists 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 the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the NS College of Audiologists and Speech-Language Pathologists'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 NS College of Audiologists and Speech-Language Pathologists or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the NS College of Audiologists and Speech-Language Pathologists's financial reporting process. When individuals responsible for the oversight of the financial reporting process are the same as those responsible for the preparation of the financial statements, no reference to oversight responsibilities is required.

INDEPENDENT AUDITOR'S REPORT (continued)

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

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

We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the NS College of Audiologists and Speech-Language Pathologists's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

INDEPENDENT AUDITOR'S REPORT (continued)

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 NS College of Audiologists and Speech-Language Pathologists'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 NS College of Audiologists and Speech-Language Pathologists 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.

March 15, 2022
Lower Sackville, Nova Scotia
CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

NS College of Audiologists and Speech-Language Pathologists

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT		
Cash	\$ 512,391	\$ 430,507
Accounts receivable	-	1,852
Prepaid expenses and sundry assets	<u>2,026</u>	<u>1,345</u>
	<u>\$ 514,417</u>	<u>\$ 433,704</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 12,127	\$ 11,357
Deferred Membership Fees	<u>153,000</u>	<u>140,600</u>
	<u>165,127</u>	<u>151,957</u>
NET ASSETS		
CONTRIBUTED SURPLUS	239,562	239,562
OPERATING FUND NET ASSETS	<u>109,728</u>	<u>42,185</u>
	<u>349,290</u>	<u>281,747</u>
	<u>\$ 514,417</u>	<u>\$ 433,704</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director

NS College of Audiologists and Speech-Language Pathologists

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
REVENUE		
License and application fees	\$ 192,050	\$ 171,650
Interest income	<u>1,298</u>	<u>2,015</u>
	<u>193,348</u>	<u>173,665</u>
EXPENDITURES		
Accounting	4,287	3,558
Administration	15,859	44,705
Audit fees	2,070	1,150
CAASPR	3,185	4,953
Dues	815	815
Honorariums	6,000	15,561
Insurance	4,978	4,900
Interest and bank charges	5,209	5,112
Meeting expenses	331	1,381
Office supplies	2,533	1,677
Legal fees - general	1,466	5,726
Legal fees - legislative	8,309	-
Website	464	2,042
Online registration access fees	10,350	8,798
Telephone	58	86
Salaries and wages	59,891	-
Training	<u>-</u>	<u>9,285</u>
	<u>125,805</u>	<u>109,749</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	<u>67,543</u>	<u>63,916</u>
NET (LIABILITIES) ASSETS, beginning of year	<u>42,185</u>	<u>(21,731)</u>
NET ASSETS , end of the year	<u>\$ 109,728</u>	<u>\$ 42,185</u>

NS College of Audiologists and Speech-Language
Pathologists

STATEMENT OF CASH FLOWS

DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received	\$ 207,600	\$ 313,394
Cash paid to suppliers	<u>(125,716)</u>	<u>(108,114)</u>
	<u>81,884</u>	<u>205,280</u>
INCREASE IN CASH	<u>81,884</u>	<u>205,280</u>
CASH, beginning of year	<u>430,507</u>	<u>225,227</u>
CASH, end of year	<u><u>\$ 512,391</u></u>	<u><u>\$ 430,507</u></u>

Draft

NS College of Audiologists and Speech-Language Pathologists

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. PURPOSE OF THE COLLEGE

The purpose of the Nova Scotia College of Audiologists and Speech-Language Pathologists is to regulate the professions of audiology and speech-language pathology in Nova Scotia. The formation of the College took place on November 5th, 2019.

The College serves and protects the public interest, and governs its members in accordance with the Audiologists and Speech-Language Pathologists Act, (2015), and the regulations, policies and by-laws of the College.

The College helps ensure the safety and effectiveness of audiology and speech-language pathology services by setting appropriate standards of conduct and competence. It provides the public with an affordable and accessible avenue to report concerns and complaints about the care they have received, and a reasonable expectation that such issues will be effectively addressed. In addition, it serves to advance and promote the practice of the professions as it relates to serving and protecting the public interest.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit organizations.

(b) Cash and cash equivalents

Cash is comprised of deposits with Canadian financial institutions. The College is exposed to interest risk on these cash balances.

(c) Revenue Recognition

Membership fees are recognized as income during the period to which they relate. Deferred membership fees are payments received in the 2021 year for the 2022 membership period. In the prior period only application fees were received. Interest revenue is recorded as received each month.

NS College of Audiologists and Speech-Language Pathologists

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Financial Instruments

The organization's financial instruments consist of cash, receivables, payables and accrued liabilities. Unless otherwise noted, it is management's opinion the organization is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted. Accounts receivable and payable are initially recorded at fair value and then carried at amortized cost.

(e) Income taxes

The Association is exempt from income taxes provided certain requirements of the Income Tax Act are met.

(f) Contributed surplus

The College was created on November 5, 2019. Its predecessor the Speech and Hearing Association of Nova Scotia transferred their net assets to the college immediately after creation. The contributed surplus represents assets transferred less liabilities assumed.