College of Occupational Therapists of Ontario

The College of Occupational Therapists of Ontario is the regulatory organization that oversees the practice of occupational therapists (OTs) in Ontario. Our job is to make sure the people of Ontario receive safe, effective care from OTs. We are a public resource.

Occupational Therapists

Occupational therapy is a client-centred health profession concerned with promoting health and well being through occupation. The primary goal of occupational therapy is to enable people to participate in the activities of everyday life. Occupational therapists achieve this outcome by working with people and communities to enhance their ability to engage in the occupations they want to, need to, or are expected to do, or by modifying the occupation or the environment to better support their occupational engagement.

In occupational therapy, occupations refer to the everyday activities that people do as individuals, in families and with communities to occupy time and bring meaning and purpose to life. Occupations include things people need to, want to and are expected to do.

– World Federation of Occupational Therapists, 2012
n providing care, health professionals strive to be transparent. That means ensuring that the people they’re serving understand their recommendations and actions, and the reasons behind them. In short, what they’re doing, why they’re doing it and the desired result. That helps to make patients and clients partners in care.

The same idea of transparency applies when it comes to regulating Ontario’s health professionals.

At the College, we continually take steps to make information open, whether about our processes, our decisions, or the occupational therapists (OTs) we regulate. When we do that, the public we’re accountable to can have more confidence in the profession, and make the best decisions for their health. The regulation of health care is a partnership with the public too.

Throughout this past year, much of our efforts focused on enhancing transparency. Consultations were undertaken to ensure all voices were heard as we sought to develop and update our policies, practices, guidelines and bylaws. Input helped clarify meaning and intent and ensured the interests of the public were placed first. In fact, transparency and accountability are the guiding principles that will shape our decision-making under our new 2017-2020 strategic plan.

I want to express my appreciation to my colleagues on Council for their thoughtful debate and insight. Together, they are dedicated to being leaders in collaborative, quality regulation.

I also thank my fellow OTs for their tremendous input and involvement. By taking part in consultations, elections, committees and other College work, OTs demonstrate a keen interest in the effective regulation of the profession.

On behalf of Council, I can assure you that we’ll continue to govern occupational therapy in a way that is transparent and accountable to the people of Ontario.

Jane Cox,
President
Change and consistency seem like opposing concepts. Yet in health care regulation, we need to be mindful of both.

Start with the landscape in which we operate. It constantly transforms. There are always fresh models of care and practice, new expectations on the part of the public and stakeholders, and different ways of looking at the best use of our resources.

I see it not just here at the College, but also through our involvement with the national Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) and the Federation of Health Regulatory Colleges of Ontario. Our participation provides a broad appreciation for how regulators can best serve the public, and how we have to respond to a changing environment.

Change was evident for us this past year, as the College completed the final year of its 2014-2017 strategic plan and set sights for the next three years. You can read about both in the Year in Review and Looking Forward sections.

We evolve when we look for ways to improve professional practice, standards, requirements and College operations – all so that occupational therapists (OTs) can meet their obligations and we can have a high level of public trust.

At the same time, the College has a consistent focus. From registration and practice service to quality assurance (QA) and professional conduct, the well-being of the public is at the core of our work, and that’s unwavering.

Looking at the diverse list of what we achieved this year – whether it’s the evaluation of the QA program, bylaw amendments, transparency initiatives, video webinars, or the introduction of Vulnerable Sector Checks – we see the public protection mandate of the College in action.

Each year brings new accomplishments and priorities. College staff remain steadfast in our commitment to meet the primary mission. It’s about ensuring that occupational therapists maintain their quality, safety and ethics – and that the public can understand and expect that.

Elinor Larney
Registrar
The year in review

2014-2017 Leadership Priorities

1. Regulatory leadership and practice support
Promoting proactive and innovative leadership that supports understanding of the role and mandate of the College, influences regulatory policy and supports OT practice.

2. Relational regulation
Engaging in collaborative relationships that promote mutual respect.

3. Accountability
Sustaining strong and effective organizational and governance practices.
Protecting Patients Act, 2017

Public protection is at the heart of the College’s work. On May 30, 2017, the Protecting Patients Act, 2017 (formerly known as Bill 87) was passed. It resulted in changes to the Regulated Health Professions Act, 1991, including:

- Enhancing the response of regulated health Colleges to sexual abuse complaints and mandatory reports.
- Increasing transparency in the operations of regulated health Colleges.
- Improving the complaints and discipline processes of regulated health Colleges.

Even before this new legislation, the College had implemented most of the proposed transparency amendments, like posting information about disciplinary action on the College’s public register at Find an Occupational Therapist.

The College supports steps to both strengthen the existing protections in place for Ontario patients and to support the effectiveness of College processes when the public raises issues.

Sexual abuse of patients

In September 2016, the Ontario government released “To Zero: Independent Report of the Minister’s Task Force on the Prevention of Sexual Abuse of Patients and the Regulated Health Professions Act, 1991”. The government is taking action based on the report’s 34 recommendations. The College reviewed the recommendations to determine what action it could take as soon as possible.

We’re committed to working with the government to help implement the recommendations, to better support patients and prevent sexual abuse.

Council meetings materials

Council meetings have long been open to the public, and in 2015 Council approved publication of Council agendas, highlights and detailed minutes on the College website. In January 2017, Council approved publication of Council meeting packages on the College website. When more information is publicly available, people can understand and be confident in the College’s work, and use that knowledge to make informed decisions about their health care.

Patient Ombudsman

In January 2017, Ontario’s Patient Ombudsman, Christine Elliott, spoke with Council about her office’s role and the goal of influencing positive change in the health care sector. The Ontario Government created the role in 2016 to complement the work of other bodies that handle patient complaints, including the Colleges, the Ministry of Health and Long-Term Care and the Health Professions Appeal and Review Board. While Colleges deal with complaints about individual practitioners, the Patient Ombudsman focuses on organizational or systemic issues.
Public protection

Vulnerable sector checks

Beginning April 1, 2017, applicants must submit a Vulnerable Sector (VS) Check as part of their application for registration with the College. The VS Check is a criminal record screen by police services that allows the College to see:

- whether an applicant has been found guilty of any offence arising in any jurisdiction (that includes any criminal offence, or any offence relating to the practice of occupational therapy); and
- if there is anything in an OT’s previous conduct that will impact their ability to practice occupational therapy safely and ethically.

VS Checks are an important step in supporting the public protection mandate.

The College will use the results to verify self-declarations made during the application and renewal processes, and updates made throughout the year. Once registered, OTs may be randomly audited and asked to submit the results of a VS Check. The College expects the first audit to take place in 2018.

Policies, guidelines and bylaws

Medical assistance in dying

On June 17, 2016, the federal government passed legislation on medical assistance in dying (MAiD). The legislation provides safeguards for patients requesting assistance, and also protection for health care professionals providing MAiD. While physicians, nurses and pharmacists play a central role in MAiD, other health professionals, such as occupational therapists, might be involved as part of a larger team.

In response to the federal legislation, Council approved Guidelines for Medical Assistance in Dying.

The Guidelines outline the expectations for practice in Ontario, and the role of OTs in aiding authorized medical practitioners in the determination of eligibility.
Revised Guide to Controlled Acts and Delegation

Council approved the revised Guide to Controlled Acts and Delegation. The online guide reflects changes to legislation and the evolution of occupational therapy practice. It contains a more comprehensive decision-making tool to assist OTs in deciding when it is appropriate to accept delegation and the practice requirements following a decision to accept delegation.

Timely updates

By updating practice documents such as guidelines and standards, the College ensures OTs are practicing to accepted standards of care. Council approved revisions and recommendations related to four practice documents:

- Guidelines for Telepractice
- Guidelines for Third Party Referrals
- Use of Title & Credentials
- Standards for Consent

Bylaw amendments

The College conducted a comprehensive review of all bylaws to ensure their consistency, relevancy and effectiveness. This resulted in several proposed bylaw amendments, which were circulated for public consultation and feedback and approved by Council.

The consultation, which took place from March to May 2017, generated more than 500 replies.

That was the largest response ever for such a review. Some of the proposed revisions were in response to the public demand for greater transparency and accountability. Revisions were also consistent with government requirements for transparency and certain proposals in the Protecting Patients Act, 2017.

Council carefully considered the reasons for the proposed amendments and the concerns expressed through the consultation with the public and OTs. Significant changes were made to some of the language initially proposed and Council passed all bylaw amendments on June 27, 2017. This undertaking ensures the work of the College aligns with legislation and supports the mandate to act in the public interest.

Bed entrapment

At times, people can be caught, trapped, or entangled in a bed system, that is, the spaces in or around the bed rail, mattress or frame. That’s called bed entrapment, and it can result in severe injuries, including to the head, neck and chest. The Office of the Chief Coroner asked the College to recommend ways to prevent harm to individuals who may be at risk of bed entrapment.

The “College Response to the Coroner’s Report: Deaths from Bed Entrapment” was released in May 2017, and is a resource to assist OTs in understanding the risks and hazards in prescribing bed rails to clients.
**Program improvement**

**QA program evaluation**

The College continued its QA program evaluation, to identify the strengths and limitations of the existing program and tools and help determine any risks for gaps in practice. The new program will foster learning and mentorship.

The goal is to ensure the College is accurately identifying OTs who could benefit from additional support in meeting the essential competencies of practice.

**Accessible information**

**Revamped website**

To make it easier for users to find and understand information about the regulation of OTs, the College updated its website in August 2016. Plain language, responsive design and enhanced search functionality were key areas of focus. The site continues to evolve.

**Front line support**

The College Information and Resource Associate provides support to callers pressing ‘0’ and individuals emailing info@coto.org. Requests for assistance locating an occupational therapist are most common, followed by inquiries for technical support.

1021 calls and 593 emails were addressed by our Information and Resource Associate.

Real-time contact improves our customer service and helps us assess and address current needs.

**Social media**

The College introduced social media channels, launching LinkedIn and Twitter (@CollegeofOTs) in addition to the College YouTube channel. Expansion and development will continue.

Contact the Information and Resource Associate with general inquiries or for immediate assistance.

1.800.890.6570/416.214.1177 x0 or x236 or info@coto.org.
In development

Common Competency Document

Council expressed support of work towards a common competency document for use in Canada for education, regulation and entry-to-practice examination purposes. The document was an outcome of the September 2016 stakeholder forum, sponsored by the Association of Canadian Occupational Therapy Regulatory Organizations. Establishing a single set of competencies across the country will help ensure excellence in OT service delivery.

Psychotherapy regulation

Psychotherapy is a proposed controlled act in Ontario under the Regulated Health Professions Act, 1991. OTs are among those who regularly perform psychotherapy and will be authorized to also perform the part of psychotherapy that will be considered ‘controlled’ under the legislation. Not all psychotherapy is considered part of the controlled act. To help OTs and other health care professionals understand the distinction, a group of Colleges created a clarification document and YouTube video.

While OTs can practise psychotherapy, and should follow the Standards of Practice for Psychotherapy when practising psychotherapy, OTs cannot, at this time, use the title psychotherapist, which is a protected title.

Driver safety assessments

The College continues to consult with the Ministry of Transportation regarding driver safety assessments, providing regulatory perspective on the OT’s role in screening for medical fitness to drive, and the impact of potential changes to legislation related to the OT’s role in reporting unsafe driving.

Clinic regulation

Since early 2015, the College has been part of a working group of 13 health regulatory Colleges exploring the regulation of clinics in Ontario. In June 2016, Council supported the group’s submission of its report “Increasing Patient Protection through Clinic Oversight” to the Ministry of Health and Long-Term Care. The provincial government will determine if and how to create a clinic regulation model.
Practice advice & education

The Practice Resource Service helps people understand the expectations for OTs in Ontario. Sharing the correct information and advice supports the delivery of safe, ethical and effective occupational therapy services. Anyone can contact the College with a question or concern.

Users of the Practice Resource Service

1165 Inquiries
+20% over last year

80% OTs
14% Clients, family members and others
4% Employers
2% Students

Top 5 Issues

1. Record Keeping
2. Consent
3. Scope of Practice
4. Conflict of Interest
5. Controlled Acts

Have a question? Contact us at 1.800.890.6570/416.214.1177 x240 or practice@coto.org.

Outreach

Connecting
402 participants on our Standards for Consent video webinar.

Discussing
driver rehabilitation, elder abuse and new grads entering practice at the 2016 OSOT conference.

Engaging
in conversation with student OTs at McMaster, Queen’s, University of Ottawa, University of Toronto, and Western & student OTAs across the province.
Patient relations

The Patient Relations Committee develops and implements the Patient Relations Program.

Core elements of this program include:

- development of standards of practice for occupational therapists
- education of the profession, Council and staff
- provision of information to the public
- administration of the Sexual Abuse Counselling Fund

There were no client applications for funding to the Patient Relations Committee in the 2016-2017 fiscal year.


The Patient Relations Committee closely reviewed the work of the Task Force and in anticipation of the passing of the legislation, prioritized a review of the College Standards for Professional Boundaries and Standards for the Prevention and Management of Sexual Abuse.

In April 2017, the College joined the Citizen Advisory Group Partnership. The Citizen Advisory Group is made up of patients, clients and caregivers from across Ontario. The Patient Relations Committee plans to engage members of the Group in conversations to help shape its work.

To help fulfill the mandate of Patient Relations, College staff provided education on professional boundaries to all five Ontario occupational therapy university programs.
This year, the Committee:

- Processed 10 applications for re-entry to the profession where a refresher program was required.
- Enhanced the College’s ability to carry its mandate of public protection by:
  - Approving the Determining Suitability to Practise at Registration Policy which describes the process the College uses to evaluate information about an applicant’s suitability to practise, and identifies the criteria that the College uses when conducting the evaluation; and
  - Implementing criminal record screening of applicants and members which requires submission of a Vulnerable Sector (VS) Check to verify self-declarations made through the application and renewal processes.
- Affirmed the College’s commitment to respecting human rights and complying with the Human Rights Code by approving the Accommodation Requests in the Registration Process Policy.
- Reviewed 16 applications referred to the Committee by the Registrar.
Total Decisions

8 Issue certificate of registration
1 Issue certificate of registration after additional training
1 Issue certificate of registration with terms, conditions and limitations

3 Deny certificate of registration
3 Deferred
0 Decisions appealed to the Health Professions Appeal and Review Board

View the College’s 2016 Fair Registration Practices Report to the Office of the Fairness Commissioner (OFC) at www.coto.org/memberservices/policies
Registrants by the Numbers

Number of OTs

<table>
<thead>
<tr>
<th>Year</th>
<th>Registrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>5792</td>
</tr>
<tr>
<td>2016</td>
<td>5554</td>
</tr>
<tr>
<td>2015</td>
<td>5379</td>
</tr>
<tr>
<td>2014</td>
<td>5185</td>
</tr>
<tr>
<td>2013</td>
<td>5058</td>
</tr>
</tbody>
</table>

Age of OTs

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Registrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 30</td>
<td>1050</td>
</tr>
<tr>
<td>31-40</td>
<td>1874</td>
</tr>
<tr>
<td>41-50</td>
<td>1659</td>
</tr>
<tr>
<td>51-60</td>
<td>962</td>
</tr>
<tr>
<td>60+</td>
<td>247</td>
</tr>
</tbody>
</table>

Area of Practice

- Physical Health: 50%
- Mental Health: 11%
- Administration: 7%
- Other: 32%

Nature of Practice

- Clinical: 4375
- Mixed: 780
- Non-Clinical: 465
- Not Employed in OT: 172
- Total: 5792

OTs by Primary Role

- Direct Service Provider: 4382
- Other Positions (not labeled): 260
- Consultant: 236
- Managers: 233
- Not Employed in Occupational Therapy: 192
- Professional Leaders: 126
- Educators: 112
- Administrator: 93
- Owner/Operator: 68
- Research: 65
- Quality Management Specialist: 22
- Salesperson (equipment): 3

Total: 5792
### Registrants by the Numbers

#### Location of Occupational Therapy Education

<table>
<thead>
<tr>
<th>New Registrants</th>
<th>New Registrants who Graduated in 2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated in Ontario</td>
<td>Educated in Ontario</td>
</tr>
<tr>
<td>450</td>
<td>236</td>
</tr>
<tr>
<td>In Canada, outside of Ontario</td>
<td>In Canada, outside of Ontario</td>
</tr>
<tr>
<td>60</td>
<td>18</td>
</tr>
<tr>
<td>Outside of Canada</td>
<td>Outside of Canada</td>
</tr>
<tr>
<td>37</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

#### Location of Education of College Registrants

<table>
<thead>
<tr>
<th>Location</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario</td>
<td>4697</td>
</tr>
<tr>
<td>In Canada, outside of Ontario</td>
<td>538</td>
</tr>
<tr>
<td>United States</td>
<td>184</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>80</td>
</tr>
<tr>
<td>India</td>
<td>85</td>
</tr>
<tr>
<td>Philippines</td>
<td>49</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>30</td>
</tr>
<tr>
<td>South Africa</td>
<td>15</td>
</tr>
<tr>
<td>Israel</td>
<td>9</td>
</tr>
<tr>
<td>Ireland</td>
<td>5</td>
</tr>
<tr>
<td>Other International Location</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>5792</td>
</tr>
</tbody>
</table>
The College’s Quality Assurance Committee (QAC) oversees the development and maintenance of programs and policies that evaluate and promote occupational therapists’ continuing competence to practice safely, ethically and effectively. The program is educational in nature and is committed to promoting reflective practice and providing tools and resources for OTs to continue to enhance their knowledge and skills.

This year, the QAC oversaw the following initiatives:

- Redevelopment and redesign of MyQA, the College’s new online quality assurance (QA) site.
- Revision of two QA requirements: the Self-Assessment (SA) and the Professional Development (PD) Plan.
- Development of the 2017 Prescribed Regulatory Education Program (PREP): Are you PREP’d for Consent and Record Keeping?
- Evaluation of the College’s current Competency Review and Evaluation (CRE) process.

Annual QA Requirements

Each year, OTs are required to complete a PD Plan and a PREP. Every other year, registrants are also required to complete a SA.

- 4447 registrants with completed annual QA requirements (completed PD Plan and PREP)
- 1016 registrants with incomplete annual QA requirements (one or more incomplete QA requirements)
- 329 new registrants excluded from mandatory completion of QA requirements. New graduates and new registrants are exempt from completing their QA requirements for their first year of registration with the College.

5792 total registrants

81% compliance

In June 2017, the College launched a new online quality assurance site, MyQA, which allows the College to better monitor and address compliance.
Quality Assurance - Program Evaluation

In 2016, the College embarked on a review of the Competency Review and Evaluation (CRE) process used to identify occupational therapists who require education or remediation to ensure they are meeting the standards for practice.

As part of the review of the CRE process, a group of clinical registrants were randomly selected to participate in both Step 1 and Step 2 of the process.

• Step 1 requires registrants to submit their QA requirements and complete a multisource feedback process.
• Step 2 requires an on-site assessment of the OT’s practice by a peer assessor.
• Participant selection occurred between February and June 2016.
• Results are being analyzed to inform changes to ensure QA program goals are met.

Demographics of CRE program evaluation participants

124 (100%) registrants in clinical practice

Practice areas*

- 32% General Service Provision
- 23% Other**
- 20% Mental Health and Addiction
- 10% Acute Care
- 10% Continuing Care and Geriatric Care
- 3% Consultation (Medical/Legal)
- 2% Client Service Management

*Practice areas are defined based on the major service area identified by the registrant on their annual renewal/application form.

**Other includes: other direct service consultation, other areas of practice and primary care.
Quality Assurance - Program Evaluation

Competency Review and Evaluation (CRE) Program Evaluation Results

124  total registrants in program evaluation group
40   deferrals granted
1    registrant still active in the process and excluded from the data
165  registrants randomly selected

Step 1 Outcomes for Registrants in Program Evaluation Group

49/124  incomplete QA requirements*
*Incomplete QA requirements refers to having any requirements (SA, PD Plan or PREP) missing over the five-year period from 2011-2015.
22/124  multi-source feedback surveys below the threshold

Step 2 Outcomes for Registrants in Program Evaluation Group

68   take no action
46   take no action with recommendations
9    issuances of specified continuing education or remediation program (SCERP)
0    referrals to Inquiries, Complaints & Reports Committee (ICRC)
123  peer and practice assessments conducted*
*Of the 124 participants engaged in the process, 1 resigned their certificate after Step 1 and therefore did not participate in a peer and practice assessment

Of those registrants issued a specified continuing education or remediation program (SCERP), competencies most frequently identified as requiring education or remediation:

1. **Boundaries**
   Maintains appropriate relationships and boundaries with clients.

2. **Consent**
   Ensures informed consent prior to and throughout service provision.

3. **Record Keeping**
   Maintains clear, accurate, and appropriate records of client encounters and plans.
The Inquiries, Complaints and Reports Committee (ICRC) oversees investigations into an OT’s conduct, competence or capacity including all complaints investigations and Registrar’s Inquiries received from the Office of the Registrar.

Complaints

In 2016/2017, the College received 34 new complaints of which one intake was not completed.

The ICRC issued decisions in 17 complaints cases in 2016/2017. In almost 65% percent of those decisions, the ICRC took no further action. The outcomes of these decisions are detailed in the adjacent list.

Resolved cases - complaints

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>no further action</td>
<td>11</td>
</tr>
<tr>
<td>specified continuing education or remediation program (SCERP)</td>
<td>2</td>
</tr>
<tr>
<td>advice/guidance/recommendation</td>
<td>3</td>
</tr>
<tr>
<td>frivolous &amp; vexatious</td>
<td>1</td>
</tr>
<tr>
<td>caution-in-person</td>
<td>0</td>
</tr>
<tr>
<td>referred to discipline</td>
<td>0</td>
</tr>
</tbody>
</table>

17 decisions

All complaints received by the College are investigated.
Appeals to the Health Professionals Appeal and Review Board (HPARB)

The Health Professions Appeal and Review Board (HPARB) reviews decisions made by the ICRC in complaint matters.

One complaint received and closed by the College in 2016/2017 was appealed to HPARB. In addition, five complaints received by the College in 2015/2016 were appealed to HPARB in the 2016/2017 fiscal year. During the 2016/2017 fiscal year, HPARB conducted 10 reviews.

HPARB issued decisions for 10 cases in 2016/2017 and in each case upheld the decision of the ICRC.

Registrar’s Inquiries

The Office of the Registrar opened 53 Registrar’s Inquiries in the 2016/2017 fiscal year. Information forming the basis of 14 of these investigations came to the College’s attention through mandatory reports. The Office of the Registrar administratively closed six Registrar’s Inquiries in the 2016/2017 fiscal year.

The ICRC made 15 decisions on reports arising out of Registrar’s Inquiries in 2016/2017. The majority of the ICRC’s decisions were to take no further action or to issue a specified continuing education or remediation program (SCERP). The outcomes of the ICRC’s decisions related to Registrar’s Inquiries in the 2016/2017 fiscal year are detailed in the adjacent list.

<table>
<thead>
<tr>
<th>Resolved cases - Registrar’s Inquiries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5 no further action</td>
<td></td>
</tr>
<tr>
<td>2 advice/guidance/recommendation</td>
<td></td>
</tr>
<tr>
<td>1 specified continuing education or remediation program (SCERP)</td>
<td></td>
</tr>
<tr>
<td>1 SCERP and verbal caution</td>
<td></td>
</tr>
<tr>
<td>1 SCERP and written caution</td>
<td></td>
</tr>
<tr>
<td>1 remedial agreement</td>
<td></td>
</tr>
<tr>
<td>1 undertaking</td>
<td></td>
</tr>
<tr>
<td>3 referred to discipline</td>
<td></td>
</tr>
<tr>
<td><strong>15 decisions</strong></td>
<td></td>
</tr>
</tbody>
</table>
Discipline

The Discipline Committee conducts hearings into allegations of professional misconduct or incompetence that are referred to it by the Inquiries, Complaints and Reports Committee. There were no discipline hearings held at the College during the 2016/2017 fiscal year.

Fitness to Practise

The Fitness to Practise Committee holds hearings to determine if a registrant is physically or mentally incapacitated.

There were no Fitness to Practise hearings held at the College during the 2016/2017 fiscal year.

Executive

The Executive Committee facilitates the functioning of Council and other Committees. It makes decisions, between Council meetings, for any matters that require immediate attention. The activities of the Executive show the breadth of its support for efficient and effective College operations:

- Appointed statutory Committee chairs.
- Approved the organization’s financial statements and budget, and recommended the appointment of the auditor.
- Initiated a bylaw review, and reviewed proposed amendments to bylaws (the Executive Committee cannot make, amend, or revoke a regulation or bylaw).
- Recommended the approval of revised guidelines, policies and College positions (see Year in Review), following in-depth reviews.
- Recommended the approval of a format for reporting on the College’s performance around strategic priorities.

During the 2016/2017 fiscal year, there was one Divisional Court appeal of a decision of the Discipline Committee; namely, Arora v College of Occupational Therapists of Ontario. The appeal was instituted by the OT who is the subject of the Discipline Committee’s Order, Ms. Hina Arora. Ms. Arora requested the Divisional Court review the Discipline Committee’s decisions on finding, penalty, and costs. The Honourable K.E. Swinton, on behalf of a panel of three judges of Divisional Court, delivered Oral Reasons for Judgment on March 6, 2017. Ms. Arora’s appeal was dismissed on all grounds and the Discipline Committee’s order was upheld. The College was awarded costs in the amount of $3,500, all in.

The Divisional Court’s decision is available on CanLII (www.canlii.org).
Financial statements
Financial summary 2016-2017

The College’s primary responsibility is to meet the regulatory mandate as set by the government. Many of the programs and services that the College provides are required by legislation. These include:

- assessing and registering applicants,
- maintaining a public register of everyone who is, or was, registered with the College,
- establishing professional practice standards and guidelines,
- investigating concerns about occupational therapy practice, and
- providing a quality assurance program.

The College’s revenue comes almost solely from registration fees.

The following information is provided to supplement the Summarized Statement of Operations. Costs allocated to each category include specific program administration and a proportional allocation of general administration costs, such as salaries and benefits, occupancy costs, depreciation, and all other operating expenses including IT. The percentage cost for each program varies annually reflecting planned program activities.

The Summary Financial Statements reflect adjustments to the previously reported figures for fiscal 2016. The adjustments ensure that the summary financial statements reflect current accounting standards for not-for-profit organizations.

### 2016-2017 Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; application fees</td>
<td>98.34%</td>
</tr>
<tr>
<td>Interest and other income</td>
<td>1.66%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

### 2016-2017 Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance, council, committees</td>
<td>19.51%</td>
</tr>
<tr>
<td>Communication</td>
<td>17.23%</td>
</tr>
<tr>
<td>Investigations &amp; resolutions</td>
<td>17.38%</td>
</tr>
<tr>
<td>Practice</td>
<td>14.26%</td>
</tr>
<tr>
<td>Quality assurance</td>
<td>15.81%</td>
</tr>
<tr>
<td>Registration</td>
<td>15.81%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

To the Council of the College of Occupational Therapists of Ontario

The accompanying summary financial statements, which comprise the summary statement of financial position as at May 31, 2017, and the summary statement of operations for the year then ended, and related note, are derived from the audited financial statements of the College of Occupational Therapists of Ontario for the year ended May 31, 2017. We expressed an unmodified audit opinion on those financial statements in our report dated August 24, 2017.

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements, therefore, is not a substitute for reading the audited financial statements of the College of Occupational Therapists of Ontario.

Management’s Responsibility for the Summary Financial Statements
Management is responsible for the preparation of a summary of the audited financial statements on the basis described in the note to the summary financial statements.

Auditor’s Responsibility
Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, “Engagements to Report on Summary Financial Statements”.

Opinion
In our opinion, the summary financial statements derived from the audited financial statements of the College of Occupational Therapists of Ontario for the year ended May 31, 2017 are a fair summary of those financial statements, on the basis described in the note to the summary financial statements.

Comparative Financial Statements
The comparative summary financial statements were audited by another firm of Chartered Professional Accountants who expressed an unmodified opinion in their Independent Auditor’s Report dated August 25, 2016.

Hilborn LLP
Chartered Professional Accountants
Licensed Public Accountants

Toronto, Ontario
August 24, 2017
## Summary Statement of Financial Position

As at May 31 2017

<table>
<thead>
<tr>
<th></th>
<th>2017 $</th>
<th>2016 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and short term investments</td>
<td>4,961,271</td>
<td>4,558,801</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>23,354</td>
<td>44,088</td>
</tr>
<tr>
<td></td>
<td><strong>4,984,625</strong></td>
<td><strong>4,602,889</strong></td>
</tr>
<tr>
<td><strong>Investments</strong></td>
<td>2,403,575</td>
<td>2,209,563</td>
</tr>
<tr>
<td>Property and equipment</td>
<td>221,879</td>
<td>206,415</td>
</tr>
<tr>
<td></td>
<td><strong>2,625,454</strong></td>
<td><strong>2,415,978</strong></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>841,026</td>
<td>698,757</td>
</tr>
<tr>
<td>Deferred registration fees</td>
<td><strong>3,690,926</strong></td>
<td><strong>3,484,272</strong></td>
</tr>
<tr>
<td></td>
<td><strong>4,531,952</strong></td>
<td><strong>4,183,029</strong></td>
</tr>
<tr>
<td>Deferred lease incentives</td>
<td>19,503</td>
<td>22,583</td>
</tr>
<tr>
<td></td>
<td><strong>4,551,455</strong></td>
<td><strong>4,205,612</strong></td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in property and equipment</td>
<td>221,879</td>
<td>206,415</td>
</tr>
<tr>
<td>Internally restricted for hearings</td>
<td>350,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Internally restricted for premises</td>
<td>500,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Internally restricted for sexual abuse therapy and counselling</td>
<td>18,000</td>
<td>18,000</td>
</tr>
<tr>
<td>Internally restricted for contingencies</td>
<td>1,390,000</td>
<td>1,050,000</td>
</tr>
<tr>
<td>Internally restricted for fee stabilization</td>
<td>292,000</td>
<td>275,000</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>286,745</td>
<td>713,840</td>
</tr>
<tr>
<td></td>
<td><strong>3,058,624</strong></td>
<td><strong>2,813,255</strong></td>
</tr>
<tr>
<td></td>
<td><strong>7,610,079</strong></td>
<td><strong>7,018,867</strong></td>
</tr>
</tbody>
</table>
Summary Statement of Operations
For year ended May 31, 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration and applications fees</td>
<td>3,941,702</td>
<td>3,820,392</td>
</tr>
<tr>
<td>Investment and other income</td>
<td>66,732</td>
<td>74,576</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>4,008,434</td>
<td>3,894,968</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and benefits</td>
<td>2,043,957</td>
<td>1,961,573</td>
</tr>
<tr>
<td>Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality assurance</td>
<td>124,926</td>
<td>151,731</td>
</tr>
<tr>
<td>Investigations and resolutions</td>
<td>254,632</td>
<td>242,755</td>
</tr>
<tr>
<td>Communications</td>
<td>87,717</td>
<td>142,567</td>
</tr>
<tr>
<td>Council</td>
<td>192,652</td>
<td>151,156</td>
</tr>
<tr>
<td>Occupancy costs</td>
<td>261,230</td>
<td>257,443</td>
</tr>
<tr>
<td>Depreciation</td>
<td>74,613</td>
<td>66,935</td>
</tr>
<tr>
<td>All other operating expenses</td>
<td>723,338</td>
<td>931,322</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>3,763,065</td>
<td>3,905,482</td>
</tr>
<tr>
<td><strong>Excess of revenues over expenses (expenses over revenues) for the year</strong></td>
<td>245,369</td>
<td>(10,514)</td>
</tr>
</tbody>
</table>

Note to Summary Financial Statements

May 31, 2017

1. **Basis of presentation**

These summary financial statements have been prepared from the audited financial statements of the College of Occupational Therapists of Ontario (the “College”) for the year ended May 31, 2017, on a basis that is consistent, in all material respects, with the audited financial statements of the College except that the information presented in respect of statement of operations has been condensed, changes in net assets and cash flows has not been presented and information disclosed in the notes to the financial statements has been reduced.

Complete audited financial statements are available to members upon request from the College.

Please contact Jin Shen at jshen@coto.org or 416.214.1177/1.800.890.6570 x226 to request a copy of the complete set of audited financial statements.
Looking forward
To define the way forward for the next three years, the College developed a new Strategic Plan, which took effect on June 1, 2017.

The process drew on consultations with Council, staff, key stakeholders and OTs, and looked at how the College can serve its mandate in today’s regulatory environment.

Council and senior staff identified planning priorities, while a Strategic Planning Committee helped to draft the plan and supporting governance documents. A refreshed mission and vision complete the picture.

Details of the consultation, registrant survey results and status updates are available on coto.org under About Us/Who We Are/Vision 2020.
Mission
The College of Occupational Therapists of Ontario is the regulatory body that protects the public and instills confidence and trust by ensuring occupational therapists are competent, ethical and accountable.

Vision
Leaders in collaborative quality regulation.

Strategic Objectives

1. Confidence in occupational therapy regulation
   - The public trusts occupational therapy regulation.
   - Stakeholders understand the role of the College and its value.
   - The College’s input to government priorities and legislative initiatives is valued.
   - College decision-making processes are open, transparent, and accountable.

2. Quality practice by occupational therapists
   - Occupational therapists are accountable for quality, safety and ethics in practice.
   - The College engages occupational therapists to advance quality, ethical practice.
   - Professional standards reflect evolving practice.

3. System impact through collaboration
   - The College is recognized and respected as a regulatory leader.
   - The public contributes to College decision-making.
   - Collaboration with stakeholders supports the College’s effectiveness and influence as a regulator.
   - Collaboration promotes systems alignment to support quality practice by occupational therapists.
College Council

Donna Barker, Professional Academic Member, Term began March 2017
Julie Chiba Branson, Professional Member, District 1 - Central East
Valerie Corbin,* Public Member
Jane Cox, President, Professional Member, District 3 - South West
Mary Egan, Professional Academic Member, Term began Sept 2016
Julie Entwistle, Professional Member, District 2 - Central West
Jeannine Girard-Pearlman, Member at Large, Education, Public Member
Shannon Gouchie, Vice President, Professional Member, District 5 - North East
Jennifer Henderson, Professional Member, District 2 - Central West
Patrick Hurteau, Professional Member, District 4 - Eastern, Term began March 2017
Winston Isaac, Member at Large, Finance, Public Member
Kurisummoottil S. Joseph, Public Member
Ernie Lauzon, Public Member
Laurie Macdonald, Professional Member, District 6 - North West
Angela Mandich, Professional Academic Member, Term ended March 2017
Annette McKinnon, Public Member
Carol Mieras, Professional Member, District 4 - Eastern, Term ended March 2017
Serena Shastri-Estrada, Professional Member, District 1 - Central East
Debra Stewart, Professional Academic Member, Term ended August 2016
Paula Szeto, Professional Member, District 1 - Central East
Abdul Wahid, Public Member

*Valerie Corbin served on Council until her untimely passing on May 26, 2017
Non-Council Committee members

Paola Azzuolo, Practice Issues Subcommittee
Leanne Baker, Complaints/ICRC Committee
Anuradha Banavalikar, Practice Issues Subcommittee
Kathryn Berardi, Practice Issues Subcommittee
Sylvia Boddener, Practice Issues Subcommittee
Anne Cooper-Worsnop, Quality Assurance Subcommittee
Megan Edgelow, Practice Issues Subcommittee
Gord Hirano, Patient Relations, On leave of absence
Shaheerza Hirji, Complaints/ICRC Committee
Warren Kirley, Quality Assurance Committee, Term ended June 2016
Iona Mairi Macritchie, Quality Assurance Committee
Avelino Maranan, Quality Assurance Committee
Nancy McFadyen, Fitness to Practise Committee
Kathleen Murphy, Discipline Committee, Term ended March 2017
Mathew Rose, Complaints/ICRC Committee
Vijay Sachdeva, Quality Assurance Committee
Carol Salmon, Quality Assurance Committee
Katrine Sauvé-Schenk, Quality Assurance Committee
Roxane Siddall, Quality Assurance Committee, On leave of absence
Christine Sniatala, Quality Assurance Committee
Michelle Stinson, Discipline Committee
Phyllis Wong, Complaints/ICRC Committee, Resigned April 2017
David Wysocki, Registration Committee

Thank you

Thank you to everyone – clients, caregivers, OTs, Council and Committee members, staff, volunteers, and many more – who shared their time and expertise with the College to help ensure the people of Ontario receive quality care.
Contact us

College of Occupational Therapists of Ontario
20 Bay Street, Suite 900, PO Box 78, Toronto, ON M5J 2N8
Tel: 416.214.1177/1.800.890.6570
Fax: 416.214.1173
www.coto.org
@CollegeofOTs

Elinor Larney, Registrar
elarney@coto.org
x233

General Inquiries
info@coto.org
x236 or 0

Complaints and Discipline
investigations@coto.org
x223

Practice Resource Service
practice@coto.org
x240

Registration
registration@coto.org
x229

Quality Assurance
qaprograms@coto.org
x227

Communications
communications@coto.org
x297

Please check Contact Us at www.coto.org for more information.