



ANNUAL REPORT
2020

Annual Report 2020

Council-Chair's Report

My first year as Council-Chair has been a busy and unusual one. The world-wide COVID-19 pandemic has been front of mind for over a year now, and when I began my term as Council Chair in May 2020, provincially and nationally many things had changed. Most noticeable from a Council Chair perspective has been the limitation in meeting face to face with national colleagues doing similar work.

Although I was appointed to represent PEI at the CNA Board, I have not been able to attend any gatherings in person to date, although the work continues. Over the past year it has been my privilege to attend provincial and national meetings virtually and to participate in various activities on behalf of the College.

2020 was an extremely busy year for the College of Registered Nurses of PEI, seeing to fruition three very significant projects which had been a long time in the planning. First and foremost was the move of the College to new leased space. It was determined that the space at Maypoint Plaza was no longer meeting the needs of the College and so new space was negotiated at 45 Paramount Drive. The new space was custom built for the work of the College, and in addition, the College of Pharmacy joined us in this space as sub-tenants. The physical move occurred in late July 2020 for CRNPEI and August 2020 for the College of Pharmacy. The building is shared with one of the co-owners, who occupies the basement space, also custom built for their purposes.

The second major project was the move to a new database to replace a database shared with NANB and which was no longer keeping pace with Regulatory requirements. Thentia provided a "State of the Art" database (Open Regulate) to manage our applications, registrations, renewals, exam results and document requests, as well as our Continuing Competence Program. The renewal period of September and October 2020 saw us renew more registrants in one renewal period than ever before in the history of the Association/College.

The third major project/accomplishment was the go-live of a new website, with a brand-new look and functionality. The website is also powered by Thentia and integrates the new database with important features such as the Member Portal, the Applicant Portal, the Nurse Practitioner Directory, the "Find a Nurse" Portal for public facing access to Nursing registrations, and a secure Council site. The website itself was reorganized to provide more intuitive searching functions such as a comprehensive Professional Practice tab that provides access to all policies, practice directives, publications and documents that support nurses in their practice.

This annual report is intended to provide ongoing information about the work of the College and the Council. Registrants continue to be represented on the Council of the College, with six sitting nurse members and three public representatives. I would be remiss if I did not take this opportunity to thank the Council members, both nurse and

public representatives for their unwavering energy in working for the College, it is due to their commitment that the important work of regulation continues to be upheld, in the public interest. I would also like to take this opportunity to acknowledge the tremendous work done by the staff of the College. The three important projects, described above, in addition to the work of complaints, discipline, and support of applicants and registrants in the registration/renewal process (with its many facets) would not be possible without the staff and CEO/Registrar of CRNPEI.

It has been my pleasure to serve on Council and in the position of Council-Chair and I would like to thank the Council and the registrants for their support. Thank you for taking the time to read the Annual Report and for your interest in the work of the College.

Kind regards,

Valerie Hughes

CNA Update

CNA continued in 2020 to be a powerful, unified voice for Canada's registered nurses. The CNA, of which all PEI RNs and NPs were members in 2020, represents registered nurses from many provincial and territorial nursing associations and colleges, independent registered nurse members from Ontario and Quebec and retired registered nurses from across the country. CNA worked for much of 2020 to be a voice for the practice and profession of nursing in the context of the COVID-19 Pandemic.

CNA continued to provide specialty exams and certification to Canadian RNs, with an expansion of that program into other countries and other nursing disciplines on the horizon.

The Council-Chair of CRNPEI, Valerie Hughes, was appointed to the Board of CNA at the virtual Annual General Meeting in June 2020.

At renewal in 2020 CNA fees were not collected for submission for registrants based on revisions to the RHPA. All registrants were informed of the option to join CNA as independent members.

CNPS Update

CNPS continues to provide liability protection to all members of CRNPEI. CRNPEI is represented on the Board of CNPS by Martha St. Pierre, who joined the board in 2020. The contributions of Marilyn Barrett the outgoing representative for PEI and outgoing President of CNPS are acknowledged and lauded by the Council of CRNPEI.

CNPS has been focused in 2020 on the liability of nurses working in the context of the COVID-19 pandemic, providing resources and education directly related to this unusual time.

Chief Executive Officer's Report

This past year has been a busy one with the ongoing work of transitioning to new space, a new database and a new website, in the midst of a pandemic. Much of the year has been spent examining policy and practice directives to ensure that the required documents and information is available to support nurses in practice. An important part of this work is ensuring that the documents are in harmony with the Regulated Health Professions Act and the Registered Nurses Regulations which prescribe the legislative requirements of every RN and NP in PEI. Similarly, to 2019, there were a number of amendments made to the Act and Regulations by government to address items identified by CRNPEI. Government has been very responsive in that regard, and CRNPEI is appreciative of the strong working relationship between CRNPEI and the Government of PEI.

There were two strategic additions to our registration classes in 2020. The addition of a Temporary Emergency Registration class allowed for the return to service of retired nurses and nurses who had left active work, to provide assistance during the Public Health Emergency for the purpose of COVID-19 pandemic work. The second addition was a Provisional Class of Registration, to allow Internationally Educated Nurses and nurses returning to work within 5 years of leaving, who meet all the registration requirements with the exception of competence hours, to enter a supervised clinical placement. The numbers of nurses in these newly added classes of registration are reflected in the registration table below.

The two communication methods for registrants are a newsletter that is published at the end of each month that highlights important information to keep registrants up to date on changes to legislation, to inform them about new policies and practice directives that support them in their practice, and the website which is kept up to date on a regular basis. Both the newsletter and the website provide answers to commonly asked questions and in 2020 they were used as key tools to inform registrants about changes to the registration and renewal processes with the new database and website.

This year was stable in relation to staffing. All the staff had remained in their positions, which includes our Administrative Assistant (Sheila Davies), Coordinator of Regulatory Services (Melissa Panton) and Complaints Investigator (Rosemary White).

CRNPEI had a group of UPEI students for the Population Health Course in the Spring/Summer of 2020. This was a very busy venture for the Coordinator of Regulatory Services and I with the students participating in three projects: two Practice Directives and a Standards document. Two of those documents were approved by Council and have been published, one in collaboration with CLPNPEI (The College of Licensed Practical Nurses of PEI).

CRNPEI continues to collaborate with CLPNPEI whenever possible, an effort that has created a mutually enjoyable working relationship with our colleagues at CLPNPEI. In addition to this collaboration, I also participate in two Regulatory collaborations, one with

all PEI regulators whose Colleges are under the RHPA and another with PEI regulators across many disciplines. Both groups have not met as regularly in 2020 but those relationships continue to provide support and benefits for the participating organizations.

The on-line Continuing Competence Program continued to be a requirement for registration in 2020. The on-line jurisprudence exam also continued to be used in 2020, which was taken by all new applicants and anyone reinstating who had not taken the exam previously. The jurisprudence exam is a requirement in RHPA and continues to inform new and returning registrants about the importance of having knowledge about the legislation that informs every nurse's practice.

CRNPEI received several requests from the UPEI Faculty of Nursing to assist with flexibility regarding clinical hours and clinical placements as they struggled to keep students on track during the pandemic. Many courses were reorganized, restructured or moved into a different semester, while integrating on-line teaching, with the support of CRNPEI. The College administered the Dr. Vera Dewar Scholarship in 2020 with 3 Master's preparing nurses receiving scholarships.

The work of the College depends on the efforts of both Council and the staff. The staff of CRNPEI are to be commended for their level of commitment to the registrants, applicants and the supporting work of policy, procedure and publication development.

Policy and Publication Development

The current version of the Bylaws was updated by Council with a new version date of 2020-12-21. The following edits were made to the Bylaws in 2020:

Additions

4.1 with the exception registrants working in government positions, provincial or federal, who can be considered for representation of either County.

4.2.1 "and" "three members"

5.3.5 "at" and "by invitation"

5.5.2 "executive of the"

5.5.5 The Registrar shall represent the College as a member of CNRC and may accept election to the executive of the board of CNRC from time to time.

12.1.3 "or provisional class"

12.1.4 "includes a fee remitted to CNPS for liability protection"

12.1.5 Registration Fees – Provisional Class Registration for Registered Nurses and Nurse Practitioners includes a fee remitted to CNPS for liability protection

- (a) A provisional class registration entitles the registrant to work for 6 months for RNs and 12 months for NPs.
- (b) once the registrant has met the conditions on their provisional class registration, they are moved to the corresponding class either General or Extended Class, with no further application fee payable.
- (c) the RN Provisional Class registrant will pay the applicable fees for the General class, including the option to pay a partial year registration at the beginning of their provisional class registration.
- (d) the NP Provisional Class registrant will pay the full registration fees for the Extended class registration irrespective of the time of year.
- (e) when the RN registrant is ready to move to general class registration, the full year registration is payable, unless 12.1.5(f) applies.
- (f) in the event that the RN registrant has already paid a full registration in the current registration year, no further fee is payable.
- (f) when the NP registrant is ready to move to extended class registration, the full or partial year registration is payable, unless 12.1.5(g) applies.
- (g) in the event that the NP registrant has already paid a full registration in the current registration year, no further fee is payable.

12.4 *Application Fee* add “Graduate and Provisional”

Registration Fee, RN add “or Provisional” and “\$454.85 + \$48.00 (CNPS) = \$502.85”

Registration Fee, RN Extended Class add “or Provisional” and “\$472.10 + \$159.50 (CNPS) = \$631.60”

Registration Fee, Partial Year RN add “(after May 1st)”

Registration Fee, Partial Year RN add “or Provisional”

Registration Fee, Partial Year RN Extended Class add “(after May 1st)”

Registration Fee, changing status from graduate to registered nurse, general class before May 1st: add “\$502.85”

12.4.1 “appointed”

Amendments

- 4.3.1 delete “by the Minister”
- 4.4.4 delete “by the Minister”
- 4.4.5 delete “and shall send the nominees to the Minister”
- 4.4.6 delete “names”
add “appointed”
delete “forwarded to the Minister for consideration”
- 4.7.1 delete “and to the Minister”
- 4.9.1 “appointed by the Minister”
- 8.1.3 delete “ministerial”
- 12.4 *Unauthorized Practice Fee*: delete \$50.00 and \$1000; add \$100.00 and \$5000.

Deletions

- 1.6.1 i) membership in the Canadian Nurses Association and the International Council of Nurses;
- 4.2.2 “(East),” “one member” “and one member from Kings County.”
- 4.2.3 “(West)” “two members from Queens County”
- 5.3.4 The Council Chair shall represent the College as a member of the board of the Canadian Nurses Association.
- 5.3.5 “as a member of”
- “8.3.1”
- 8.3.2 Representatives appointed by Council shall be appointments to:
 - a) the Canadian Nurses Association (CNA) Board
 - b) the Canadian Nurses Protective Society Board (CNPS)
- 8.3.3 A representative may serve consecutive terms as determined by the organization for which they have been appointed. If no terms exist, the representative may serve up to six years without reappointment by the Council.
- 8.4 CNA Representative

The sitting Council Chair shall be CRNPEI's representative to the Canadian Nurses Association Board. In the event that the sitting Chair is unable or willing to attend to these duties, Council may appoint an alternate registered nurse member of Council for this purpose.

8.5 CNPS Representative

The Council shall nominate a Council member to represent the College at the CNPS Board of Directors. If no Council member is willing or able to represent the College at the CNPS Board of Directors, a member of the College in good standing may be nominated. If a Council member's term on Council ends while they are acting in this capacity, they may complete their term at CNPS.

12.1.1 The following fees contained in the Bylaws of the Association of Registered Nurses of Prince Edward Island dated April 2015 shall continue in force until January 1st, 2019: Practicing Annual License \$450 and Annual License with Nurse Practitioner Endorsement \$550.

12.1.2 "Subject to 12.1.1"

12.3 "CNA and"

12.3.1 The College shall collect fees for each member for membership in the Canadian Nurses Association (CNA) and shall disburse the fee to CNA, according to the fee schedule set by CNA.

12.4 "and"

"Application Fee, Graduate Class: \$100.00"

"\$566.50"

"\$695.25"

Registration Fee, changing status from graduate to registered nurse, general class before May 1st: delete "\$566.50"

12.4.1 "names"

"forwarded to the Minister for consideration"

13.4.1 "cheques"

"one other Councillor as appointed by the Council"

14.3 "by mass email and in the news items"

"14.5"

There were 2 internal policies and 4 procedures created in 2020 to guide the work of Council and staff.

The following policies, guidance documents and practice directives were also created in 2020 to inform RN and NP practice:

Accommodations for Entrance to Practice Exam NCLEX Policy
Competency Assessment Policy
Conduct Unbecoming Policy
Discipline Decision Publication Policy – Revision
Disclosure of Guilt to an Offence Policy
English Language Proficiency Policy
Fitness to Practice Policy
Graduate Nurse Registration Policy
NP Medical Cannabis Policy
Recognition of Nursing Practice Hours Policy
Referral to Refresher Program of Canadian Educated RN Policy
Guidance Document – Modifications to MAID

Practice Directive - Abandonment
Practice Directive - Cannabis
Practice Directive – Delegation
Practice Directive – Documentation Standards
Practice Directive – Duty to Provide Care
Practice Directive – RNs Assisting in Immunization Clinics
Practice Directive – Technology in Practice
Practice Directive – Therapeutic Nurse Client Relationship
Practice Directive – Working Extra Hours
Practice Directive – NP – Maid
Practice Directive – RN - Maid

The following publications were updated:

Registration Renewal Guide

CCP Evaluation of the Learning Plan

COVID Joint statement with CP&S and PEIC Pharmacy

The Role of the Registered Nurse

Website

The following data is available to provide details about the website activity. For the period January 1, 2020 to December 31, 2020, there were 45,893 sessions on the website, an increase of 4,775 sessions over 2019, an increase of 11.6% usage. The total number of users were 26,007 up by 26.2%. Pages per session were 2.42, a reduction of 0.04%, a possible reflection of the increased ease of reaching a target page. The most frequently visited pages were np directory, discipline decisions, and

registration/renewals. The highest traffic period was September 1st to September 29th, a reflection of the renewal period.

Registrar's Report

Registration

The registration numbers for Registered Nurses in 2020 represent a substantial increase over 2019, of 142. This number reflects a substantial increase in registrants working for health care organizations based outside PEI but providing nursing services to clients in PEI, an increase in registrants coming to PEI to work and new NP graduates (which does not happen every year) balanced against a reduction in the number of retirements. There has been an increase in registrations each year since 2015 after a decline from 2014 to 2015. 2020 represents the largest increase in registrations in the history of the College. The number of Nurse Practitioners has increased since 2016 after a slight decrease from 2015 to 2016, with an increase by 10 from 2017 to 2018 and an increase by 8 from 2018 to 2019. 2020 represents the largest increase in the history of the College by 25, a 52% increase. The addition of new classes of registration in 2018 and 2020 are reflected in the chart below. The Associate class of registration was eliminated by the RHPA. Temporary Emergency Registration and the Provisional Class of registration were created in 2020 and are reflected in the chart below.

NUMBER OF REGISTRANTS	2020	2019	2018	2017	2016	2015
Registered Nurse General Class	1901	1800	1809	1769	1736	1710
Registered Nurse Extended Class	73	48	40	30	23	26
RN Special Class	0	1	2	N/A	N/A	N/A
RNEC Special Class	1	0	0	N/A	N/A	N/A
RN Graduate Class	3	4	0	N/A	N/A	N/A
RNEC Graduate Class	1	1	1	N/A	N/A	N/A
Associate	N/A	N/A	N/A	20	25	31
Temporary Emergency	12	N/A	N/A	N/A	N/A	N/A
Provisional	5	N/A	N/A	N/A	N/A	N/A
TOTAL	1996	1854	1852	1819	1784	1767

Discipline

At the beginning of 2020 there were seven complaints from earlier years in various stages of discipline, all of which were completed in 2020. There were 5 new complaint submissions in 2020 and one of those complaint submissions remained incomplete at the end of 2020.

In 2020, there were 14 days on which Hearing Committee meetings were held and eight days on which Investigation Committee meetings were held. The number of investigation reports that were completed in 2020 was 5.

There were twelve registrants with conditions on their registrations in 2020, eight of which were continuing at the end of 2020.

There were eight publications of discipline posted on the College website and the publication of six upcoming hearings.

Committee Reports

Nurse Practitioner Advisory Committee

The NP Advisory Committee met in September of 2020 with 6 NPs and the CEO in attendance.

Executive Committee

The Executive Committee consisted of Valerie Hughes, Council Chair, Christine Drummond, Council Chair Elect and Thelma Johnston, Public Representative. The Executive Committee met twice in 2020 for the purpose of Council agenda, to provide performance feedback to the CEO and to review the CEO's contract.

Kind Regards,



Dr. Sheila Marchant-Short, RN
Chief Executive Officer and Registrar