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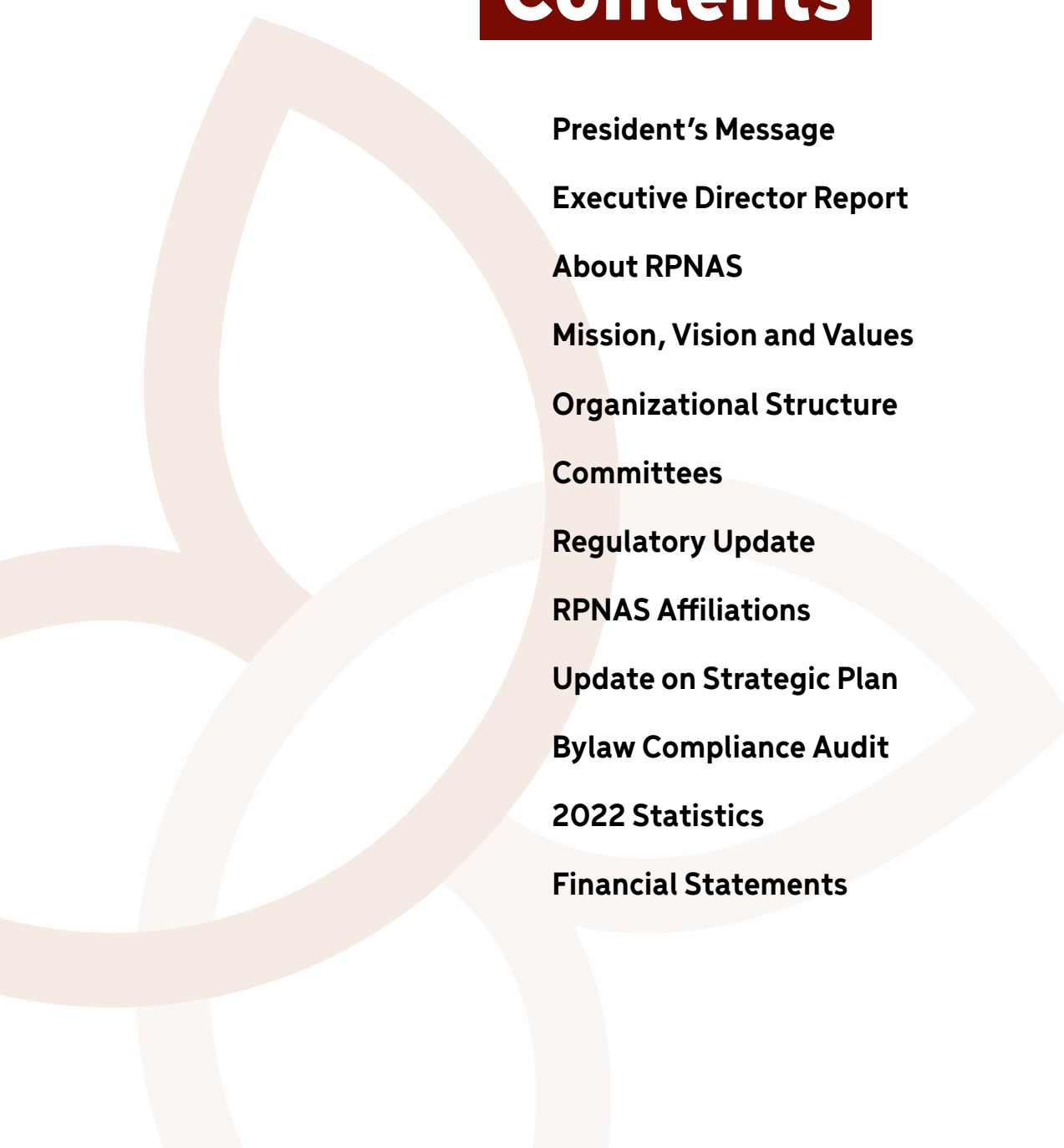
ANNUAL REPORT

22



**RPNAS**

REGISTERED PSYCHIATRIC NURSES  
ASSOCIATION OF SASKATCHEWAN



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# Land

## Acknowledgement

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) acknowledges that members' homes and workplaces are located across Saskatchewan on the traditional lands of the Cree, Saulteaux, Dene, Nakota, Dakota, and Lakota peoples and the homeland of the Métis nation. We pay our respects and affirm the inherent and Treaty Rights of all Indigenous Peoples across this province, specifically honouring treaties 2, 4, 5, 6, 8 and 10 on which we and our members reside and work.

RPNAS acknowledges the harms and mistakes of the past and present, including the historical oppression of the original Peoples, their lands, and cultures. We fervently believe Registered Psychiatric Nurses have a responsibility to contribute to the healing and decolonizing journey required of all Saskatchewan residents. RPNAS is committed to understanding the overt and subtle practices of oppression and discrimination, particularly within the healthcare system. We dedicate our efforts to working together in a spirit of truth, reconciliation, and collaboration.



April 24, 2023

The Honourable Paul Merriman  
Minister of Health,  
Government of Saskatchewan  
Room 204, Legislative Building  
2405 Legislative Drive  
Regina, SK S4S 0B3

Dear Minister Merriman,

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) respectfully presents our 2022 Annual Report in accordance with the provisions of the Registered Psychiatric Nurses Act.

This report covers the period from January 1, 2022 to December 31, 2022 and outlines key projects and achievements, statistical information and the audited financial statement of accounts of the RPNAS as required by the Act.

Respectfully Submitted,

Cheryl Carlson, RPN  
President RPNAS

# President's Message



Once again RPNAS council, along with the guidance and direction of RPNASED and RPNAS staff have had another busy year. We have met quarterly over the past year as a Council with two days dedicated specifically to Council education. Content for education has focused on Governance and Regulatory functions, strategic planning and goal setting. As a result, Council has been able to objectively make decisions based on information obtained from the knowledge and expertise from various experts in regulation.

Council continues to focus on the regulatory mandate and has established itself as effectively upholding our public protection mandate. We are continuing to progress from the Carver governance to a strategic governance model that is in keeping with best practices. Work is currently being done on updating Council and Governance policies and while it is a lengthy process, I believe the effort and thoughtful review/development will be of great benefit to RPNAS Council moving forward.

RPNAS is currently in a strong financial position and the financial report will be provided at the Annual Meeting.

Council will be focusing on Truth and Reconciliation, Diversity, Equity and Inclusion as part of the new 3 year strategic plan for 2022 – 2024.

It is with mixed feelings that this is my last year on Council. I have sat on the Council as a member at large for four years before stepping into the RPNAS President-Elect role and ultimately ascending to the President role. These roles have provided an opportunity to grow personally, as well as a Council member of a regulatory body. Lots of tough

decisions have had to be made over the past 6 years and it was amazing to witness how Council members, RPNAS staff and key partners work together to make decisions, always with protection of the public as our mandate. It has truly been an honour and a privilege to have been part of such a great Council and I thank each and everyone one of you for your support.

As I step down and move forward, I am reminded how very proud I am to be a Registered Psychiatric Nurse. Responses and comments shared regarding the declining RPN membership and work being done to increase education seats, has reminded me not only of how important RPNs are, but also how much work is ahead of us. I am confident your new president Yvonne, and board are up to the challenge especially with Beverly, Lacey and of course Amanda (who keeps us all on track) leading the way.

I leave encouraging each and everyone of you to become involved and continue to promote optimum mental health for all vulnerable populations while preserving their dignity and self worth.

Warm regards,

A handwritten signature in black ink that reads "Cheryl Carlson". The signature is written in a cursive, flowing style.

Cheryl Carlson  
President, RPNAS

# Executive Director/ Registrar Report



2022 has been another busy and challenging year of regulating in the public interest. Covid-19 continued to impact the way we did our work for a third year. Staff continued to work remotely, many meetings continued via video platform and for those few in-person meetings, masking and anxiety persisted for many.

For our members, they continued to provide high quality care in the face of ongoing short staffing, and increased mental health impacts on their patients, their colleagues and themselves. You have not gone unnoticed – the important work you do every day is recognized, valued and appreciated. Upholding standards during prolonged crisis is not easy – yet our members continue to provide high quality care.

Throughout the year emphasis was placed on innovation and how best we could safely complete our work in a more inclusive / collaborative manner. The RPNAS Council put a tremendous amount of work into development of the 2022 – 2024 strategic plan. Emphasis has been placed on public confidence in our governance and regulatory processes and ensuring accountable, quality professional practice. Recognition of the need to utilize principles and recommendations from the National Centre for Truth and Reconciliation informed Council and Staff education. This work will continue into 2023 with a focus on Diversity, Equity and Inclusion and a commitment to including anti-racism principles within the accountabilities of RPNs.

As a small organization we are committed to regulatory excellence. Within our capacity, the RPNAS continues to incrementally review and revise our processes and policies. A full scale review of our bylaws were completed with an emphasis on strengthening our regulatory processes and requirements and implementing evidence-informed information. These bylaws will be presented to the membership for approval at the 2023 Annual Meeting. We modernized our continuing education requirements introducing the Career-long Learning Program (CLP). The CLP recognizes that each member has different and unique learning needs and styles. The goal is not

to constrain learning opportunities, but to encompass all the differing educational offerings members can utilize to meet this regulatory requirement. Nationally, we worked closely with our provincial RPN colleagues to transition the national exam from a paper and pencil format to a computer-based test (CBT). The CBT launched with great success.

In regard to psychiatric nursing supply in Saskatchewan we unfortunately continue to see a declining membership. All our research shows that this will continue in the foreseeable future. While we were able to increase education seats to 56 – the Market Analysis Supply and Demand Research is clear that in order to close the gap 120 education seats are needed. We continue to work closely with the Government to reach this number.

Operationally, the RPNAS has once again achieved a surplus budget of approximately \$180,000 despite projecting a deficit. This is predominantly due to not filling a maternity leave and having a resignation at the end of the year. Surplus budgets cannot be counted on in the future, however, stabilization of our long term reserves during a time of membership decline and introduction of a discipline reserve fund contributes to financial stability of the organization.

Information highlighting our achievements over 2022 are provided in this report, along with statistical information and the financial audit findings. None of this would have been possible without the dedication of RPNAS Council and the hard work of our small staff. I am grateful for their commitment and hard work.

Beverly Balaski, RN BN MN  
Executive Director/Registrar, RPNAS

# About

# RPNAS

The Registered Psychiatric Nurses Association of Saskatchewan was established in 1947 and exists to establish regulatory requirements for its members to provide safe and competent nursing services. We have the legislated responsibility to protect the public by promoting safe psychiatric nursing practice in Saskatchewan.

## How We Achieve Our Regulatory Responsibilities:



We regulate Registered Psychiatric Nurse (RPN) practice in Saskatchewan by setting requirements for licensure



We inform the public of what they can expect from RPN practice



We set standards for education, registration and practice which RPNs are responsible and accountable



We take action when concerns about RPN's practice, conduct and competence arise



We establish continuing education requirements for RPNs

# Mission

To provide Saskatchewan people with competent Psychiatric Nursing.

# Vision

The distinct profession of Psychiatric Nursing is a valued partner in the continuum of health care with competent members who promote and support mental health, hope and recovery.

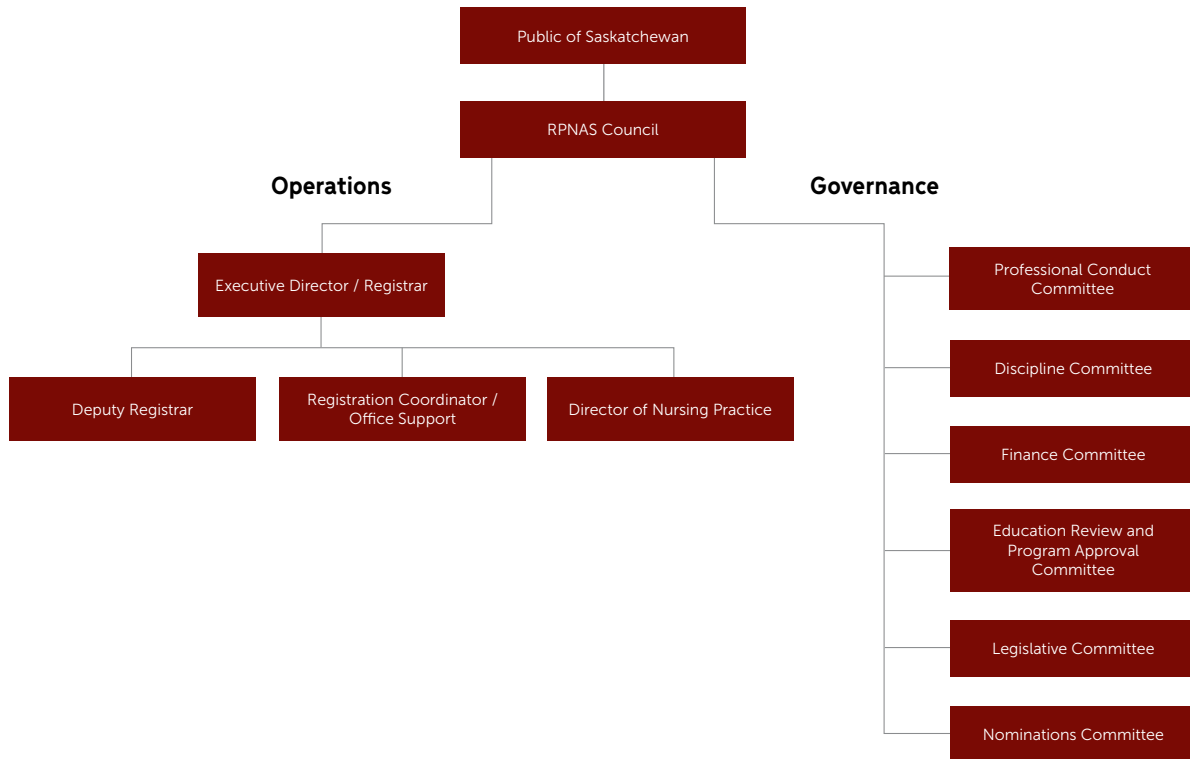
# Values

- Public Protection
- Member Competence
- Accountability
- Compliance





# Organizational Structure



# Council and Staff

## Council

- Cheryl Carlson, RPN – President
- Yvonne Sawatzky, RPN – President-Elect
- Penni Caron, RPN
- Michelle Cleland, RPN
- Leslie Gamble, RPN
- Kyla Shabatura, RPN
- Michael Lummerding – Public Representative (January - May 2022)
- Rory Griffith – Public Representative (September - December 2022)
- Russ Marchuk – Public Representative

## Staff

- Beverly Balaski, RN – Executive Director/Registrar
- Karen Turner, RN – Deputy Registrar (January – November 2022)
- Lacey Bennett, RPN – Director of Nursing Practice (maternity leave February - December 2022)
- Amanda Brewer, Registration Coordinator/Office Support

# Committees

The RPNAS achieves its legislated responsibilities through statutory and non-statutory committees. The RPNAS Council appoints members to the committees which consist of both RPNs and public representatives. Terms of reference are established for each committee.

## Professional Conduct Committee

Chair: Carrie LaVallie, RPN  
Tracy Martell, RPN  
Colleen Cameron, RPN  
Jaclyn Oberndorfer, RPN  
Karyn Kawula, RPN

Dan Lee, RPN  
Tiffany Poage, RPN  
Jeannine Brown (Public Representative)  
Dale Gerhardt (Public Representative)

## Discipline Committee

Chair: Theresa Girardin, RPN  
Sharon Ash, RPN  
Ashley Lemus, RPN  
Harley Libke, RPN  
Elizabeth Tuazon, RPN

Mallory Unger, RPN  
Michael Lummerding  
(Public Representative – Jan.-May 2022)  
Rory Griffith (Public Representative –  
June - December 2022)

## Finance Committee

Chair: Darcy McIntyre, RPN  
Yvonne Sawatzky, RPN  
Karen Messer-Engel (Public Representative)

Michael Lummerding (Public Representative  
Jan.-May 2022)  
Rory Griffith (Public Representative  
(June - Dec. 2022)

## Education Review and Program Approval Committee:

Chair: Ann-Marie Urban, RPN  
Lise Perrault Streeter, RPN  
Patti Dies, RPN

Don Kuntz (Public Representative)  
Karen Messer-Engel (Public Representative)

## Legislative Committee

Chair: Yvonne Sawatzky, RPN  
Rachel Desnomie, RPN

Stephanie Bajus, RPN  
Mark Belanger (Public Representative)

## Nominations Committee

Chair: Kyla Bereti, RPN  
Koralie Gaudry, RPN

Russ Marchuk (Public Representative)



# RPNAS Regulatory Initiatives Update

## Goal: Regulation of RPNs in the public interest

Action/Initiative	Regulatory Compliance
<ul style="list-style-type: none"> <li>Developed 2022-2024 Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Set regulatory and governance plan to meet established accountabilities and priorities</li> </ul>
<ul style="list-style-type: none"> <li>Revised the RPNAS Continuing Education Requirements and introduced the Career-Long Learning Program (CLP) effective January 2022</li> </ul>	<ul style="list-style-type: none"> <li>✓ Met public safety expectations of highly competent care providers</li> <li>✓ Met best practices to fulfill legislative requirements for ongoing learning requirements of members</li> </ul>
<ul style="list-style-type: none"> <li>The approved national exam for entry into the profession, the Registered Psychiatric Nurses of Canada Exam (RPNCE) transitioned from a paper and pencil format to a modern computer-based testing format. Implementation occurred May 2022</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enhanced test security to ensure exam integrity</li> <li>✓ Protects the public by restricting the practice of psychiatric nursing to qualified individuals who have met specific exam and other registration qualifications</li> </ul>
<ul style="list-style-type: none"> <li>Conducted program approval of Saskatchewan Polytechnic Psychiatric Nursing Program, including brokered program at North West College</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled regulatory compliance of approving educational programs for RPNs</li> </ul>
<ul style="list-style-type: none"> <li>Implemented new Career-long Learning Program (CLP) requirements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled regulatory compliance in establishing continuing education requirements for members</li> </ul>
<ul style="list-style-type: none"> <li>Continued to work with Government to address declining RPN membership numbers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Identifies growing shortage of RPNs impacting access to quality psychiatric nursing services</li> <li>✓ Serves to protect the public by proactively identifying health human resource issues</li> </ul>
<ul style="list-style-type: none"> <li>Enhanced professional practice supports and representation                             <ul style="list-style-type: none"> <li>◦ Representation on committees</li> <li>◦ Consulted on employer initiatives</li> <li>◦ Provide member consultation service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Defined professional responsibilities and accountabilities</li> <li>✓ Contributed to safe practice in the public interest</li> </ul>
<ul style="list-style-type: none"> <li>Continued Focus on Finances/Membership:                             <ul style="list-style-type: none"> <li>◦ Finances remain stable</li> <li>◦ Ongoing monitoring of membership numbers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled fiduciary responsibilities</li> </ul>
<ul style="list-style-type: none"> <li>Introduced competency assessment requirement for Internationally Educated Nurses (IEN) who have completed a psychiatric nursing program in their country                             <ul style="list-style-type: none"> <li>◦ Nursing Community Assessment Service (NCAS) contracted to provide competency assessment to inform of comparability of IEN to Canadian competencies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled regulatory compliance in assessing eligibility for registration</li> </ul>

# RPNAS Affiliations

RPNAS values the opportunity to work with stakeholders on matters impacting effective RPN Regulation. The following organizations are key partners in informing the work of the RPNAS:

Affiliation Name	Description
<b>Canadian Network of Agencies for Regulation (CNAR)</b>	A not-for-profit organization providing education, certification, and networking opportunities for regulators in Canada
<b>Canadian Nurse Regulators' Collaborative (CNRC)</b>	A network of all designations of nursing regulators in Canada committed to collaboration and networking to harmonize regulation where possible
<b>Council on Licensure, Enforcement and Regulation (CLEAR)</b>	A not-for-profit organization providing education, certification, and networking opportunities for regulators on an international level
<b>National Council of State Boards of Nursing (NCSBN)</b>	A not-for-profit organization with membership consisting of nursing regulators throughout the US, Canada, and globally
<b>National Nursing Assessment Service (NNAS)</b>	A not-for-profit organization that is responsible for the assessment of foundational education and experience of international nurses seeking licensure in Canada
<b>Network of Interprofessional Regulatory Organizations (NIRO)</b>	A network of all health regulators in Saskatchewan committed to collaboration, networking, and education sharing among regulators of health professions in Saskatchewan
<b>Nursing Community Assessment Services</b>	An organization that assesses competence of Internationally Educated Nurses
<b>Registered Psychiatric Nurse Regulators of Canada (RPNRC)</b>	A national organization of RPN regulators in Canada committed to collaboration to achieve excellence and consistency in regulatory requirements where appropriate
<b>Saskatchewan Nurse Leadership Network (SNLN)</b>	A collaboration of nurse regulators, healthcare employers, unions representing nursing, and government representation to facilitate discussion and strategies

2022

2024

**Strategic**

**Plan**

## Mandate

Protection of the public through fulfillment of the Saskatchewan Registered Psychiatric Nurses Act.

## Purpose:

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) exists to establish regulatory requirements for its members when providing safe and competent nursing services. Through its regulatory oversight functions the RPNAS strives to prevent harm to the public through the development of Registered Psychiatric Nurse education requirements, standards and competencies and a code of ethics. RPNAS works in a collaborative approach with members and stakeholders to prevent harm to the public.

### 1. Public Confidence in Governance and Regulatory Excellence

#### Priorities:

1. Council's governance model is grounded in best practices for Canadian Regulatory Organizations
2. The Council's decision making consistently focuses on it's public protection mandate
3. Statutory and Council Committees are efficient and effective in addressing the public interest
4. Operational policies and processes are aligned with the RPNAS mandate to protect the public

## 2. Accountable, Quality Professional Practice

### Priorities:

1. RPNAS promotes the mandate of protection of the public
2. RPNAS promotes Standards of Practice, practice expectations, code of ethics and guideline documents
3. RPNAS implements continuous quality improvement that aligns with RPN scope of practice & enhances continuing competence
4. RPNAS commences the process of implementing the calls to action of the Truth and Reconciliation report

## 3. Maintenance of financial stewardship and risk management of the organization

### Priorities:

1. 1. Maintain established financial controls
2. Continue transparency around organizational sustainability and viability
3. Continued assessment of risk
  - a. Information Technology and cyber security
  - b. Succession planning
  - c. Financial position
  - d. Membership demographics

## **Program Approval**

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) reviews and approves psychiatric nursing education programs in accordance with its responsibilities under 15(2)(m) of the Registered Psychiatric Nurses Act, 1993, the powers and functions of the Council under RPNAS bylaws, and the authority delegated to the Education Review and Program Approval Committee (ERPAC) under Council policy. Reviews are to occur at least once every five years.

The primary goals of the approval process are:

1. To uphold protection of the public by ensuring that education programs that prepare Psychiatric Nurses meet the established Standards and Indicators for the Approval of Psychiatric Nursing Education in Saskatchewan as approved by Council
2. To improve the quality of the education program that prepares Psychiatric Nurses through a program evaluation process that utilizes an external review process

Council outcomes of the evaluation include:

- Give approval for five years subject to any conditions the Council may determine
- Give approval on conditions with correction to incomplete or ambiguous information
- Decline to approve, or withdraw approval, if the approval requirements have not been met

The Saskatchewan Polytechnic Diploma Psychiatric Nursing Program was formally evaluated in 2022. This included the Saskatchewan Polytechnic brokered Psychiatric Nursing Program delivered by North West College in Saskatchewan.

The Council awarded the Saskatchewan Polytechnic Psychiatric Nursing Program a 5-year approval. The Committee recognized the exemplary efforts of Saskatchewan Polytechnic's proactive work in analyzing and monitoring trends in health care and incorporating them into the curriculum. The Saskatchewan Polytechnic program will be formally evaluated again in 2027 unless substantive changes are made to the program.

## **Career-long Learning Program**

Following an intensive review of the RPNAS Continuing Professional Development (CPD) program, that required 10 CPD credits for members to be eligible for licensure, a major revision to the RPNAS continuing education requirements was made. Based on a literature review, environmental scan, stakeholder consultation and member focus groups the decision was to modernize our education requirements to be aligned with evidenced-informed best practices.

The new program, entitled the Career-long Learning Program (CLP) was introduced to members in late 2021 and implemented in January 2022. Compliance in 2022 was required for eligibility for licensure in 2023.



The CPD model of continuing education has been identified to be outdated and ineffective in meeting the specific learning needs of individuals. Emphasis on self-reflection and self-directed goal setting and learning initiatives have been identified as superior in facilitating life-long learning.

The program emphasizes members requirements to:

- Self-assess their practice using the current standards of psychiatric nursing practice
- Create learning goals based on their self-assessment
- Complete learning activities that relate to the chosen learning goals
- Implement learning in practice
- Reflect on what was learned
- Evaluate learning and impact on practice

Random verification of compliance will occur on a yearly basis as part of the RPNAS regulatory mandate.

## Language Proficiency Project

As part of the "Canadian Nurses Regulators Collaborative (CNRC)", the RPNAS along with nursing regulators across Canada, took part in a language proficiency project. Recognizing that communicating effectively in English or French is critical to providing safe nursing practice in Canada, the CNRC embarked on a project to review the language proficiency requirements originally established in 2011 for the regulated nursing professions.

The project was led by Dr. Eunice Eunhee Jang, IntelliEval, along with a Steering Committee consisting of subject matter experts from nursing regulatory authorities across Canada, to complete the research and provide recommendations to the CNRC.

Based on the research, CNRC unanimously approved the updated cutscores for the currently accepted tests, Canadian English Language Benchmark Assessment for Nurses (CELBAN), International English Language Testing System (IELTS) Academic, and Test d' D'Évaluation de Français (TEF) Canada. The updated cutscores took effect in November 2022.

The project continues with research underway to explore alternative approaches to assess language proficiency. Research findings and recommendations are expected to be completed in Spring 2023.

## **Registered Psychiatric Nurses of Canada Exam of Canada (RPNCE)**

As part of the national umbrella organization for Psychiatric Nurse Regulators, RPNAS collaborates nationally to achieve excellence and consistency in provincial regulatory requirements and processes. In a commitment to modernize delivery of the national entry to the profession exam, the Registered Psychiatric Nurses of Canada Exam (RPNCE), the psychiatric nurse regulators undertook work to transition the paper and pencil based testing format to a computer-based test format.

The RPNCE tests entry-level competence and safety to practice of applicants seeking registration as a Registered Psychiatric Nurse. It is currently one requirement for eligibility to license.

Exam writers will now be able to take the RPNCE in test centres throughout British Columbia, Alberta, Saskatchewan, and Manitoba. This work ensures exam integrity and security, improves accessibility for exam writers, and protects the public by restricting the practice of psychiatric nursing to qualified individuals who have met specific exam and other registration qualifications.

The transition occurred for the exam sitting in May of 2022. While there were a few minor challenges, the exam was delivered successfully. This transition brings the RPNAS in alignment with evidence-informed processes for exam delivery.

## **Nursing Community Assessment Service**

With the increasing shortage of health care providers, including Registered Psychiatric Nurses, increasing in Saskatchewan, the government has looked at recruiting Internationally Educated Nurses (IENs). In response, the RPNAS has seen increased interest from IENs to license as RPNs.

As many countries do not have the psychiatric nurse designation, it is imperative to public safety that the RPNAS have a process for assessing psychiatric nursing programs from other countries against Canadian standards and competencies. To establish a standardized assessment process, RPNAS has partnered with the Nursing Community Assessment Service (NCAS) to provide assessment services for those IENs applying to license with the RPNAS.

Once an IEN has completed their application process through the National Nursing Assessment Service (NNAS) and has applied to the RPNAS, we ensure that they have completed a psychiatric nursing program. They are then referred to NCAS where they will undergo a computer-based assessment and simulation lab assessment. Results are utilized to determine if there are any education gaps and how those gaps can be filled.

RPNAS is confident that NCAS provides a robust process for assessing comparability to psychiatric nursing requirements in Canada.

# RPNAS Bylaw

## Compliance Audit

Through the RPN Act and Regulatory Bylaws the RPNAS establishes licensure eligibility criteria for members to enter and remain in the profession. These regulatory activities serve to protect the public by clearly identifying licensure requirements. As a means of quality assurance, each year RPNs are randomly selected for a review of eligibility requirements. This includes:

- Having worked for a minimum of 1400 hours in recognized psychiatric nursing practice in the previous 5 years
- Meet requirements of having participated in the Career-long Learning Program (CLP)

<b>Practice Hours</b>	<b>2021</b>	<b>2022</b>
<b># Practicing Members Audited</b>	20	20
<b>Met Requirements</b>	20	19
<b>Did not Meet Requirements/Did not Submit</b>		*1

\*Member has been provided written notice. If does not comply with request for information will not qualify for licensure in 2024 and may be referred to Professional Conduct Committee

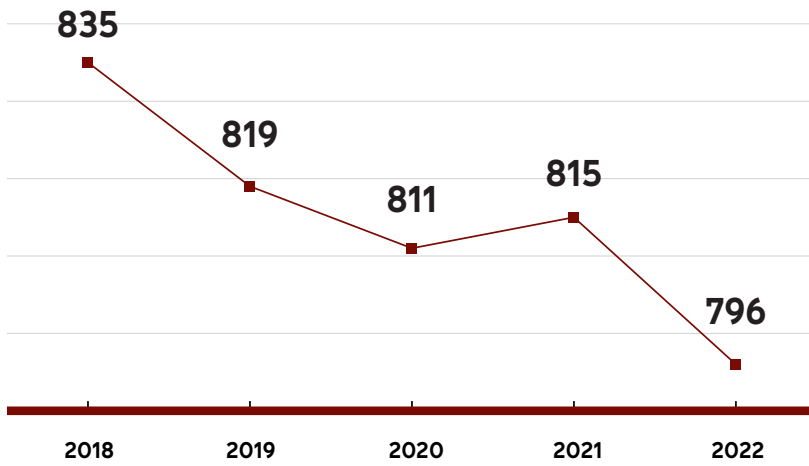
<b>Career-long learning program (CLP)</b>	<b>2022</b>
<b># of practicing members selected for verification</b>	20
<b>Letters of Guidance Issued</b>	0

2022

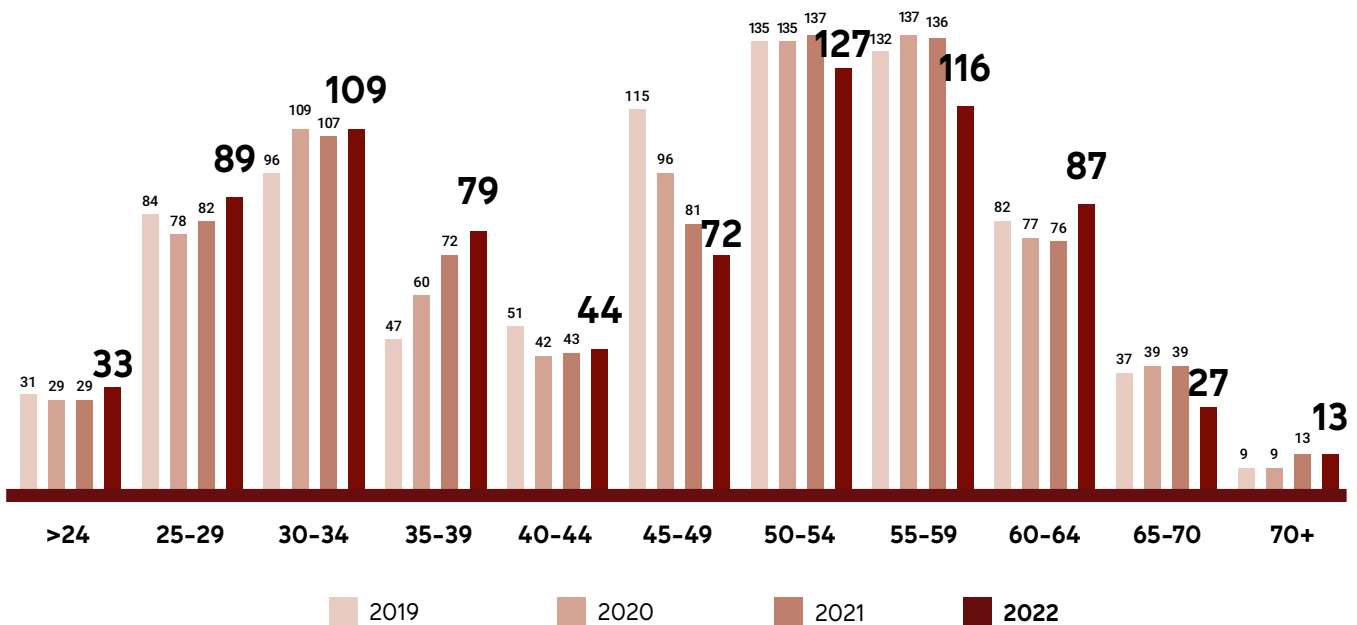
# Statistics



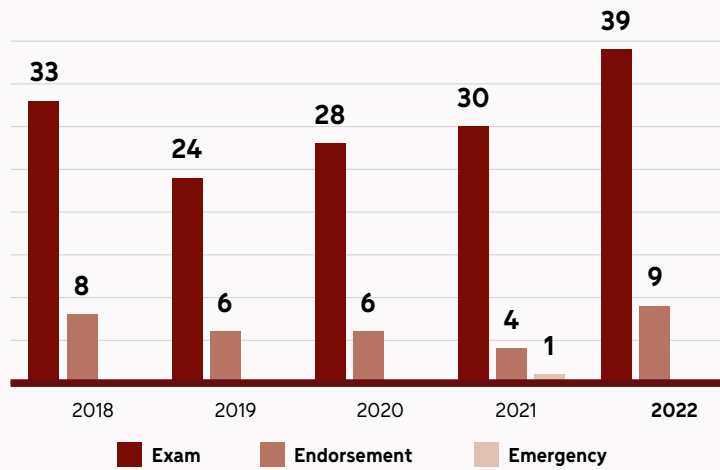
## Practicing Members Over Last 5 Years



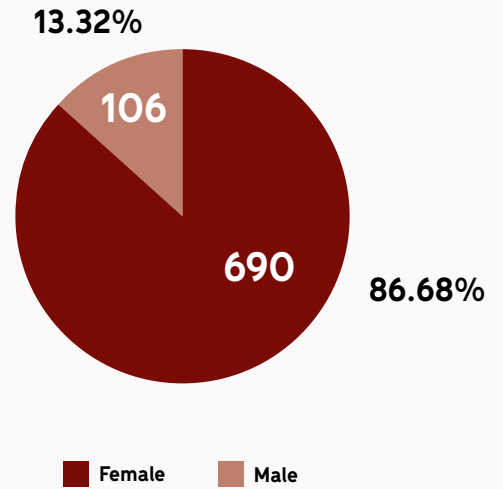
## Membership by Age



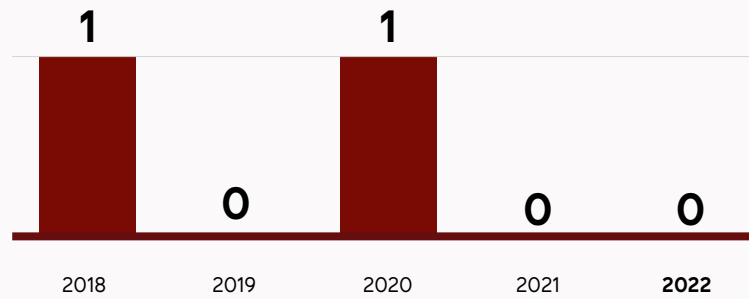
### New Members by Method of Registration



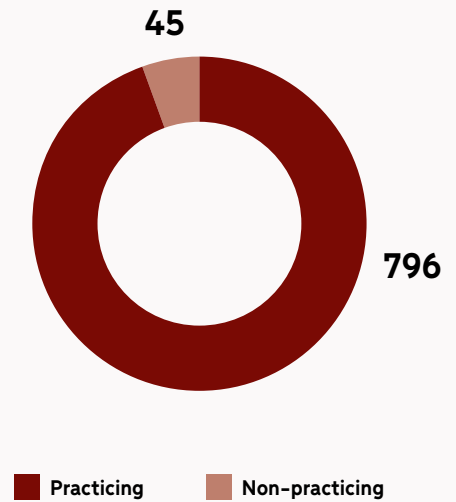
### Membership by Gender



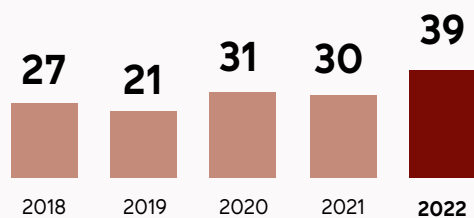
### Internationally Educated



### Membership by Status

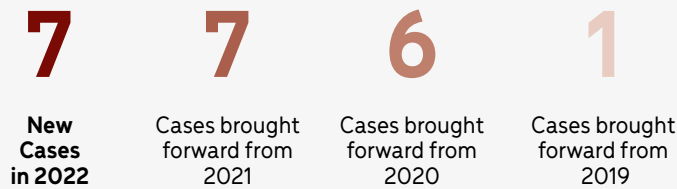


### New Graduate Registrants via RPNCSE



# 2022 Professional Conduct Stats

## 2022 Cases



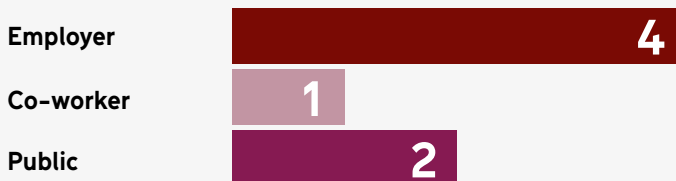
## Cases Resolved in 2022



## Outcome of resolved cases

- 0 Discipline
- 2 Alternate Dispute Resolution
- 3 Advisory Letter
- 5 Dismissal with no further action
- 1 Withdrawn

## Source of Reports for 2022 Cases

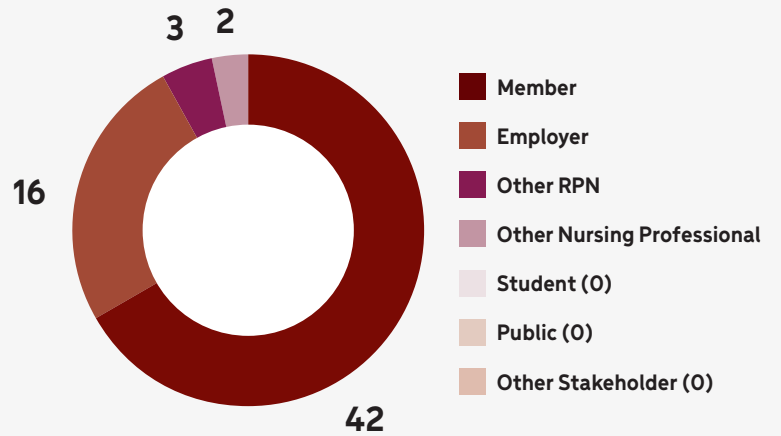


# 2022 Practice Consultation Stats

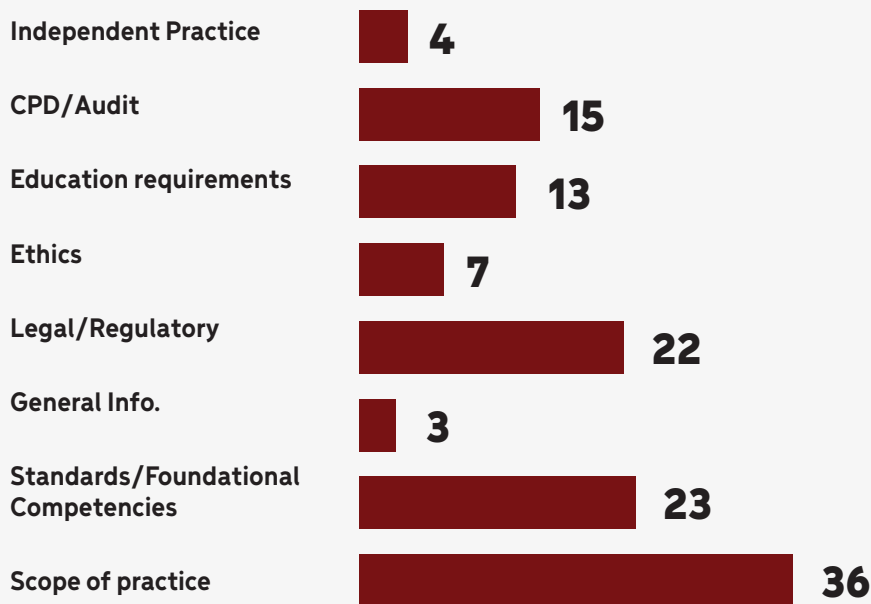
## Total Practice Consultation Calls



## Consultation by Source



## Category of Inquiry



(Numbers add to higher than 100% because some inquiries categorized under more than one area)

### **Registered Psychiatric Nurses of Canada Examination (RPNCE) Statistics**

The Registered Psychiatric Nurses of Canada Examination (RPNCE) is the exam all applicants must pass to license as an RPN in Saskatchewan. This applies to Graduates of a Canadian psychiatric nurse program, or Internationally Educated Nurses (IENs) who are granted permission to write the exam.

The RPNCE tests entry-level competence and safety to practice of applicants seeking registration as a Registered Psychiatric Nurse. It is currently one requirement for eligibility to license.

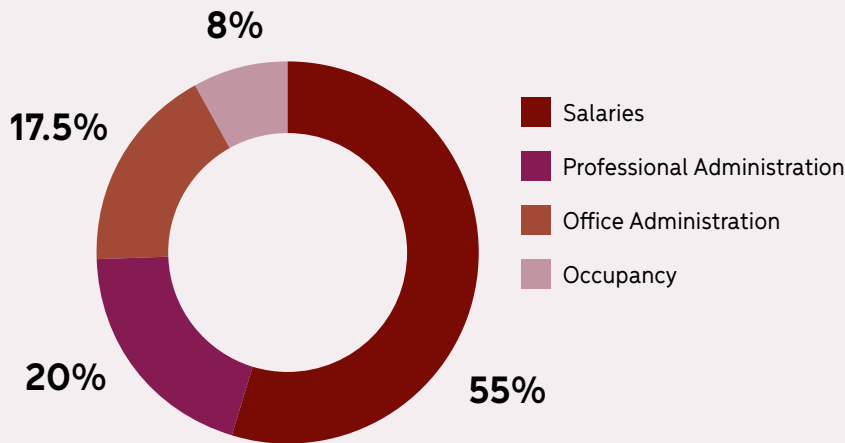
<b>RPNCE Statistics</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>First Time Writers</b>	30	33	46
<b>First Time Writers Pass rate</b>	90%	85%	80%
<b>Repeat Writers</b>	3	6	10
<b>Repeat Writers pass rate</b>	67%	67%	50%



# RPNAS

## Financial Summary

The RPNAS takes its financial accountabilities seriously. We are committed to being transparent in the financial management and spending of the organization. The operating expenses below identify the broad categories of required services and reflect the cost of conducting RPNAS operations. This includes office space and equipment, programming, practice advice, salaries, and investigation and discipline costs. As the RPNAS is a knowledge and service-based organization, the majority of expenses are related to staffing.



<b>Salaries</b>	\$367,455	55%
<b>Professional Administration</b>	\$130,000	20%
<b>Office Administration</b>	\$116,990	17.5%
<b>Occupancy</b>	\$50,525	8%

# Financial Statements

**For the Year Ended December 31, 2022**



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Registered Psychiatric Nurses Association of Saskatchewan

### Opinion

We have audited the financial statements of Registered Psychiatric Nurses Association of Saskatchewan (the Association), which comprise the statement of financial position as at December 31, 2022, 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 the Association as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. 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.

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Independent Auditor's Report to the Members of Registered Psychiatric Nurses Association of Saskatchewan (*continued*)

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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Lingard + Dreger*

Chartered Professional Accountants

**Saskatoon, Saskatchewan  
March 9, 2023**



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Financial Position**

**As at December 31, 2022**

	<b>2022</b>	<i>(Restated)</i> 2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and equivalents	\$ 736,186	\$ 1,470,909
Term deposits (Note 4)	<b>867,096</b>	-
Marketable securities (Note 5)	<b>113,366</b>	146,817
Marketable securities - internally restricted (Note 5)	<b>250,000</b>	250,000
Prepaid expenses	<b>6,037</b>	8,233
	<b>1,972,685</b>	1,875,959
<b>TANGIBLE CAPITAL ASSETS (Note 6)</b>	<b>44,477</b>	53,972
	<b>\$ 2,017,162</b>	\$ 1,929,931
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 73,117	\$ 162,001
Deferred revenue (Note 8)	<b>771,244</b>	775,618
	<b>844,361</b>	937,619
<b>NET ASSETS</b>		
<b>INVESTED IN TANGIBLE CAPITAL ASSETS</b>	<b>44,477</b>	53,972
<b>INTERNALLY RESTRICTED</b>	<b>250,000</b>	250,000
<b>UNRESTRICTED</b>	<b>878,324</b>	688,340
	<b>1,172,801</b>	992,312
	<b>\$ 2,017,162</b>	\$ 1,929,931

**APPROVED ON BEHALF OF COUNCIL**

*Cheryl Carlson RPN*

Council Member

*Yvonne Sawatzky*

Council Member

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Operations**

**For the Year Ended December 31, 2022**

	<b>2022</b>	<i>(Restated)</i> <b>2021</b>
<b>REVENUE</b>		
Licensing fees	\$ 826,667	\$ 671,169
Examination fees	29,246	25,899
Other	228	1,457
	<b>856,141</b>	698,525
<b>EXPENSES</b>		
Advertising and promotion	3,821	1,792
Amortization	10,939	9,748
Committees	7,865	16,282
Council development	9,811	3,250
Discipline hearing and professional conduct	67,108	43,153
Employee pension <i>(Note 9)</i>	33,855	40,829
Insurance	2,584	2,737
Interest and bank charges	14,903	16,285
Legal, audit, and consulting fees	46,675	42,025
Meetings and travel	5,054	2,413
Memberships and licenses	5,943	4,927
Office	31,877	43,182
Property taxes	-	1,022
Registration exams	30,412	25,824
Rental	36,062	25,663
Repairs and maintenance	-	2,658
Special projects	18,010	26,228
Staff development	5,326	3,479
Utilities	1,140	2,182
Wages and benefits	333,601	441,285
	<b>664,986</b>	754,964
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>191,155</b>	<i>(56,439)</i>
<b>OTHER INCOME (EXPENSES)</b>		
Investment income	27,698	8,376
Gain (loss) on sale of marketable securities	(24,189)	7,346
Unrealized gain (loss) on marketable securities	(14,175)	19,570
Gain on disposal of tangible capital assets	-	162,711
	<b>(10,666)</b>	198,003
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ 180,489</b>	\$ 141,564

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Changes in Net Assets**

**For the Year Ended December 31, 2022**

	Invested in Tangible Capital Assets	Internally Restricted	Unrestricted	<b>2022</b>	2021
<b>NET ASSETS -</b>					
<b>BEGINNING OF YEAR</b>					
As previously reported	\$ 53,972	\$ 250,000	\$ 687,187	\$ <b>991,159</b>	\$ 850,748
Prior period adjustments (Note 3)	-	-	1,153	<b>1,153</b>	-
As restated	53,972	250,000	688,340	<b>992,312</b>	850,748
Amortization	(10,939)	-	10,939	-	-
Purchase of tangible capital assets	1,444	-	(1,444)	-	-
Excess of revenue over expenses	-	-	180,489	<b>180,489</b>	141,564
<b>NET ASSETS - END OF</b>					
<b>YEAR</b>	\$ 44,477	\$ 250,000	\$ 878,324	\$ <b>1,172,801</b>	\$ 992,312

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Cash Flows**

**For the Year Ended December 31, 2022**

	<b>2022</b>	<i>(Restated)</i> 2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 180,489	\$ 141,564
Items not affecting cash:		
Amortization	10,939	9,748
Loss (gain) on disposal of marketable securities	24,189	(7,346)
Unrealized loss (gain) on marketable securities	14,175	(19,570)
Gain on disposal of tangible capital assets	-	(162,711)
	<b>229,792</b>	<b>(38,315)</b>
Changes in non-cash working capital:		
Prepaid expenses	2,196	71,985
Accounts payable and accrued liabilities	(88,884)	114,479
Deferred revenue	(4,374)	59,434
	<b>(91,062)</b>	<b>245,898</b>
Cash flow from operating activities	<b>138,730</b>	<b>207,583</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of marketable securities	(81,577)	(40,536)
Proceeds on disposal of marketable securities	76,664	39,392
Purchase of term deposits	(1,017,096)	-
Proceeds on disposal of term deposits	150,000	-
Purchase of tangible capital assets	(1,444)	(29,958)
Proceeds on disposal of tangible capital assets	-	371,010
Cash flow from (used by) investing activities	<b>(873,453)</b>	<b>339,908</b>
<b>NET CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR</b>	<b>(734,723)</b>	<b>547,491</b>
<b>CASH AND EQUIVALENTS - BEGINNING OF YEAR</b>	<b>1,470,909</b>	<b>923,418</b>
<b>CASH AND EQUIVALENTS - END OF YEAR</b>	<b>\$ 736,186</b>	<b>\$ 1,470,909</b>
<b>CASH AND EQUIVALENTS CONSIST OF:</b>		
Cash	\$ 736,186	\$ 1,470,909

See notes to the financial statements



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements**

**For the Year Ended December 31, 2022**

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**1. PURPOSE OF THE ASSOCIATION**

Registered Psychiatric Nurses Association of Saskatchewan (the "Association") is the regulator authority for the registration of psychiatric nurses in Saskatchewan and is incorporated under *The Registered Psychiatric Nurses Act, 1993*.

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**Cash and cash equivalents**

Cash and cash equivalents consist of balances with banks and short-term investments with maturities of three months or less.

**Tangible capital assets**

Tangible capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates:

Furniture and fixtures	20
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In the year of acquisition amortization is calculated at one-half of the applicable rates.

**Reserves**

Council has approved the use of the following reserves included in internally restricted net assets:

Discipline reserve: This reserve was established to provide funds for future discipline investigations and legal claims.

**Revenue recognition**

Licensing fees are based on a calendar year and recognized as revenue in the period to which they relate. Revenues received in advance of the period to which they relate are recorded as deferred revenue. Registration, graduation, examination, and late fees are recognized as the services are provided. Investment income is recognized as it is earned in the period to which it relates. Other revenues are recognized as the services are provided.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred or restrictions met. Unspent amounts are included in deferred revenue.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Income taxes**

The Association qualifies as a tax exempt organization under section 149 of the *Income Tax Act* and accordingly no provision for income taxes is recorded.

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REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN

Notes to the Financial Statements

For the Year Ended December 31, 2022

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Financial instruments**

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statements of operations in the period incurred.

Financial assets subsequently measured at amortized cost include cash and equivalents and term deposits. Financial liabilities subsequently measured at amortized cost include accounts payable and accrued liabilities, and deferred revenue. The fair value of the cash and equivalents, term deposits, accounts payable and accrued liabilities, and deferred revenue approximates their carrying value due to their short-term nature.

**Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Significant estimates include, but are not limited to, the determination of the useful life of tangible capital assets, deferred revenue, and accruals for certain revenues and expenses.

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3. PRIOR PERIOD ADJUSTMENTS

In the current year it was determined that the cash, accounts payable and accrued liabilities, deferred revenue, revenue and expenses were misstated in the prior year. Adjustments to correct these have been recorded in these financial statements. The adjustments have been applied retrospectively. The impact of these adjustments on the 2021 figures as previously reported is as follows:

	Previously Stated	Adjustment	Restated
Cash and equivalents	\$ 1,455,359	\$ 15,550	\$ 1,470,909
Accounts payable and accrued liabilities	85,851	76,150	162,001
Deferred revenue	837,371	(61,753)	775,618
Unrestricted net assets at December 31, 2021	687,187	1,153	688,340
Licensing fees	654,125	17,044	671,169
Other revenue	17,150	(15,693)	1,457
Members' liability insurance	61,980	(61,980)	-
Excess of revenue over expenses	140,411	1,153	141,564

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4. TERM DEPOSITS

	Maturity	2022	Yield	2021
<b>Short-term</b>				
Term deposits	< 1 year	\$ 867,096	3.24%	\$ -

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**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements**

**For the Year Ended December 31, 2022**

**5. MARKETABLE SECURITIES**

	Cost	2022 Market value	Cost	2021 Market value
<b>Short-term</b>				
Equities and other	\$ 377,612	\$ 363,366	\$ 396,887	\$ 396,817

Of the investments held, \$250,000 (2021 - \$250,000) has been internally restricted to provide funds for the Discipline Reserve.

**6. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Furniture and fixtures	\$ 178,713	\$ 134,236	\$ 44,477	\$ 53,972

**7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2022	2021
Accrued liabilities	\$ 22,136	\$ 32,684
CNPS fees payable ( <i>Note 11</i> )	(2,290)	76,150
Employee benefits payable	4,595	7,781
Trade payables	22,299	20,021
Vacation payable	26,377	25,365
	\$ 73,117	\$ 162,001

**8. DEFERRED REVENUE**

	Balance, beginning of year	Amounts received	Amounts recognized	Balance, end of year
Licensing fees	\$ 736,783	\$ 760,878	\$ (736,783)	\$ 760,878
Examination fees	29,768	-	(29,768)	-
Graduate licensing fees	9,067	10,366	(9,067)	10,366
	\$ 775,618	\$ 771,244	\$ (775,618)	\$ 771,244

**9. DEFINED CONTRIBUTION PENSION PLAN**

Employees of the Association participate in the Saskatchewan Healthcare Employee's Pension Plan (SHEPP). The plan is a defined benefit plan and the pension benefits and assets are for all members of the plan and are not segregated by participating organization. Both the employer and employee contribute to the plan. The Association remits contributions monthly, based on the contribution rate provided by SHEPP, which totaled \$33,855 for the year ended December 31, 2022 (2021 - \$40,829).

Although the plan is a defined benefit plan, the Association's financial obligation is limited to contributions in respect of employees' current service.

## 12. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2022.

### **Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association's exposure is dependent upon the receipt of funds from its operations, investments, and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements, and are considered adequate to meet the Association's financial obligations.

### **Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk, and other price risk. The Association is mainly exposed to price risk through its investment in quoted mutual funds, and equities and other.

### **Currency risk**

Currency risk is the risk to Association's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Association is exposed to foreign currency exchange risk on its investments held in U.S. dollars. The Association does not use derivative instruments to reduce its exposure to foreign currency risk.

### **Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its term deposits and short-term investments portfolio.

### **Other price risk**

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investment in quoted mutual funds, and equities and other.

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