



**2019 - 2020
ANNUAL REPORT**

THE

COLLEGE OF RESPIRATORY
THERAPISTS OF ONTARIO,
THROUGH ITS ADMINISTRATION OF
THE **REGULATED HEALTH PROFESSIONS
ACT** AND THE **RESPIRATORY THERAPY
ACT**, IS DEDICATED TO ENSURING
THAT RESPIRATORY THERAPY
SERVICES PROVIDED TO THE PUBLIC,
BY ITS MEMBERS, ARE DELIVERED IN A

 SAFE AND ETHICAL MANNER.

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MESSAGE FROM THE

PRESIDENT &
REGISTRAR

WELCOME

TO OUR 2019 - 2020 ANNUAL REPORT.



Christina Sperling, RRT
President & Board Chair



Kevin Taylor, RRT
Registrar & CEO

On behalf of our Council, Committees and staff, we are pleased to present our 2019-2020 Annual Report for the College of Respiratory Therapists of Ontario (CRTO).

The CRTO is one of 26 health regulatory bodies established by the *Regulated Health Professions Act, 1991*. With a duty to serve and protect the public interest, the CRTO:

- Develops, establishes and maintains (i) the entry-to-practice requirements for becoming a Respiratory Therapist, (ii) the practice standards required of all RTs when providing care, and (iii) the professional ethics standards for our Members;
- Receives and investigates complaints about our Members to ensure that those practice standards are maintained and that patients receive the quality of care that they expect and deserve;
- Facilitates continuing education and professional development in our Members to ensure ongoing quality of practice as they respond to evolving patient and system needs, changes in the practice environment, and advances in technology;
- Provides information about our Members to the public, allowing them to make informed choices about who provides their health care; and
- Operates in an open and transparent fashion, allowing members of the public to see how decisions are made and to better understand the impact on their care.

MESSAGE FROM THE PRESIDENT & REGISTRAR

Over this last year, we've continued to focus on improvements to our governance practices, with associated by-law changes and policy revisions. Our new Professional Development program was implemented for the first full cohort of Respiratory Therapists, ensuring that practice standards continue to be met and allowing us to better understand areas for development across the profession. We began working with the EQual program from Accreditation Canada as our new accreditation provider, a key element in maintaining the quality of education in Respiratory Therapy training programs across the province. Finally, we implemented the last step in our digitization plan for registration, launching an online process for initial application to the CRTO.

In the following pages of this annual report from the CRTO, you'll find a summary of activities conducted by our various statutory committees over the last 12 months, as well as the results of our financial audit for 2019-2020.

We are very proud of our achievements and look forward to contributing to Ontarians receiving safe, effective and ethical respiratory care.

Sincerely,

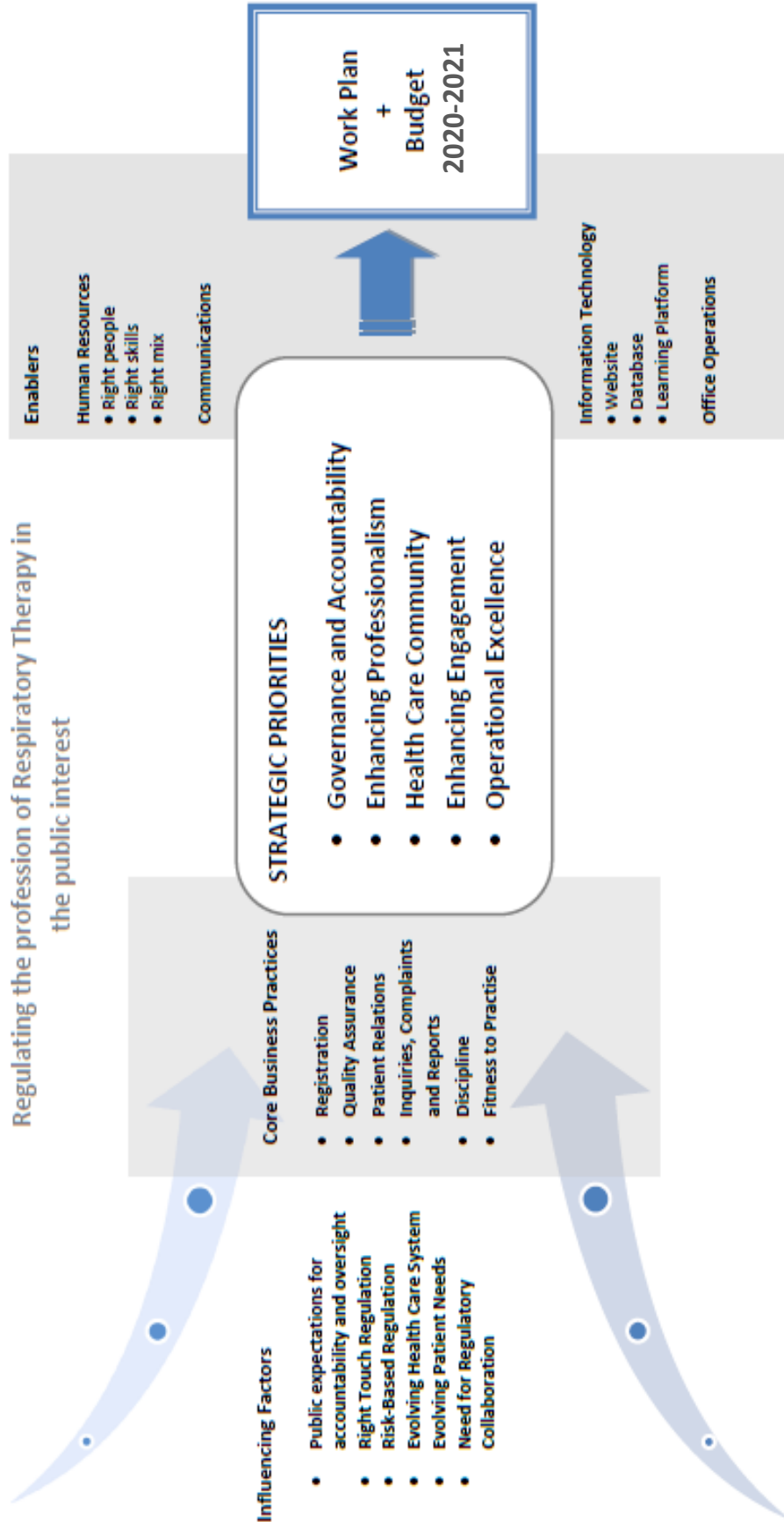
Christina





CERTO STRATEGIC PRIORITIES

2020-2021



COUNCIL MEMBERS, NON-COUNCIL COMMITTEE MEMBERS AND STAFF MEMBERS

as of February 29, 2020

15

COUNCIL

Kelly Arndt, RRT
Michelle Causton
Allison Chadwick, RRT
Rhonda Contant, RRT
Jeff Earnshaw, RRT
Monique Forster
Harjit Jaswal
James Lexovsky
Lindsay Martinek, RRT
Kim Morris
Kelly Munoz, RRT
Jody Saarvala, RRT
Christina Sperling, RRT
Andrea Winters, RRT
Yvette Wong

12

NON-COUNCIL COMMITTEE

Julie Boulianne, RRT
Daniel Fryer, RRT
Aaron Giba, RRT
Ginette Greffe-Laliberté, RRT
Antonio Guglietti, RRT
Christa Krause, RRT
Sheena Lykke, RRT
Concetta Martins, RRT
Denise Murphy, RRT
Travis Murphy, RRT
Kathleen Olden-Powell, RRT
Bruno Tassone, RRT

8

STAFF

Kevin Taylor RRT, Registrar & CEO
Carole Hamp RRT, Quality Practice Manager
Lisa Ng, Registration Manager
Amelia Ma, Finance & Office Manager
Janice Carson, Communications Manager
Denise Steele, Coordinator Professional Programs
Shaf Rahman, Professional Conduct Manager
Temeka Tadesse, IT & Database Specialist

COMMITTEE MEMBERS as of February 29, 2020

EXECUTIVE COMMITTEE

Christina Sperling, RRT President
 Allison Chadwick, RRT Vice-President
 Michelle Causton
 Rhonda Contant, RRT
 Monique Forster

DISCIPLINE COMMITTEE

Christina Sperling, RRT Chair	Antonio Guglietti, RRT
Monique Forster Vice-Chair	Lindsay Martinek, RRT
Julie Boulianne, RRT	Concetta Martins, RRT
Michelle Causton	Jody Saarvala, RRT
Daniel Fryer, RRT	Andrea Winters, RRT

FITNESS TO PRACTISE COMMITTEE

Christina Sperling, RRT Chair	Lindsay Martinek, RRT
Monique Forster Vice-Chair	Concetta Martins, RRT
Julie Boulianne, RRT	Jody Saarvala, RRT
Daniel Fryer, RRT	Andrea Winters, RRT
Antonio Guglietti, RRT	

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

Allison Chadwick, RRT Chair	James Lexovsky
Jeff Earnshaw, RRT Vice-Chair	Sheena Lykke, RRT
Kelly Arndt, RRT	Kim Morris
Michelle Causton	Kelly Munoz, RRT
Rhonda Contant, RRT	Denise Murphy, RRT
Aaron Giba, RRT	Travis Murphy, RRT
Ginette Greffe-Laliberté, RRT	Kathleen Olden-Powell, RRT
Harjit Jaswal	Bruno Tassone, RRT
Christa Krause, RRT	Yvette Wong

COMMITTEE MEMBERS as of February 29, 2020

PATIENT RELATIONS COMMITTEE

Michelle Causton, Chair	Concetta Martins, RRT
Kelly Arndt, RRT, Vice-Chair	Kim Morris
Julie Boulianne, RRT	Travis Murphy, RRT
Allison Chadwick, RRT	Christina Sperling, RRT
Antonio Guglietti, RRT	

QUALITY ASSURANCE COMMITTEE

Rhonda Contant, RRT, Chair	Sheena Lykke, RRT
Ginette Greffe-Laliberté, RRT, Vice-Chair	Lindsay Martinek, RRT
Michelle Causton	Concetta Martins, RRT
Monique Forster	Kelly Munoz, RRT
Daniel Fryer, RRT	Bruno Tassone, RRT
James Lexovsky	Yvette Wong

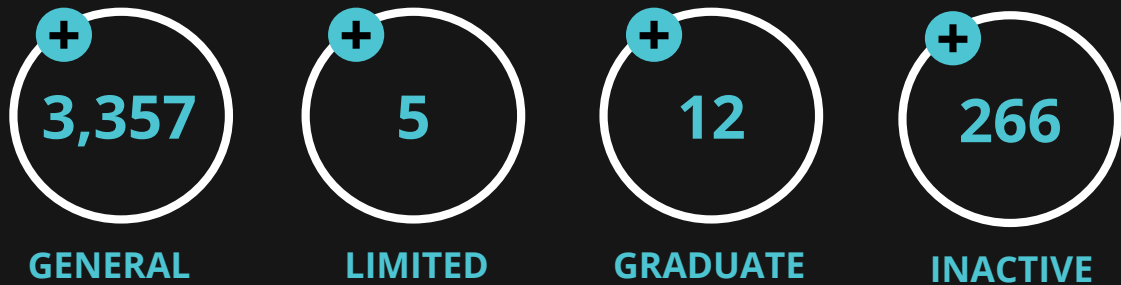
REGISTRATION COMMITTEE

Christa Krause, RRT, Chair	James Lexovsky
Andrea Winters, RRT, Vice-Chair	Kim Morris
Jeff Earnshaw, RRT	Denise Murphy, RRT
Monique Forster	Kathleen Olden-Powell, RRT
Aaron Giba, RRT	Jody Saarvala, RRT
Antonio Guglietti, RRT	

STATISTICS & DEMOGRAPHICS

AS OF FEBRUARY 29, 2020

NUMBER OF RTs **3,640**

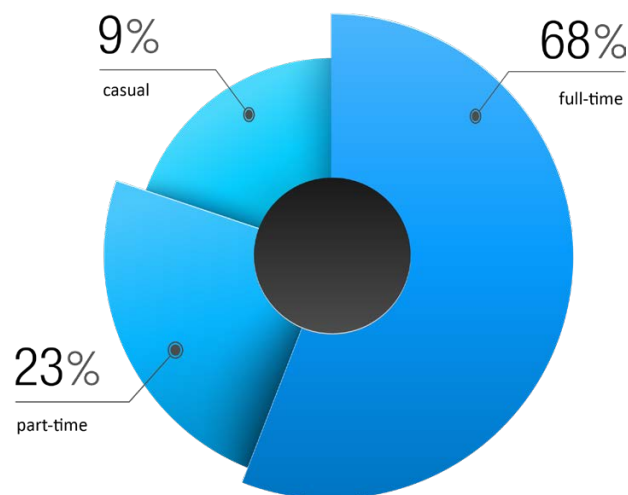


For more information on classes of registration please visit:

www.crto.on.ca/members/about-your-certificate-of-registration/classes-registration/

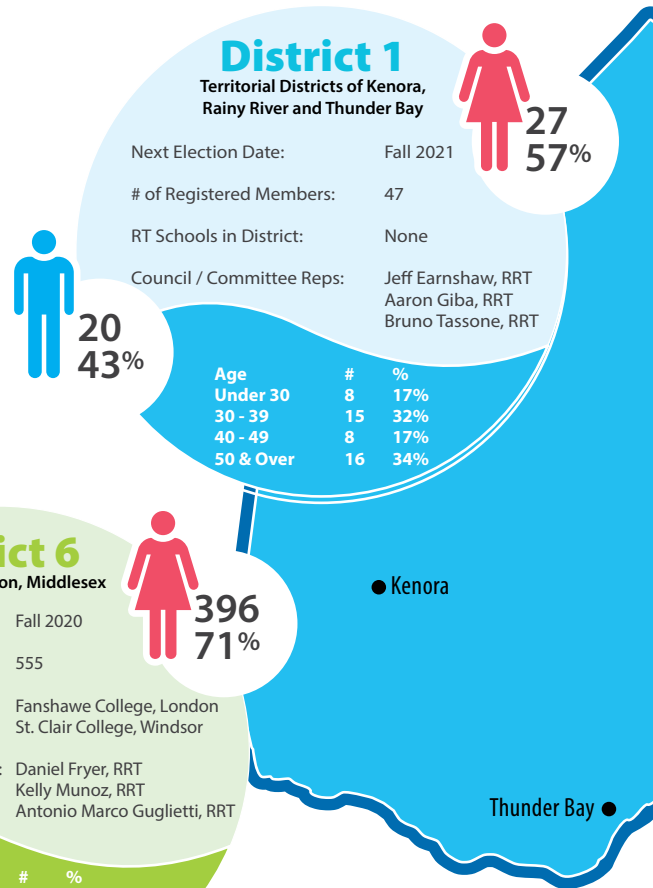
EMPLOYMENT STATUS

(Based on primary employer)



CRTO Electoral Districts

- 1 - Territorial Districts of Kenora, Rainy River and Thunder Bay
- 2 - Muskoka, Nipissing, North Bay Area, Sudbury
- 3 - Ottawa-Carlton, Renfrew, Hastings
- 4 - Greater Toronto, Haliburton, Northumberland, Simcoe
- 5 - Hamilton, Kitchener, Niagara, Wellington
- 6 - Bruce, Essex, Huron, Middlesex
- 7 - Academic, Whole Province of Ontario



District 1

Territorial Districts of Kenora, Rainy River and Thunder Bay

27
57%

Next Election Date: Fall 2021

of Registered Members: 47

RT Schools in District: None

Council / Committee Reps: Jeff Earnshaw, RRT
Aaron Giba, RRT
Bruno Tassone, RRT

20
43%

Age	#	%
Under 30	8	17%
30 - 39	15	32%
40 - 49	8	17%
50 & Over	16	34%

District 6

Bruce, Essex, Huron, Middlesex

396
71%

Next Election Date: Fall 2020

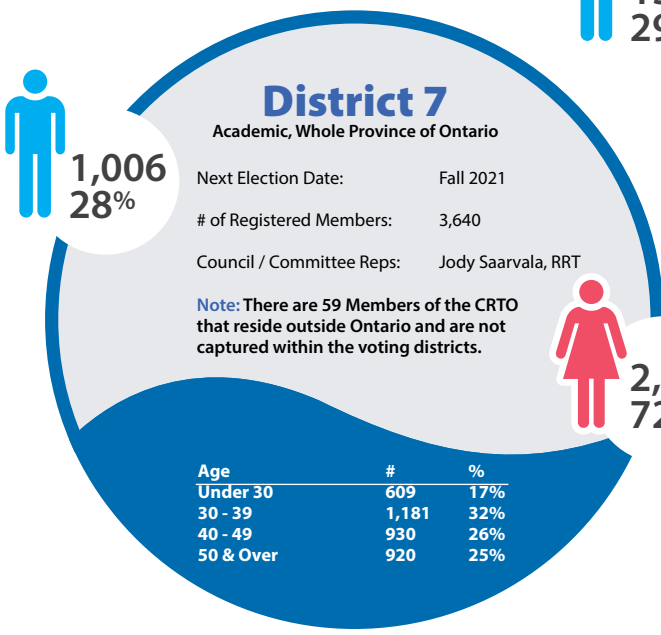
of Registered Members: 555

RT Schools in District: Fanshawe College, London
St. Clair College, Windsor

Council / Committee Reps: Daniel Fryer, RRT
Kelly Munoz, RRT
Antonio Marco Guglietti, RRT

159
29%

Age	#	%
Under 30	97	17%
30 - 39	169	31%
40 - 49	126	23%
50 & Over	163	29%



District 7

Academic, Whole Province of Ontario

1,006
28%

Next Election Date: Fall 2021

of Registered Members: 3,640

Council / Committee Reps: Jody Saarvala, RRT

Note: There are 59 Members of the CRTO that reside outside Ontario and are not captured within the voting districts.

2,634
72%

Age	#	%
Under 30	609	17%
30 - 39	1,181	32%
40 - 49	930	26%
50 & Over	920	25%

District 5

Hamilton, Kitchener, Niagara, Wellington

501
76%

Next Election Date: Fall 2021

of Registered Members: 660

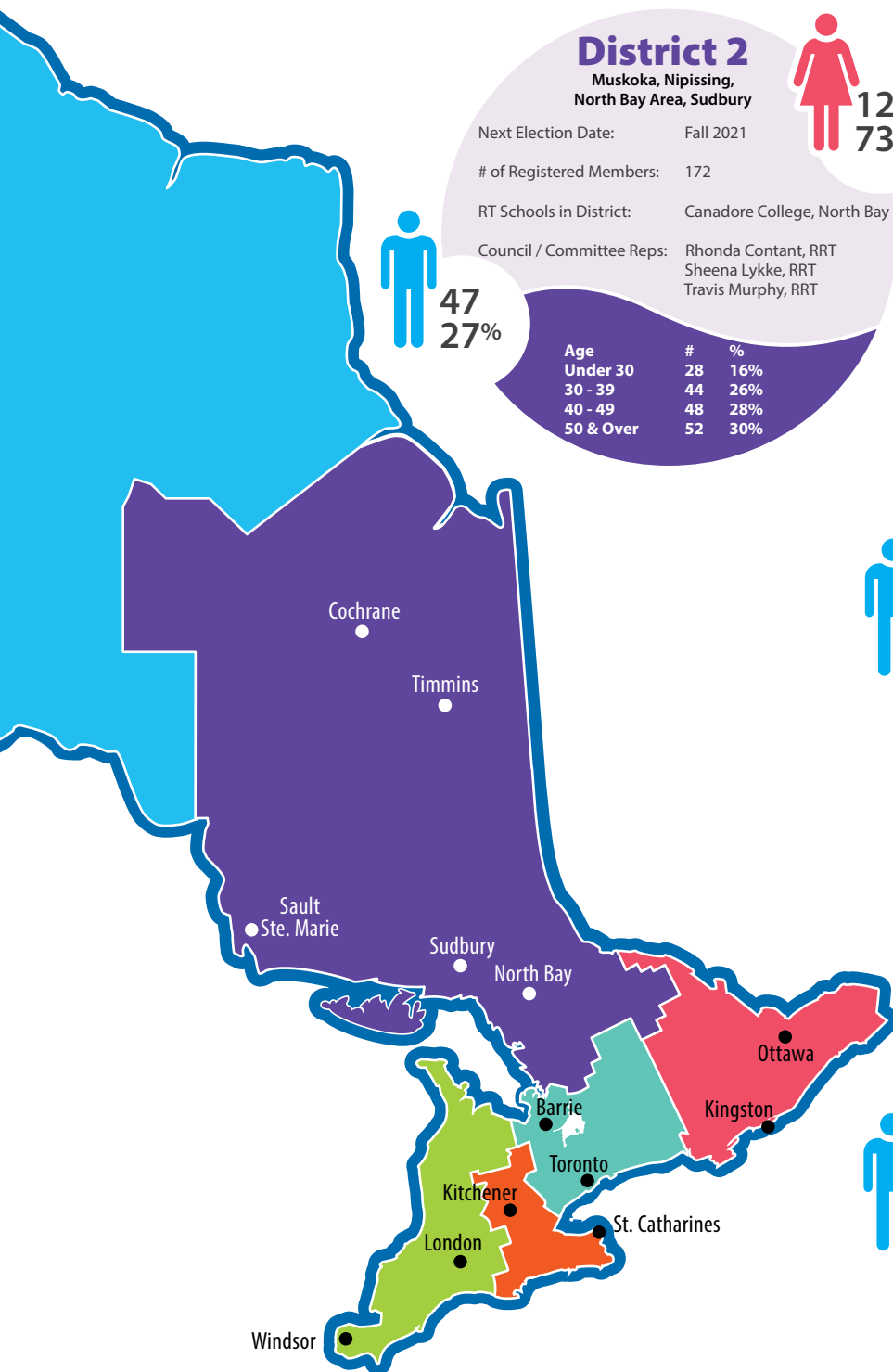
RT Schools in District: Conestoga College, Kitchener

Council / Committee Reps: Kelly Arndt, RRT
Allison Chadwick, RRT
Christa Krause, RRT
Denise Murphy, RRT

159
24%

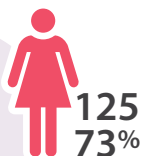
Age	#	%
Under 30	136	21%
30 - 39	192	29%
40 - 49	178	27%
50 & Over	154	23%

2019/2020

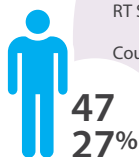


District 2

Muskoka, Nipissing,
North Bay Area, Sudbury



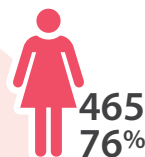
Next Election Date: Fall 2021
 # of Registered Members: 172
 RT Schools in District: Canadore College, North Bay
 Council / Committee Reps: Rhonda Contant, RRT
 Sheena Lykke, RRT
 Travis Murphy, RRT



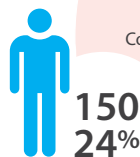
Age	#	%
Under 30	28	16%
30 - 39	44	26%
40 - 49	48	28%
50 & Over	52	30%

District 3

Ottawa-Carlton, Renfrew,
Hastings



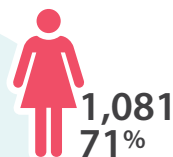
Next Election Date: Fall 2020
 # of Registered Members: 615
 RT Schools in District: Algonquin College, Ottawa
 La Cité collégiale, Ottawa
 Council / Committee Reps: Julie Boulianne, RRT
 Ginette Greffe-Laliberté, RRT
 Andrea Winters, RRT



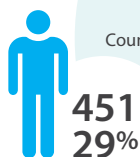
Age	#	%
Under 30	102	17%
30 - 39	214	35%
40 - 49	160	26%
50 & Over	139	22%

District 4

Greater Toronto, Haliburton,
Northumberland, Simcoe



Next Election Date: Fall 2020
 # of Registered Members: 1,532
 RT Schools in District: The Michener Institute for
 Applied Health Sciences, Toronto
 Council / Committee Reps: Lindsay Martinek, RRT
 Concetta Martins, RRT
 Kathleen Olden-Powell, RRT
 Christina Spering, RRT



Age	#	%
Under 30	226	15%
30 - 39	523	34%
40 - 49	396	26%
50 & Over	387	25%

EXECUTIVE

COMMITTEE REPORT

Christina Sperling, RRT
Executive Committee Chair

Reporting to Council, the Executive Committee consults with the Registrar & CEO to oversee the administration of the CRTO. The Executive Committee can exercise all the powers of Council on matters that require immediate attention except making, amending or revoking regulations or By-Laws. The President and Vice-President, elected by the Council, are automatically Executive Members.

Key Initiatives:

- Monitored the CRTO's budget, financial position and investments
- Reviewed the CRTO's audited financial statements
- Appointed Council and Non-Council Members to the various statutory committees
- Oversaw the migration to a new accreditation provider for RT education and training programs
- Considered a number of governance improvement measures for the CRTO
- Initiated the annual performance review for the Registrar & CEO
- Proposed revisions to the by-laws pertaining to fees and how the need for fee adjustments are determined

PATIENT RELATIONS

COMMITTEE REPORT

Michelle Causton

Patient Relations Committee Chair

The Patient Relations Committee is responsible for developing, establishing and maintaining a Patient Relations Program, including measures for preventing and/or dealing with sexual abuse of patients by Members of the CRTO and administering funding for therapy/counseling for patients who have been sexually abused by our Members. This committee also advises Council on communications plans.

Key Initiatives:

During the 2019-2020 fiscal year there were no applications for funding for therapy submitted to the Patient Relations Committee.

This year the Committee:

- Reviewed the *Abuse Prevention & Awareness Professional Practice Guideline (PPG)*
- Reviewed and discussed ways in which the Committee can adopt the lens of the public interest for CRTO's Council.
- Monitor strategic directions related to member engagement, public awareness and student engagement.

REGISTRATION

COMMITTEE REPORT

Christa Krause, RRT

Registration Committee Chair

The Registration Committee directs the Registrar on issuing certificates of registration to applicants and may impose terms, conditions and limitations on these certificates. The Registration Committee also reviews and develops policies related to registration such as approved RT educational programs, prior learning assessments and registration criteria.

Key Initiatives:

- Considered registration issues and made decisions regarding applicants in accordance with the *Regulated Health Professions Act 1991*, the *Respiratory Therapy Act 1991*, the *Registration Regulation*, by-laws and policies of the CRTO
- Monitored the Respiratory Therapy programs' accreditation status
- Reviewed, monitored and set the Entry-to-Practice Assessment processes
- Ensured Entry-to-Practice Assessment tools align with the National Competency Framework
- Reviewed and approved certification programs (e.g. Chest Needle Insertion, Care and Removal, Insertion of Low Impedance Subdermal Needles) submitted by hospitals and facilities
- Reviewed and amended the Certification Programs for Advanced Prescribed Procedures below the Dermis Professional Practice Guideline, and the Registration and Use of Title Professional Practice Guideline
- Launched the online application process, which allowed applicants to apply, submit documents and monitor their application status online

- Reviewed and amended the following policies:
 - Canadian Education Programs Policy
 - Entry-to-Practice Competency Assessment Policy
 - Registration Entry-to-Practice Competency Assessment – Appeal Policy & Procedure
 - Determining Good Character of Applicants Policy
 - Applications for Registration – File Closure Policy
 - Unauthorized Use of Title and Holding Out Prior to Registration Policy
 - Inactive Certificate of Registration Policy

13 TOTAL REFERRALS

5

CURRENCY REFERRALS

From applicants who have not been engaged in the practice of Respiratory Therapy within the two years preceding their application to the CRTO

1

ENTRY-TO-PRACTICE

Review of the Entry-to-Practice Assessment Results

6

CHANGES TO TERMS, CONDITIONS AND LIMITATIONS (TCLs)

Applications for changes to TCLs imposed on Members' Certificates of Registration

1

RATIFY THE REGISTRAR'S OFFER

to issue a certificate of registration

View the CRTO's 2019 Fair Registration Practices Report to the Office of the Fairness Commissioner (OFC) at:

www.crto.on.ca/pdf/Reports/2019.OFC.Report.pdf

QUALITY ASSURANCE

COMMITTEE REPORT

Rhonda Contant, RRT

Quality Assurance Committee Chair

The Quality Assurance Committee develops, implements and maintains the CRTO’s QA program, encouraging continued professional improvement of RT Members. This Committee conducts a review of the Quality Assurance Program’s effectiveness every five years. The QA Committee also monitors compliance with the QA program and makes decisions about Members who have been identified with unsatisfactory knowledge, skills, or judgement through this framework.

Key Initiatives:

- Revised the Professional Development Program (PDP) Policy
- Updated the Launch RT Jurisprudence Assessment & PDP Member’s Guides
- Investigated the development of a new PORTfolio platform
- Revised the Launch RT Jurisprudence Blueprint
- Established key Professional Development Program communication priorities

QA Requirements:

- **Launch RT Jurisprudence Assessment** is completed by new or recently reinstated Members
- **Relevant eLearning Module** is completed annually by all Members
- **Portfolio Online for Respiratory Therapists (PORTfolio^{OM})** must be maintained by all Members on an ongoing basis, with submission for peer review up to once every five years.
- **Specified Continuing Education or Remediation Program (SCERP) / Practice Assessment** in specific instances

For more details visit www.crto.on.ca/pdf/Policies/QA_Program_Policy_101.pdf

By the Numbers



LAUNCH RT JURISPRUDENCE ASSESSMENT

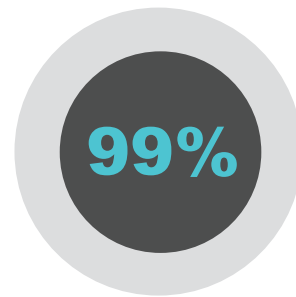
- 252** Members have completed Launch RT during this time period
- 40** Received a score below 70% and were required to repeat Launch RT. All but five of those passed the assessment on the second attempt
- 6** Number of SCERPs (fell below benchmark twice)

Professional Development Program (PDP)

- 580** Members selected to submit their PORTfolio (due April 1, 2019)
- 3** Number of Members who failed to submit their PORTfolio (after extensions expired)
- 24** Number of coaching sessions required

Relevant eLearning Module

- 3,502** Members completed the module by the February 29th deadline
- 20** Members remain outstanding on completing RelevantT



Compliance
of RelevantT

Survey Results from RelevantT eLearning Module

- 100%** of survey respondents found the module easy to access and complete
- 99%** of survey respondents found the module enhanced their knowledge of recent changes in practice standards

INQUIRIES, COMPLAINTS & REPORTS

COMMITTEE REPORT

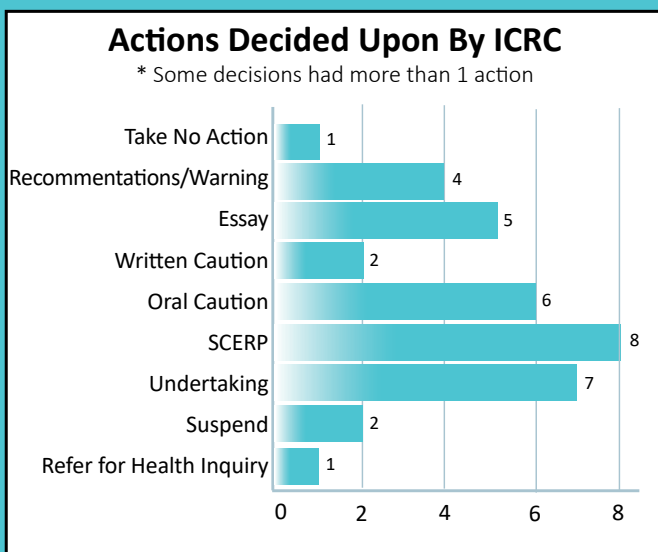
Allison Chadwick, RRT

ICR Committee Chair

The Inquiries, Complaints and Reports Committee (ICRC) is responsible for investigating concerns brought to the CRTO’s attention through complaints or reports, such as termination reports from employers. The Committee considers concerns related to a Member’s conduct, capacity and competence to determine if a referral to the Discipline or Fitness to Practise Committee is warranted, or if another method of addressing the issue would be suitable.

Key Initiatives:

In 2019-2020, the CRTO received 38 new matters. Of those, 5 were addressed at the inquiry level, while 33 went to the ICRC level. 17 matters remain ongoing and 16 decisions were made. The outcomes of these decisions are detailed below.



Concerns about RTs were reported to the CRTO through:

- 9** Complaints
 - 18** Employer Reports
 - 3** Self-Reports by Members
 - 7** QA Committee Referrals
 - 1** ICR Committee Referral
-
- 38 Matters Received**

Of the **38** new matters, **6** were health inquiries, **4** of which were concluded, and **2** remain ongoing.

FITNESS TO PRACTISE

COMMITTEE REPORT

Christina Sperling, RRT

Fitness to Practise Committee Chair

On referral from a Panel of the Inquiries, Complaints and Reports Committee, the Fitness to Practise Committee conducts hearings to determine whether a Member is incapacitated. In the interest of the public, sometimes a Member suffering from a physical or mental condition/disorder can no longer practise safely or must practise with restrictions. A Fitness to Practise hearing is generally closed to the public unless the Member requests otherwise.

This year there were no referrals to the Fitness to Practise Committee.

DISCIPLINE

COMMITTEE REPORT

Christina Sperling, RRT

Discipline Committee Chair

Panels of this Committee are responsible for hearing and determining allegations of professional misconduct or incompetence referred by the Inquiries, Complaints and Reports Committee. Discipline hearings are open to the public and proceedings against a Member before the Discipline Committee panel are civil in nature. Based on submitted evidence, the panel must arrive at a decision and determine a penalty if there's a finding of guilt. For more information what a Discipline Committee may do, see: www.crto.on.ca/public/concerns-about-a-respiratory-therapist/hearings/about-discipline/

In 2019-2020, there were no referrals to the Discipline Committee.



FINANCIAL SUMMARY 2019-2020

Independent Auditor's Report

TO THE COUNCIL OF THE COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

Opinion

The summary financial statements, which comprise the summary balance sheet as at February 29, 2020, and the summary statement of operations for the year then ended, are derived from the audited financial statements of the College of Respiratory Therapists of Ontario (the "College") for the year ended February 29, 2020.

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements in accordance with Canadian accounting standards for not-for-profit organizations, except that information in respect of changes in net assets and cash flows has not been presented and notes to the summary financial statements have not been prepared as further described in the *Summary Financial Statements*.

Summary Financial Statements

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 and the auditor's report thereon, therefore, is not a substitute for reading the audited financial statements of the College and the auditor's report thereon. The summary financial statements and the audited financial statements do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial statements.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated TBD.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with Canadian accounting standards for not-for-profit organizations, except that information in respect of changes in net assets and cash flows has not been presented and notes to the summary financial statements have not been prepared.

Auditor's Responsibility for the Summary Financial Statements

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements".

Toronto, Ontario

Chartered Professional Accountants
Licensed Public Accountants

Summary Balance Sheet

AS AT FEBRUARY 29, 2020

	2020	2019
ASSETS		
Current assets		
Cash	\$ 1,711,246	\$ 1,532,034
Investments	1,245,136	1,227,462
Prepaid expenses	54,271	48,115
	3,010,653	2,807,611
Capital assets	198,469	176,396
	3,209,122	2,984,007
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	86,608	218,042
Deferred revenue - registration fees	1,956,266	1,905,819
	2,042,874	2,123,861
Obligations under capital lease	60,850	34,327
	2,103,724	2,158,188
NET ASSETS		
Internally restricted		
Abuse therapy fund	80,000	50,000
General contingency reserve fund	500,000	500,000
General investigations and hearings fund	150,000	150,000
Special projects reserve	300,000	345,173
Unrestricted		
Operating fund	75,398	(219,354)
	1,105,398	825,819
	\$ 3,209,122	\$ 2,984,007

Copies of 2019 / 2020 complete audited financial statements are available on our website at www.crto.on.ca or on request from the Registrar at 416-591-7800.

Summary Statement of Operations

AS AT FEBRUARY 29, 2020

	2020	2019
REVENUES		
Registration, renewal and application fees	\$ 2,172,294	\$ 1,932,836
Investment income	40,132	31,429
	2,212,426	1,964,265
EXPENSES		
Salaries and benefits	1,044,204	1,256,770
Occupancy costs	154,349	145,105
Quality assurance	74,222	38,784
Professional fees	94,972	153,561
Printing, postage, stationary and delivery	37,181	40,572
Council and committee	62,172	92,234
Special projects	81,818	70,905
All other operating expenses	383,929	367,156
	1,932,847	2,165,087
Excess (deficiency) of revenues over expenses for the year	\$ 279,579	\$ (200,822)

Copies of 2019 / 2020 complete audited financial statements are available on our website at www.crto.on.ca or on request from the Registrar at 416-591-7800.



**College of Respiratory
Therapists of Ontario**

**Ordre des thérapeutes
respiratoires de l'Ontario**

180 Dundas Street West, Suite 2103
Toronto, Ontario M5G 1Z8
Tel: 416-591-7800 / 1-800-261-0528
Fax: 416-591-7890

www.crto.on.ca