



2020 - 2021 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

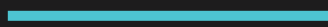
 SAFE AND ETHICAL MANNER.

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MESSAGE FROM THE



PRESIDENT & REGISTRAR

WELCOME

TO OUR 2020 - 2021 ANNUAL REPORT.



Allison Chadwick, RRT
President & Board Chair



Kevin Taylor, RRT
Registrar & CEO

On behalf of our Council, Committees and staff, we are pleased to present our 2020-2021 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.

This past year offered some very unique challenges as the CRTO continued to regulate the Respiratory Therapy profession during a global pandemic. As the outbreak evolved, we monitored the information coming from the various governmental agencies and communicated all relevant information to our Members. In response to a possible shortage of qualified Respiratory Therapists (RTs), we enacted our Emergency Registration Policy, which enabled us to register over 200 additional RTs in a condensed timeline. Also, to allow our Members more time to focus on providing optimal patient care in a less than optimal set of circumstances, we extended the deadlines for Professional Development Program (PDP) submissions.

CRTO staff transitioned to working remotely, and our Council, Committee and other meetings moved to a virtual format. However, as you will see in this report, all aspects of the CRTO's day-to-day functions carried on during the outbreak. We continued to receive and investigate complaints and reports. The CRTO launched a new platform for all components of its PDP, as well as for eLearning modules development. And we embarked on a website redesign, the development of a revised policy framework and the completion of the Ministry of Health's College Performance Management Framework.

Looking back, we are proud of all we have accomplished towards ensuring the public of Ontario receives safe, competent and ethical care from our Members.

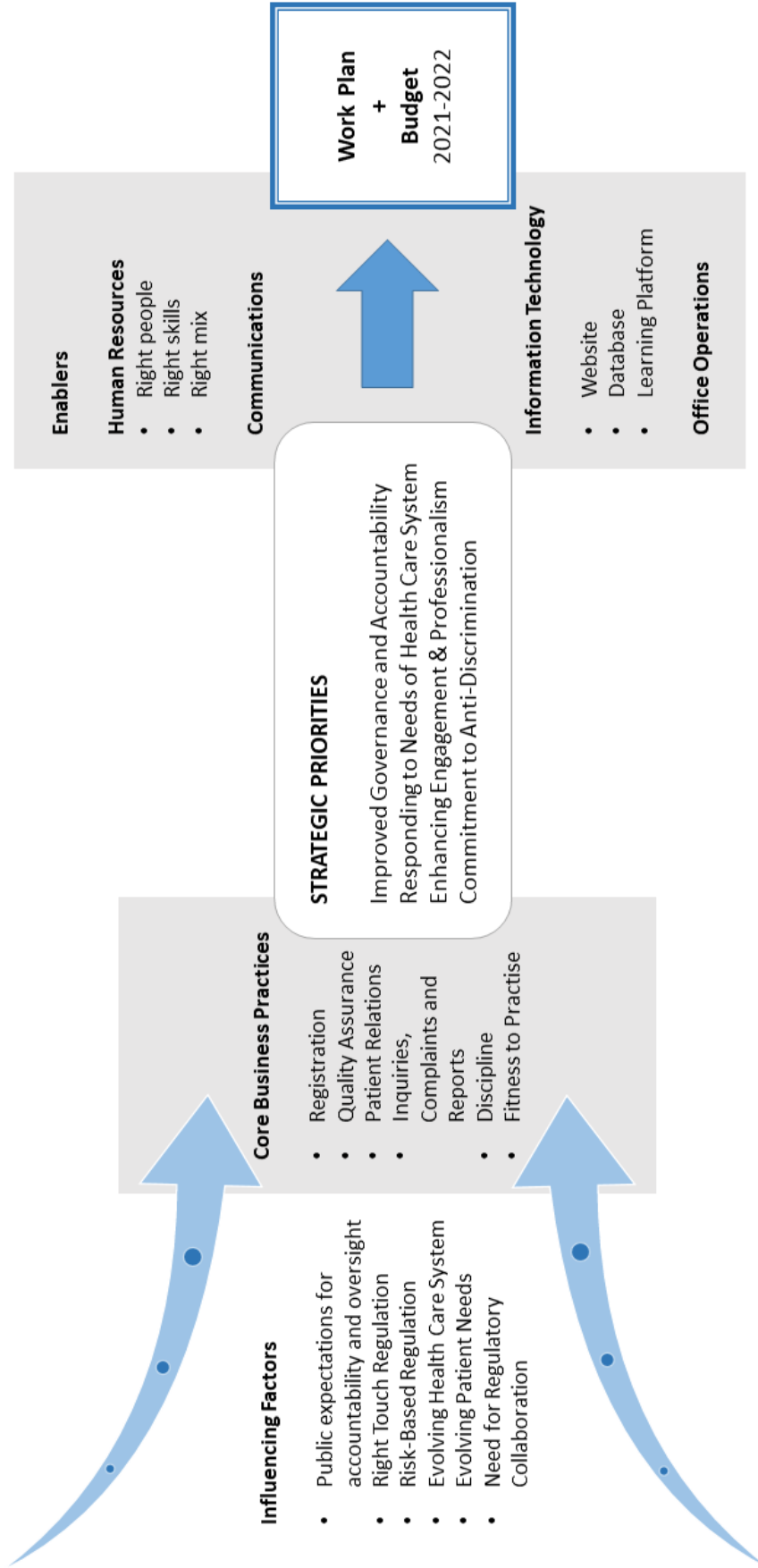
Sincerely,

Two handwritten signatures in blue ink. The signature on the left is a long, flowing cursive line. The signature on the right is a more compact, stylized cursive signature.



CRTO STRATEGIC PRIORITIES 2021-2022

Regulating the profession of Respiratory Therapy in
the public interest



COUNCIL MEMBERS, NON-COUNCIL COMMITTEE MEMBERS AND STAFF MEMBERS

as of February 28, 2021

13

COUNCIL

Brad Bedford
Allison Chadwick, RRT
Rhonda Contant, RRT
Jeffrey Dionne, RRT
Jeff Earnshaw, RRT
Andriy Kolos
Katherine Lalonde, RRT
Lindsay Martinek, RRT
Kim Morris
Kelly Munoz, RRT
Jody Saarvala, RRT
Jeffrey Schiller
Yvette Wong

12

NON-COUNCIL COMMITTEE

Tracy Bradley, RRT
Laura Dahmann, RRT
Aaron Giba, RRT
Ginette Greffe-Laliberté, RRT
Antonio Guglietti, RRT
Christa Krause, RRT
Sheena Lykke, RRT
Ginny Martins, RRT
Denise Murphy, RRT
Travis Murphy, RRT
Ronaald Southwell, RRT
Bruno Tassone, RRT

10

STAFF

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

COMMITTEE MEMBERS as of February 28, 2021

EXECUTIVE COMMITTEE

Allison Chadwick, RRT President
 Rhonda Contant, RRT Vice-President
 Lindsay Martinek, RRT
 Kim Morris
 Yvette Wong

DISCIPLINE COMMITTEE

Lindsay Martinek, RRT Chair	Antonio Guglietti, RRT
Tracy Bradley, RRT Vice-Chair	Andriy Kolos
Brad Bedford	Ginny Martins, RRT
Laura Dahmann, RRT	Jody Saarvala, RRT
Jeffrey Dionne, RRT	Ronald Southwell, RRT
Ginette Greffe-Laliberté, RRT	Yvette Wong

FITNESS TO PRACTISE COMMITTEE

Lindsay Martinek, RRT Chair	Antonio Guglietti, RRT
Tracy Bradley, RRT Vice-Chair	Andriy Kolos
Brad Bedford	Ginny Martins, RRT
Laura Dahmann, RRT	Jody Saarvala, RRT
Jeffrey Dionne, RRT	Ronald Southwell, RRT
Ginette Greffe-Laliberté, RRT	Yvette Wong

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

Jeff Earnshaw, RRT Chair	Lindsay Martinek, RRT
Kelly Munoz, RRT Vice-Chair	Ginny Martins, RRT
Brad Bedford	Kim Morris
Allison Chadwick, RRT	Denise Murphy, RRT
Rhonda Contant, RRT	Travis Murphy, RRT
Aaron Giba, RRT	Jeffrey Schiller
Ginette Greffe-Laliberté, RRT	Ronald Southwell, RRT
Christa Krause, RRT	Bruno Tassone, RRT
Katherine Lalonde, RRT	Yvette Wong
Sheena Lykke, RRT	

COMMITTEE MEMBERS as of February 28, 2021

PATIENT RELATIONS COMMITTEE

Michelle Causton Chair	Antonio Guglietti, RRT
Allison Chadwick, RRT Vice-Chair	Katherine Lalonde, RRT
Laura Dahmann, RRT	Kim Morris
Ginette Greffe-Laliberté, RRT	

QUALITY ASSURANCE COMMITTEE

Rhonda Contant, RRT Chair	Kelly Munoz, RRT
Ginette Greffe-Laliberté, RRT Vice-Chair	Travis Murphy, RRT
Laura Dahmann, RRT	Jeffrey Schiller
Jeffrey Dionne, RRT	Ronald Southwell, RRT
Andriy Kolos	Bruno Tassone, RRT
Katherine Lalonde, RRT	Yvette Wong
Sheena Lykke, RRT	

REGISTRATION COMMITTEE

Christa Krause, RRT Chair	Aaron Giba, RRT
Kim Morris Vice-Chair	Antonio Guglietti, RRT
Brad Bedford	Kelly Munoz, RRT
Tracy Bradley, RRT	Denise Murphy, RRT
Jeffrey Dionne, RRT	Jody Saarvala, RRT
Jeff Earnshaw, RRT	

STATISTICS & DEMOGRAPHICS

AS OF FEBRUARY 28, 2021

NUMBER OF RTs 3,703

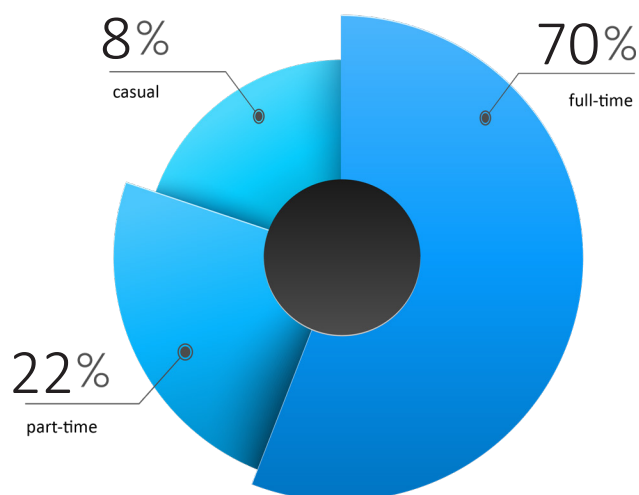


For more information on classes of registration please visit:

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

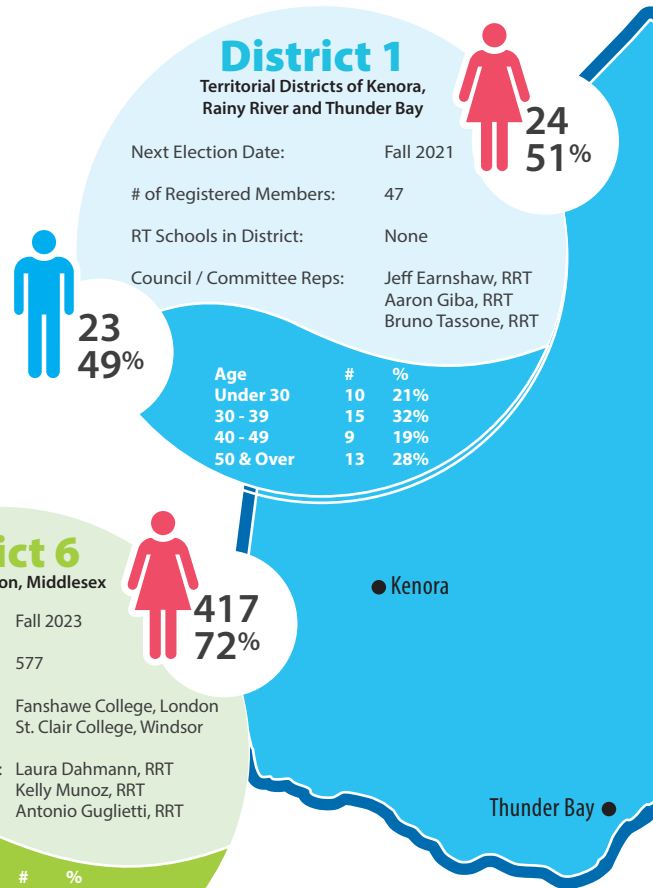
EMPLOYMENT STATUS

(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

24
51%

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

23
49%

Age	#	%
Under 30	10	21%
30 - 39	15	32%
40 - 49	9	19%
50 & Over	13	28%

District 6

Bruce, Essex, Huron, Middlesex

417
72%

Next Election Date: Fall 2023

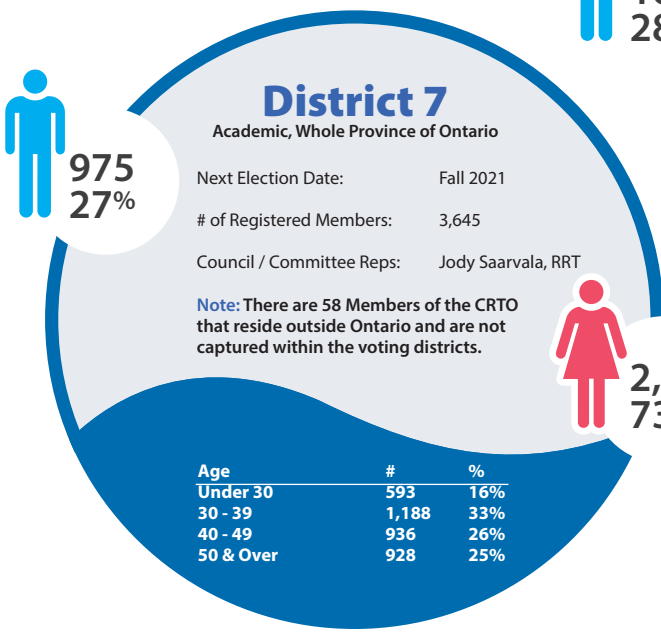
of Registered Members: 577

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

Council / Committee Reps: Laura Dahmann, RRT
Kelly Munoz, RRT
Antonio Guglietti, RRT

160
28%

Age	#	%
Under 30	113	20%
30 - 39	179	31%
40 - 49	123	21%
50 & Over	162	28%



District 7

Academic, Whole Province of Ontario

975
27%

Next Election Date: Fall 2021

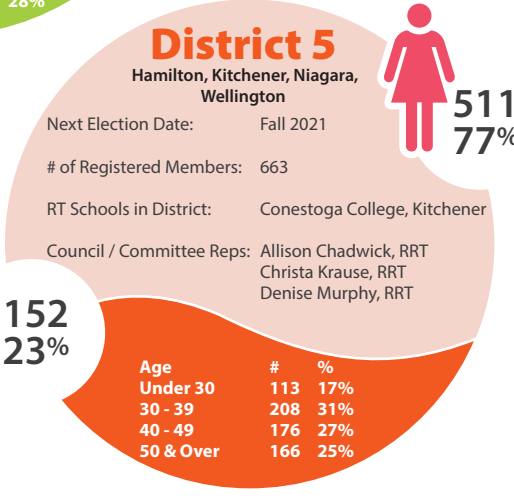
of Registered Members: 3,645

Council / Committee Reps: Jody Saarvala, RRT

Note: There are 58 Members of the CRTO that reside outside Ontario and are not captured within the voting districts.

2,670
73%

Age	#	%
Under 30	593	16%
30 - 39	1,188	33%
40 - 49	936	26%
50 & Over	928	25%



District 5

Hamilton, Kitchener, Niagara, Wellington

511
77%

Next Election Date: Fall 2021

of Registered Members: 663

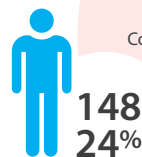
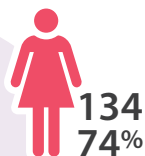
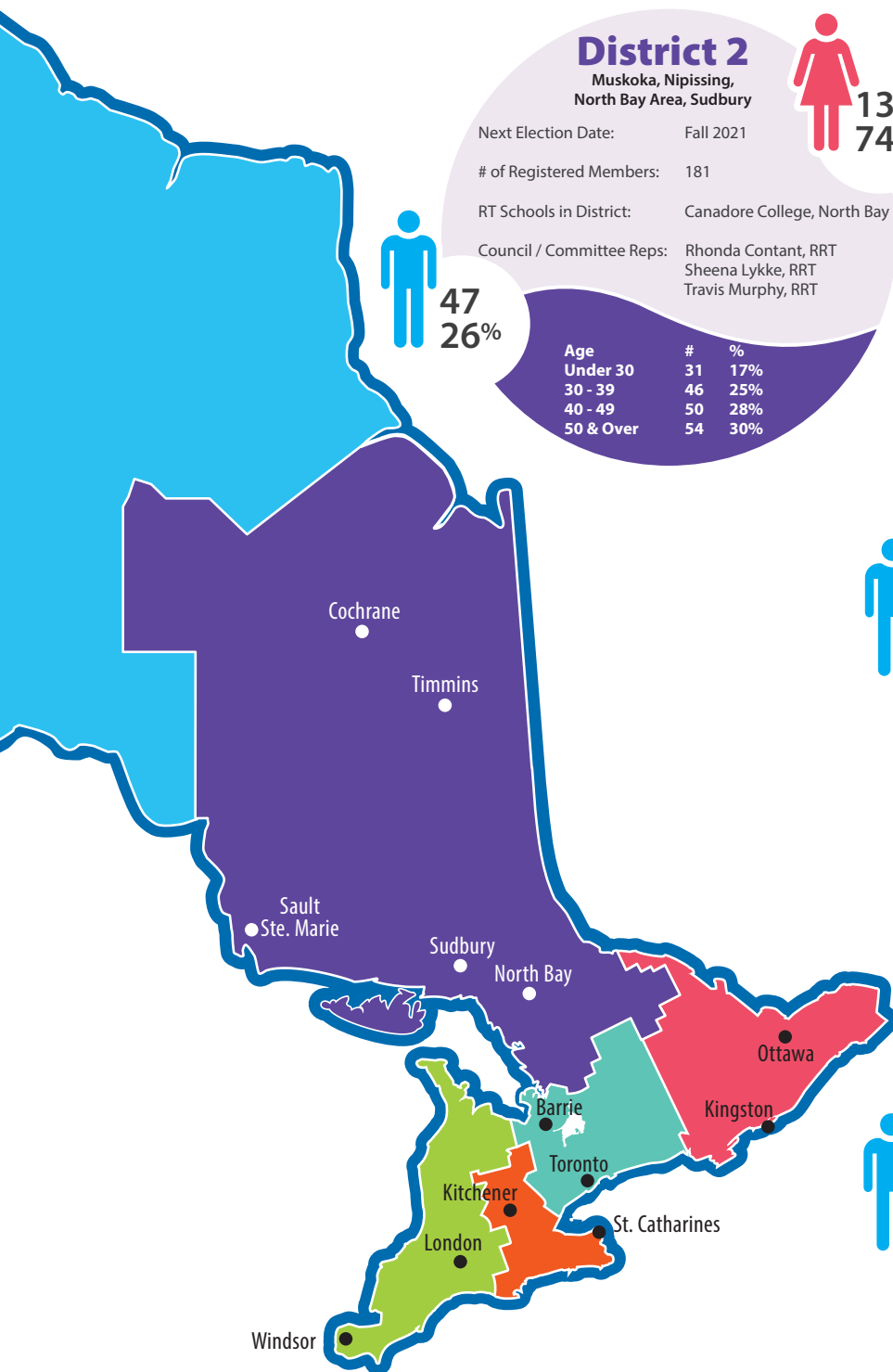
RT Schools in District: Conestoga College, Kitchener

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

152
23%

Age	#	%
Under 30	113	17%
30 - 39	208	31%
40 - 49	176	27%
50 & Over	166	25%

2020/2021



District 3

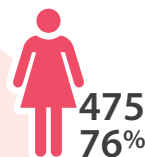
Ottawa-Carlton, Renfrew, Hastings

Next Election Date: Fall 2023

of Registered Members: 623

RT Schools in District: Algonquin College, Ottawa
La Cité collégiale, Ottawa

Council / Committee Reps: Tracy Bradley, RRT
Ginette Greffe-Laliberté, RRT
Katherine Lalonde, RRT



Age	#	%
Under 30	107	17%
30 - 39	209	34%
40 - 49	174	28%
50 & Over	133	21%

District 4

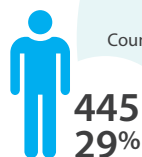
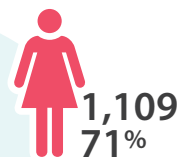
Greater Toronto, Haliburton, Northumberland, Simcoe

Next Election Date: Fall 2023

of Registered Members: 1,554

RT Schools in District: The Michener Institute for Applied Health Sciences, Toronto

Council / Committee Reps: Jeffrey Dionne, RRT
Lindsay Martinek, RRT
Ginny Martins, RRT
Ronald Southwell, RRT



Age	#	%
Under 30	219	14%
30 - 39	531	34%
40 - 49	404	26%
50 & Over	400	26%

EXECUTIVE

COMMITTEE REPORT

Allison Chadwick, 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

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 2020-2021 fiscal year there were no applications for funding for therapy submitted to the Patient Relations Committee (PRC).

This year the Committee:

- Revised the PRC Terms of Reference to better align with the committee's statutory and council mandated role.
- Reviewed and discussed ways in which the Committee can adopt the lens of the public interest for CRTO's Council.
- Reviewed and discussed how the Committee can be broadened to include other diversity issues beyond sexual abuse.
- Discussed use of social media and ways to support, guide and educate members.

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, clinical skills 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

- Reviewed and amended the following policies:
 - Emergency Registration Policy
 - Assessing Suitability to Practice Policy
 - Unauthorized Use of Title and Holding Out Prior to Registration Policy
 - Inactive Certificate of Registration Policy

18 TOTAL REFERRALS

8

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

4

ENTRY-TO-PRACTICE

Review of the Entry-to-Practice Assessment Results

3

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

1

GRADUATE EXTENSION REQUEST

Reviewed request to extend a graduate certificate of registration.

1

REVIEW APPLICANT'S CONDUCT

1

HEALTH PROFESSIONS APPEAL BOARD AND REVIEW (HPARB)

The Health Professions Appeal and Review Board received a request for a hearing to review a Registration Committee's decision to refuse to register an applicant. The CRTO was subsequently notified that the appeal request was withdrawn by the applicant.

View the CRTO's 2020 Fair Registration Practices Report to the Office of the Fairness Commissioner (OFC) at:

www.crto.on.ca/pdf/Reports/2020.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:

- Introduction of our new professional development platform, PDKeepr, for Relevant and Launch Jurisprudence modules. The Portfolio program will be moved to this platform for the 2021/2022 submissions.
- Provided ongoing guidance with respect to Standards of Practice during the pandemic.

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*

- 225** Members have completed Launch RT during this time period (*Average score 81%*)
- 6** Received a score below 70% and were required to repeat Launch RT.
- 0** Number of SCERPs (fell below benchmark twice)

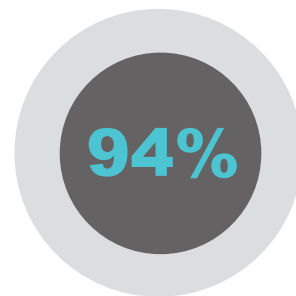
Professional Development Program (PDP)

- 724** Members selected to submit their PORTfolio
- 63** Number of Members who deferred to submit their PORTfolio (to June 2021)
- 32** Number of coaching sessions required

* **Launch RT Note:** Launch was suspended on March 12, 2020 due to the challenges of the pandemic and began again on July 1, 2020.

Relevant eLearning Module

3,467 Members completed the module on the new PDKeep platform



Compliance
of RelevantT

Survey Results from 95% of the Members who completed the RelevantT eLearning Module

98% of survey respondents found the module easy to access and complete

96% of survey respondents found the module enhanced their knowledge of recent changes in practice standards

INQUIRIES, COMPLAINTS & REPORTS

COMMITTEE REPORT

Jeff Earnshaw, RRT

Inquiries, Complaints & Reports Committee Chair

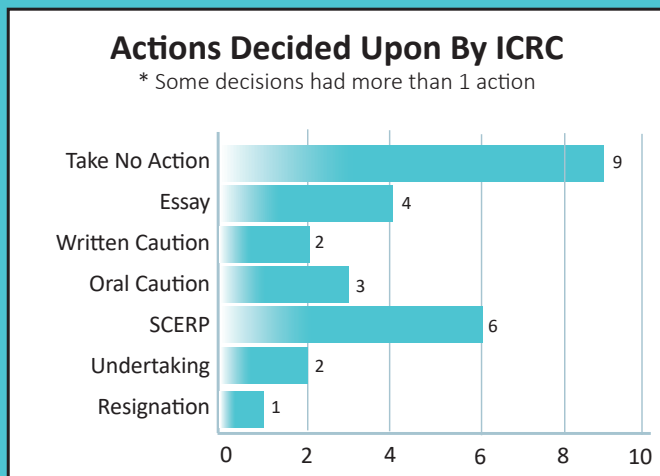
The Inquiries, Complaints and Reports Committee (ICRC) is responsible for investigating concerns brought to the CRTO’s attention through complaints or reports, such as termination reports from employers. The Committee considers concerns related to a Member’s conduct, capacity and competence to determine 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:

Given the ongoing COVID-19 Pandemic, the CRTO has conducted all ICRC meetings virtual. A new process and orientation documentation were developed to continue with virtual meetings. This will allow the ICRC to be more agile in reviewing and rendering decisions on completed investigations.

In 2020-2021, the CRTO received 19 new matters. Of those, 5 were addressed at the inquiry level, while 14 were referred to the ICRC. Currently the CRTO has 36 ongoing investigations.

19 meetings were conducted in total, with 17 to discuss investigations and render a decision and two were to provide additional orientation and training to ICRC members. The outcomes of these decisions are detailed below.



Concerns about RTs were reported to the CRTO through:

- 3** Complaints
 - 16** Employer Reports
 - 2** Self-Reports by Members
(both in parallel to an employer report)
-
- 38 Matters Received**

Of the **19** new matters, **13** related to the conduct of the Member, and **6** related to the Member’s competency.

FITNESS TO PRACTISE

COMMITTEE REPORT

Lindsay Martinek, 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

Lindsay Martinek, 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 2020-2021, there were no referrals to the Discipline Committee.



FINANCIAL SUMMARY 2020-2021



Report of the Independent Auditor on the Summary Financial Statements

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 28, 2021, 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 28, 2021.

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 Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated May 28, 2021.


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

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
May 28, 2021


Chartered Professional Accountants
Licensed Public Accountants

Summary Balance Sheet

AS AT FEBRUARY 28, 2021

	2021	2020
ASSETS		
Current assets		
Cash	\$ 1,861,867	\$ 1,711,246
Investments held for operating	237,614	215,136
Prepaid expenses	95,988	54,271
	2,195,469	1,980,653
Investments held for reserves	1,030,000	1,030,000
Capital assets	148,443	198,468
	3,373,912	3,209,121
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	143,339	86,607
Deferred revenue - registration fees	1,820,400	1,956,266
	1,963,739	2,042,873
Obligations under capital lease	47,506	60,850
	2,011,245	2,103,723
NET ASSETS		
Internally restricted		
Abuse therapy fund	80,000	80,000
General contingency reserve fund	500,000	500,000
General investigations and hearings fund	150,000	150,000
Special projects reserve	208,334	300,000
Unrestricted		
Operating fund	424,333	75,398
	1,362,667	1,105,398
	\$ 3,373,912	\$ 3,209,121

Copies of 2020 / 2021 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 28, 2021

	2021	2020
REVENUES		
Registration, renewal and application fees	\$ 2,341,030	\$ 2,172,294
Investment income	23,172	40,132
	2,364,202	2,212,426
EXPENSES		
Salaries and benefits	1,190,961	1,044,204
Occupancy costs	210,253	154,349
Quality assurance	84,984	74,222
Professional fees	132,525	94,972
Printing, postage, stationary and delivery	30,616	37,181
Council and committee	32,175	62,172
Special projects	91,666	84,129
All other operating expenses	333,553	381,618
	2,106,933	1,932,847
Excess of revenues over expenses for the year	\$ 257,269	\$ 279,579

Copies of 2020 / 2021 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
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www.crto.on.ca