



COLLEGE OF  
**LICENSED PRACTICAL NURSES**  
OF ALBERTA



# 2022 ANNUAL REPORT

competent committed care

## LAND ACKNOWLEDGEMENT

With gratitude, the CLPNA acknowledges the traditional territories where we work and learn. The CLPNA regulates the practice of practical nursing on Treaty 6, 7, and 8 territories, the unceded territories, and the Métis homelands. We respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of what is now known as Canada, whose presence continues to enrich our community and whose ancestors have taken care of the land for centuries.

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## OUR MISSION:

To regulate in a manner that promotes excellence, so that Albertans have confidence in the care they receive from Licensed Practical Nurses (LPNs) throughout their personal healthcare journey.

## OUR MANDATE:

The College of Licensed Practical Nurses of Alberta (CLPNA) exists to protect Alberta's healthcare users. Our first responsibility is to the public. We regulate the profession by setting and maintaining standards for registration, practice, and conduct for practical nurses. Our focus and commitment to public protection underpins everything we do.

Albertans can be confident that LPNs are regulated through the CLPNA's enactment of government legislation.

### THE CLPNA'S ROLE INCLUDES:

- setting education, registration, and renewal requirements;
- overseeing compliance with healthcare legislation and regulations;
- approving and reviewing practical nurse diploma, refresher, and advanced practice programs;
- setting and enforcing practice, conduct, and professional standards;
- establishing and maintaining the Continuing Competence Program; and
- administering a process to address complaints and discipline.

The CLPNA has partnered with Alberta Health to lead the development and the continued operations of the Alberta Health Care Aide (HCA) Directory. In Alberta, HCAs are not a regulated profession, although HCAs will become regulated under the *Health Professions Act* (HPA) in the near future.

## Message from the COUNCIL PRESIDENT



On behalf of the Council, I am pleased to share this report of our 2022 activities.

I am truly honoured to continue my role this year as Council President. Working with my fellow regulated members and public members on the Council, we focused our attention on developing a strategic direction that would support the protection of the public through the safe and ethical practice of our regulated members. The Council has charted a direction for the CLPNA that will see the organization work to increase the public's trust of us as a regulator, have the public benefit from the care of our regulated members, and have our regulated members value the CLPNA's providing of the regulatory framework needed to support safe and competent care. This strategic

direction will steer the CLPNA through the next three years as it implements legislative changes and prepares to integrate HCAs as a separate regulated profession.

The Council approved a number of policy updates to address legislative changes and advance the CLPNA's strategic direction. Policy changes related to labour mobility in Canada support enhanced collaboration and confidence. Revisions to the CLPNA's legitimate objectives, recognizing changes to the scope of practice in other jurisdictions, were approved by Council in 2022. These revisions will reduce requirements for most applicants coming from other jurisdictions within Canada. Updates to the English Language Proficiency Standard Policy, also approved by Council this year, improve options for out-of-province applicants, in this case when providing evidence of English language proficiency. In the updated policy, applicants can now demonstrate language proficiency through additional means.

The Council has also set a direction for the CLPNA to provide more options for internationally educated nurses (IENs) to have their credentials assessed for registration in Alberta, with the aim of removing process barriers. More information about the CLPNA's 2022 activities for supporting international applicants can be found on page 20 in our feature, "Improving Pathways to Registration: New Processes for Internationally Educated Nurses."

The Council continues to guide the CLPNA in implementing legislative changes. Work on alignment with Bill 46, the *Health Statutes Amendment Act*, continued in 2022. The organization has identified several divestments needed to make operations consistent with its regulatory functions. This includes amending the bylaws to remove the registers of non-regulated members and eliminating the annual general meeting.

The CLPNA continues to work towards the regulation of health care aides. In 2022, the Council worked on bylaw decisions to support the addition of a second separate profession. More information about the CLPNA's 2022 activities for the regulation of HCAs can be found in the feature on page 38, "Alberta Health Care Aide Regulation: Preparing for a New Profession."

I want to extend my thanks to the CLPNA's Council and staff for their efforts in evaluating and implementing improved processes in 2022. Thanks to your work, the CLPNA is entering 2023 with a strong foundation in place.

Sincerely,  
Kurtis Kooiker, President

## Message from the PUBLIC MEMBERS

As representatives of the Alberta public, our role is to support the CLPNA in its regulation of the licensed practical nurse profession and ensure that public protection is at the centre of the organization's strategic decision making.

Public oversight is vital to effective regulation. The CLPNA protects public safety by setting and maintaining standards for registration, practice, and conduct for practical nurses. The CLPNA Council provides policy governance and oversight to the organization. This means that public and regulated members of Council work to establish, maintain, and monitor the policies that govern the CLPNA, including bylaws, regulations, standards of practice, and codes of ethics.

As public members, we bring a crucial perspective to steering the organization in a manner that promotes public trust and regulatory excellence. The CLPNA's strategic direction sets a path for the organization that will enhance its services and strengthen its commitment to public safety. As the public's representatives on the CLPNA Council, we are committed to monitoring and supporting the organization's work towards its strategic goals, bringing an essential perspective to the Council's decision making.

Serving as Alberta's representatives, we will continue to support the CLPNA as it sets and maintains standards and promotes public confidence in the care that LPNs provide.

Sincerely,  
John Chapman, Austin Mardon, Linda Osinchuk,  
Colleen Sekura, Lisa Stebbins  
Public Members

### MEMBERSHIP CHANGES

*I am pleased to welcome Colleen Sekura as the newest public member on the CLPNA Council. Colleen was appointed to a three-year term in June. She currently works as the Executive Director for the Drayton Valley Health Services Foundation and brings over 24 years of experience volunteering on various boards and committees. I am grateful to Colleen for bringing her experience and insights to the CLPNA Board.*

Kurtis Kooiker, LPN  
President, CLPNA Council

”



# COUNCIL MEMBERSHIP

Under the HPA, the Council is responsible for governing the profession in the public's interest and carries out this responsibility through the development of regulations, standards of practice, codes of ethics, and bylaws.

As a health professional regulatory college in Alberta, the CLPNA has a Council comprised of 50 percent regulated members and 50 percent public members. Public members

are appointed by the provincial government. Regulated members are appointed in accordance with the CLPNA's Bylaws.

In order to support the functioning of the Council in performing its legislated mandate, Council members are expected to, individually or collectively, possess the core competencies and skills outlined in the Competency Matrix.

## 2022 Council Members



KURTIS KOOIKER, LPN  
President,  
Regulated Member



ASHLEY CESAR, LPN  
Vice President,  
Regulated Member



JOHN CHAPMAN,  
Public Member



AUSTIN MARDON,  
Public Member



DAVID HAASTRUP, LPN  
Regulated Member



CHLOE KILKENNEY, LPN  
Regulated Member



LINDA OSINCHUK,  
Public Member



COLLEEN SEKURA,  
Public Member



JENNIFER PEACE, LPN  
Regulated Member



TIFFANY SMITH, LPN  
Regulated Member



LISA STEBBINS,  
Public Member



Public Member,  
to be appointed

*Shows active Council members in December 2022*



# GOVERNANCE

## LPNs are health professionals regulated by Alberta's *Health Professions Act*.

The HPA authorizes the CLPNA to regulate the profession. The CLPNA Council is responsible for the governance and oversight of the CLPNA. In addition to the HPA, a central piece of legislation guiding the Council and the operations of the CLPNA is the Licensed Practical Nurses Profession Regulation. The Council also makes specific bylaws, standards of practice, and codes of ethics to regulate the profession of licensed practical nursing in Alberta.

### HEALTH PROFESSIONS ACT AMENDMENTS

#### Bill 46 and its effects

On December 9, 2020, the *Health Statutes Amendment Act* (Bill 46) received royal assent. Bill 46 makes substantial amendments to the *Health Professions Act*.

The principal aims of Bill 46 include:

- separating the regulatory and professional association roles of health colleges;
- regulating health care aides as a regulated health profession;
- moving authorizations to perform restricted activities from each profession's professional regulation to a consolidated cabinet regulation;
- subjecting professional regulations to approval by the Minister of Health rather than approval by cabinet; and
- moving regulation-making power for matters such as professional liability insurance, evidence of good character, and continuing competence programs and assessments from each profession's professional regulation to each college's bylaws and standards of practice.

#### Divestment of non-regulatory functions

While the CLPNA has never purported to serve as a professional association for LPNs, updates have been made to align with Bill 46. The CLPNA's strategic plan continues to focus on its core regulatory functions.

#### Regulation of HCAs

The CLPNA is continuing the necessary preparatory work for a transition to regulation of health care aides as a distinct health profession under the Act. More information about this work can be found on page 38, "Health Care Aide Regulation: Preparing for a New Profession."



## REGULATION

### Amendments to the LPN Regulation

Authorizations to perform restricted activities, professional liability insurance, and continuing competence programs are being removed from each profession's professional regulation to other instruments. In 2022, the Council approved amendments to the LPN Regulation to repeal provisions that will lapse in 2023. A new provision clarifying the CLPNA's authority to request photo identification from regulated members was also added.

### Health Professions Restricted Activities Regulation

In 2022, the Minister consulted with the CLPNA on authorizations for LPNs to perform restricted activities, in preparation for the regulation to be re-enacted in 2023. While there have been some minor changes in language, the authorizations for LPNs to perform restricted activities under this new regulation are identical to those under the former LPN Regulation.

## BYLAWS AND COUNCIL POLICIES

### Bylaw updates

In 2022, the Council of the CLPNA passed bylaws respecting the following matters:

- eliminating associate membership for non-practicing LPNs;
- amending the registration year to commence on December 1 (instead of January 1), beginning December 1, 2024;
- amending the Fee Schedule to prorate CLPNA's renewal fee for the 11-month registration year from January 1, 2024 to November 30, 2024;
- eliminating various clerical errors or ambiguities in the bylaws;
- clarifying the powers of the Registrar;
- creating interim meeting rules for making regulation amendments to accommodate recommendations from the Minister;
- eliminating the annual general meeting consistent with the recommendation of the Minister; and
- replicating and clarifying existing provisions in the LPN Regulation in anticipation of their repeal.

### Other Council approvals

In 2022, the Council of the CLPNA approved the following under the LPN Regulation or another enactment:

- a policy clarifying the certification of Canadian Practical Nurse Registration Examination (CPNRE) results;
- policies in respect of language proficiency, including:
  - recognizing credentials demonstrating language proficiency; and
  - establishing passing scores for specified language exams;
- a Notice of Measure under the Canada Free Trade Agreement; and
- approval of an objective structured clinical examination for the purpose of section 3(2)(b) of the LPN Regulation.

## STANDARDS OF PRACTICE & CODES OF ETHICS

### Adopted Standards

In 2022, Council adopted the following standards of practice:

- changes to the Standards of Practice for Licensed Practical Nurses on Restricted Activities and Advanced Practice that removed references to a lapsed external standard (the Canadian Council of Practical Nurse Regulators' Standards of Practice and Competencies for Perioperative Licensed Practical Nurses); and
- a revised version of the Standards of Practice for Licensed Practical Nurses in Canada.

### Proposed Standards

In 2022, the following standards of practice were proposed; Council will consider these standards for adoption in 2023 after receiving comments from the Minister and regulated members:

- Standards of Practice for Licensed Practical Nurses on the Continuing Competence Program;
- amendments to the Decision-Making Standards for Nurses in the Supervision of Health Care Aides to reflect terminology changes under Bill 46;
- amendments to the Standards of Practice for Licensed Practical Nurses on Supervising the Performance of Restricted Activities to incorporate provisions currently in the LPN Regulation; and
- amendments to the Standards of Practice on Boundary Violations to incorporate standards mandated under the *Health Professions (Protecting Women and Girls) Amendment Act, 2022*.



## FORMAL CONSULTATIONS WITH ALBERTA HEALTH AND OTHER REGULATORY AUTHORITIES

As a health profession regulator, the CLPNA shares a responsibility to participate in regulatory consultation with Alberta Health and others. The CLPNA took part in reviewing the following documents in 2022:

- Government of Northwest Territories
  - Regulation of nurses under a college
- College of Registered Nurses of Alberta
  - Documentation Standards
  - Continuing Competence Program Standards
  - Amendments to a variety of standards, principally to comply with Bill 46
- College of Alberta Psychologists
  - Continuing Competence Program Standards
- College of Physicians and Surgeons of Alberta
  - Infection Prevention and Control Standards
- College of Dental Surgeons of Alberta
  - Amendments to a variety of standards
  - Restricted Activities Standards
  - Code of Ethics
- College of Midwives of Alberta
  - Amendments to a variety of standards
- Alberta College of Pharmacy
  - Patient Relationship Standards
  - Records Standards
  - Use of Technology Standards
- College of Chiropractors of Alberta
  - Use of Titles Standards
  - Supervision of Members Standards
  - Continuing Competence Program Standards
  - Concluding the Patient Relationship
  - Code of Ethics amendments
  - Definition of a Patient in the Standards of Practice
- Alberta College of Speech-Language Pathologists and Audiologists
  - Continuing Competence Program Standards
- Alberta College of Combined Laboratory and X-Ray Technologists
  - Continuing Competence Program Standards
- College of Hearing Aid Practitioners of Alberta
  - Use of Titles Standards
  - Supervision of Members Standards
  - Continuing Competence Program Standards

# ALBERTA LPNs BY THE NUMBERS 2022

**19,969** Total LPNs in 2022

**+6.1%** Growth in LPN Registration from 2021

**38** Average Age of Active LPNs

**1,275** New Graduate Members

**922** New Canadian Out of Province Members

**51** Internationally Educated Nurse Members

## Top Places of Employment



Hospital  
**34%**  
6,560

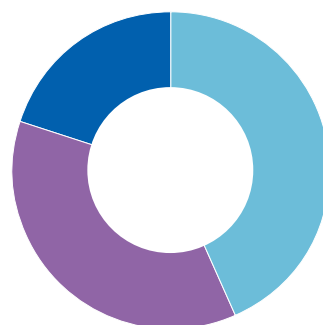


Continuing Care  
**26%**  
5,007



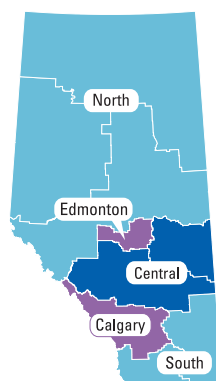
Community Care  
**14%**  
2,704

## Employment



## Active Registrants by Location

**6.5%** North Zone  
**32.8%** Edmonton Zone



Central Zone **13.2%**  
Calgary Zone **31.8%**  
South Zone **7.1%**

[ 8.6% Out of Province/Country ]

Message from the

## REGISTRAR/CHIEF EXECUTIVE OFFICER



This year marked the beginning of the CLPNA's 2022-2025 strategic cycle and a period of transition and growth for our organization. As we implement legislative changes and prepare to integrate HCAs as a separate health profession, I am confident that the work that we have done in 2022 has laid a foundation for our organization to navigate the changes ahead.

In our 2022-2025 Strategic Plan, the CLPNA focused on creating outcomes that can be measured and evaluated. It is important that we are accountable and responsible for our regulatory work and can demonstrate that we are having an impact. In 2022, we launched a new performance measurement framework that will assist the organization in better understanding our outcomes

and how they support the work we do. This work will help us track our progress in our strategic direction and understand areas of improvement and success as we navigate the changes that the next few years will bring.

As our organization changes, it's important to revisit our values. In 2022, we identified new values: a commitment to fair and responsible action, thirst for knowledge and innovation, and connection and trust in each other. Our values shape our organizational culture and support the way staff, Council, and committee members approach their work, make decisions, and interact with stakeholders. In this work, we identified social and professional diversity as a core value and strength and developed key diversity, equity and inclusion (DEI) principles to guide how CLPNA staff can embody these ideals within our organization and our communities.

The guidance that these frameworks provide is crucial, as the CLPNA has already begun to grow to support the integration of HCAs as a separate regulated profession. In 2022, the CLPNA grew our internal human resource capacity, expanding our team to accommodate growth within the organization. Staff returned to the office on a hybrid schedule in October 2022. While in-person services continue to be provided on an appointment basis, staff are now regularly in the office, ensuring we are living our values through connection.

In the past year, the CLPNA also began work on a new website to support the regulation of HCAs and LPNs as two distinct professions. The website redesign will be implemented with a framework that will provide easy access to information for all our stakeholders. This new website will help the public find the information that they need and support regulated members in accessing information related to continuing competence and their legislated scope of practice.

As the CLPNA prepares for a period of transition, the practices and principles that we have put in place in 2022 will help guide us in fulfilling our regulatory mandate and promoting excellence within our role. Thanks to the leadership of Council and the work of CLPNA staff, I am confident that our work in the past year has given us a solid foundation for growth.

Sincerely,  
Jeanne Weis, Registrar and Chief Executive Officer

## CLPNA CORPORATE VALUES



### Commitment to Fair and Responsible Action

We hold ourselves accountable for the quality of our work in making decisions that are fair, well-reasoned, thoughtful, and justifiable. We create space to share our different perspectives and come together with the common goal of doing what's in the best interest of protecting the public.



### Thirst for Knowledge and Innovation

We approach our responsibilities and interactions with curiosity. We are open to learning and exchanging knowledge with each other as we explore new ways to contribute and how we can do better.



### Connection and Trust in Each Other

We feel connected to our function as a regulator and to one another. We trust each other and feel valued for who we are and what we do as we respect the thoughts and experiences of all. We commit to being our best selves and remaining mutually caring and supportive.

## CLPNA DIVERSITY, EQUITY AND INCLUSION (DEI) PRINCIPLES



### Shared Commitment to One Another

We share the responsibility of creating a workplace focused on belonging, connection, learning, and compassion that includes everyone every day. We commit to approaching one another with patience and empathy, and recognize that as we continue to evolve, there are opportunities to change and do better.



### Open and Safe Discussions

We nurture a safe space to share and express who we are. We value, respect, and recognize each other's perspectives, unique abilities, needs, and experiences, and welcome diverse ideas and opinions. We are open and respectful in our discussions with a commitment to listen and learn from each other.



### Unwavering Commitment

We stand against any form of racism, discrimination, and inequity. Our words, actions, and behaviours affect others, and we commit to acting when we encounter intolerant remarks and behaviour.



### Call to Action

We acknowledge the past harms inflicted on Indigenous Peoples and commit to learning from history. We seek to understand our role in working towards truth and reconciliation and to determine our actions for change.



### Learning Mindset

Everyone is encouraged to seek opportunities to continually explore, reflect, learn, and grow to be more open and aware of diversity, equity, and inclusion. We commit to learning and engaging in conversations about different views and perspectives and the impact of biases in our workplace and society.

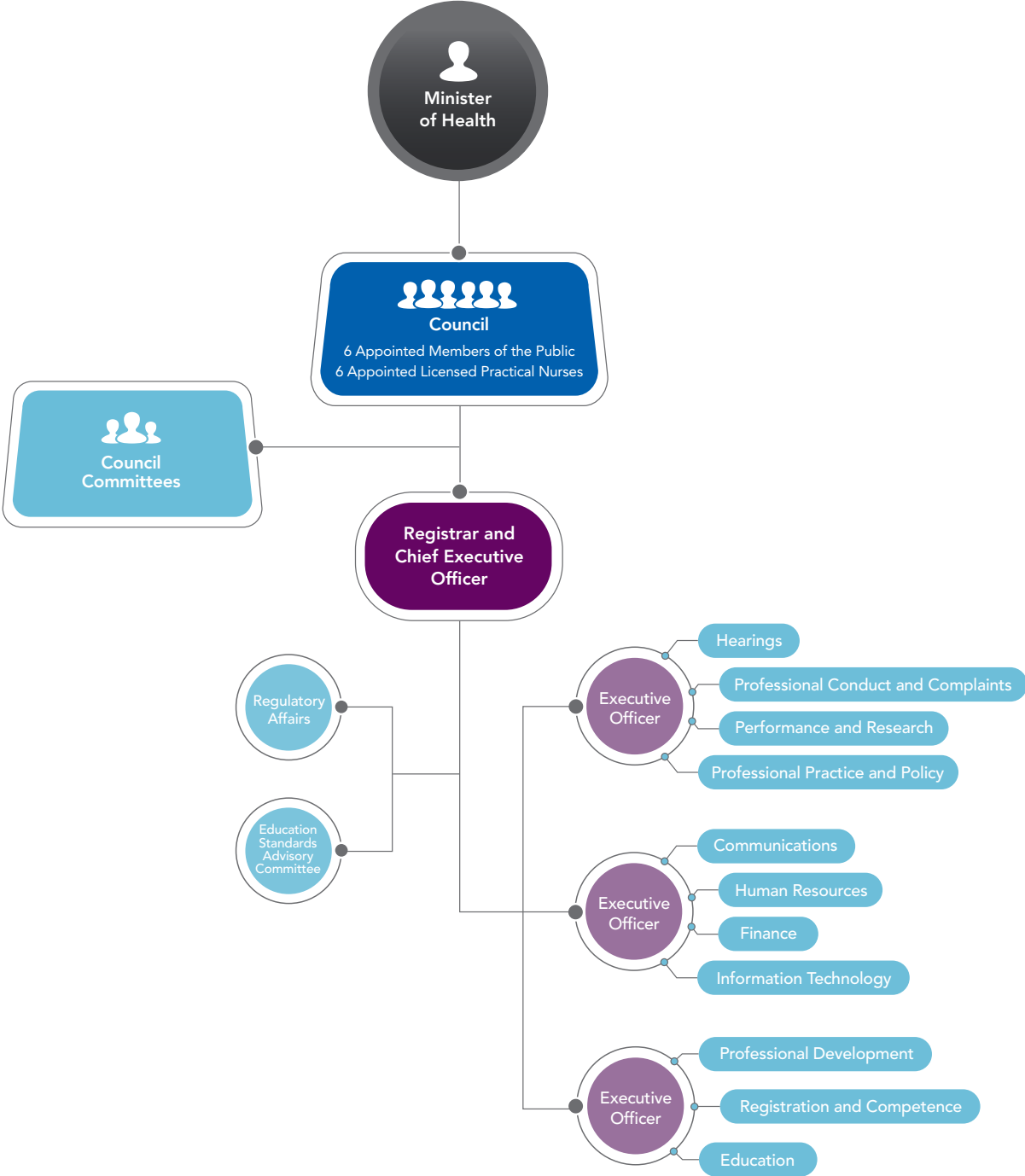


### Intention in Our Work

We deliberately apply a diversity, equity, and inclusion lens to our actions, behaviours, practices, and policies. We commit to taking actions to address instances when our principles are not being honoured.



# CLPNA ORGANIZATIONAL STRUCTURE





# REGISTRATION

## THE ROLE OF THE REGISTRATION DEPARTMENT

The Registration Department assesses applicants for registration as LPNs in Alberta and confirms that minimum requirements have been met prior to issuing a practice permit. The Registration Department also provides a process for LPNs to renew their registration on an annual basis.

## REGISTRATION UPDATES

The CLPNA has been working to enhance transparency and service delivery. In order to be more transparent about timelines for processing applications, the CLPNA developed a Registration Service Standards Policy. The CLPNA has also developed an applicant experience survey, which is sent to applicants after a decision has been made on their applications. The survey is designed to support CLPNA alignment with the *Fair Registration Practices Act* and principles of fairness. Data will be utilized to inform future changes in process or communication.

In 2022, the CLPNA's Registration Department also reviewed its processes around internationally educated nurse (IEN) applications and identified where efficiencies can be made. More information about this review can be found on page 20, "Improving Pathways to Registration: New Processes for Internationally Educated Nurses."

To reduce barriers for applicants coming from other jurisdictions, changes to the CLPNA's legitimate objectives were approved by Council in 2022 and are awaiting approval from the government. The revision to the legitimate objectives recognizes changes to the scope of practice in other jurisdictions since 2009 and will reduce requirements for most applicants coming from other jurisdictions.

The CLPNA also changed the registration year, from January 1 – December 31 to December 1 – November 30. This will be effective December 1, 2024, with 2024 being a transition year where an 11-month permit will be issued. This change will improve support offered for applicants and employers verifying registration.

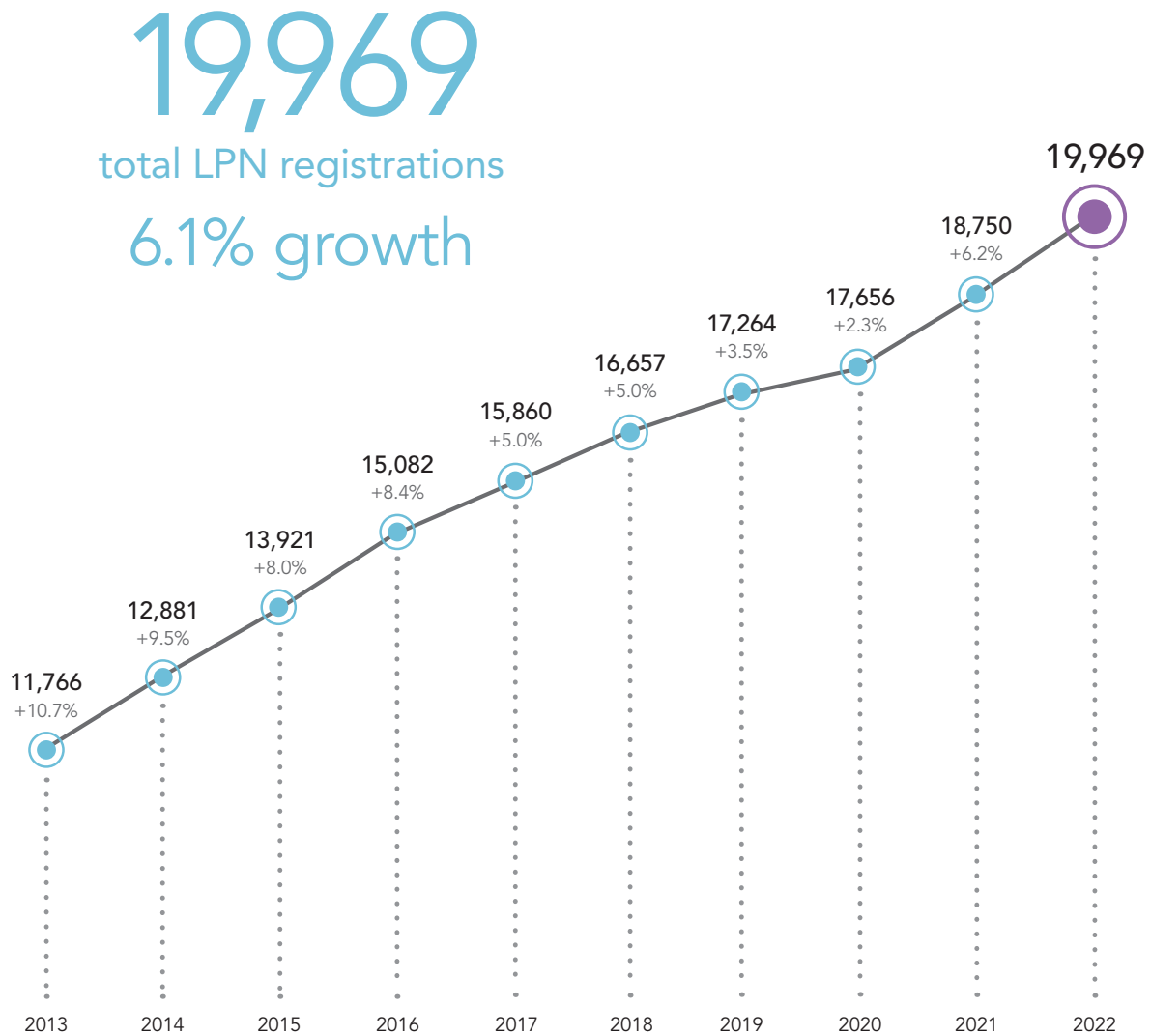
To assist LPNs in understanding their regulated role, the CLPNA required all registrants to have completed the mandatory module, "Understanding Restricted Activities," by December 31, 2022. Compliance of 98 percent was achieved by that date.

The CLPNA enforced the Continuing Competence requirement of demonstrating a minimum of 1,000 hours in the previous four years at the time of the 2022 registration renewal.

## REGISTRATION STATISTICS

### ■ BY THE NUMBERS: ACTIVE LPNS

Growth is attributed to labour mobility from other jurisdictions, increased seats in programs, and minimal attrition.



## ACTIVE LPNs BY PLACE OF EMPLOYMENT AND STATUS

The distribution of LPNs remains consistent, with hospitals being the primary area of practice for LPNs followed closely by long-term care.

Place of Employment*	Full-time	Part-time	Casual	2022	%
Hospital (General/Maternal/Pediatric/Psychiatric)	2,211	2,937	1,412	<b>6,560</b>	34%
Nursing Home / Long-Term Care	2,176	1,840	991	<b>5,007</b>	26%
Community Health / Health Centre	1,125	1,078	501	<b>2,704</b>	14%
Physician's Office / Family Practice Unit	851	308	136	<b>1,295</b>	7%
Other	709	244	228	<b>1,181</b>	6%
Home Care Agency	527	239	263	<b>1,029</b>	5%
Association / Government	180	155	89	<b>424</b>	2%
Educational Institution	191	54	62	<b>307</b>	2%
Rehabilitation / Convalescent Centre	144	97	58	<b>299</b>	2%
Mental Health Centre	135	69	56	<b>260</b>	1%
Business / Industry / Occupational Health Centre	69	16	21	<b>106</b>	1%
Nursing Stations (Outposts or Clinics)	7	5	2	<b>14</b>	0%
Self-Employed	3	3	3	<b>9</b>	0%
Private Nursing Agency / Private Duty	2	2	2	<b>6</b>	0%
<b>TOTAL</b>	<b>8,330 (43.4%)</b>	<b>7,047 (36.7%)</b>	<b>3,824 (19.9%)</b>	<b>19,201</b>	<b>100%</b>

\*1,709 are working out of province or out of country.

## ACTIVE LPNs BY LOCATION

The large majority of LPNs continue to live and work in major urban centres. Out-of-province/country registrants are, in general, either planning a move to Alberta or are attending Athabasca University.

	2022	%
Area 0 - Out of Province/Country	1,709	8.6%
Area 1 - South Zone (Lethbridge & Medicine Hat)	1,401	7.1%
Area 2 - Calgary Zone	6,354	31.8%
Area 3 - Central Zone (Red Deer)	2,649	13.2%
Area 4 - Edmonton Zone	6,558	32.8%
Area 5 - North Zone	1,298	6.5%
<b>TOTAL</b>	<b>19,969</b>	<b>100%</b>



## REGISTRATION APPLICATIONS

The following is a list of total applications made for registration with the CLPNA. The CLPNA saw growth in all registration categories with the exception of internationally educated nurses.

	2021	2022
Renewal Applicants	18,260	19,458
Canadian Out of Province New Applicants	895	1,332
Alberta Graduates New Applicants	1,211	1,312
Reinstatements	365	444
International New Applicants	134	104
Re-Entry Applicants	48	51
Courtesy Applicants	7	9
<b>TOTAL</b>	<b>20,920</b>	<b>22,710</b>

## REGISTRATIONS APPROVED

The following is a list of registrations approved by the CLPNA. In 2022, 1,275 new Alberta graduates registered with the CLPNA, a slight increase from 2021. There were 922 Out of Province new members, an increase of 53 percent from 2021.

	2021	2022
Renewals	16,499	17,322
Alberta Graduates New Members	1,245	1,275
Canadian Out of Province New Members	602	922
Reinstatements*	328	361
International New Members	69	51
Re-Entry	0	37
BScN Members	2	1
Courtesy Members	5	0
<b>TOTAL^</b>	<b>18,750</b>	<b>19,969</b>

\*Reinstatements indicate those members whose practice permit lapsed for at least one day.

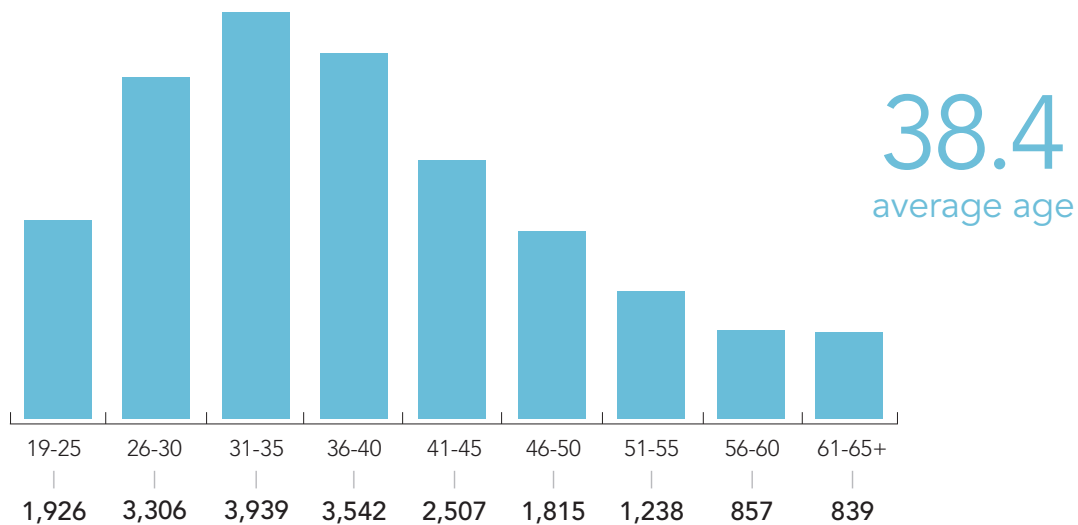
^Total registrant numbers are reflective of December 31, 2022.

## OUT OF PROVINCE REGISTRATIONS

	2019	2020	2021	2022
Ontario	241	232	382	671
British Columbia	78	94	125	152
Saskatchewan	11	14	30	23
Newfoundland & Labrador	14	17	15	19
Nova Scotia	13	11	12	19
Manitoba	14	15	22	18
New Brunswick	10	5	5	9
Prince Edward Island	2	3	2	4
Northwest Territories	2	3	4	2
Quebec	4	2	1	2
Yukon	2	5	4	2
Nunavut	0	0	0	1
<b>TOTAL</b>	<b>391</b>	<b>401</b>	<b>602</b>	<b>922</b>

## ACTIVE LPNs BY AGE

The average age of LPNs has remained consistent, around 38, for the past few years.





## INTERNATIONALLY EDUCATED NURSE REGISTRATIONS

	2022	%
Philippines	27	52.9%
India	9	17.6%
Nigeria	9	17.6%
Australia	1	2.0%
Finland	1	2.0%
Jamaica	1	2.0%
Lebanon	1	2.0%
United Arab Emirates	1	2.0%
United States	1	2.0%
<b>TOTALS</b>	<b>51</b>	<b>100.0</b>

**51**  
IEN registrations

## ALBERTA CANADIAN PRACTICAL NURSE REGISTRATION EXAMINATION CANDIDATES 2022\*

The CPNRE became more frequently offered in 2022, moving from four testing windows per year to six testing windows. The CPNRE also moved to linear-on-the-fly testing (LOFT), which provides a randomized exam in alignment with the exam blueprint for each candidate writing, so no two candidates write the exact same exam. This has increased exam security and decreased issues with data forensics.

Alberta Candidates	1st Exam	Repeat Exam	International Applicants 1st Exam	International Repeat Exam	Total Candidates
Registered	1,428	142	55	6	1,631
Candidates Writing vs. Not Writing					
Writing	1,223	120	51	6	1,400
Not Writing	205	22	4	1	232
Pass/Fail Rate					
Passing	1,160	95	48	6	1,309
Failing	63	25	3	0	91
% Passing	95%	79%	94%	100%	94%

\* Statistics prepared by Measure Learning.



## FEATURE

# IMPROVING PATHWAYS TO REGISTRATION: NEW PROCESSES FOR INTERNATIONALLY EDUCATED NURSES

The CLPNA continually looks for opportunities to find efficiencies and provide clarity to applicants. As a result of continual review of our regulatory processes, the CLPNA has identified new ways to support internationally educated nurse applicants.

In 2022, we updated the CLPNA English Language Proficiency Policy in collaboration with the Canadian Nurse Regulators Collaborative. Updated test score requirements, which were developed through a rigorous, evidence-based approach, are now better aligned with language expectations.

The CLPNA also worked to offer additional pathways for IENs to have their credentials assessed. While this work will be ongoing in 2023, significant progress has been made in increasing options for IENs to become registered as LPNs in Alberta.

## PROVIDING OPTIONS FOR INTERNATIONALLY EDUCATED NURSES

Below are three pathways for IENs to apply for registration in Alberta. Pathway 2 and 3 have been developed and will be implemented in 2023.

### > **Pathway #1: National Nursing Assessment Service (NNAS)**

This process, in use since 2014, enables IENs to have their credentials and curriculum assessed through a national service. Once IENs receive a report from NNAS, they can apply for registration with the CLPNA. The CLPNA evaluates the report from NNAS as well as other documents provided by the applicant. The CLPNA then issues a decision to approve, deny, or defer registration. NNAS is reviewing their procedures to streamline their credentialing process.

### > **Pathway #2: Alberta Licensed Practical Nurses Competence Exam**

After an applicant has gone through the NNAS process, the registration of an IEN may be deferred if the IEN needs to complete further requirements. For example, some IENs may not meet the current practice hours requirement. Beginning in 2023, IENs will have an alternative option to show competence in practical nursing through the Alberta Licensed Practical Nurses Competence Exam (ALPNCE) administered by Touchstone Institute.

This pathway will enable IENs to demonstrate competence by completing an exam consisting of multiple-choice questions and a clinical competence assessment. This option gives IENs an alternative means of demonstrating competence, providing opportunity to those applicants who might otherwise have been denied.

### > **Pathway #3: Nursing Community Assessment Service Triple Track Assessment**

As an alternative to assessment with NNAS, the CLPNA has partnered with the College of Registered Nurses of Alberta and regulators in British Columbia and New Brunswick to pilot a new pathway for IENs. The Nursing Community Assessment Service (NCAS) provides a pathway where internationally educated nurses will be able to have their skills evaluated against the competencies required for registered nurses and LPNs, as well as competencies associated with HCAs. This assessment process will allow IENs to be referred to the most appropriate regulator and be registered to enter the workforce in the role that matches their current nursing competence.

## ENSURING TRANSPARENCY

While there are many factors that impact the timeline for IENs to become Alberta LPNs, including the time for an IEN to present the required documentation and the time to complete any additional educational requirements and assessments, the CLPNA is committed to maintaining transparency in our assessment process.

The CLPNA publicly posts its timelines for processing applicants. The current timeline is as follows:

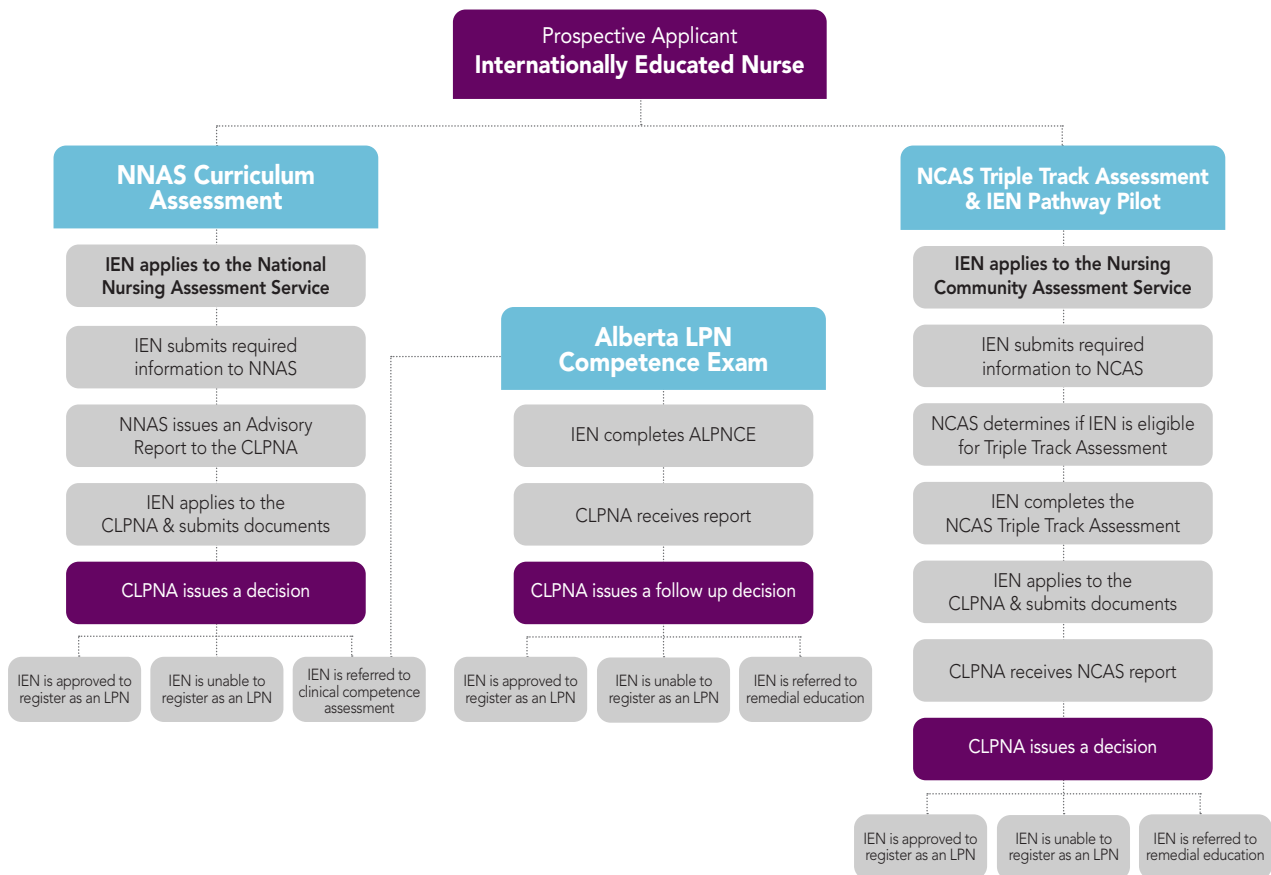
- Applications received with payment will be reviewed within five business days.
- Completed applications will be processed with a decision letter within ten business days.
- A practice permit will be issued immediately upon receipt of payment.

## EVALUATING AND IMPROVING OUR PROCESSES

By maintaining a robust and effective assessment process, the CLPNA continues to protect public safety while supporting the entrance of qualified nurses to practice in Alberta. As IENs proceed through the newly proposed pathways, the CLPNA will continue to evaluate our processes, identify efficiencies, and remove barriers where possible.

# Internationally Educated Nurses

Pathways to registration as a licensed practical nurse in Alberta





# CONTINUING COMPETENCE

## THE ROLE OF THE CONTINUING COMPETENCE PROGRAM

Continuing competence is essential in meeting the demands of evolving practice environments and patient needs, and the CLPNA's Continuing Competence Program (CCP) provides LPNs with a framework for assessing it.

As part of registration with the CLPNA, LPNs must consistently maintain and enhance their competence in nursing practice. The CCP Audit selects approximately 10 percent of LPNs annually to verify participation in the CCP and evaluate the impact of that learning on nursing practice.

## CCP UPDATES

The CCP audit was cancelled in 2020 and 2021 due to ongoing challenges brought on by the COVID-19 pandemic; the audit resumed this year.

In 2022, the CLPNA Council has approved a change to the CCP which will include a change from using the LPN Competency Profile to direct the CCP, to using the Standards of Practice. These changes will not be in effect until 2024.

The CCP Audit was held from May 1 to June 30, 2022.

1,769	total audited
1,632	approved
10	compassionate leave
60	completed alternate learning
67	did not renew



# PROFESSIONAL DEVELOPMENT

## THE ROLE OF THE PROFESSIONAL DEVELOPMENT DEPARTMENT

Through the Professional Development Department, the CLPNA provides ongoing education to promote the continuing competence of LPNs as it relates to regulation. By providing this support, the CLPNA can assist LPNs in understanding their responsibilities and accountabilities.

The Professional Development Department offers no-cost education opportunities for LPNs in the form of webinars and online learning modules. Learning modules are self-directed and can be found on the CLPNA's online portal or via public access. Webinars are offered periodically throughout the year and typically include a question-and-answer period with CLPNA staff and subject matter experts.

## PROFESSIONAL DEVELOPMENT UPDATES

Learning resources are provided with the purpose of promoting public safety through maintenance of competence and to support minimum standards for education and practice. When necessary, CLPNA's Conduct and Registration departments refer registrants to learning resources to meet learning needs and registration requirements.

### Webinars

In 2022, the Professional Development Department hosted 30 webinars with 5,730 attendees. These webinars covered a variety of topics, including Connecting Regulation to LPN Practice, Continuing Competence, Immunization Practice and Regulation, and Understanding Restricted Activities.

Many of these courses were developed in collaboration with external organizations and subject matter experts. Collaborating organizations include the Injury Prevention Centre, the Alberta Association of Optometrists, and Alberta Health Services.

### Self-Study Learning Modules

In 2022, the CLPNA launched three modules on the subjects of Cognitive Impairment, Continence and Mobility, and Understanding and Communicating with Older People. These modules were developed in collaboration with the University of Alberta Faculty of Nursing.

Over 43,000 learning module completions occurred throughout the year. LPNs reported completions of 33 different courses, covering a variety of competencies. The CLPNA's Understanding Restricted Activities and Advanced Practice module was the most popular course overall, with 10,534 completions in 2022. Completion of this module was a registration requirement in 2022.

Many of the courses that LPNs reported completing were related to restricted activities. The most commonly completed topics are listed below.

Topic
Nursing Documentation
Administering Blood and Blood Products: Transfusion
Administering Medications via CVC, PICC, and IVAD
Health Assessment
Administering Parenteral Nutrition
Ear Syringing
Immunization
Medication Administration



# EDUCATION STANDARDS ADVISORY COMMITTEE

## THE ROLE OF THE EDUCATION STANDARDS ADVISORY COMMITTEE

Under the HPA, the CLPNA's Council is authorized to approve practical nurse education programs. This includes practical nurse diploma, refresher, and advanced practice programs.

The Education Standards Advisory Committee (ESAC) provides recommendations to the CLPNA Council regarding education standards, policies, and approvals for new or revised programs in Alberta. ESAC protects public interest by supporting the delivery of quality practical nurse education programs province-wide, thereby facilitating competent graduates entering Alberta's nursing workforce.

## EDUCATION UPDATES

In 2022, the review of new and revised practical nurse education programs transitioned from ESAC to the CLPNA. This resulted in a revised role for ESAC as a decision making body that provides impartial recommendations. Changes occurred to program review policies, procedures, guidelines, and other documents for the purpose of enhancing efficiencies and transparency. These changes include implementing a single common program review framework across the three types of practical nurse programs. A new Practical Nurse Education Coordinator now coordinates, manages, and leads a revised internal program review process.

A risk assessment tool for unmet indicators was developed in 2022 to inform ESAC's program approval recommendations to Council. Work was initiated to update the existing education standards and indicators to ensure consistency of nurse education programs.

## APPROVED PROGRAMS

Practical nurse refresher programs are intended for previously registered persons who are no longer eligible for active registration. The following refresher programs had CLPNA Council approval in 2022.

### Practical Nurse Refresher Programs

Program	Delivery Sites	Approval Status (as of December 2022)
Lethbridge College	Lethbridge (Distance Delivery)	Full Approval
Medicine Hat College	Medicine Hat Campus	Approved to Implement



Licensed practical nurses in Alberta are required to complete additional training to practice in areas of advanced practice (foot care, perioperative nursing, and orthopedic nursing). The following advanced practice programs had CLPNA Council approval in 2022.

### Advanced Practice Foot Care

Program	Delivery Sites	Approval Status (as of December 2022)
Alberta Foot Care Academy	Calgary	Full Approval
Caritas College	Calgary	Full Approval
Edmonton Foot Care Academy	Edmonton	Full Approval
NorQuest College	Edmonton	Approved to Implement

### Advanced Practice Perioperative Nursing

Program	Delivery Sites	Approval Status (as of December 2022)
MacEwan University	Edmonton	Full Approval

### Advanced Practice Orthopedic Nursing

Program	Delivery Sites	Approval Status (as of December 2022)
NorQuest College	Edmonton	Full Approval

### Practical nurse diploma programs with full approval or approved to implement status

- **Bow Valley College** - Calgary, Airdrie, Okotoks, Strathmore, Cochrane
- **Columbia College** - Calgary
- **Keyano College** - Fort McMurray
- **Lethbridge College** - Lethbridge
- **Medicine Hat College** - Brooks Campus
- **NorQuest College** - Edmonton, Wetaskiwin
- **Northern Lakes College** - Slave Lake, Lloydminster, Grande Prairie, High Prairie, Peace River/High Level, Wabasca
- **Northwestern Polytechnic** - Grande Prairie
- **Portage College** - Cold Lake, Lac La Biche, St. Paul
- **Red Deer Polytechnic** (formerly Red Deer College) - Red Deer, Drumheller, Ponoka, Rocky Mountain House, Stettler, Three Hills (Prairie College)





# CONDUCT

## THE ROLE OF THE CONDUCT DEPARTMENT

The CLPNA's Conduct Department receives, investigates, manages, and resolves complaints made against regulated members, including former members if it is within two years of the lapse of their registration.

Under the authority of the *Health Professions Act*, the CLPNA is responsible for regulating the LPN profession in a manner that protects the public from unsafe or unethical practice. When the guidelines and principles of practice—standards, the Code of Ethics, or other legislation that guides the profession—are not met by an LPN, a complaint may be initiated.

The CLPNA receives complaints from several sources, and all complaints are investigated to ensure the safety of the public. The HPA defines and outlines the formal complaint process that must be followed to manage complaints of unprofessional conduct against LPNs. The CLPNA makes every effort to handle complaints promptly.

## PATIENT RELATIONS

The CLPNA has a patient relations program in place to address sexual abuse and sexual misconduct towards patients. No changes to this program were made in 2022.

In 2022, the CLPNA received four complaints that centered around sexual abuse/sexual misconduct towards a patient. These complaints were handled following the guidelines in the HPA. The one sexual misconduct complaint was resolved with an Agreement and Undertaking. The other three involved sexual abuse complaints: one was dismissed; one was referred to a hearing, where the Hearing Tribunal ordered the registration and practice permit of the investigated member to be cancelled as required by s. 82(1.1) of the HPA; and the final complaint remains in the investigation process.

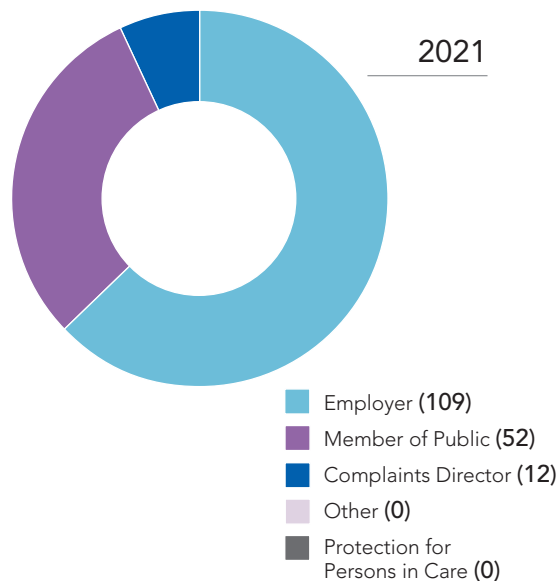
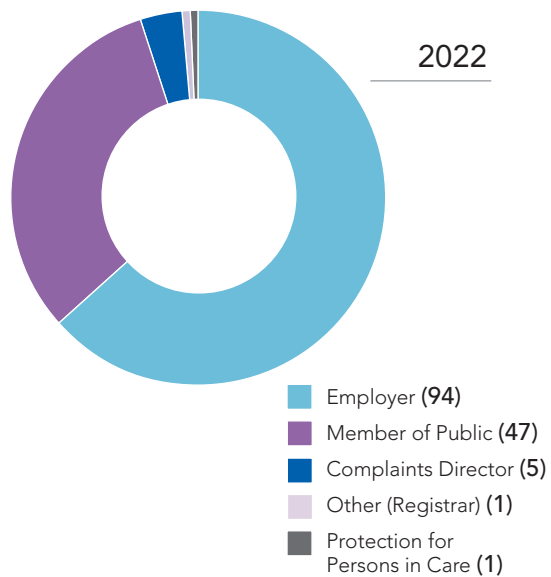
## CONDUCT REPORTING

### COMPLAINTS RECEIVED

Historical Comparison	2021	2022
New Complaints Received	173	<b>148</b>
Previous Years' Complaints in Process	74	<b>76</b>

## COMPLAINTS RECEIVED

### Source of Complaints



### Types of Complaints Received in 2022

Abandonment	4
Breach of Confidentiality/Privacy	11
Bullying	3
Clinical Competence - Documentation	-
Clinical Competence - Health Assessment	-
Clinical Competence - Medication Administration	12
Clinical Competence - Multiple	29
Drug Diversion	5
Failed to Obtain Consent	1
Failed to Provide Supervision	1
Incapacity (Mental/Physical)	2
Neglect	9
Non-compliance of Orders	1
Patient Abuse - Mental	-
Patient Abuse - Physical	5
Patient Abuse - Sexual Abuse	3
Patient Abuse - Sexual Misconduct	1
Patient Abuse - Verbal	2
Practicing Without a Permit	3
Sexual Abuse/Misconduct - Co-worker	1
Substance Abuse	-
Theft	8
Therapeutic Nurse-Client Relationship	1
Unethical Conduct	28
Unprofessional Communication	16
Working Outside Scope of Practice	2
<b>Total Complaints Received</b>	<b>148</b>

## DISPOSITION OF COMPLAINTS

There were 160 complaint files closed during the year.

### Disposition of Complaints Closed in 2022

(includes files from previous years)

Complaint Withdrawn	8
Complaints Dismissed	35
Employer Resolution with Sanction	-
Hearings Complete	12
Handled at the Workplace	22
Informal Resolution (Agreement & Undertaking)	68
Member Deceased	-
Registration Surrendered	1
Resolution with Sanction	5
Sec 55 – Undertaking - Practicing Without A Permit	5
Resolved	-
Unresolved	1
Section 118 (Non-Disciplinary)	5
Council Appeal Committee Appeal Complete	-
<b>Complaints Closed</b>	<b>160</b>

### Current Status of Files Received in 2022

(as of December 31, 2022)

Incapacity	3
Investigation - In Progress	42
Investigation Report - Internal Review	6
Investigation - Legal Review	2
Referred to Hearing / Hearing Pending	2
Monitoring Orders	13
New (File received but not actioned)	8
Complaint Review Committee Pending	1
Undertaking Pending	-
Files Closed	71
<b>Total Complaints Received</b>	<b>148</b>

### Files Related to Incapacity

During the complaints process, it may be determined the conduct was a result of incapacity. The complaint is then managed under section 118 of the *Health Professions Act* and is not considered to be a matter of unprofessional conduct.

As of December 31, 2022, three files are under the incapacity status.

## HEARINGS

There were 12 hearings held in 2022, comprising 12 complaint files. All hearings were open to the public. There are six files pending a hearing into 2023. The Hearing Tribunal made a finding of unprofessional conduct in 11 of the matters that went to a hearing in 2022; one decision remains outstanding.

Reprimand	10
Hearing Costs	10
Fines	2
Education	5
Revocation of License	2
Two-year Suspension of Permit	1
Education - Prior to Reinstatement	4

## APPEALS

The investigated member or the Complaints Director may appeal a Hearing Tribunal's decision to the Council Appeal Committee (CAC), which consists of two Council members appointed by the CLPNA's Council and two public members appointed by the Alberta government. In 2022, there were no appeals submitted to the CAC.

A complaint may be dismissed by the Complaints Director if there is insufficient evidence to support unprofessional conduct. A complainant may request that the Complaint Review Committee (CRC) review the decision to dismiss. The Complaint Review Committee consists of two members appointed by the CLPNA's Council, and two public members appointed by the Alberta government. In 2022, there were four files submitted to CRC. Three reviews were heard by the CRC in 2022 and in all instances the CRC confirmed the Complaints Director's decision to dismiss. One CRC review is ongoing into 2023.



# PRACTICE AND POLICY

## THE ROLE OF THE PRACTICE AND POLICY DEPARTMENT

The CLPNA's Practice and Policy Department provides evidence-informed knowledge to guide and support public, registrant, and stakeholder understanding and expectations of the LPN profession.

The Practice and Policy Department supports the CLPNA in providing guidance and clarification related to LPN scope of practice, legislation, and regulation to enable safe, ethical, competent nursing practice. This is accomplished through the development of guiding policy documents and practice consultations.

## PRACTICE AND POLICY UPDATES

This year, the Policy Department worked to implement performance measurement initiatives to ensure that all policy documents are in compliance with CLPNA quality standards. All documents were reviewed internally through an intradepartmental quality assurance process and audit and no significant issues were identified for the 2022 year.

### Registrant Policies

In 2022, the CLPNA released five registrant policies, one guideline, one info sheet, and three interpretive documents. Redactions were made on three topic areas.

#### Registrant Policies

- English Language Proficiency Policy
- Accommodations for Canadian Practical Nurse Registration Exam
- Actively Engaged Requirement for Registration and Continuing Competence Program
- Medication Management
- Professional Responsibility and Accountability

#### Guidelines

- Confidentiality

#### Info Sheets

- Canadian Practical Nurse Registration Exam Attempts

#### Interpretive Documents

- Fitness to Practice and HPA Definition of "Incapacitated"
- Privacy Legislation in Alberta
- Duty to Report

#### Redacted

- General COVID-19 Info Sheet
- LPN Practice During COVID-19 Info Sheet
- Perioperative Standards in Restricted Activity Standards

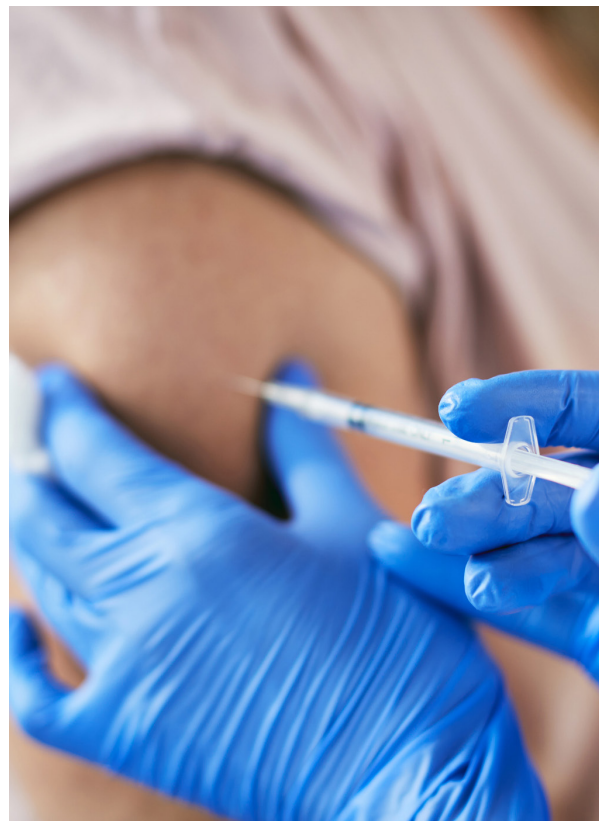
## Practice Inquiries

Any stakeholder, including regulated members, members of the public, employers, and educators, can contact the CLPNA's Practice Department to request clarification related to LPN scope of practice, legislation, and regulation.

In 2022, the CLPNA received 1,839 practice inquiries, which are tracked by their corresponding category in the Competency Profile. The most common topic for the inquiry was professionalism and leadership, with 597 inquiries.

### Most Common Inquiry Topics

Topic	2022 Inquiries
Professionalism and leadership	597
Medication management	337
Nursing practice	278
Dermatology and aesthetic nursing	110
Infusion therapy	82





# PERFORMANCE MEASUREMENT AND RESEARCH

## THE ROLE OF THE PERFORMANCE MEASUREMENT AND RESEARCH DEPARTMENT

The Department of Performance Measurement and Research is responsible for implementing a regulatory performance measurement approach at the CLPNA and overseeing the CLPNA's research activities.

The CLPNA is dedicated to the integration of performance measurement to support robust reporting, evidence-based decision making, and continuous improvement. The CLPNA is also engaged in regulatory research to support its strategic direction and ensure the CLPNA is responsive and aligned with regulatory best practice.

## PERFORMANCE MEASUREMENT AND RESEARCH UPDATES

### CLPNA Performance Measurement Framework

Following the successful pilot of a performance measurement approach with its Policy Department, the CLPNA is implementing the same approach across the organization to support the identification of improvements and ways to increase efficiencies as a regulator. Performance measures have begun to be identified and used at the organizational and departmental level. These measures provide objective evidence of progress towards outcomes that contribute to meeting our regulatory mandate.

CLPNA's performance measurement approach was shared at the September 2022 Council on Licensure, Enforcement and Regulation Educational Conference.

The Policy Department's experience in piloting the performance measurement was shared at the October 2022 Canadian Network of Agencies of Regulation Annual Conference.

### Health Regulation Research

The CLPNA is committed to pursuing research that aligns with its mandate of protecting the public. To ensure its research activity is within this mandate and compliant with legislation (Bill 46), the CLPNA developed a framework to evaluate research requests and activities. This framework assesses CLPNA's research projects to ensure the focus falls within its regulatory role.

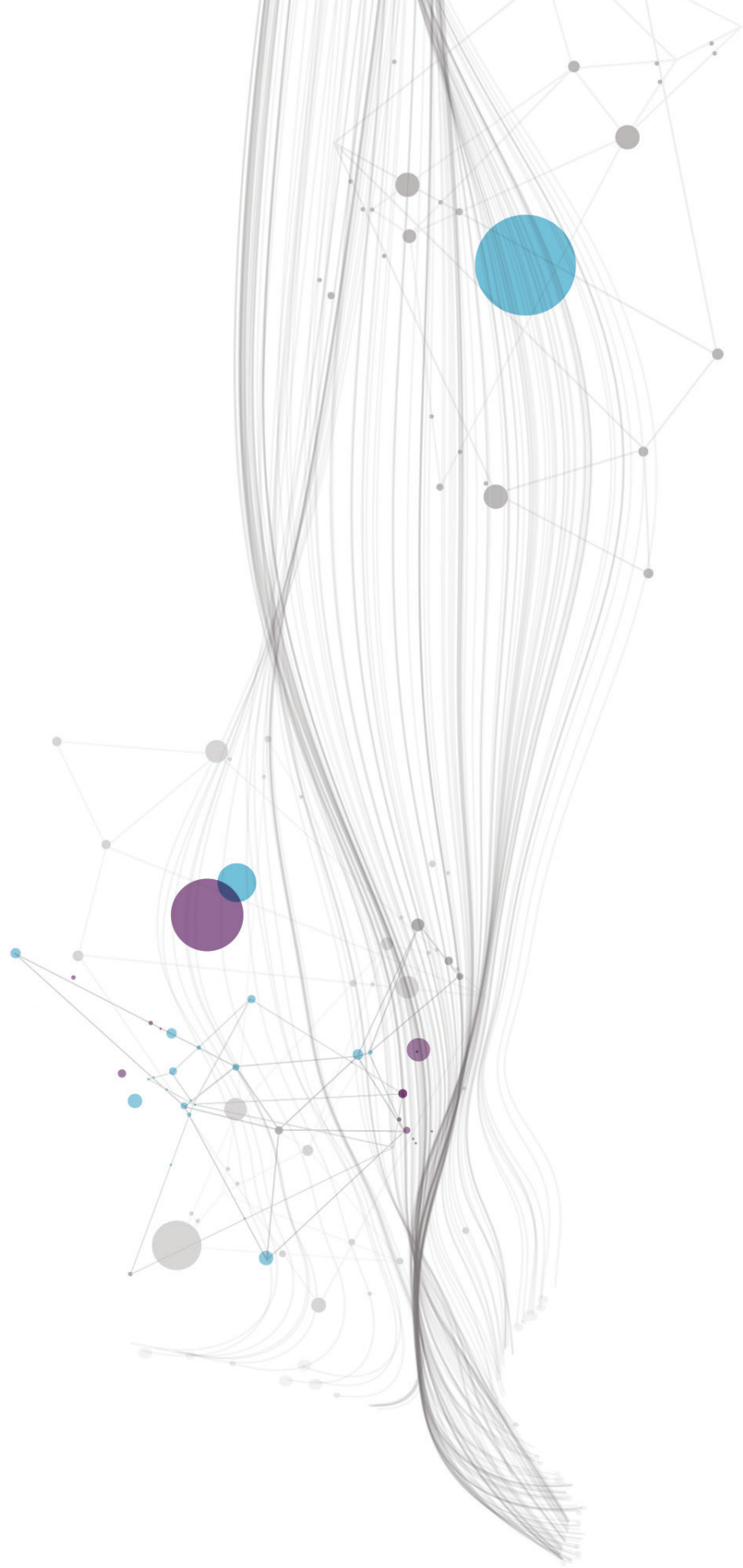
Annually, the CLPNA awards research grants to support regulatory-related research and advancement of knowledge on regulation and registrant practice. In 2022, ethics approval was obtained for a CLPNA-funded research project. The research study, *The Experiences of Becoming a Regulated Profession: A Qualitative Interpretive Description Interview Study of Health Care Aides (HCAs)*, will be conducted by Dr. Jennifer Jackson from the University of Calgary. The study will explore gaps in



the understanding of regulatory obligations to support safe practice. Recruitment of participants will begin in 2023.

In 2022, the CLPNA awarded a research grant to Bow Valley College for the study *Exploring the Impact of Industry Health Care Aide Clinical Instructional Methods on Student Outcomes*. Led by principal investigator Ashley Goddard, the study aims to identify gaps in training for practicing HCAs who mentor HCA students in their clinical placements. Gaining knowledge about the experiences and training of HCAs will help inform the future regulation of HCAs, offering potential insights around educational needs.

Dr. Sienna Caspar from the University of Lethbridge completed the CLPNA-funded study *Evaluating the Feasible and Sustainable Culture Change Model - A Novel, Web-Based Intervention*. The study demonstrated the successful delivery, through an eLearning system, of an evidence-based training series designed to support residential care home teams in implementing person-centred care into everyday care practices. The study outcomes helped to inform the development of the website *Relational Care Knowledge Hub* ([www.relationalcare.ca](http://www.relationalcare.ca)). The Hub offers evidence-based resources and education for LPNs related to delivering person-centred, relational care, which is foundational to their Standards of Practice.





# ALBERTA HEALTH CARE AIDE DIRECTORY

## ROLE OF THE HEALTH CARE AIDE DIRECTORY

HCA's are an important part of Alberta's frontline healthcare workforce. The Alberta HCA Directory exists to collect relevant demographic, employment, and core competency information of HCA's across Alberta. It also provides a centralized location for HCA information and updates.

## HCA DIRECTORY UPDATES

The HCA Directory is supporting the transition of HCA's to regulation under the HPA. More information about regulation can be found in the section on page 38, "Health Care Aide Regulation: Preparing for a New Profession."

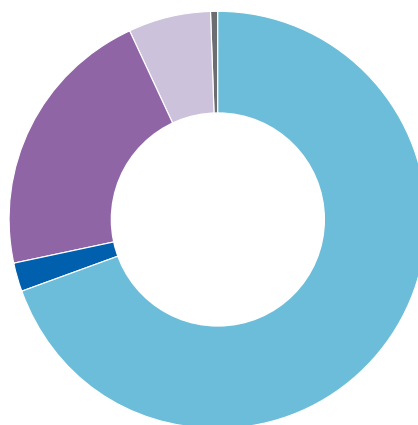
The number of active HCA's enrolled on the Directory was 32,921 as of December 31, 2022.

## HCA's BY RENEWAL & COMPETENCY STATUS

The 2022 renewal period for the HCA Directory ran from September 1 to November 30. The number of HCA's who renewed in 2022 increased 6.6 percent from 2021. A total of 32,921 HCA's were active on the Directory on December 31, 2022, up from 30,873 enrolled as of December 31, 2021.

There are three main competency statuses on the HCA Directory. "Certified" denotes HCA's who have successfully completed and received a Health Care Aide certificate in Alberta. "Deemed Competent" indicates that the HCA has no formal healthcare education and has instead been assessed using a completed competency assessment tool by a regulated nurse employed by an operator. HCA's with "Substantially Equivalent" status include graduates of an HCA program outside of Alberta, internationally educated nurses and individuals with education as an HCA, personal support workers, continuing care assistants, nurses, or other professions considered to provide direct patient care.

The HCA Directory launched a new Substantial Equivalence Assessment process in May 2020 and to date has received 2,662 applications.



Competency Status (as of November 30)

Certified	21,279	(69.5%)
Certified - In Progress	717	(2.3%)
Substantially Equivalent	6,509	(21.3%)
Deemed Competent	1,952	(6.4%)
Deemed Competent - In Progress	134	(0.4%)

**TOTAL 30,591**

## HCA EMPLOYMENT

More than half (58.2%) of HCAs on the Directory work in a nursing home or long-term care. The next most common workplace for Directory HCAs is a hospital, at 12%.

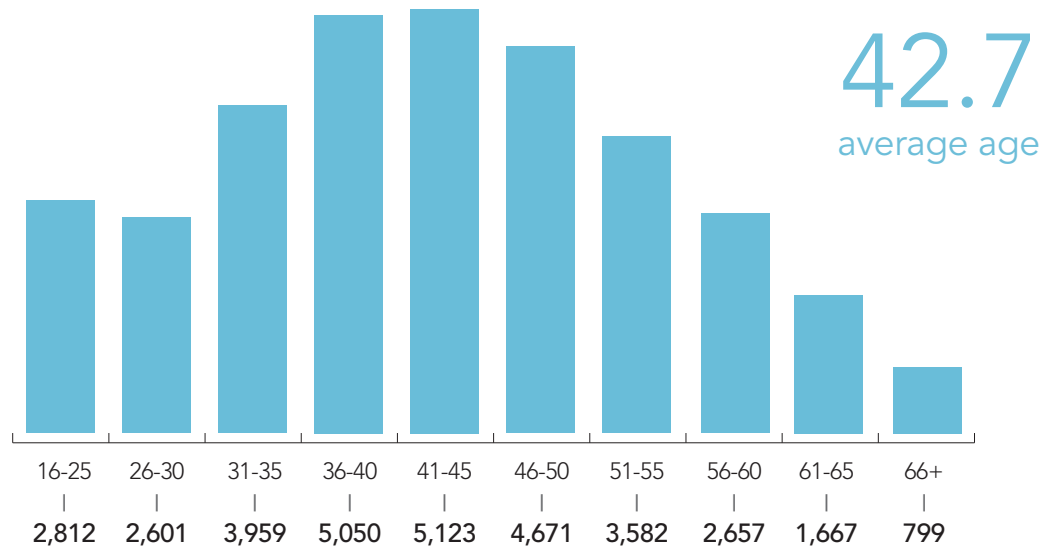
Facility Type by Primary Employer	Full-time	Part-time	Casual	Total HCAs	%
Nursing Home/Long-Term Care	6,386	6,893	3,195	16,474	58.2%
Hospital (General/Maternal/Pediatric/Psychiatry)	1,105	1,262	1,029	3,396	12.0%
Home Care Agency	1,418	758	1,100	3,276	11.6%
Community Health/Health Centre	1,053	1,200	722	2,975	10.5%
Other	550	342	215	1,107	3.9%
Mental Health Centre	242	108	96	446	1.6%
Rehabilitation/Convalescent Centre	96	35	41	172	0.6%
Educational Institution	35	17	62	114	0.4%
Nursing Stations (Outposts or Clinics)	23	70	15	108	0.4%
Self-Employed	57	27	22	106	0.4%
Physician's Office/Family Practice Unit	29	19	14	62	0.2%
Association/Government	37	9	9	55	0.2%
Private Nursing Agency/Private Duty	8	7	4	19	0.1%
Business/Industry/Occupational Health Centre	2	0	0	2	0.0%
<b>TOTAL</b>	<b>11,041</b>	<b>10,747</b>	<b>6,524</b>	<b>28,312</b>	<b>100.0%</b>

The number of HCAs in Alberta that reported a primary employer on the HCA Directory was 28,312. Many HCAs do not report an employer until their first renewal.

Employer	HCAs	%
Contracted Operators	17,076	60.4%
Alberta Health Services	6,270	22.1%
Non-Contracted Employers (Private Operators)	2,540	9.0%
Covenant Health	1,343	4.7%
Other Type of Agency Not Listed	1,083	3.8%
<b>TOTAL</b>	<b>28,312</b>	<b>100.0%</b>

## HCA's BY AGE

The average age of HCAs is 42.7. Over 30 percent of the HCAs in Alberta are between 36 and 45 years of age.



## HCA's BY LOCATION

Zones in Alberta - December 31, 2022	Total	%
Area 0 - Out of Province/Country	311	1.0%
Area 1 - South Zone (Lethbridge & Medicine Hat)	2,948	9.0%
Area 2 - Calgary Zone	11,675	35.4%
Area 3 - Central Zone (Red Deer)	5,249	15.9%
Area 4 - Edmonton Zone	11,033	33.5%
Area 5 - North Zone	1,705	5.2%
<b>TOTAL</b>	<b>32,921</b>	<b>100.0%</b>

## HCA PROVINCIAL EXAM

The Alberta Provincial HCA Exam is a psychometrically sound exam and tests students' knowledge of the Health Care Aide Government of Alberta Provincial Curriculum (2019). The exam was launched on July 1, 2020. Since the launch of the examination to the end of 2022, there have been 3,117 first-time writers with 2,485 successfully passing the exam on their first write, resulting in an 80 percent first write pass rate.



## FEATURE

# HEALTH CARE AIDE REGULATION: PREPARING FOR A NEW PROFESSION

On December 9, 2020, the *Health Statutes Amendment Act* received royal assent. Bill 46 made substantial amendments to the *Health Professions Act*, including introducing HCAs as a regulated health profession. Amendments regarding the regulation of HCAs will come into force at a later date.

The College of Licensed Practical Nurses of Alberta has been working with the Government of Alberta, HCAs, and a broad group of stakeholders from across the province to make the transition towards regulation.

## REGULATION TO INCREASE PUBLIC PROTECTION

Regulation promotes improved client safety and quality of care. When regulation comes into effect, the CLPNA will set requirements through the development of standards of practice, policies, and guidelines as well as the administration of a complaints process. These requirements will provide a framework for HCA practice under the HPA and bring clarity to the role.

## WORKING TOWARDS REGULATION

In 2022, the CLPNA made progress towards a number of objectives to prepare for the regulation of HCAs. Highlights of our work are presented below.

### > Build capacity to support the regulation of a separate profession:

#### Current status:

- The CLPNA is working to expand our human resource capacity and build processes to support the regulation of a separate health profession.

#### Benefit to public safety:

- Effective use of internal resources will support the CLPNA as it integrates HCAs as a regulated health profession.

### > Transition the HCA Directory database to a system that will support the development of a continuing competence program:

#### Current status:

- The CLPNA has engaged developers to support the transition of the HCA Directory to a system similar to the one used for licensed practical nurses.

#### Benefit to public safety:

- The public will have access to a real-time public registry of HCAs, which will assist in identifying that a person providing care as an HCA in Alberta is registered with the regulatory college and determining the HCA's current registration status.
- Once regulated, HCAs will report and track their continuing competence activities, demonstrating a commitment to providing competent care.

## > Prepare to communicate changes and transition process:

### Current status:

- The CLPNA has engaged external contractors to develop a new name, logo, and messaging to be inclusive of HCAs. The CLPNA is also developing a new website to house information for both LPNs and HCAs.

### Benefit to public safety:

- A detailed communications and transition plan will assist HCAs in understanding their responsibilities under the new regulation.
- The public will be able to find information about HCAs and their responsibilities and accountabilities under the HPA.



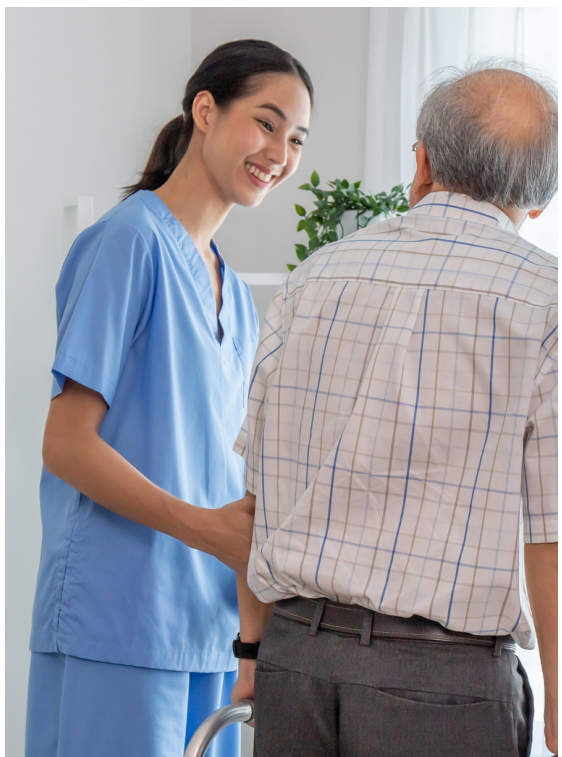
## > Engage with stakeholders and HCAs:

### Current status:

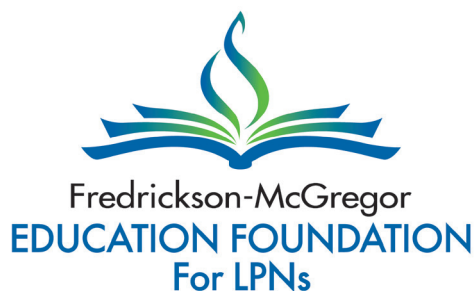
- The CLPNA provided a number of opportunities for engagement and education on regulation in 2022. Videos were created to educate on HCA regulation, and they were distributed via a newly launched site, [hcaregulation.com](https://hcaregulation.com).
- A survey was launched to collect responses from HCAs and other stakeholders. Forums were held to answer questions and foster dialogue around regulation. The results of both have been made publicly available on the new site.

### Benefit to public safety:

- These engagements fostered improved communication between the CLPNA, HCAs, and stakeholders in HCA regulation.
- This improved communication supports a smoother transition, as all parties begin to have a better understanding of the challenges and opportunities of regulation.







Encouraging LPNs to increasingly strive to enhance their competencies.

*The CLPNA currently holds the endowment for the Frederickson-McGregor Education Foundation. The administration of the endowment is being evaluated by the CLPNA and the Government of Alberta.*

The Fredrickson-McGregor Education Foundation for Licensed Practical Nurses has one goal in mind: encouraging LPNs to increasingly strive to enhance their competencies. The Foundation administers the proceeds of a \$3 million endowment fund to enhance LPN knowledge, skills, and abilities.

In 2022, the Foundation Education Grant Program approved 288 applicants for a total of \$218,409.76. Since the Education Grant Program began in September 2006, the foundation has approved 7,731 applications for a total of \$3,629,637.18 in grants and distributed 75.5 percent of the approved funds.

## 2022 APPROVED EDUCATION

The grant administrator is currently approving education that enhances LPN competencies. Key criteria for disbursement of the funds are detailed in the Foundation's guidelines and created through an agreement with Alberta Health and Wellness.

Grant awards are used solely to support educational programs that will have a specific impact on an LPN's nursing skills and knowledge. The most requested education applied for in 2022 is listed below. Out of the six listed categories, three are advanced practice education.

Course Name	Approved Grants
Foot Care	65
Human Service Administration related courses	32
Orthopedic Specialty Applications (contains 4 courses)	26
Perioperative Specialty Applications (contains 4 courses)	22
Long Term Consequences of Infectious Disease	14
Phlebotomy	13

Volunteers of the Foundation Board carry on fundraising efforts, which include donations through Canada Helps, and they continue to explore other opportunities for support.



# FINANCIAL Statements

Year ended December 31, 2022



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Licensed Practical Nurses of Alberta

### *Opinion*

We have audited the financial statements of College of Licensed Practical Nurses of Alberta (the College), 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 College as at December 31, 2022, and its results of operations and its 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 College in accordance with the 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.

### *Other Information*

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the Annual Report. The Annual Report is expected to be made available to us after the date of this auditors report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### *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 College's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Independent Auditor's Report to the Members of College of Licensed Practical Nurses of Alberta (continued)

Those charged with governance are responsible for overseeing the College'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. 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 College'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 College'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 College 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.

Edmonton, Alberta  
March 16, 2023

  
Chartered Professional Accountants

**COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 6,877,386	\$ 7,753,668
Cash held for restricted funds (Note 4)	2,283,394	-
Investments (Note 5)	10,109,396	7,310,601
Accounts receivable	75,420	177,015
Prepaid expenses	395,992	264,288
	<b>19,741,588</b>	<b>15,505,572</b>
INVESTMENTS RESTRICTED FOR ENDOWMENT FUND (Note 6)	2,847,140	3,306,655
CAPITAL ASSETS (Note 7)	900,174	976,336
INTANGIBLE ASSET (Note 8)	265,850	210,000
	<b>\$ 23,754,752</b>	<b>\$ 19,998,563</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 864,836	\$ 657,859
Deferred grant revenue (Note 9)	2,283,774	-
Prepaid registration fees (Note 10)	6,623,193	6,229,727
Deferred Health Care Aide licensing revenue	28,650	39,000
Deferred Health Care Aide substantial equivalence revenue	270,018	217,200
	<b>10,070,471</b>	<b>7,143,786</b>
EMPLOYEE FUTURE BENEFITS - LONG TERM SERVICE AWARD (Note 11)	-	336,796
LEASE INDUCEMENT	210,553	257,876
	<b>10,281,024</b>	<b>7,738,458</b>
<b>NET ASSETS</b>		
Unrestricted	9,460,564	7,767,114
Restricted net assets		
Capital Fund	1,166,024	1,186,336
Endowment Fund	2,847,140	3,306,655
	<b>13,473,728</b>	<b>12,260,105</b>
	<b>\$ 23,754,752</b>	<b>\$ 19,998,563</b>
COMMITMENT (Note 14)		
SUBSEQUENT EVENT (Note 15)		

**APPROVED BY THE COUNCIL**

 President

 Vice President

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Statement of Operations Year Ended December 31, 2022

	2022	2021
<b>REVENUES</b>		
Registration fees		
Active	\$ 6,850,233	\$ 6,441,876
Out of province assessment	518,308	413,580
Late fees and fines	157,953	122,236
Associate	77,572	71,659
License verification	85,116	72,289
Consulting		
Health Care Aide special projects	796,670	655,853
Investigative	41,650	51,500
National examinations	879,244	480,631
Jurisprudence examination	76,866	62,606
Conduct fines	52,412	87,382
Program fees	43,451	11,000
Advertising	4,990	6,562
Investment income	161,457	67,070
Directory Enhancement grant (Note 9)	513,969	490,194
Directory Regulation grant (Note 9)	635,617	-
	<b>10,895,508</b>	<b>9,034,438</b>
<b>EXPENSES</b>		
Administration		
Public information	4,705	10,259
Rent and occupancy costs	160,146	280,437
Office and computer	557,240	614,606
Amortization of capital assets	200,260	207,408
Bank charges and interest	163,414	179,235
Postage	4,302	8,664
Professional fees	101,685	106,379
Telephone and utilities	18,114	25,783
Consulting fees	102,759	85,937
Printing	-	273
Travel	49,472	1,203
Jurisprudence project	11,968	27,260
Health Care Aide special projects	120,329	144,563
Directory Enhancement grant (Note 9)	513,969	490,194
Directory Regulation grant (Note 9)	635,617	-
Schedule of Personnel Costs (Schedule 1)	4,350,150	3,875,478
Schedule of Cost of Services (Schedule 2)	1,926,647	1,398,620
	<b>8,920,777</b>	<b>7,456,299</b>
<b>INCOME FROM OPERATIONS</b>	<b>1,974,731</b>	<b>1,578,139</b>
<b>OTHER INCOME (LOSS)</b>		
Unrealized loss on investments	(301,593)	(93,002)
Gain on disposal of investments	-	189,274
Loss on disposal of capital assets	-	(186,320)
	<b>(301,593)</b>	<b>(90,048)</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 1,673,138</b>	<b>\$ 1,488,091</b>

**COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA**

**Endowment Fund**

**Statement of Operations**

**Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>REVENUE</b>		
Investment income	\$ 45,861	\$ 36,559
Unrealized loss on portfolio investments	(474,191)	(266,448)
Gain (loss) on disposal of long-term portfolio investments	(241)	655,658
	<u>(428,571)</u>	<u>425,769</u>
<b>EXPENSES</b>		
Brokerage fee	30,944	34,704
Donation to Fredrickson McGregor Education Foundation ( <i>Note 13</i> )	-	170,000
	<u>30,944</u>	<u>204,704</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ (459,515)</b>	<b>\$ 221,065</b>

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Statement of Changes in Net Assets

Year Ended December 31, 2022

	2021 Balance	Excess of revenues over (under) expenses	Invested in capital and intangible assets	2022 Balance
Unrestricted	\$ 7,767,114	\$ 1,873,398	\$ (179,948)	\$ 9,460,564
Capital Fund	1,186,336	(200,260)	179,948	1,166,024
Endowment Fund	3,306,655	(459,515)	-	2,847,140
	<u>\$ 12,260,105</u>	<u>\$ 1,213,623</u>	<u>\$ -</u>	<u>\$ 13,473,728</u>

**COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA**

**Statement of Cash Flows**  
**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from members	\$ 9,162,390	\$ 8,053,757
Cash receipts from government grants	3,553,774	480,319
Cash receipts from Health Care Aide programs	839,138	502,896
Cash paid for services	(3,157,192)	(2,685,273)
Cash paid to employees	(4,699,781)	(3,807,383)
Cash paid for grant expenditures	(1,149,586)	(490,194)
Cash paid to Fredrickson McGregor Education Foundation	(22,750)	(194,656)
Cash paid for brokerage fees - Endowment fund	(30,944)	(34,704)
Interest received - other	129,685	64,918
Interest received - Endowment fund	45,861	36,559
	<u>4,670,595</u>	<u>1,926,239</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(124,098)	(143,908)
Purchase of intangible assets	(55,850)	(75,000)
Purchase of investments	(10,148,422)	(7,943,331)
Redemption of investments	7,079,805	7,944,854
Purchase of investments restricted for the Endowment Fund	(17,417)	(2,524,461)
Redemption of investments restricted for the Endowment Fund	2,499	2,692,607
	<u>(3,263,483)</u>	<u>(49,239)</u>
<b>INCREASE IN CASH FLOW</b>	<b>1,407,112</b>	<b>1,877,000</b>
Cash - beginning of year	<u>7,753,668</u>	<u>5,876,668</u>
<b>CASH - END OF YEAR</b>	<b>\$ 9,160,780</b>	<b>\$ 7,753,668</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 6,877,386	\$ 7,753,668
Cash held for restricted funds (Note 4)	<u>2,283,394</u>	<u>-</u>
	<u><b>\$ 9,160,780</b></u>	<u><b>\$ 7,753,668</b></u>



# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements Year Ended December 31, 2022

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### 1. PURPOSE OF COLLEGE

The College of Licensed Practical Nurses of Alberta (“the College”) regulates the Licensed Practical Nurse profession in Alberta under the Health Professions Act. The College is a non-for-profit organization and is exempt from income taxes under the Canadian Income Tax Act.

#### Restricted Funds

##### Endowment Fund

The Endowment Fund consists of funds received from Alberta Health & Wellness, the earnings from which are restricted for use solely for the purpose of supporting educational programs for Licensed Practical Nurses in the province of Alberta.

##### Capital Fund

The Capital Fund includes all accumulated funds invested in capital and intangible assets.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of accounting

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

#### 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. The COVID-19 pandemic has increased the challenges associated with this estimation process. 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.

Estimates made by management include:

- The assessment of the useful lives of capital assets and intangible assets. This assessment has an impact on the amortization and net book value of the assets recorded in the financial statements.
- The College had a defined benefit plan that provided a benefit to long term service employees which was settled during the year. The settlement of the defined benefit obligation was determined based upon the latest actuarial valuation, which included assumptions based on management's best estimate of salary escalation, terminations and retirement ages of plan members.
- The recognition and measurement of provisions and contingencies along with the key assumptions pertaining to the likelihood and magnitude of an outflow of resources.

*(continues)*

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2022

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Financial instruments

##### Measurement

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The College 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 net income.

Financial assets measured at amortized cost include cash, cash held for restricted funds, accounts receivable, and cash restricted for the Endowment Fund. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities. The College's financial assets measured at fair value are investments and investments restricted for the Endowment Fund with the exception of guaranteed investment certificates and cash which are measured at amortized cost.

##### Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

##### Transaction costs

The College recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### Cash

Cash consists of balances held with banks. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### Investments

Investments in mutual funds are stated at fair market value. Any changes in market value are recognized in income as unrealized gains or losses from investments. Investments subject to restrictions that prevent its use for current purposes are disclosed in note 5 and 6.

Portfolio investments restricted for the Endowment Fund are classified as long term assets. It is management intention to maintain the endowment portion of the portfolio, spending only amounts earned on the principal.

*(continues)*

## COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

### Notes to Financial Statements Year Ended December 31, 2022

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	30%	declining balance method
Computer software	100%	declining balance method
Furniture and fixtures	10%	declining balance method
Leasehold improvements	10 years	straight-line method (over the life of the lease)
Signs	20%	declining balance method

In the year of acquisition, amortization is taken at one half of the rates shown above.

##### Intangible Assets

Intangible assets are stated at cost less accumulated amortization. Intangible assets are amortized over their useful lives at the following rate and method:

Clinical competency assessment tool	20%	declining balance method
-------------------------------------	-----	--------------------------

In the year of acquisition, amortization is taken at one half of the rates shown above.

##### Employee future benefits

The College has a defined benefit plan for full-time permanent employees that was approved by Council on September 20, 2005. The College recognizes the cost of its defined benefit plan in the period the benefits are earned for services performed by the employees. The defined benefit obligation is based on the most recent actuarial valuation report for accounting purposes calculated using the accrued benefit method pro-rated on service. In the years between valuations, the College uses a roll-forward technique to estimate the accrued benefit obligation. Remeasurement costs are reflected in the statement of changes in net assets. The amount reported on the statement of financial position is the difference between the defined benefit obligation and the fair value of plan assets. This plan was settled during the year.

##### Lease inducement

Tenant lease inducements are amortized on a straight line basis over the term of the lease.

*(continues)*

## COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

### Notes to Financial Statements Year Ended December 31, 2022

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

##### Revenue recognition

Unrestricted net assets are those which are available to fund general operations. Contributions to unrestricted funds are recorded as revenue when received or receivable.

Registration fees are recognized as revenue in the fiscal year to which they apply.

National examination, consulting and other fees are recorded as revenue as they are earned.

Externally restricted contributions relating to the Endowment Fund are accounted for using the restricted fund method.

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. Any amounts received but not utilized are classified as deferred grant revenue. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Investment income earned on investments is reported as revenue when earned in the respective restricted fund or the general fund.

Investment income on Endowment Fund assets is reported as revenue when earned. The College may donate all or part of the investment income for educational programs to the Fredrickson McGregor Education Foundation except in the event that the market value of the endowment funds decreases below the minimum threshold of \$3,000,000 required by Alberta Health and Wellness to allocate the investment proceeds (see Note 13).

##### Contributed goods and services

The College records the fair market value of contributed goods and services only in the circumstances when the fair market value is determinable and when the goods and services would otherwise be purchased by the College.

##### Allocation of expenses

The College administers grant projects. The costs associated with these grant projects include the costs of personnel and office expenses that are directly related to providing these programs.

Personnel expenses in the amount of \$271,970 (2021 - \$258,367) and \$291,906 (2021 - \$nil) were allocated from cost of services expenses to the Health Care Aide Directory Enhancement program and the Health Care Aide Regulation programs respectively.

Rent and occupancy costs in the amount of \$96,000 (2021 - \$120,000) and \$99,000 (2021 - \$nil) were allocated to the Health Care Aide Directory Enhancement program and the Health Care Aide Directory Regulation programs respectively.

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements Year Ended December 31, 2022

### 3. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2022.

#### Risk management policy

The College, as part of operations, has established principal protection and liquidity for over one half of its short term investments as risk management objectives. In seeking to meet these objectives, the College follows a risk management policy approved by its executive director and Council.

#### Liquidity risk

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The College enters into transactions to purchase goods and services on credit, leases office equipment from various creditors and leases office space, for which repayment is required at various maturity dates. Liquidity risk is measured by reviewing the College's future net cash flows for the possibility of a negative net cash flow and engaging in a thorough budget process to ensure membership fee revenue will be sufficient to fund operating expenses and capital funding of the College on an annual basis. The College manages the liquidity risk resulting from its accounts payable and operating leases by investing in assets, such as mutual funds, bonds and cashable guaranteed investment certificates. There has been no change in liquidity risk management policies over prior year.

#### 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 in the financial markets. The College is exposed to market risk through the mutual funds that it holds which are recorded at market value.

#### 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. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets and liabilities, known as price risk. The College is exposed to interest rate risk through its interest-bearing money market mutual fund investments. This risk is managed by investing in short term instruments to minimize the impact of fluctuating market rates. There has been no change in interest rate risk management policies over prior year.

### 4. CASH HELD FOR RESTRICTED FUNDS

The following cash is restricted for grant funding purposes:

	2022	2021
Health Care Aide Directory Regulation	\$ 2,283,394	\$ -

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements Year Ended December 31, 2022

### 5. INVESTMENTS

	2022	2021
Money market mutual funds	\$ 511,895	\$ 4,543,540
Mutual funds	2,674,655	2,767,061
Guaranteed investment certificates	6,922,846	-
	<b>\$ 10,109,396</b>	<b>\$ 7,310,601</b>

Guaranteed investment certificates bear interest between 3.45% and 5.17% and mature on dates between September 11, 2023 and November 28, 2023.

### 6. INVESTMENTS RESTRICTED FOR ENDOWMENT FUND

	2022	2021
Cash in broker account	\$ 16,707	\$ 12,977
Mutual funds	2,830,433	3,293,678
	<b>\$ 2,847,140</b>	<b>\$ 3,306,655</b>

### 7. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value
Equipment	\$ 24,035	\$ 24,035	-
Computer equipment	389,344	225,432	163,912
Computer software	712,303	579,674	132,629
Furniture and fixtures	448,327	310,632	137,695
Leasehold improvements	1,597,541	1,131,603	465,938
	<b>\$ 3,171,550</b>	<b>\$ 2,271,376</b>	<b>\$ 900,174</b>
	Cost	Accumulated amortization	2021 Net book value
Equipment	\$ 24,035	\$ 24,035	-
Computer equipment	373,918	185,815	188,103
Computer software	603,632	531,146	72,486
Furniture and fixtures	448,327	289,100	159,227
Leasehold improvements	1,597,541	1,041,021	556,520
	<b>\$ 3,047,453</b>	<b>\$ 2,071,117</b>	<b>\$ 976,336</b>

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements Year Ended December 31, 2022

### 8. INTANGIBLE ASSET

	2022	2021
Clinical competency assessment tool - cost	\$ 280,850	\$ 225,000
Accumulated amortization	(15,000)	(15,000)
	<b>\$ 265,850</b>	<b>\$ 210,000</b>

### 9. DEFERRED GRANT REVENUE

The College was approved for grants restricted for a specific projects for general operations. The following is a summary of the grant funds received and the amounts disbursed during the year.

	2022	2021
The Health Care Aide Directory Enhancement <i>(Grant to enroll Health Care Aides in the Alberta HCA directory database and to bridge the knowledge gaps from the 2013 HCA curriculum to the 2018 HCA curriculum)</i>	-	-
Opening balance	\$ -	\$ 71,207
Funds received	477,032	260,365
Less authorized expenditures	(513,969)	(490,194)
Grant funds receivable	<b>36,937</b>	<b>158,622</b>
	-	-
The Health Care Aide Directory Regulation <i>(Grant for requiring additional resources to plan and prepare for the transition of Health Care Aides to a regulated profession)</i>		
Funds received	\$ 2,900,000	\$ -
Interest earned on bank account	19,391	-
Less authorized expenditures	(635,617)	-
	<b>2,283,774</b>	<b>-</b>
	<b>\$ 2,283,774</b>	<b>\$ -</b>

The Health Care Aide Directory Enhancement grant was approved for a total of \$1,632,900. As at December 31, 2022 the full amount has been received.

The Health Care Aide Directory Regulation grant was approved for a total of \$2,900,000. As at December 31, 2022 the full amount has been received.

# COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

## Notes to Financial Statements Year Ended December 31, 2022

### 10. PREPAID REGISTRATION FEES

Prepaid registration fees represent registration fees and course fees received relating to the next fiscal year that will be recognized in the upcoming year to fund operations. The breakdown is as follows:

	2022	2021
Registration fees	\$ 6,493,872	\$ 6,163,976
National examinations	129,321	65,751
	<u>\$ 6,623,193</u>	<u>\$ 6,229,727</u>

### 11. EMPLOYEE FUTURE BENEFITS

The College had a defined benefit plan providing a benefit to long term service employees. The plan was unfunded. The defined benefits were based on years of services and the final salary. In 2021, the significant actuarial assumptions used in calculating the liability for the long term service award was a discount rate of 2.9% and a salary escalation rate of 3.0%. The most recent actuarial valuation was done on December 31, 2021. During the year the College settled this benefit with its employees.

	2022	2021
Defined benefit obligation	\$ -	\$ 336,796
Fair value of plan assets	-	-
Net defined benefit liability	<u>\$ -</u>	<u>\$ 336,796</u>

The College also has a Canadian defined contribution plan under which both the College and employees make contributions. College contributions and corresponding expense totaled \$294,708 in 2022 (2021 - \$157,344).

### 12. HONORARIA

The members of the College's Council and other committees receive honoraria payments in accordance with approved rates, for involvement with College activities. These honoraria payments have been reflected in the financial statements.

### 13. RELATED PARTY BALANCES AND TRANSACTIONS

Included in cost of services is a contribution to the Fredrickson McGregor Education Foundation of \$22,750 (2021 - \$24,656) for the year (see schedule 2).

Included in the Endowment Fund is investment earnings of \$nil (2021 - \$170,000) donated to the Fredrickson McGregor Education Foundation.

These balances arose in the normal course of operations and is measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

The College administers the operations of the Fredrickson McGregor Education Foundation without charge.



## COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA

### Notes to Financial Statements Year Ended December 31, 2022

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#### 14. COMMITMENT

The College operates from leased premises under a long term lease to October 31, 2027. The minimum lease payments required are as follows:

2023	\$	212,211
2024		212,211
2025		212,211
2026		212,211
2027		176,843

The College is also required to make monthly payments for its proportionate share of operating costs on the leased premise.

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#### 15. SUBSEQUENT EVENT

Bill 46, the Health Statutes Amendment Act, 2020 received royal assent on December 9, 2020. It updated the health legislation to improve governance and accountability with respect to the health-care system and health professionals in the Province of Alberta. The most significant amendment that will have an impact on the College is Section 105 which states that Health Care Aides will be recognized as a regulated profession governed by the College which will be renamed the College of Licensed Practical Nurses and Health Care Aides of Alberta.

The College is also impacted by Section 73 of Bill 46 which relates to the cease and divestment of Colleges from association responsibilities. This cessation and desolution must occur by April 1, 2023. In response the College will undertake a plan to identify all association functions it currently performs and shift their functions such that they are regulatory in nature.

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#### 16. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA**

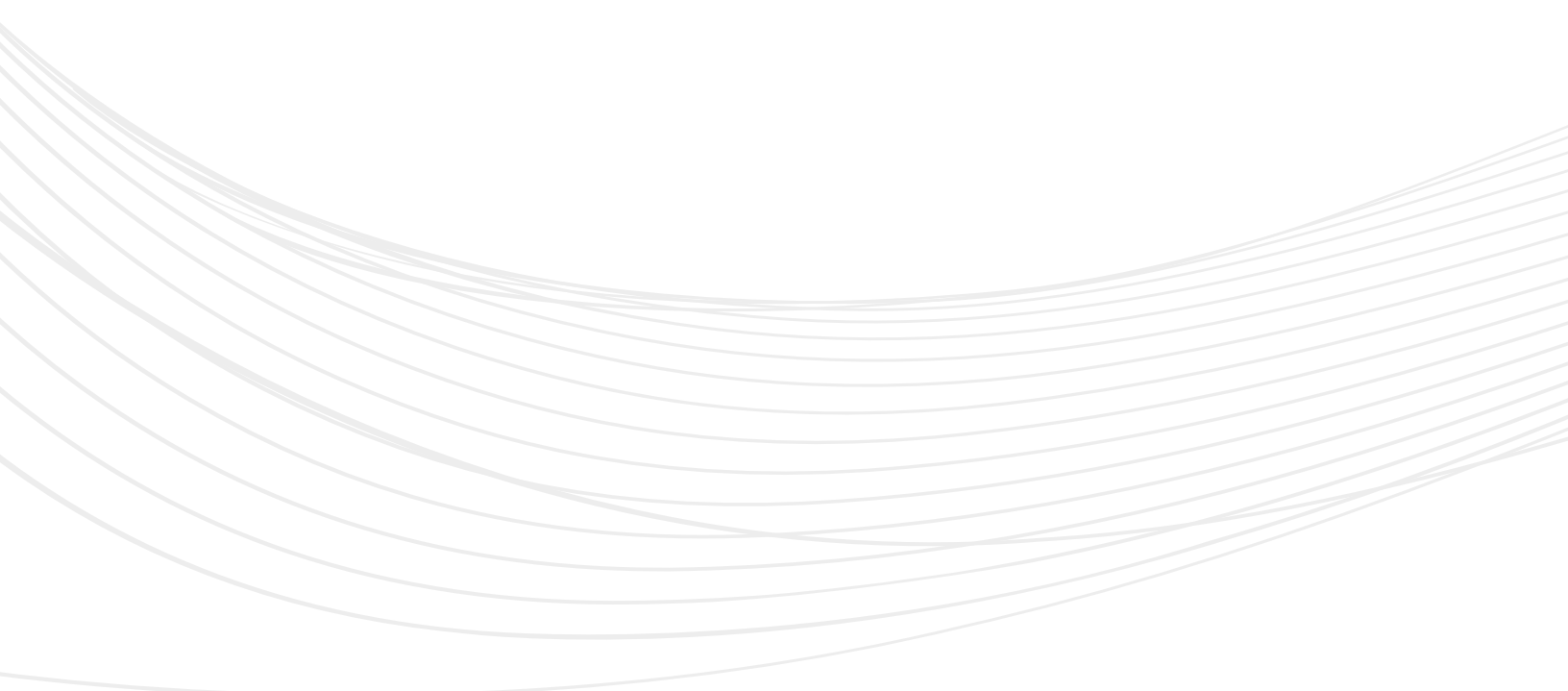
**Schedule of Personnel Costs (Schedule 1)**  
**Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Personnel costs</b>		
Salaries	\$ 3,721,992	\$ 3,161,203
Employee benefits	514,524	464,072
Casual help	64,278	190,545
Education	40,087	34,148
Agency fees	9,269	25,510
	<b>\$ 4,350,150</b>	<b>\$ 3,875,478</b>

**COLLEGE OF LICENSED PRACTICAL NURSES OF ALBERTA**

**Schedule of Cost of Services (Schedule 2)**  
**Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Cost of Services</b>		
Council	\$ 163,615	\$ 149,044
Newsletter	33,146	76,593
Malpractice insurance	106,842	103,640
Political and public relations	15,942	6,637
Linkage to membership	28,453	20,076
Member education development	3,600	17,463
Research	13,169	21,466
Conduct fees	277,406	207,043
Contribution to Fredrickson McGregor Education Foundation ( <i>Note 13</i> )	22,750	24,656
Committee costs		
National examinations	694,921	355,399
Investigation	369,339	306,031
Hearing tribunal	56,566	69,610
Education standards	69,051	29,448
Complaints review	7,932	-
Registration and competency	63,915	11,514
	<b>\$ 1,926,647</b>	<b>\$ 1,398,620</b>



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