

# ANNUAL REPORT

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**May 2016**

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**THE 76<sup>th</sup> ANNUAL GENERAL  
MEETING OF THE NOVA SCOTIA  
ASSOCIATION OF MEDICAL  
RADIATION TECHNOLOGISTS**

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Notice is hereby given to the membership of the Nova Scotia Association of Medical Radiation Technologists that the 76th Annual General Meeting of the Association will be held Sunday, June 12th, 2016 at 1200hrs at the World Trade and Convention Centre in Halifax, Nova Scotia. Those in attendance are reminded that they are not eligible to vote at the AGM if they are not registered active members of the Association.

The following pages contain the Annual Reports of the Executive and the committees of the NSAMRT. Please bring your own copy of the Annual Report with you to the AGM. The report is available in electronic format on the NSAMRT website and will be displayed electronically during the annual meeting.

Please note, due to the ongoing financial review and consultant process at the time of this publication, it was not feasible to include the Budget and Income Statements in this report. In order to provide the rest of the reports in a timely manner, it was decided to send the majority of the reports as the 2015-2016 Annual Report and send the remaining documents to the membership as soon as they become available.



Megan Brydon, BHSc RTNM

President, NSAMRT

**AGENDA**

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**Nova Scotia Association of Medical Radiation Technologists  
76<sup>th</sup> Annual General Meeting, June 12, 2016**

1. Call to Order.
2. President's Welcome and Approval of Agenda.
3. Approval of Minutes NSAMRT 75<sup>th</sup> AGM.
4. Business Arising from the Previous Minutes.
5. Annual Reports
  - 5.1 Executive Council
    - 5.1.1 President's Report
    - 5.1.2 Director's Report
    - 5.1.4 Registrar's Report
    - 5.1.5 Student Secretary's Report
  - 5.2 Member Services Committee Reports
    - 6.2.1 Education Committee Report
    - 6.2.2 Communications Committee Report
  - 5.3 Regulatory Committee Reports
    - 5.3.1 By-Laws Committee Report
    - 5.3.2 Credentials Committee Report
    - 5.3.3 Nominations Committee Report
    - 5.3.4 Policy and Procedures Committee Report
    - 5.3.5 Professional Conduct Committee Report
  - 5.4 Finances
    - 5.4.1 Treasurer's Report
    - 5.4.2 2016-2017 Budget
    - 5.4.3 Income Statements
6. New Business
7. 77<sup>th</sup> Annual NSAMRT AGM location
8. Adjournment

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**NSAMRT EXECUTIVE COUNCIL AND COMMITTEE CHAIRS  
2015-2016**

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***Executive Council***

President – Megan Brydon MSc(c), BHSc, RTNM [megan.brydon@iwk.nshealth.ca](mailto:megan.brydon@iwk.nshealth.ca)  
Past President – Patricia Munro, BHSc, RTNM [patricia.munro@nshealth.ca](mailto:patricia.munro@nshealth.ca)  
Vice President – Jonathan Bower BHSc, RTNM [jonathan.bower@nshealth.ca](mailto:jonathan.bower@nshealth.ca)  
CAMRT Director – Karren Fader BHSc, RTNM, CRPA(R) [karren.fader@dal.ca](mailto:karren.fader@dal.ca)  
Registrar – Chrissy Gamache BHSc, RTR [chrissy.gamache@iwk.nshealth.ca](mailto:chrissy.gamache@iwk.nshealth.ca)  
Treasurer – Dave MacAloney, BSc(MRS), RTT [dave.macaloney@nshealth.ca](mailto:dave.macaloney@nshealth.ca)  
Secretary – Carla Mclemens, BHSc, RTR [carla.mcmemens@nshealth.ca](mailto:carla.mcmemens@nshealth.ca)  
Membership Services – Krista MacInnis BHSc, RTR [krista.macinnis@cdha.nshealth.ca](mailto:krista.macinnis@cdha.nshealth.ca)

***Member Services Committee Chairs***

Education – Jennifer Sperry RTNM [jennifer.sperry@nshealth.ca](mailto:jennifer.sperry@nshealth.ca)  
Communications – Krista MacInnis BHSc, RTR [krista.macinnis@nshealth.ca](mailto:krista.macinnis@nshealth.ca)

***College Committee Chairs***

By Laws – Sherry Chauder BSc, RTR, RDMS, CRGS, [sherry.chauder@dal.ca](mailto:sherry.chauder@dal.ca)  
Credentials – Lisa Bonin BHSc, RTNM [lisa.bonin@nshealth.ca](mailto:lisa.bonin@nshealth.ca)  
Nominations – Carol-Anne Davis BSc, MSc, RTT, ACT [carol-anne.davis@nshealth.ca](mailto:carol-anne.davis@nshealth.ca)  
Policy and Procedures – Julie Avery MHA, BHSc, RTNM, CTIC [julieavery@namrt.ca](mailto:julieavery@namrt.ca)  
Professional Conduct – Jonathan Bower BHSc, RTNM [jonathan.bower@nshealth.ca](mailto:jonathan.bower@nshealth.ca)

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**NOMINATIONS TO THE NSAMRT EXECUTIVE COUNCIL**

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The NSAMRT has the following positions to fill:

**3 Executive Council Positions** – 2-Two Year Terms, 1-One Year Term

This year saw the transition to electronic voting, allowing all members the opportunity to vote. Results of the Election will be ratified at the 76<sup>th</sup> AGM, Sunday June 12<sup>th</sup>.

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## PRESIDENT'S REPORT

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This year marked one of transition for the NSAMRT as we move forward as a profession. Evolution and change are the nature of a volunteer board. This year in particular was marked with many changes, and areas for learning. We participated in a number of initiatives and collaborations with the Nova Scotia Regulated Health Professions Network (Network), the Alliance of Medical Radiation Technologists Regulators of Canada (Alliance), the Canadian Association of Medical Radiation Technologists (CAMRT) and the Canadian Network of Agencies for Regulation (CNAR).


The need for improved communication pathways between the executive council and the membership was a key feedback message we heard this year. Going back to the drawing board, a communications strategy was developed in response to this need. Recently, the communications committee conducted a survey of members to determine the communication platform preferred by membership.

In November, at the Fall Education Day for MRT week, the NSAMRT held a townhall meeting with our legal counsel Marjorie Hickey in attendance to answer any questions that arose. [You can find a detailed list of frequently asked questions \(FAQs\) on our website.](#)

In addition to the communication strategy, we received another key feedback message regarding involvement and outreach to empower members across the province to participate in meetings and education. We've begun investing in platforms that will allow us to deliver materials and provide opportunities for participation in an online space. We're kicking off our first electronic election this year, allowing for all members to nominate and vote for members online. Also, we are investigating platforms for virtual meetings that can be used by our committees as well as for townhall sessions, AGMs, and education. Along with the platform itself, we are working to develop policies for conducting official business via an online forum.

Strategic Plan Update:

One year into our strategic plan, we are well underway.

	<p><b>Achievements</b></p>
<p><b>Marketing and Communication</b></p>	<ul style="list-style-type: none"> <li>- Electronic Voting</li> <li>- Membership survey</li> <li>- E-blast updates</li> <li>- Webinar &amp; Virtual meeting platform</li> <li>- Communication strategy</li> <li>- Ongoing outreach roadshow</li> </ul>
<p><b>Operational Framework</b></p>	<ul style="list-style-type: none"> <li>- Review of current committee structure and needs</li> <li>- Governance and operational guidelines preparation</li> </ul>
<p><b>Sustainability</b></p>	<ul style="list-style-type: none"> <li>- Hired an Executive Director</li> <li>- Continued volunteer support &amp; education</li> <li>- Improved financial sustainability</li> <li>- Mentorship planning</li> <li>- Collaboration with PEIAMRT, NBAMRT &amp; NLAMRT</li> </ul>
<p><b>Enhance Research Capacity</b></p>	<ul style="list-style-type: none"> <li>-Initial planning &amp; Brainstorming</li> <li>-Linking with existing content and resources</li> </ul>

Hiring an executive director, Julie Avery, was a significant step in building the capacity and organizational memory of the NSAMRT. Starting in February, Julie has been hard at work in her new role. Having an executive director will enable the NSAMRT to be more responsive to the membership, the public, and participate in important work at both the provincial and national levels.

Thank you to all of our tireless volunteers who donate their time to the NSAMRT. Your continued contributions are invaluable. Please keep your eyes open for upcoming opportunities. A call for volunteers will be going out in the early summer, following the AGM.

Hosting the CAMRT 74<sup>th</sup> Annual General Conference here in Halifax, Nova Scotia is an exciting opportunity to network, collaborate and learn with our colleagues from across the country. I hope to see you at there!

Respectfully submitted,



Megan Brydon, BHSc RTNM

President, NSAMRT

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## CAMRT DIRECTOR'S REPORT

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### New Corporate Website

One of the biggest landmarks of 2015 was the re-launch of the new public website ([www.camrt.ca](http://www.camrt.ca)) with a fresh new look based on our new logo, new content and an improved search feature.

### A Host of New Online Continuing Professional Development Resources

Online interactive platform: We have begun transitioning our distance learning continuing professional development program from a .pdf format to a fully interactive online platform, in concert with a leading learning management system provider, to enhance learning and engagement. By year-end we anticipate having 5 full-length courses and 6 Quick Self Studies available on the new platform. The migration will continue over the next few years.

Virtual programming: Beginning in 2015, content from our conferences is available through video recordings of the sessions, which are accessible to members on our website. In addition we successfully piloted a new webinar series called Practice Insights, which was made up of ten webinars throughout the year focusing on a variety of exciting and relevant MRT topics. Both are eligible for CPD credits and will be expanded going forward.

CPD Repository: In response to several requests from our partner provincial organizations, CAMRT recently launched an online CPD Repository, which is a searchable listing and link to hundreds of CPD courses available nationally, related to the MRT profession. The site includes a variety of filters so users can easily find what they want by location, format, topic of interest etc.

New CPD Courses: Several new CPD courses or programs were added this past year (in the original .pdf format), including a PET/CT Certificate Program, 2 full-length courses (PET Theory & PET/CT Applications and Sectional Anatomy 1) and 4 Quick Self Studies (Reviewing Patient Education Skills in the Clinical Environment, Applications of Medical Laboratory Tests in Nuclear Medicine-Renal System, Gynaecological Cancers and Respiratory Gating). Check out CAMRT's full CPD program catalogue and benefit from the member rate at a 50% discount!  
<http://www.camrt.ca/professional-development/>



## Expanding Support & Opportunities to Members

CAMRT expanded its offering of services to members in 2015 quite substantially. Adding to its existing opportunities like the Leadership Development Institute and ELIIT Research academy, CAMRT developed the New Leaders Program – a program designed for MRTs who have taken on leadership roles or are looking towards entering leadership roles within the MRT clinical setting.

CAMRT also entered into a partnership with Rad-Aid, an international development agency dedicated to helping promote and improve medical imaging in the development world. Through this new partnership, CAMRT members will be able to volunteer to share their professional expertise; two CAMRT members will contribute to a mission in Arusha, Tanzania this year.

## Strength Through Collaboration

Much of the strength and influence of CAMRT comes through our valued collaborations with our MRT provincial organization partners, and as well with organizations at the national and international levels, such as the Health Action Lobby (HEAL), the Canadian Partnership for Quality Radiotherapy (CPQR), the Medical Imaging Team, and the International Society of Radiographers and Radiological Technologists (ISRRT). Important new collaborations that commenced in 2015 and are ongoing include a collaboration to ensure continued, quality accreditation of MRT education programs; a collaboration of stakeholders in medical imaging called Canada Safe Imaging; and an exciting new collaboration with Rad-Aid, as mentioned above.

## Steering Evolving MRT Practice

Medical Radiation Technology is a fast-evolving field and profession, and CAMRT is dedicated to ensuring that MRTs are prepared for what the future holds. Already down the path of advanced practice in radiation therapy, CAMRT is now also studying advanced practice in medical imaging, which started with a series of in-depth focus groups across the country last year.

CAMRT's vision for the future has sharpened in the past year, thanks to several initiatives we've implemented to propel us forward. These include the Future Technologies Advisory Council, bringing industry leaders and members involved in technology innovation together to keep CAMRT and its partner organizations abreast of technological changes, and building on the 2013 Symposium on the Future of Education, a framework that anticipates a world of multidisciplinary knowledge and practice is emerging.

## A New Strategic Plan

2015 was also marked by the completion and adoption of a new strategic plan. The plan lays out the strategic direction for CAMRT for 2015 to 2018. It is built on the following five pillars:

- . Transforming Education
  - . Evolving Practice
  - . Quality of Care
  - . Evidence & Knowledge
  - . Membership Value
- Promoting the MRT Profession

## May 2016

Promoting the MRT profession is an important ongoing responsibility of the CAMRT.

Throughout the year, CAMRT takes opportunities to promote the profession of medical radiation technology with healthcare stakeholders, healthcare peers and the public.

The Image of Care website (<http://imageofcare.ca/>) exists for this purpose. 2015 was a year of significant growth in traffic for the site.

In 2015, CAMRT also launched the NOD video, which provides an excellent portrayal of the profession to be used to educate the public and others about what we do.

And of course, MRT Week, which is the flagship event for promotion of the profession year over year. For MRT Week 2015, MRTs celebrated members' professionalism in their role as the Essential Link between compassionate care and advanced technology. During MRT Week, CAMRT sent materials to support more than 500 sites across the country. Its media campaign reached hundreds of thousands of Canadians and drew thousands to the Image of Care site over MRT week.

### Upcoming Events

The 2016 CAMRT Conference in beautiful Halifax is fast approaching. We encourage you all to come and join us this June for an excellent educational program and a chance to meet and collaborate with your MRT peers from across the country.

Visit our conference site: <http://www.camrt.ca/agc/> for more information and to register.

The same is true for Ottawa in 2017. Join CAMRT as it celebrates its 75th Annual General Conference and as Canada celebrates its 150 year anniversary. The city of Ottawa will be abuzz with excitement and celebrations of all kinds throughout the year.

With a BIG THANKS to all our volunteers

Behind all the success of CAMRT are the members – HUNDREDS of volunteers!

- . Exam writers and reviews
- . Committee, council and task force members
- . Conference organizers
- . MRT Week event planners
- . Brand champions
- . Newsletter contributors
- . Course writers and instructors

Thank you to all who give your valuable time and effort in support of the association and your profession. Please don't hesitate to contact the CAMRT if you are interested in volunteering!

Respectfully Submitted,  
Karren Fader BHSc, RTNM, CRPA(R)  
CAMRT Director

REGISTRAR'S REPORT

As of March 10th, 2016 there were 657 Active registrants of the Nova Scotia Association of Medical Radiation Technologists. This is an increase of 52 from last year's membership total of 605. We saw 16 transfers in and 12 transfers out. We also currently have 77 Student members.

Presently, there are 12 members out on leaves of absence. This year also saw 17 members retire. The average age of MRT's is 44yrs, with 34% of members over the age of 50.

The Active Membership sorted by primary area of practice is as follows:

RTR.....	388
RTT.....	77
RTNM.....	52
RTMR.....	38
DMS.....	11
Other (Management, PACS, Education).....	75

I continue to work closely with Pathfinders to improve our online registration/renewal process. Early in 2016 saw the exciting transition of the Registrar, Pathfinders and the new Executive Director, Julie Avery, collectively managing the many registration responsibilities; with Julie being the main contact.

I would like to reiterate the importance of reporting your information correctly, and in its entirety. Such data collection is vital to the profession and benefits *everyone*.

As we move forward, it is imperative that we begin using individual NS License #s *in addition* to CAMRT Membership #s. You will need to use and remember this new NSAMRT # beginning in the fall of 2016. You can find your NSAMRT# on our website, in the list of Active NSAMRT Registrants for 2016.

New this year, a policy was established to allow for reimbursement of NSAMRT dues to those that have left the Association part way through the year. This includes transfers, retirements and parental/medical leaves of absences and will be back-dated to January 2016. \*CAMRT dues (\$220) will not be reimbursed.

The option of credit card payment for annual dues continues to be very well received, with 93% of registrants selecting this method in 2015, which is a large increase of 29% from last year. However, this can be linked to the portion of this year's new dues rate that was not included in payroll deduction.

Registrants who did not renew their license have been removed from active status with the NSAMRT and the CAMRT. These registrants no longer have personal liability insurance and must apply for reinstatement in order to practice. It should be noted that at this time there are no administration/reinstatement fees.

If you plan to retire or go on a LOA, please remember to complete the resignation form ([www.nsamrt.ca](http://www.nsamrt.ca))

All new and returning members must complete the full registration process *before* beginning to practice. Practicing as an unregistered MRT is in violation of provincial law and is subject to penalty or prosecution under the Medical Radiation Technologists Act cited as R.S.N.S., 1967 Chapter 180.

## May 2016

Names of all NSAMRT registrants for 2016 have been posted on our website and will be updated throughout the year. Providing this list is in keeping with transparency for the public and works to assure employers that their employees are registered MRTs.

Reminder: please notify NSAMRT via email ( [info@nsamrt.ca](mailto:info@nsamrt.ca) ) of any change of name or address, as well as your plans to retire, transfer, or go on maternity or medical leave.

\*It is essential that we have the correct email address for you. You can update your account through the link found in your annual registration *confirmation* email.

Respectfully Submitted,  
Chrissy Gamache BHSc, RTR  
Registrar

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**STUDENT SECRETARY'S REPORT**

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There are currently **77 MRT students** registered in the QEII/Dalhousie Health Sciences Degree Program. 2 of these 4<sup>th</sup> year RTR students and 1 DMS grad are also in the new MRI program. The 77 students are sorted as follows for the 2015-2016 year:

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>4<sup>th</sup> Year</b>
Radiological Technology	12	13	12	11
Nuclear Medicine Technology	8	6	10	5
Magnetic Resonance				3

**CAMRT Certification Examinations 2015**

**January 2015**

Two Magnetic Resonance candidates challenged the exam successfully.  
One International Radiological Technology candidate, “no show”.

**May 2015**

Ten Radiological Technology candidates challenged the exam. All were successful.  
One International Radiological Technology candidate challenged the exam, unsuccessfully.  
Two Nuclear Medicine candidates challenged the exam successfully.  
Three Radiation Therapy candidates challenged the exam successfully.

**September 2015**

Five Magnetic Resonance candidates challenged the exam. Two were successful.  
Two Radiological Technology candidates challenged the exam. Neither were successful.  
One International Radiological Technology candidate challenged the exam successfully.

**January 2016**

Five Magnetic Resonance candidates challenged the exam successful. Four were successful.  
One Radiological Technology candidate challenged the exam successfully.

**March 2016 (January Rewrite Option)**

One Magnetic Resonance candidate challenged the exam successfully.

***CONGRATULATIONS TO ALL SUCCESSFUL CANDIDATES!!!***

\*\*NSAMRT students who remain with us as technologists will have \$50 credited to their dues upon registration. Student CAMRT#s will remain as the grad’s CAMRT Membership #.

Respectfully Submitted,  
Chrissy Gamache BHSC, RTR  
Student Secretary

May 2016

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## EDUCATION COMMITTEE REPORT

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**Committee Chair:** Jennifer Sperry RTNM

**Members:**

Carla McClemens BHSc, RTR  
Erin Lushman BSc, DHSc, CRGS  
Cheryl Anderson RT  
Julie Avery MHA, BHSc, RTNM, CTIC  
Julie Dompierre BHSc, RTR  
Natasha Warrick RTNM

**Achievements:**

- Organized and delivered fall education session in Nov 2015 with record attendance.
- Supported Valley Regional host committee in delivering spring AGC in New Minas in April 2015.

**Concerns/Issues:** Committee would like to recruit two new members to represent radiological technology and MRI disciplines..

**Current Work:**

- Creation of new awards program.
- Development of information package to assist host committee with planning of AGC.
- Planning of fall education at Best Western on Nov. 5<sup>th</sup> 2016

**Future Work:** Supporting host committee with organization of Spring 2017 AGC.

Respectfully Submitted,  
Education Committee

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**COMMUNICATIONS COMMITTEE REPORT**

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**Committee Chair:** Krista MacInnis BHSc RTR

**Members:**

BeckyAnne Brydon BPR Public Member  
Elise LeBlanc BHSc, RTR, CTIC  
Jennifer Bourque MSc,RTT, BSc, BScH  
Krista Simpson RDMS  
Nichole Smith BHSc, RTNM

**Meeting Dates:**

October 22, 2015, October 27, 2015, November 14, 2015, January 27, 2016, February 23, 2016

**Achievements:** The Communications Committee has been working hard over the past year. We have expanded our advertising for MRT week to online media sources, worked on developing communication strategies for NSAMRT, chosen a new logo for the college and have been working closely with BitsCo to develop our new website.

**Concerns/Issues:** Our concerns continue to focus on finding the best method to get information out to membership in the most effective way, as well as preparing for our new relationship with the public as we transition into a self-regulatory body.

**Current Work:** The Committee is hard at work developing surveys for the membership so that we may streamline our methods of communication. We are also working on content and design for the new college website. As always the group is updating our current website, sending out E-blasts and writing blog posts to keep the membership up to date with news and events.

**Future Work:** We hope to create a functional communications strategy that can be adapted by all committees working with the NSAMRT to make both internal and external communication as simple and effective as possible.

Respectfully Submitted,  
Krista MacInnis BHSc RTR  
Communications Committee Chair

May 2016

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## **BY-LAWS COMMITTEE REPORT**

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**Committee Chair:** Sherry Chauder, BSc RTR RDMS CRGS

**Members:**

Brandon Hardy BHSc, RTNM, CRPA(R)  
Catlin Dent BHSc, CRGS  
Colleen Keoughan RTR, RDMS, RDCS, CRGS, CRCS-AE  
Greg MacLean BSc, RTMR  
Jonathan Murphy BSCh, BHSc, RTNM  
Krista MacInnis BHSc, RTR  
Patricia Munro BHSc, RTNM

**Meeting Dates:**

March 30/16

**Achievements:** The Bylaws Committee submitted the draft of the bylaws to the Board for review.

**Concerns/Issues:** none.

**Current Work:** The committee is working on editing the draft of the bylaws based on feedback from the Board.

**Future Work:** The committee will finalize the draft and submit it to the Board for approval. The bylaws will then be submitted to Marjorie Hickey, legal counsel, for feedback and revisions.

Respectfully Submitted,  
Sherry Chauder BSc, RTR, RDMS, CRGS  
By-Laws Committee Chair



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**CREDENTIALS COMMITTEE REPORT**

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**Committee Chair:** Lisa Bonin BHSc, RTNM

**Members:**

Carol Gillis MAEd, BHSc, RTR, CRGS, CRCS, CRVS

Chrissy Gamache BHSc, RTR

Dave McAloney BMRSc, RTT

Pearl Duffy BHSc, RTR, RTMR

**Meeting Dates:**

February 10, 2016, June 23, 2015, March 19, 2015

**Achievements:** This year we made significant progress with our continuing professional development (CPD) framework. As a committee we decided that our format should be reworked to closely resemble that of Sonography Canada's. The committee members have reworded the document to allow for terminology which will be inclusive for all disciplines regulated by the college. Suggestions for improving the depth of the preamble were also made. It is anticipated that the document will be sufficiently edited within the next 6 months.

We have determined that the most favourable format for our professional designations should be MRT(discipline) and DMS(credential). As CMRTO trademarked this protected title, NSAMRT obtained consent from them for its use.

**Concerns/Issues:** Recruitment process for replacement of outgoing committee members.

**Current Work:** CPD framework and pre-amble, College's position on stand-alone CTs done by non-accredited practitioners, Jurisprudence education/certification module for college members.

**Future Work:** Requirements for: Return to practice and Change in practice area

Respectfully Submitted,  
Lisa Bonin BHSc, RTNM  
Credentials Committee Chair

May 2016

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## NOMINATIONS COMMITTEE REPORT

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**Committee Chair:** Carol-Anne Davis MSc, BSc, RTT, ACT

**Members:**

Jennifer Sperry RTNM  
Emily Friars BHSc, RTR  
Natasha Warwick RTNM  
Shelley Cahill CRGS  
Chris Rodgers RTR

**Meeting Dates:**

Oct 2015, Mar 2016, Apr 2016

**Achievements:**

- Recruited for and successfully filled board vacancies/election during the 2015 NSAMRT AGM
- Developed a process for electronic voting, including sourcing out potential vendors
- Selected vendor for electronic voting (Simply Voting) and ensured that NSAMRT signed contract to formalize the partnership for 2016 election process
- Advertised and recruited for upcoming board vacancies (3 positions) for 2016 election
- Prepared for and ran 2016 election process via electronic ballot system
- Advertised and recruited for open volunteer positions (for various NSAMRT committees with vacancies)

**Current Work:**

- 2016 Election process
- Develop forms and P&Ps relevant to election and recruitment activities

**Future Work:**

- Establish a key contact list that the Nominations Committee can use when recruiting/ approaching potential candidates from around NS and in each discipline.

Respectfully Submitted,  
Carol-Anne Davis BSc, MSc, RTT, ACT  
Nominations Committee Chair

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**POLICY AND PROCEDURE COMMITTEE REPORT**

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**Committee Chair:** Julie Avery MHA, BSc, RTNM, CTIC

**Committee Members:**

Amy Munro BHSc, CRGS

Corrina Doary CRGS

Jan Gilby BSc, CRGS

**Meeting Dates:**

June 3<sup>rd</sup> 2015, Oct. 14<sup>th</sup> 2015, April 18<sup>th</sup> 2016

**Achievements:** The policy and procedures committee was able to finalize two policies and draft five policies that are awaiting final board approval.

**Concerns/Issues:** One committee member moved to finance committee due to Executive Council needs. Two members left due to personal commitments. Committee requires two additional members, preferable with radiography, therapy or MRI background.

**Current Work:** Committee is currently working on finalizing five policies.

**Future Work:** This year the committee would like to complete guidelines for policy formation for other committees and develop and finalize approximately 8 other policies/position statements dealing with privacy, registration, refunds, Imaging informatics membership and executive council responsibilities.

Respectfully Submitted,  
Julie Avery, MHA, BSc, RTNM, CTIC  
Policy and Procedure Committee Chair

May 2016

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## PROFESSIONAL CONDUCT COMMITTEE REPORT

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**Committee Chair:** Jonathan Bower, BHSc, RTNM

**Committee Members:**

Burt Langille RTR, ACR

Jenny Jones BHSc, RTNM

Kelly Lawrence RTR

Louise Lewis BSc, CRGS, CRVS

Raymond Wright BSc, RTT

**Meeting Dates:**

June 2015, Multiple electronic meetings

**Achievements:** As a group the PCC has been working on the first draft of a Standards of Practice document. This document will act as a guide for NSCMIRTP registrants to ensure they are practicing in a safe and effective manner. Members of the PCC have also participated in workshops with the NSAMRT including the 2<sup>nd</sup> Annual Volunteer Education Session: *Advocacy and Communication in Leadership*, Session. PCC members have also attended an investigative report writing session in April 2016. The PCC has been called upon to review investigative findings in professional misconduct.

**Concerns/Issues:** The creation of a SOP document requires extensive work and specialized expertise. The NSAMRT is investigating possibility of collaboration with MRT Associations from around Atlantic Canada.

**Current Work:** Work continues on the Code of conduct and Standards of Practice documents.

**Future Work:** The creation of procedural guidelines for conduct trials.

Respectfully Submitted,  
Jonathan Bower BHSc, RTNM  
Professional Conduct Committee Chair

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**FINANCE COMMITTEE REPORT**

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**Committee Chair:** Dave McAloney, BSC(MRS), RTT

**Committee Members :**

Megan Brydon, MSc(c), BHSc, RTNM  
Patrica Munro BHSc, RTNM  
Julie Avery BSc, MHA, RTNM, CTIC  
Catherine Gunn MBA, BSc, RTR  
Kelly Maloney RTNM

**Meeting Dates:**

September 10/2016  
February 29/16

**Achievements:** In our second year of the finance committee we have achieved multiple goals. The new dues structure for 2015-16 provided the income to hire an executive director which is part of our strategic planning initiative. Due to increasing budgetary concerns and issues we have also procured a financial consultant through Coldwell and Associates. This year's budget was created with an emphasis on providing financial stability, accountability and transparency to our members.

**Concerns/Issues:** The new dues rate has improved our operating budget significantly. In order to ensure clarity and transparency in our budgeting and reporting, being fiscally responsible and accountable to the membership, we are adjusting our reporting to demonstrate the purpose of changes and rationale for anticipated expenditures. It was decided that consulting a financial advisor would help us to achieve this goal. Stephanie Coldwell of Coldwell and Associates has been contracted to consult on financial policy development and governance. The financial policy workshop includes a 3 year financial review.

**Current Work:** In consultation with Grant Thornton, and a senior specialist at CRA, it was determined that we aren't required to file any particular declaration of not for profit status with CRA, but that a business number is required for payroll deductions for our executive director.

**Future Work:** This was a significant year for the finance committee. The new dues rate has allowed us to hire an executive director, and build a sound financial future for the NSAMRT. Our upcoming dues will allow us to build our special projects, contingency and legal fund. The budget has gone through significant changes as the NSAMRT evolves in preparation of proclamation. Our future dues structure will be drafted to ensure the NSAMRT remains sustainable, and financially viable.

Respectfully Submitted,  
Dave MacAloney, RTT  
Finance Committee Chair

May 2016

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**2015 ANNUAL GENERAL MEETING MINUTES**

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NSAMRT Annual General Meeting

April 11th, 2015

New Minas, Nova Scotia

J.Avery designated as parliamentarian. Bourinot's rules of order followed.

**Approval of the Minutes of the 2014 NSAMRT Annual General Meeting**

C.Grandy moves to accept the Minutes, J.Sperry seconded. Motion approved.

**Approval of the Minutes of the 2014 NSAMRT Fall Education Session**

C.Davis moves to accept the Minutes, J.Murphy seconded. Motion approved.

**Approval of the Committee Reports**

C.Gunn moves to accept the Reports en mass, K.Aucoin seconded. Motion approved.

**Presidents Report**

*P.Munro present. No questions.*

**Director's Report**

*K.Fader present. No questions.*

**Registrars Report**

*C.Gamache Present. No questions*

**Student Secretary Report**

*C.Gamache Present. No questions*

**Education Committee Report**

*J.Sperry present. No questions*

**Communications Report**

*M.Sponagle is present. No questions.*

**Bylaws Committee Report**

*S.Chauder is present. No questions.*

**Credentials Committee Report**

*K.Fader is present. No questions.*

**Nominations Committee Report**

*C.Davis is present. No questions.*

**Policy and Procedures Committee Report**

*J.Avery is present. No questions.*

**Professional Conduct Committee Report**

*J.Bower is present. No questions.*

**Finance Committee Report**

*M.Brydon is present.*

*There is now a Finance Committee, with public members including an accountant. We are now using best accounting practices and have created a balanced budget.*

*M.Sponagle moves to approve the Financial Report, J.Avery seconded. Motion approved.*

***Approval of the Budget***

*C.Davis moves to accept the budget, C.Gunn seconded. Motion approved.*

*M.Brydon: Our costs at Pathfinders went over budget. We expect this will not be the case going forward which is why we have not increased the budget, the over spending was due to having meetings with Pathfinders to streamline operations.*

*Education was over budget, this is due to restructuring the committee and finding a new chair. Doing this later in the year meant that there was less time to plan the Fall Education Session and that we had to book what was available and not necessarily what would be a good deal financially. Now that the committee is formed this should not be an issue going forward.*

*Committee budgets are not being increased, the high amount spent by committees is due to having them start up, and the need for initial face-to-face meetings with members travelling to attend. We expect lowered costs going forward, especially with expanding our use of online meeting platform to reduce meeting and travel costs.*

*C.Gunn: There is a huge amount going to credit card fees. With the new Health Authority will there be a better hope to have payroll deduction across the board?*

*M.Brydon: We are hopeful, though we don't know how it will work out. We will not charge anyone using credit cards an additional fee to cover these costs.*

*C.Gamache: We hope more employers will get on board with deductions going forward.*

***Open Discussion***

*P.Munro: The joint Board of NSAMRT and NSSDMS met in February to develop a strategic plan, which is still in process. Our initiatives are marketing and communication, creating an operational framework, increasing research capacity and finally sustainability.*

## May 2016

M.Brydon: The plan is to hire an executive director in 2016. We have looked at our finances and in order to do this there will have to be a dues increase when the notice comes out in September. We are working with a Human Resources consultant to determine what we want in an employee and how to set a salary. We are not prepared to give an amount at this time, it will be a vetted process and we don't want to compromise our financial health or guess at what the costs will be because we truly don't know at this point.

We have been working with NSSDMS to be able to share costs for the college, we will be splitting the cost when we hire a company to build a new website for the college.

*Will it be a full time position?*

Eventually it will, but to start off we are planning for it to be a 0.5 position. Right now we are working hard every week and there are opportunities we are missing out on that we don't have time for and need a staff person to be able to represent us at different tables and take some of the workload off of the volunteers

*Does the membership need to vote on a dues increase?*

Historically we would send the increase out to members for a vote as a courtesy, but ultimately it is a Board decision. We did not get to send this out for a vote. It was decided during the strategic plan meeting that we need to hire an ED for the upcoming year and we feel that it is the best plan for our organization moving forward.

*Will ultrasound be contributing to this?*

We don't know how that will plan out yet, it will be part of the HR process. We are acting as a joint Board but the finances are still separate.

*Is there a possibility of sharing an ED?*

There is a potential for sharing resources with other colleges, this is something we will be discussing with the HR consultant. We are working hard to make this process the most financially responsible it can be but we don't know what this process will look like and we want to make sure we are carefully selected the person who will be hired.

### **Election of Officers**

*There are 56 voting members present. There are two executive positions available as well as the President's term to fill.*

*President*

*M.Brydon has been nominated for President and has accepted.*

*Call for nominations from the floor for President three times.*

*No nominations from the floor, M.Brydon has been elected by acclamation.*

*Executive Position*

*There are now three executive positions available.*

*K.MacInnis is reoffering.*



## ANNUAL REPORT

*Call for nominations from the floor occurred three times.*

*No nominations from the floor.*

*C.Dent and S.Chauder will be scrutineers.*

*K.MacInnis, D.McAloney and C.McClemens have been elected.*

Respectfully Submitted,  
Krista MacInnis, BHSc, RTR  
NSAMRT Secretary

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## 2015 FALL EDUCATION SESSION FAQs

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### NSAMRT TOWN HALL MEETING FAQs

**November 7, 2015**

***How does NSAMRT benefit members?***

The Act which governs NSAMRT sets the standard for practice and only those with the proper credential are able to perform the duties of a Medical Radiation Technologist (MRT).

This ensures that only MRT's are able to provide radiation diagnostic procedures and/or radiation therapeutic procedures to patients.

Although this protects the public it also protects MRT's. It ensures that the person working alongside you has the appropriate credential, which in the end keeps you safe!

***Why were members only notified in September of the dues increases for 2016 & 2017?***

**February 27-March 1, 2015:** Strategic Planning Retreat One of the strategic initiatives was determined to be the sustainability of the organization and a primary outcome was to hire an Executive Director for January 2016.

**April 11:** Discussion at the Annual General Meeting (AGM) regarding the strategic plan and the need to hire an Executive Director would necessitate a dues increase. Members were provided the opportunity to ask questions with the Treasurer informing the membership that the Executive Council would notify the membership of what the increase would be as soon as it was determined but that it would be substantial. It would have to be enough to cover a salary and additional expenses associated with having staff.

**April 16:** Eblast sent to membership notifying them of the intended dues increase for 2016 fees.

**April 25 :** Executive Council meeting to determine a selection committee for recruitment of ED. Discussion took place regarding the need for assistance with hiring a staff person as it was beyond the expertise of the executive council members. The President offered to investigate securing a consultant.

**May 12:** The HR consultant and the Executive Council had a teleconference to discuss compatibility and process for hiring an ED. The decision was made to obtain C. Thomas who had offered her services pro bono. (An honorarium will be paid at the completion of project)

**May 14:** The selection committee began the work advised by the HR consultant. See HR documents.

**August 26:** HR consultant advised the selection committee of appropriate salary range.

**September 1:** Selection committee took recommendation to Executive Council for discussion and approval.

**September 10:** Finance committee deliberated on the total financial picture for NSAMRT including the compensation package for the Executive Director and to make a recommendation for what the dues needed to be for 2016.

**September 16:** Executive council met to discuss and vote on the recommendation from the finance committee regarding the dues rate for 2016.

**September 22:** Dues notice sent to members

***Why do MRT's who are not directly involved with patient services need to pay NSAMRT dues?***

Although MRT's in these positions do not provide direct patient care they do support the services provided by MRTs and affect patient management therefore they are required to have a license to practice.

When an MRT is using their knowledge skills and judgment they are considered practicing the profession, which goes far beyond direct patient care. If the capacity or context of that work uses the knowledge or skill from an individual's MRT foundation then they are practicing the profession.

Also, active MRT registration is a requirement for most of these jobs. This ensures that individuals with the knowledge, skills, and judgment of an MRT performing these jobs, and in the future are doing the appropriate continued professional development related to these fields.

The purpose of personal liability insurance (PLI) is to protect those practicing the profession, so anyone providing direct patient care, PACS, Research, Managers who could have a complaint of incompetence or negligence against them have the coverage they need. A complaint of incompetence or negligence can be lodged against anyone practicing the profession even if they are not directly engaged in patient care.

***PACS Managers Educators Research***

***What are the member categories?***

**Active Member**

All practicing members fall into the category.  
Have full voting privileges Are able to sit on all committees of the Association as well as the Executive **Life Member** Members who have provided significant service to the Association & no longer practice Elected by Executive Council Have same privileges of Active members but don't pay dues Currently 1 member (Dorothy Archibald)

**Honorary Member**

Distinguished associates of radiation science and its application Can attend meetings but no voting privileges **Student Member** Persons enrolled in CMA accredited programs for MRTs No voting privileges

**Associate Member**

Not active in the practice but are engaged in the commercial activity related to MRTs

No voting privileges

***What provisions are being made for:***

May 2016

***Retirees Parental leave Casual***

NSAMRT currently allows members to resign in good standing in one year and reinstate in another with proGrated dues applying to the year of reinstatement. However, the Executive Council discussed and agreed in principle to a change in policy whereby proGrated dues are also applied in the year of resignation, which includes parental leave and retirees. This policy approval is on the agenda for the November 16th executive meeting. **\*NOTE (following the executive**

**meeting it was determined that beginning January 1<sup>st</sup>, 2016, NSAMRT will prorate dues for parental leave and retirees. The documentation and process required for these are being established, and will be available in January, 2016)**

MRTs working in casual positions will be required to pay the full dues fee as it is impossible to monitor the number of hours worked and they may in fact be working as much as a full time MRT.

Additionally, the cost and resources required for administering and auditing a part time and casual work and license would likely result in an increase in fees for everyone else in order to support such an initiative.

***Why do I have to pay fees to both NSAMRT & CAMRT?***

The Act states that:

No person shall practice medical radiation technology unless they are a member in good standing with NSAMRT. This provides the license to practice. Members are also required to have PLI which NSAMRT is not able to provide and it is one of the benefits of being a member with CAMRT.

***How does becoming a College affect members?***

Bill 70 is the legislation that will come into effect upon proclamation and is more up to date than the

current legislation, which was initially passed into law in 1967.

- The process for dealing with complaints is clearly defined.
- It protects the public by providing a mechanism to be heard with respect to their care by an MRT
- It outlines a fair process for the MRT to be heard on matters brought to the College.
- The scope of practice for each discipline is broader, allowing for more seamless care with other health professionals.
- Viewed as professionals who contribute to the team and not just identified by the equipment/technology being used.

***What's the difference between our current Act (legislation) & Bill 70?***

- Current Act does not include magnetic resonance imaging (MRI) or sonography

- The current disciplinary process dictates that the Executive Council comprise the panel that will make decisions on proceedings, whereas Bill 70 has a clearly defined process from investigation of a complaint to who sits on a panel that makes decisions regarding disciplinary action. An avenue for an appeal is also clearly outlined should the member disagree with the decision.
- Bill 70 will require CPD so that MRTs will be required to maintain currency with their practice.

### ***Can the Atlantic Provinces amalgamate and form a combined College?***

Health is a provincial mandate, with separate provincial governments; it is not possible to amalgamate the four Atlantic Provinces.

The Atlantic provincial associations have formed a group that meets annually to discuss common issues and look for ways to share resources when possible. The group formed 3 years ago and one item that has been shared is the cost of investigation training. The possibility of having a combined AGC with in person and online education in the future has also been discussed

### ***Why does NSAMRT need an Executive Director?***

It is no longer possible to sustain NSAMRT solely as a volunteer organization. NSAMRT needs to be represented in discussions and decisions that affect the practice and profession of MRT's.

The workings of the Association has become much more complex in recent years as Medical Radiation Technologists form part of the collaborative provision of health services to Nova Scotians, and as the public expects more accountability from all health professionals. We simply cannot continue to operate as a volunteer organization. The hiring of a half time Executive Director is a necessary step to ensure the future of our profession. We hope you will review this information about our finances and the need for an Executive Director and better understand Council's reasons for moving in this direction. At the same time we hope you will see that Council has taken your views into account by the changes we are proposing.

An ED will take over some of the functions that Pathfinder Group currently perform such as receiving member questions and comments. The ED will be the single voice that will respond to members which will happen in a more timely manner than is currently possible.

Currently the Executive Council shares the responsibilities and jobs that are required to run the organization. Having an ED will allow for one person to consistently lead and champion this work.

The ED will be the voice for NSAMRT at all committees nationally and provincially. The President will attend some meetings with the ED such as CAMRT National Council meetings.

The majority of the committee work occurs during the day & it is difficult for Executive Council members to be able to leave work to take care of NSAMRT business. Often participating in these meetings means travel, typically to Ottawa and Toronto but it is not restricted to these cities.

### ***What is the ED going to cost the NSAMRT?***

Currently, we are not in a position to discuss the exact salary of the ED because the job offer has not been made, and that is part of our negotiations. The salary range for the ED will be between \$44,000 G \$66,000 depending on skills and experience. We have budgeted what the ED is going to cost the organization which is estimated to be \$96, 000. This includes the following: ED salary

## May 2016

adjustment in lieu of benefits Office expenses Travel for conferences to represent NSAMRT  
Incidental costs that arise when having staff

### ***Where is the additional \$251 in dues going?***

Since 2012/13, the operational demands of the NSAMRT have exceeded the dues income. With the increased work in preparation for proclamation, and the additional required committees, the NSAMRT is working with a deficit. This work is expected to continue, and therefore, we project 2016 expenses to be comparable to the 2015 expenses. To correct this short fall, and support an ED, the additional 2016 dues will be used for : ED costs (\$96,000 as detailed above), Current deficit from 2015 (~\$30,000), Projected deficit for 2016 (~\$30,000)

### ***What is a contingency fund?***

A contingency fund is the money required should there be an emergency in the organization, items that arise after the operating budget has been approved. It is the money required for: Legal advice and costs The investigation, hearing and decisions regarding complaints Should administrative staff need to be hired or space required Projects that arise that couldn't have been forecast with the budget. We performed an environmental scan to determine the amount of contingency funds held by comparable organizations in Nova Scotia and found the range to be between \$250,000 to \$600,000.

### ***Will there be future dues increases once proclaimed?***

Another increase cannot be predicted until all the information is available when budgets are developed. Once the funding level is able to meet the operational requirements of the organization, there should not need to be any more substantial increases. If that occurs prior to proclamation then only small regular adjustments may be made after proclamation.

### ***What is the added value of the dues increase?***

- ED (salary, travel expenses, professional memberships, incidentals, office expenses)
- Video/telecommunications platform
- Contingency fund
- Education for all volunteers (leadership & collaboration)
- Continuing Professional Development platform
- New website Support committee work Elimination of the deficit

### ***Why aren't NSSDMS dues being increased?***

NSSDMS is a society and their dues are not mandatory. There is no requirement under law for sonographers to have graduated from an accredited program, to have a credential or a license to practice. When Bill 70 is proclaimed this will change and the standard will be the same for all medical imagers.

NSSDMS & NSAMRT executive councils have been working together to prepare for this new legislation having said this, the budgets and financial needs of the organizations are separate.

The dues increase is for NSAMRT members and the ED is an NSAMRT employee.

***Is it possible to request a referendum?***

At the Town Hall, our legal counsel reviewed the effect of the Petition. Section 10 of the ByGLaws established under our current Act gives Council the authority to fix the annual fees to be paid by the members of the Association. Accordingly, the authority for setting the fees rests with the Council, and not the general membership through referendum or vote. Under our current Act, there is no process to call a referendum.

***What is the process for members when they disagree with a decision of the Executive Council?***

***The legal options open to members to challenge actions of Council in setting the fees are:***

1. To seek an amendment to the by laws requiring a different mechanism for setting fees that would include membership involvement, by providing 30 days notice prior to the annual general meeting of a motion to amend; (such a motion would apply to future setting of fees, and not the decision for 2015G 16 fees that has already been made)
2. To call a special meeting of the Association where this issue could be discussed. In order for a special meeting to be called, at least one quarter of the members of the Association must request it.

When members disagree with a decision of the Executive Council the Act states that a Special meeting can be called upon written request of at least one quarter of the members. The Executive Council then has 30 day to schedule the meeting. The written request must state the purpose of the meeting and the names of the members making the request.

The 2016 AGM is scheduled for Sunday June 12<sup>th</sup> (meeting time to be posted).

While these are the legal options, we also note that Council has to recognize the number of individuals who have signed the petition, and we advise that Council is very much taking the views of these members into account in its decision making process.

We have worked long and hard to obtain new legislation that will set Medical Radiation Technologists on the same legislative footing as other regulated health professionals in this province.

We need legislation that will protect the designations we have worked for from being used by others who do not have our credentials.

We need legislation that provides current and fair processes for registration and complaints if we are to gain the confidence of the public and our members in our ability to be a self regulated profession.

We need legislation that includes our MRI and Ultrasound colleagues who are currently without governing legislation.

We need legislation that will give us flexibility in our scopes of practice in coming years.

***Will the 2017 dues rate (fees) be reconsidered?***

The 2017 dues increase is being reconsidered as well as the impact of changing the dues might have on NSAMRT and its members. This information will be sent to members and hospitals as soon as possible to adjust payroll deduction.

May 2016

***What effect does the dues change have on payroll deduction?*** Employer's payroll offices require notification.

**Questions? Comments?** If you have any questions please direct them to [info@nsamrt.ca](mailto:info@nsamrt.ca)