



COLLEGE OF
NATUROPATHIC
PHYSICIANS
OF BRITISH COLUMBIA

2020

ANNUAL

REPORT

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MISSION

The College of Naturopathic Physicians of British Columbia protects the public interest by ensuring that naturopathic physicians in British Columbia practice safely, ethically, and competently.

OUR MANDATE

The College of Naturopathic Physicians of British Columbia regulates the practice of naturopathic medicine under the *Health Professions Act*. A person must hold a full (practising) registration with the College in order to practice naturopathic medicine in British Columbia.

The College protects the public by ensuring that naturopathic doctors deliver care safely, ethically, and competently. It licenses only those individuals who demonstrate that they are qualified, competent, and fit to practice naturopathic medicine. It establishes and maintains standards of practice and

quality assurance programs to ensure that naturopathic doctors continue to practice safely, ethically, and competently throughout their careers. Finally, it investigates complaints from the public against naturopathic doctors and, when necessary, takes action to ensure that the public is safe.

GOVERNANCE

The College is created and governed by rules set out under the *Health Professions Act, Naturopathic Physicians Regulation, and Bylaws*. The College's board comprises four naturopathic doctors elected by their peers and three public members appointed by the Minister of Health. The College's daily operations are carried out by the Registrar and other professional staff.

2020 BOARD OF DIRECTORS

Rebecca Pitfield, ND
CHAIR

Cathy Carlson-Rink, ND

Kelly Fujibayashi, ND

Alison Vandekerkhove, ND

Kaajal L. Hayer, LL.B.
PUBLIC MEMBER

Barry Long, LL.B.
PUBLIC MEMBER

Jocelyn Stanton
PUBLIC MEMBER

MESSAGE FROM THE CHAIR

Few of us would have imagined the year that we have had, but we have all persevered and worked to ensure that CNPBC continued its regulatory work.

We welcomed a new Registrar and CEO, Carina Herman, who comes to us with a wealth of experience and international recognition in both regulation and healthcare.

The past year has brought us so many changes, concerns, rays of hope and new ways of doing things.

We have all experienced upheaval and stress in both our professional and personal lives and I know we all look forward to more normal times. While we all try to maintain business-as-usual, we are all still far from it.

The Board has worked tirelessly during this time to ensure that it is meeting its mandate of protecting the public. I would like to express my gratitude to them for their time, energy, advice, and for the kindness they have shown over the past year. At this same time I would like to thank everyone for the support that you have shown me over my six years as Chair. My term has now ended and it has been both an honour and a privilege.

Additionally, our staff and Registrar have ensured that the business of running the College and regulating naturopathic doctors continues uninterrupted. Everyone rose to the task and it is much appreciated.

As you are aware the *Health Professions Act* continues to evolve, trending away from self-governance by healthcare professionals and toward increased government oversight. The recommended changes include amalgamation of regulators and changes in board composition to include more community members, with a view to an eventual 50:50 ratio.

And this is not just a BC phenomenon. We see that regulation around the world is moving to more of a government oversight model.

We will continue to update you as we are apprised of changes.

In conclusion, I know what a trying year it has been for everyone. Understanding and kindness have been helpful to all of us.

Now, more than ever British Columbians want safe, thoughtful, and well-regulated healthcare. I know that you want the same.

Be well and know that better days are ahead.



Rebecca Pitfield, ND
CHAIR

MESSAGE FROM THE REGISTRAR

This year will see our second virtual AGM. Over the past year we have all recognized the importance of these virtual meetings and are grateful for the ability to continue to meet together.

I'm sure we would all agree that this past year has presented many challenges to the way we live and the way we work. We had to continue professionally, with our important work, while coping with the changes to every aspect of our lives. On that note I would like to take this opportunity to thank the College staff who have worked tremendously hard this last year, making sure that the business of the College carried on.

As you know Phillipa Stanaway resigned as Registrar in August and Howard Greenstein generously stepped in as temporary Registrar while a search was underway. Many thanks to Howard for his deep commitment and knowledge of CNPBC, and to the very capable Kellie Scott who was appointed Deputy Registrar in September.

Highlights of our past year:

The College actively increased the level of communications with registrants – there has been a lot of communication and a good portion of it has been around COVID-19 and its impact on naturopathic doctors. We wanted to ensure that everyone was up-to-date, not only on the changes to practice necessitated by the

pandemic, but also on the items that are part of the normal scope of the College.

Quality Assurance Committee meetings increased to once a month in response to increased continuing education approvals for online courses which we believe is so important for all registrants.

Inquiry Committee meetings were held every three weeks as a result of increased complaints from the public. We believe this was due to a couple of factors:

- one, that the public is likely more aware of the role of the College, and
- two, that health has become an increasingly important topic during the pandemic.

We have had a decrease in advertising issues thanks to increased compliance on the part of registrants. There have been many communiqués around this and it appears that the guidelines are now better understood. We are committed to being vigilant on this matter.

We held in-person Information Sessions in Victoria, Kelowna, and Vancouver. Feedback from registrants tell us that these were very successful, and well-received.

As with all regulators, much of our focus in 2020 was on moving our people and our processes online, including Health Profession Corporations renewals. Everyone rose to the occasion and we have now transformed the way we work, meet, and interact with registrants.

The College is deeply committed to equity, diversity and inclusion training. The Board and staff have participated in the education workshop on cultural safety and humility. It is one small step in our on ongoing commitment to equity, diversity and inclusion.

I would also like to pay special tribute to someone who has worked tirelessly as a board member and, for the past five years, as our Chair as well. Dr. Rebecca Pitfield. Her hard work, grace and knowledge has been appreciated by all. I wish we had more time to work together. From all of us, Rebecca, our sincerest thanks, and we only wish that we could be together in-person to applaud your commitment and dedication.



Carina Herman
REGISTRAR/CHIEF EXECUTIVE OFFICER

STRATEGIC PLAN 2019-2025



A STRONG FOUNDATION

Our values are reflected in the way we regulate naturopathic medicine and are as important as the work we do every day. That work is informed by our commitment to:

ACCOUNTABILITY

We act in accordance with our public protection mandate and engage only in activities rationally connected to that mandate.

FAIRNESS

Our processes are fair, impartial, and transparent. We foster an environment of equity, diversity and inclusion.

RESPECT

We respect the dignity of others. Recognizing the strength that diverse ideas bring to our decisions, we welcome challenges to our views and challenge the views of others with courage and kindness.

INTEGRITY

We act in accordance with the rule of law. We strive to do what is right.

The College of Naturopathic Physicians of British Columbia protects the public by ensuring that naturopathic doctors practice safely, ethically, and competently.

THEME 1

**MODERNIZE
STANDARDS AND
PROCEDURES**

THEME 2

**ENHANCE
GOVERNANCE**

THEME 3

**COMMUNICATE
EFFECTIVELY WITH
STAKEHOLDERS**

The College's Five-Year Strategic Plan consists of three 'themes', each with objectives and specific actions designed to achieve them:

THEME 1

MODERNIZE STANDARDS AND PROCEDURES

Clear, transparent, modern standards and procedures.

OBJECTIVE 1

Clarify, modernize, and communicate procedures to various audiences.

Key actions will include:

- rebranding the College and our website
- better utilization of technology to serve registrants and the public
- updating processes and guidelines for entry to practice, handling complaints, practice reviews and decision-making
- reviewing and simplifying continuing education and certifications

OBJECTIVE 2

Modernize standards of practice and develop/improve procedures to keep them current.

Key actions will include:

- Clarifying the scope of practice
- Reviewing and revising standards and processes for standards development, review, and revisions
- Harmonization where possible of examinations, standards and certification requirements across jurisdictions with Canadian Alliance of Naturopathic Regulatory Authorities (CANRA)

THEME 2

ENHANCE GOVERNANCE

Robust and enduring governance, risk management and crisis-readiness.

OBJECTIVE 1

Enhance and formalize board structures and procedures.

Key actions will include:

- Developing and implementing best board governance practices and related documentation including terms of reference and appointments and evaluations processes for committees, as well as both conflict and risk registers

OBJECTIVE 2

Optimize information flow among committees, board, and staff.

Key actions will include:

- Modernization of document management protocols requirements across jurisdictions with CANRA

THEME 3

COMMUNICATE EFFECTIVELY WITH STAKEHOLDERS

Interagency collaboration and stakeholder communications.

OBJECTIVE 1

Improve communications with stakeholders.

Key actions will include:

- Education opportunities for registrants
- Developing information tools for new registrants
- Developing easy-to-digest website materials for the public
- Implementing internal (registrants) and external (public) communications plans

OBJECTIVE 2

Continue to develop collaborative relationships with key agencies.

Key actions will include:

- Strong Ministry engagement
- Effective, ongoing conversations with other regulators

REGISTRATION COMMITTEE

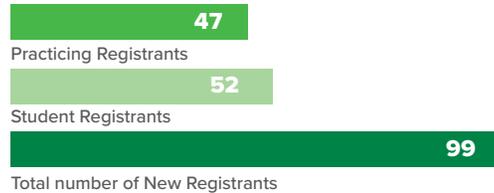
The Registration Committee considers an applicant’s knowledge, skills and abilities and grants registration on the basis of demonstrated qualification.

The Registration Committee can recommend to the Board that naturopathic medicine education programs be added or removed from Schedule A of the Bylaws. The scope of the Registration Committee is set out in section 15 of the Bylaws as well as section 20 of the *Health Professions Act*.

Pursuant to the *Health Professions Act*, the Committee has delegated routine registration matters to the Registrar, including processing certification applications. All non-routine matters, such as matters involving questions of good character or limits and conditions on registration are reviewed and determined by the Committee.

In 2020, a total of 99 new licences (certificates of registration) were granted. By the end of 2020, the total number of registrants increased to 810, comprising 662 Full (practising) Registrants, 60 Non-Practising Registrants, and 88 Student Registrants.

NEW REGISTRANTS



CANCELLATIONS

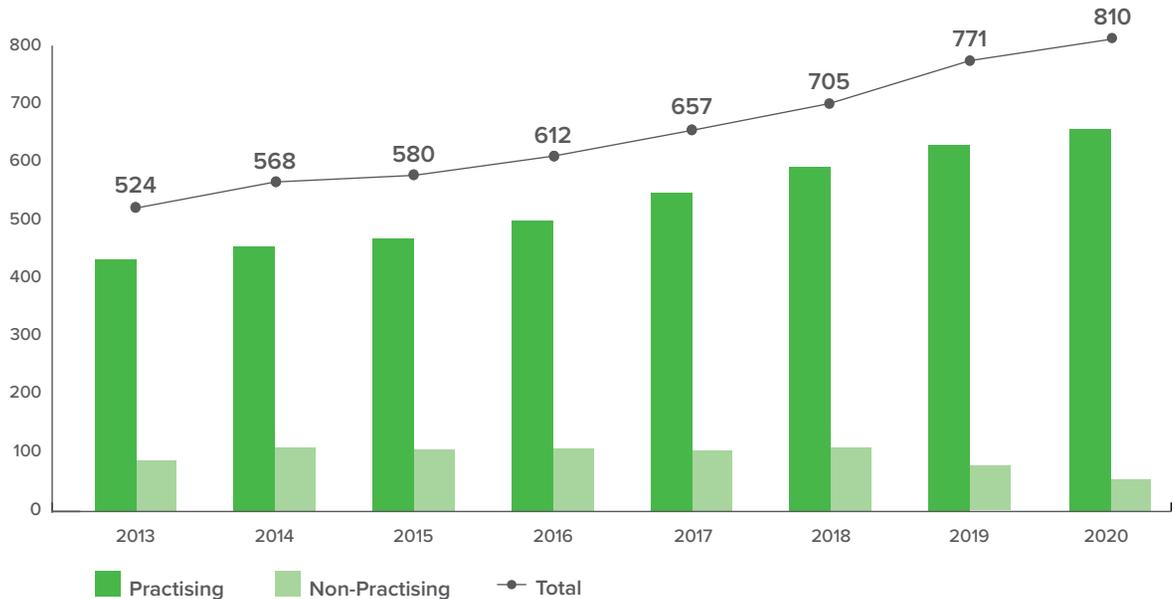
By the end of the 2020 registration renewal, 39 full/non practising registrants voluntarily cancelled their registration. Throughout the 2020 calendar year, 21 student registrants had their registration cancelled upon graduation from their naturopathic medical schools.

REGISTRANT TOTALS BY THE END OF THE 2020 CALENDAR YEAR



COMMITTEE MEMBERS: Walter Lemmo, ND – CHAIR
Karen McGee, ND | Jocelyn Stanton, Public Member

NUMBER OF REGISTRANTS BY YEAR



INQUIRY COMMITTEE

The Inquiry Committee helps the College fulfill its mandate to protect the public by ensuring registrants are in compliance with the laws, bylaws, codes, standards and policies which govern the professional conduct of naturopathic doctors in BC.

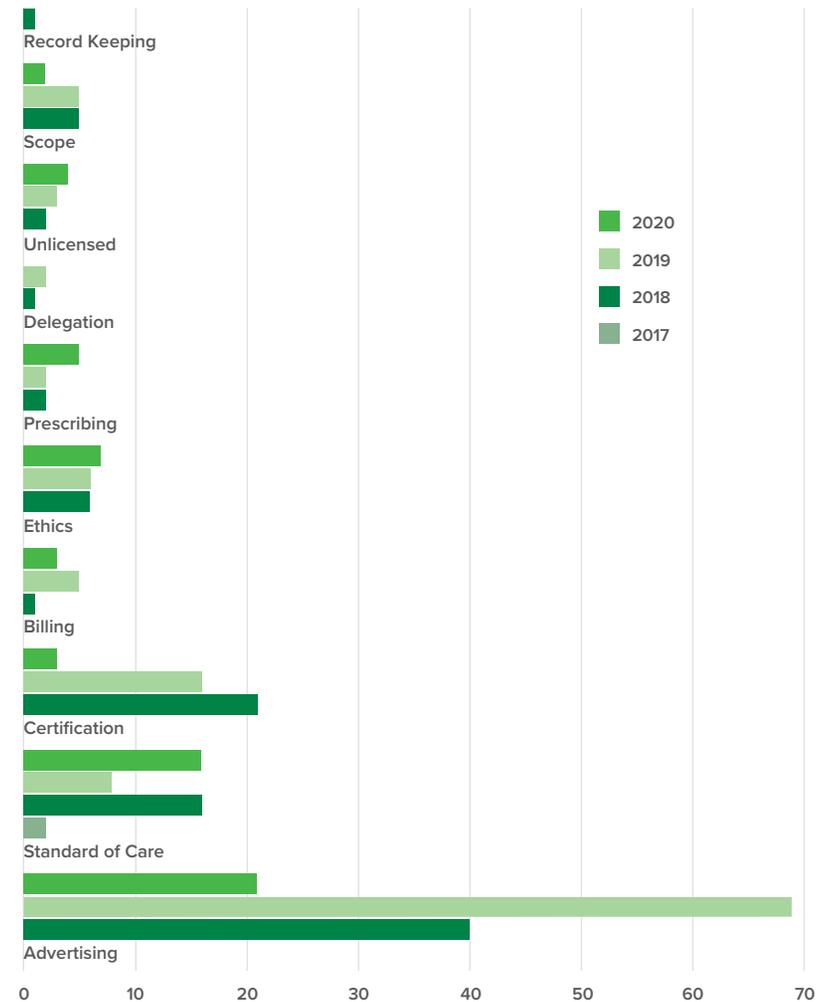
When the College receives a complaint against a registrant, the Inquiry Committee will investigate the allegations under the authority of the *Health Professions Act* (the “Act”). The Inquiry Committee also has the power under the Act to initiate an own-motion investigation when the College becomes aware of a potential compliance issue with a registrant in the absence of a formal complaint.

Section 17 of the College Bylaws and Part 3 of the Act set out the scope and powers of the Inquiry Committee. The Inquiry Committee’s role is to initiate

and guide investigations, and to review all investigation materials before making a disposition. The Committee has four main methods by which they can dispose of an investigation file:

- taking no further action if the registrant’s conduct is deemed satisfactory;
- issuing a warning letter;
- proposing a consent order, wherein the registrant will undertake to complete various remedial measures; or
- directing the Registrar to issue a citation for a discipline hearing.

INQUIRY CASES



EXAMINATION COMMITTEE

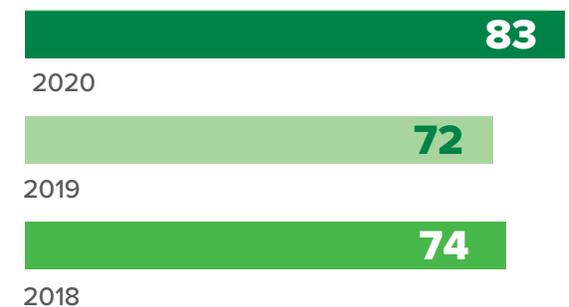
The Examination Committee advises the Board and Registrar concerning the testing of applicants for registration and administers examinations with the assistance of examiners who are registrants of the College.

The scope of the Examination Committee is set out in sections 16 and 55 of the College Bylaws. The Examination Committee consists of both naturopathic doctors and members of the public.

On an ongoing basis, the Committee is involved in quality improvement upgrades and modifications to examinations to reflect regulatory changes and developments in practice. In February and August of 2020, the Committee and

its examiners invigilated the two general sittings of the College’s jurisprudence and oral and practical examinations. The Committee and its examiners also invigilated interim sittings of the College’s jurisprudence and oral and practical examinations in November. The Committee administered examinations to 83 candidates in 2020.

NUMBER OF EXAMS ADMINISTERED



COMMITTEE MEMBERS: Sanjay Mohan Ram, ND – CHAIR
Kelly Fujibayashi, ND | Sandy Pitfield, MD, Public Member

QUALITY ASSURANCE COMMITTEE

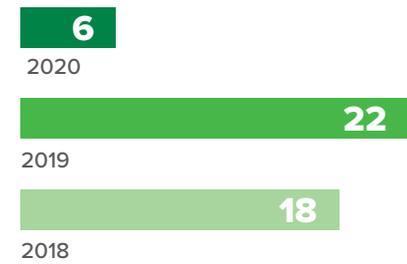
The Quality Assurance Committee plays a crucial role in upholding the College’s mandate to protect the public by ensuring that registrants practice safely, ethically, and competently.

The College is required to have a Quality Assurance program in place pursuant to section 26 of the *Health Professions Act*. The scope of the Quality Assurance Committee is set out in section 20 of the College Bylaws and includes:

- Reviewing and recommending to the Board standards of practice to enhance the quality of practice and to reduce incompetent, impaired or unethical practice among registrants;
- Establish a quality assurance program to promote high standards of practice among registrants;
- Recommending continuing education courses to the Board for approval; and
- Articulating specific programs to identify outcome measurements and evaluation methods and recommending a timetable to the Board for implementing these programs.

The Committee is consistently developing and improving ways to meet its responsibilities. In 2020, the Committee completed six practice audits. This number is lower than previous years as the Committee had to develop a process for conducting practice audits in a virtual environment. It took a significant amount of time and resources to develop virtual processes, but the Committee is now equipped to conduct virtual and in-person practice reviews as required. The Committee also reviewed numerous applications received from continuing education, certification and qualification course providers.

NUMBER OF PRACTICE AUDITS COMPLETED



NUMBER OF APPROVED CE COURSES AVAILABLE as of the end of 2020



COMMITTEE MEMBERS:

Stefan Kuprowsky, ND – CHAIR | Tasreen Alibhai, ND | Christopher Halldorson, ND
Aitan Goldshmidt, Public Member | Mary Manning, Public Member | Gaetano Morello, ND

PHARMACOPEIA AND DIAGNOSTICS REFERRAL COMMITTEE

The Pharmacopeia and Diagnostics Referral Committee is a multidisciplinary committee consisting of naturopathic doctors, medical doctors, pharmacists, members of the public and a member nominated by the Ministry of Health.

The scope of the Committee is set out in section 21 of the College Bylaws. This Committee is responsible for developing, reviewing, and making recommendations to the Board on standards of practice for prescribing, compounding, dispensing and administering drugs, preparations and medicines by registrants as well as ordering and the use of laboratory and diagnostic tests by registrants.

In 2020 the Committee met once to review new drugs that had been approved by Health Canada and recommend to the Board which new drugs should be within or excluded from the prescribing scope of practice of naturopathic doctors. The Committee also reviewed four excluded drug applications received from registrants and made its recommendations to the Board.

COMMITTEE MEMBERS:

Rebecca Pitfield, ND – CHAIR | Barry Long, Public Member
Glenda MacDonald, Pharm | Kathy McInnes, Pharm
Walter Lemmo, ND | Deborah Phair, ND & Pharm
Ian Schokking, MD | Chris Spooner, ND | Kelly
Fujibayashi, ND | David Scotten, ND | Michael Kelly, MD
Cathy Carlson Rink, ND



DISCIPLINE COMMITTEE

The scope of the Discipline Committee is set out in section 19 of the Bylaws and Part 3 of the *Health Professions Act*.

The Committee hears and determines matters set for a hearing by citation under section 37 of the *Health Professions Act*. In 2020 the Committee had one matter for consideration compared to 2019 when it did not have any matters for consideration.

COMMITTEE MEMBERS: Kaajal Hayer, Public Member – CHAIR
Stefan Kuprowsky, ND | Isis Van Loon, ND

FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee oversees the financial administration systems of the College which are managed by the Registrar & CEO, who is an ex officio Committee member. The Committee also advises the Board regarding financial administration.

As in past years, the Board appointed BDO Canada LLP as accountant for its annual Review Engagement. The accounting firm of Lam Lo Nishio continued to do bookkeeping in addition to College staff.

COMMITTEE MEMBERS:

Chris Spooner, ND – CHAIR
Stefan Kuprowsky, ND
Barry Long, Public Member

The committee met three times during the year:

DATE	ACTIVITY
April 21, 2020	Reviewed and discussed the 2019 financial statements and recommended the statements to the Board for approval.
July 7, 2020	Reviewed the year-to-date financial statements and received an update of the impact of COVID-19 on the operations of the College. Held preliminary discussions with management on the budget for 2021.
November 2, 2020	Reviewed and discussed the proposed 2021 budget and recommended the budget to the Board for approval.

REVENUE AND EXPENSES

STATEMENT OF OPERATIONS

(year ended December 31, 2020)

Complete audited financial statements are available on the College of Naturopathic Physicians website: cnpsc.bc.ca

REVENUE

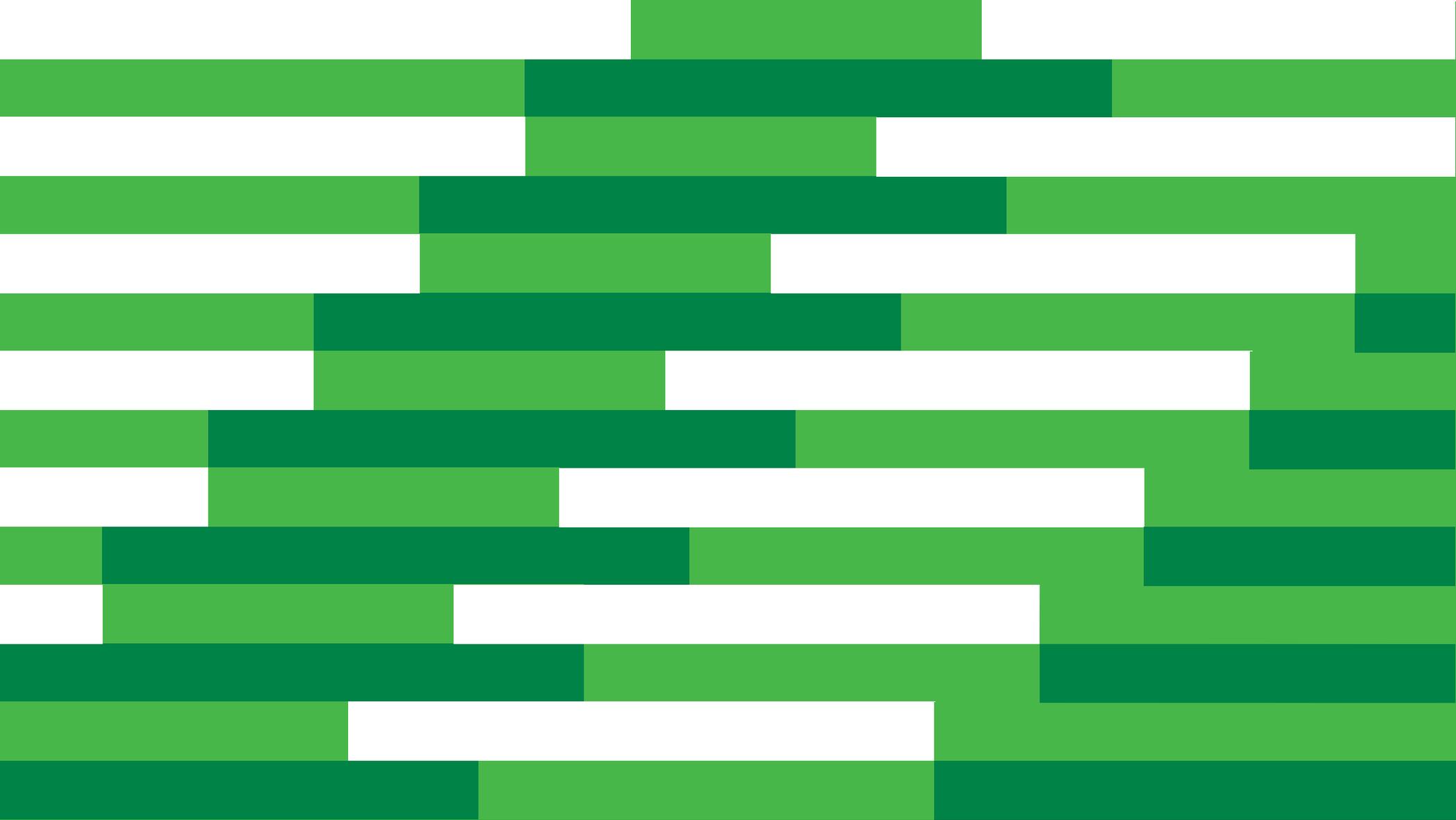
Registration, other fees and cost recovery
Interest income

EXPENSES

Accounting, audit & advisory
Amortization
Annual general meeting
Board expenses (Note 7)
Committee expenses (Note 7)
Legal costs
Occupancy charges
Office expenses:
 Consulting fees
 General expenses
 Insurance and security
 Information technology support
 Payment processing charges
 Printing
 Professional fees
 Repairs and maintenance
 Telephone and utilities
 Website and internet
Wages and benefits

Excess of revenues over expenses

	2020	2019
	\$1,498,423	\$1,457,897
	14,694	27,400
	1,513,117	1,485,297
	24,163	33,834
	39,828	29,786
	9,244	7,329
	96,227	82,129
	181,640	226,059
	61,488	31,184
	114,844	105,919
	102,726	94,159
	53,198	61,962
	11,410	11,326
	27,746	8,229
	42,329	41,345
	6,538	2,283
	1,181	14,116
	-	233
	14,434	18,145
	14,870	4,620
	708,271	620,515
	1,510,137	1,393,173
	\$ 2,980	\$ 92,124



COLLEGE OF
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