



**Midwifery Council of New Brunswick**

**Conseil de l'Ordre des sages-femmes  
du Nouveau-Brunswick**

# **2016-2017 Annual Report**

**July 28, 2017**

## Executive Summary

In 2010, the Midwifery Council of New Brunswick/Conseil de l'Ordre des sages-femmes du Nouveau-Brunswick (MCNB) was established as per the *Midwifery Act*.

At this time, the MCNB was created and housed under the Department of Health. During the past 7 years, the MCNB began the work of creating and approving required policies and guidelines in preparation for the practice of midwifery in New Brunswick.

In May 2016, the MCNB began the infrastructure work to become its own self-regulating body and to operate at arm's length from the Government. As such, this is the first annual report for the MCNB and captures the activities and work of the Council between April 1<sup>st</sup>, 2016 – March 31<sup>st</sup>, 2017.

The primary activities of the MCNB were; the hiring of a Registrar dedicated solely to the work of the Council, setting up a home office (with required utilities, materials and services), and enlisting the professional services required to function as a Council.

The MCNB participated as a member and contributed to the work of the Canadian Midwifery Regulators Council (CMRC). As such, Council diligently worked towards the harmonization of the MCNB policies, standards, documents and guidelines to be congruent with midwifery practice in other provinces and territories of Canada.

On December 5<sup>th</sup>, 2016, an announcement was made by the Minister of Health, that midwives would be hired and implemented into the health care system in 2017. The MCNB expeditiously worked to prepare required documents and processes for the registration of midwives in the province.

The MCNB is encouraged by the upcoming year and look forward to the registration and hiring of four midwives to begin practice this year. In the coming year, Council will continue to work on the following; updating policies, work toward governance and regulatory structure, sharing our work and information by way of a website to disseminate Council's information in a broader way for both the public and professionals.

## **Council Membership**

Dr. Deborah Harding Registered Midwife – Chair

Dr. Saraswathi Vedam - Registered Midwife

Dr. Erica Frecker – Obstetrician (College of Physicians and Surgeons of New Brunswick)

France Chassé – Registered Nurse (Nurses Association of New Brunswick)

Amy Flynn – Pharmacist (New Brunswick College of Pharmacists)

Virginia Gillmore – Lay representative

Joyce Albert – Department of Health representative

Francine Bordage – Department of Health (ex-officio) - assisted with transition of new Registrar until November 2016.

Kelly Ebbett – Registrar (hired in May 2016)

## **Council meetings**

Council met via teleconference **monthly** between April – October 2016 and January – March 2017. Council met **twice monthly** in both November and December 2016 with an average meeting length of 90 minutes.

Inclusion and regular attendance of Midwifery Association of New Brunswick (MANB) member as an observer.

**Vision:** The people of New Brunswick have access to comprehensive, high quality midwifery care provided by regulated midwives.

**Mission:** To serve the public interest by regulating and advancing safe, professional midwifery care throughout the province of New Brunswick

## Goals and Objectives for 2016-2017 Fiscal Year with Status of work

	Details	Status of Work – March 31 <sup>st</sup> , 2017
<b>GOAL #1</b>	<b>Establish Council as a self-regulating body by Sept 2016</b>	
Objective	Seek incorporation.	<b>Process completed November 2016.</b> The Council has been incorporated since June 18 <sup>th</sup> , 2008.
Objective	Set up administrative functions of the Council – bank account, Human Resources processes for employee (Registrar) and home office set up.	<b>Process completed July 2016.</b>
Objective	Draft of By-laws and governance structure for Council.	In initial discussion. Complaints and Discipline committees are in process of being established.
Objective	To provide honoraria for Council members in recognition of their work.	Not yet complete. Requested by Department of Health to provide further information on rationale for honoraria.
Objective	To create an identity for Council (including a logo and website development).	<b>Logo completed Feb 2016.</b> Website development in progress.
<b>GOAL #2</b>	<b>Harmonize and create Council policies and guidelines, in accordance with Canadian midwifery jurisdictions by 2017.</b>	
Objective	Review and revise the 2011 outdated Schedules for Ordering and 2011 Discussion, Consult, Transfer Care document by March 2017	<b>Therapeutics Committee established and met on December 5<sup>th</sup>, 2016.</b> Schedules for Ordering (2011) reviewed, revised, and being sent to Council for approval in April 2017. In progress... Consult Transfer Care document, reviewed, revised and adopted by Council on January 18 <sup>th</sup> , 2017.
Objective	Create a table and systematically review or create required policies by March 2017.	<b>Table created on March 15<sup>th</sup>, 2017.</b> The Midwifery Council created and adopted a total of 11 documents and reviewed and revised 5 documents. Six more are currently in progress and expected to be completed within 1-2 months.

<b>GOAL #3</b>	<b>Regulated Midwives are established across the province in accordance with the intent of the recommendations of the “Report of the Midwifery Model of Care Working Group – 2008”.</b>	
Objective	Creation of processes and required forms to enable registration of midwives. Register 4 midwives in 2017 for the 1 <sup>st</sup> practice site.	Job posted on Dec 19 <sup>th</sup> , 2016 by Horizon Health Authority. As of March 31 <sup>st</sup> , 2017, no midwives have been registered to date.
Objective	Collaborate with Department of Health and Health Authorities in implementation process by participating in committee memberships as requested.	Participated in Horizon’s implementation day on January 20 <sup>th</sup> , 2017 by presenting on midwifery and the Council. Collaborate with the Ministry of Health through its representative on the Council.
Objective	Register additional midwives following the evaluation of the 1 <sup>st</sup> year, related to the (potential) extension of midwifery, for practices across the province	To be determined...

### Goals and Objectives for 2017-2018 Fiscal Year

<b>Goal #1 (Cont’d)</b>	<b>Establish Council as a self-regulating body by 2018.</b>
Objective	Regulation clarification and development for the MCNB to function as a self-regulating body.
Objective	Draft of By-laws and governance structure for Council.
<b>Goal #2 (Cont’d)</b>	<b>Revise and create Council policies and guidelines, in accordance with the continuing development in other Canadian midwifery jurisdictions in 2018.</b>
Objective	Review, create, and revise policies as needed on a yearly basis.

<b>GOAL #3 (Cont'd)</b>	<b>Regulated Midwives are established across the province.</b>
Objective	Register 4 midwives in 2017 for the 1 <sup>st</sup> practice site
Objective	Collaborate with Department of Health and Health Authorities in the implementation process by participating in committee membership as required.
Objective	Register additional midwives following the evaluation of the 1 <sup>st</sup> year, as practices are extended across the province
<b>Goal #4</b>	<b>To review job description and workload of Registrar Oct 2017.</b>
Objective	To determine work hours and remuneration for Registrar, now that the position has been established.

### **Activities of the Council**

#### ***Local/Provincial:***

- Interviews and subsequent hiring of the Registrar – Kelly Ebbett (May 2017)
- Government appointment of Dr. Erica Frecker as College of Physicians and Surgeons representative (replacing Dr. Lynn Murphy-Kaulbeck), May 2017.
- Establishing the infrastructure of the Midwifery Council as a self-regulatory body.
  - Setting up home office; new PO Box, phone line, IT & email infrastructure
  - Seeking and enlisting services of Pink Larkin (lawyer)
  - Seeking and enlisting services of Nicholas and Beaumont (accountant)
  - Establishing required accounting and Canada Revenue Agency processes
  - Seeking and setting up Bank account for Council, including the appointment of signing officers
  - Grant Agreement for funding of Council
  - Incorporation of Midwifery Council
  - Obtaining Directors and Officers Liability Insurance (HIROC)
  - Completion and submission of Budget proposal for 2016-2017 Fiscal year

- Seeking and enlisting services of four 35 design for graphic design and website development. Creating a logo for Council for letterhead and in preparation for website design.
  - Seeking clarification regarding honoraria for Council members
  - Seeking translation services for documents and contracting as necessary with Alianco Direct.
  - Researching governance structure for Council as midwives are registered, including the development of by-laws and reviewing regulations that may be required for the Council.
- Establishing Committees for MCNB; Registration Appeal Committee and Therapeutics Committee.
  - Implementation of Midwifery in the province – ongoing communication with Department of Health
  - Presentation given to Nursing Association of New Brunswick’s (NANB) Board on October 18th, 2016 regarding midwifery.
  - Performance review completed of Registrar within 5 months of hire.
  - Registrar present at the opening of the Legislature and Throne Speech on November 2<sup>nd</sup>, 2016.
  - Completed Right to Information request (Council as a third party) – December 2016.
  - Registrar present at Government announcement Dec 5<sup>th</sup>, 2016 of the first practice to begin in Fredericton, NB in 2017.
  - Presentation to NB Families for Midwives on January 19<sup>th</sup>, 2017 about midwifery.
  - Presentation for the “Implementation Day” at Horizon Health on January 20<sup>th</sup>, 2017.
  - Attendance at midwifery implementation related meetings with Horizon’s Midwifery Project Manager.
  - Registrar attendance at the Horizon Board meeting on January 26<sup>th</sup>, 2017.
  - Preparation and beginning process for appointment of new council members related to the 3 members' terms ending this fall 2017.

National:

CMRC Membership renewed

Attendance at annual CMRC meeting in Victoria, BC – October 2016

Annual report submitted to CMRC in October 2016.

Participated in discussions at National levels regarding the inclusion of narcotics in midwifery practice.

Harmonizing our documents and policies with those from midwifery jurisdictions across Canada, and in relation to the Agreement for Internal Trade.

### **Number of Registered Midwives in New Brunswick as of March 31<sup>st</sup>, 2017**

0

### **Complaints received and addressed**

0

### **Committees of the Midwifery Council**

**Therapeutics Committee:** Established November 9<sup>th</sup>, 2016.

*Mandate:* The therapeutics committee makes recommendations on the following subjects:

- (a) the classification of drugs a midwife may prescribe and administer; and
- (b) the screening and diagnostic tests a midwife may order and interpret.

*Members:* Kate LeBlanc RM – Chair

Dr. Deborah Harding RM

Dr. Erica Frecker MD (OB/GYN)

Dr. Louise Plant MD (Family Practice)

Amy Flynn – Pharmacist

*Kelly Ebbett as secretary*

- Reviewed and revised the Schedules for Ordering.

**Registration Appeal Committee:** Established December 21<sup>st</sup>, 2016.

*Mandate:* To receive appeals from those applicants denied registration and make the final decision.

*Members:* Dr. Saraswathi Vedam RM

France Chassé RN



Virginia Gillmore – lay representative

- No midwifery registrations to date.

**Complaints and Discipline Committees:** To be established in 2017.

*Mandate:* A person may make a complaint in writing to the Registrar of a registered midwife. The Registrar shall refer the complaint to the Complaints Committee, if the conduct or actions complained of may constitute professional misconduct, incompetence or incapacity. *Section 39(3) Midwifery Act.*

The Discipline Committee may receive allegations from the Complaints committee. A hearing may be held. Direction would then be provided to the Registrar regarding the registered midwife's registration.

*Members:* The Midwifery Act requires the establishment of these committees. This is in progress and continues to be a priority as we seek ideal people to serve.

No midwives were practising during the time of this report and no complaints have come forward. If a complaint case arose, Council would be capable of forming a committee and hearing process.

## **Challenges Encountered**

### **Communication and hand over of the Midwifery Council from Department of Health**

Given that the Midwifery Council held its first meeting in 2010, it is acknowledged that much work had been done prior in earlier years. However, in May 2016, with the establishment of Council's infrastructure and self regulatory functions, this brought many new challenges.

Minutes from past meetings and the current policies developed were provided to the newly hired Registrar. However, the handover of information was incomplete and when seeking further guidance or information from Department of Health, the Registrar was informed that MCNB was now in conflict and to obtain professional advice. Secondly, it was made known that those persons in the Department of Health who had corporate knowledge and experience, were no longer available to provide clarification and/or guidance.

This led to increased costs that Council was not able to anticipate throughout the year. This also took extensive time and follow-up to complete the task at hand.

Communications related to requests for approval and consent have encountered long delays in receiving responses. These included; receiving honoraria for Council members (5 months and

ongoing), seeking appointments to Council and clarification of the process (3 months and ongoing), and receiving budget approval communications on March 29<sup>th</sup>, 2017, two days before the end of the fiscal year.

### Incorporation

As previously noted, the MCNB is now incorporated as a non-profit organization. However, after an extensive process that took 6 months (involving many hours, accounting and legal fees), it was determined that MCNB had already been incorporated since 2008.

### Understanding of Midwifery

It is understood that midwifery is a new profession for New Brunswick, yet midwifery has been successfully implemented in many provinces across Canada. Much education and information is still needed to inform the public, health care professionals, Government, and Regional Health Authorities in relation to midwifery practice. Fortunately, the CMRC has enabled MCNB to move ahead in creating a provincial midwifery practice that is in harmonization with other Canadian jurisdictions.

### Seeking ideal candidates for required committees

In accordance with the Midwifery Act, MCNB has been making progress on forming required committees. However, with no midwives practising in the province, this requires MCNB to look externally for candidates. Seeking several midwives who are willing to serve, have previous experience in such committees, and are bilingual has been a challenge.

### Honoraria for Council members

An honorarium is an ex gratia payment made to a person for their services in a volunteer capacity or for services to recognize or to acknowledge the contribution of gratuitous services to the organization. The honorarium money is small and not intended to reflect what the person's time is truly worth. Rather, the honorarium is a token of appreciation and a gesture of respect.

It is an established practice for regulatory bodies, professional and other organizations, university boards and committees, across Canada, to pay members an "honorarium" for attendance at meetings. These honorarium payments recognize the work done in preparation of, and arising from a meeting.

Whereas an appointment to a regulatory body is considered volunteer work, many of the tasks are required by the government via the *Midwifery Act*, or other legislation, thus all the established midwifery regulatory organizations across Canada pay their College members some form of honorarium.

For each of our Council meetings, extensive email communication and document reviews have been required of all Council members. Extensive hours have been provided in policy review and creation. An average of 17 agenda items were presented per meeting, which often led to either extending the meeting time or scheduling additional meetings to complete the business at hand. It is of note to acknowledge the contribution of personal supplies required to do the work of MCNB (e.g. computer, telephone, printer, fax) for which Council members are not being compensated. The registrar and the chair have had 1-2 telephone meetings weekly to attend to the ongoing council business.

MCNB had researched and developed a policy to provide an honorarium to its Council and committee members starting in 2017. Then it was brought to MCNB's attention in March 2017, 5 months after an inquiry had been made regarding the *Midwifery Act*, and the budget had been submitted, that permission was required. Council members are still not receiving an honorarium, despite the intensive work that was done this past year. It is also noted that several terms will be ending in Sept 2017 and it seems unlikely these members will in fact receive any honorarium.

### Hours for Registrar

The Registrar was hired on the part time basis of 2 days per week. However, with the workload required, the weekly hours of the Registrar have exceeded the original estimation. For the first 6 months, the Registrar averaged 18 hrs per week until November 2016. Then from December 2016 to March 31<sup>st</sup>, 2017, the average increased to 25 hours per week.

### Policies, Documents, and Guidelines Created and Revised

	<b>Adopted Date</b>	<b>Revised Date</b>
<b>Midwifery MODEL OF PRACTICE</b>		
Code of Ethics	<b>August 17 2016</b>	
Standards of Midwifery Practice	Dec 15 2015	<b>Dec 21 2016</b>
The NB Midwifery Model of Care - Policy	July 15 2010	<b>Mar 23 2017</b>
Culture of Inclusiveness - Position Statement	<b>Feb 8 2017</b>	
Informed Choice - Policy	<b>Dec 14 2016</b>	
Interprofessional Collaboration - Position Statement	<b>Dec 14 2016</b>	
Home Birth - Position Statement	<b>Feb 8 2017</b>	
Scope of Midwifery Practice	July 15 2010	June 2 2015

Social Media Policy

In progress...

#### Midwifery COMPETENCIES AND EDUCATION

Core Competencies for Midwives (MCNB)  
Compulsory Continuing Education Requirements  
Education of a Midwife

July 15 2010      June 2 2015  
**Nov 9 2016**  
In progress...

#### Midwifery CLINICAL GUIDELINES

Consult, Shared, Transfer care – Guidelines (2011)  
Schedules for Ordering (2011)  
Recommended Equipment for Home Birth  
Emergency Transport Guidelines  
Second Attendants Policy  
Client requests outside of RM Scope (was Policy # 12)

March 21 2011      **January 18 2017**  
March 21 2011      **In progress...**  
**March 23 2017**  
In progress...  
In progress...  
Dec 10 2015

#### Midwifery QUALITY ASSURANCE

Continuing Competency Program Guidelines

**October 12 2016**

#### Midwifery REGISTRATION

Categories of Registration  
Membership Fees  
Continuing Competency Program Renewal of Registration  
Initial Registration Requirements  
Use of Title  
Display of Certificate  
New Registrants - Policy

July 15 2010      June 2 2015  
Nov 16 2010      **Dec 21 2016**  
**Oct 12 2016**  
July 10 2010      **Feb 8 2017**  
Dec 15 2015  
**April 19 2016**  
Dec 10 2015      **In progress...**

Registration Form developed and completed for  
midwifery registration      Feb 8, 2017

**Submitted by MCNB Registrar**

*Kelly Ebbett*

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# Midwifery Council of New Brunswick/Conseil de l'Ordre des sages-femmes du Nouveau-Brunswick

## Financial Statements

(Unaudited - See Notice to Reader)

As at March 31, 2017

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NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Operations and Changes in Net Assets	2
Statement of Financial Position	3
Notes to Financial Statements	4



**NICHOLSON & BEAUMONT**  
CHARTERED PROFESSIONAL ACCOUNTANTS

## NOTICE TO READER

To the Board of Directors  
Midwifery Council of New Brunswick/Conseil de l'Ordre des sages-femmes du Nouveau-Brunswick.

On the basis of information provided by management, we have compiled the statement of financial position of Midwifery Council of New Brunswick/Conseil de l'Ordre des sages-femmes du Nouveau-Brunswick as at March 31, 2017 and the statements of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Fredericton, NB  
Accountants July 7, 2017

*Nicholson & Beaumont*  
Chartered Professional

Statement of Operations and Changes in Net Assets  
(Unaudited - See Notice to Reader)  
For the Year Ended March 31, 2017

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	<u>2017</u>
Grants	\$ <u>60,000</u>
Expenses	
Amortization	178
Conferences	3,200
Insurance	1,944
Interest and bank charges	59
Meals and entertainment	700
Office expenses	3,160
Professional fees	5,639
Salaries and wages	28,971
Telephone	45
Travel	<u>1,136</u>
	<u>45,032</u>
Excess of revenues over expenses	14,968
Surplus - Beginning of year	<u>-</u>
Surplus - End of year	\$ <u>14,968</u>

The notes to financial statements are an integral part of this statement.

Statement of Financial Position  
(Unaudited - See Notice to Reader)  
As at March 31, 2017

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	<u>2017</u>
Assets	
Current	
Cash	\$ 16,476
Prepays	2,495 _____
	18,971
Property and equipment - Note 3	1,006 _____
Total assets	\$ <u>19,977</u>
Liabilities	
Current	
Accounts payable and accruals	\$ 5,009
Net Assets	
Surplus	14,968 _____
Total liabilities and net assets	\$ <u>19,977</u>

Director

The notes to financial statements are an integral part of this statement.



Notes to Financial Statements  
(Unaudited - See Notice to Reader)  
For the Year Ended March 31, 2017

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1. Purpose of the organization

The Midwifery Council was established as per the Midwifery Act. Its purpose is to regulate the practice of Registered Midwives in the province of New Brunswick. The organization is registered as a not-for-profit organization under the Income Tax Act, and as such, is exempt from income taxes.

2. Summary of significant accounting policies

a) Property and equipment

Property and equipment are stated at cost or deemed cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates and methods:

Computer hardware	30%
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3. Property, plant and equipment

	Original cost	Accumulated amortization	Net book value 2017
Computer hardware	\$ <u>1,184</u>	\$ <u>178</u>	\$ <u>1,006</u>