



Midwifery Council of New Brunswick

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

2017-2018 Annual Report



Midwifery Council of New Brunswick

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

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

Mandate:

As per the *Midwifery Act* includes;

- a) to regulate the practice of midwifery,
- b) to establish, maintain and promote standards of the practice of midwifery,
- c) to establish, maintain, develop and promote standards of professional ethics in the practice of midwifery.

July 23rd, 2018

Executive Summary

This is the second annual report for the Midwifery Council of New Brunswick/Conseil de l'Ordre des sages-femmes du Nouveau-Brunswick (MCNB) and captures the work and activities of the Council between April 1st, 2017 – March 31st, 2018.

The primary activities of the MCNB were;

- Registration of the initial three midwives in New Brunswick
- Regulatory processes: further development
- Schedules for Ordering: Revision and Approval
- Infrastructure of Council: continuing development
- Appointments and Re-appointments to the Council
- Website development
- Engagement in the implementation of midwifery
- Renewal of registration of midwives in New Brunswick

The MCNB continued to participate as a member (Registrar appointed as Board member) and contributed to the work of the Canadian Midwifery Regulators Council (CMRC).

The MCNB Clarified several Gov't processes that are ear-marked for amendments or revisions, in order to support clear and correct function of the regulatory process of the MCNB. The Council looks forward to continued work in the upcoming year including; developing our regulatory framework, the registration of a 4th registered midwife, the introduction and approval of qualified second attendants, and further website development to continue our information sharing with the public and professionals.

Council Membership

Dr. Deborah Harding - Registered Midwife (Chair)

Dr. Saraswathi Vedam - Registered Midwife

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

Virginia Gillmore – Public representative

France Chassé – Nurses Association of New Brunswick, until her term ended September 7th, 2017. Tina Emond’s term began October 20th, 2017.

Amy Flynn – New Brunswick College of Pharmacists, until her departure on December 31st, 2017. George Murray’s term began February 14th, 2018.

Joyce Albert – Department of Health representative until her departure in July 2017. Heather Bursey’s term began October 20th, 2017.

Kelly Ebbett – Registrar

Council meetings

Council met via teleconference monthly with an average meeting length of 85 minutes.

Goals and Objectives for 2017-2018 Fiscal Year
with Status of work

	Details	Status of Work – March 31 st , 2018
GOAL #1	Establish Council as a self-regulating body by 2018.	
Objective	Review current regulations and seek clarification.	Regulations clarified, revisions and amendments to Act identified and on Government agenda.
Objective	Draft of By-laws and governance structure for Council.	Legal consultation completed and draft by-laws in progress.
GOAL #2	Revise and create Council policies and guidelines, in accordance with the Model of Practice, The Midwifery Act, and continuing development in other Canadian midwifery jurisdictions in 2018.	
Objective	Review, create, and revise policies as needed on a yearly basis.	Schedules for Ordering updated and approved by Minister Nov 2017. Policies, guidelines, position statements created, reviewed, and adopted. Translation of documents completed and uploaded to website.
GOAL #3	Regulation of Midwives are established in the province by 2019.	
Objective	Register 4 midwives in 2017 for the 1 st practice site	3 midwives registered
Objective	Collaborate with Department of Health and Health Authorities in the midwifery implementation process by participating in committee membership as required.	Ongoing collaboration
Goal #4	To review job description and workload of Registrar by Oct 2017.	
Objective	To determine work hours and remuneration for Registrar, following establishment and evaluation of the position.	Job description and workload reviewed. Recommendation to expand Registrar's hours.

Future Goals and Objectives 2018-2020

Goal #1 (Cont'd)	Amend the Midwifery Act by 2020.
Objective	Clarification and amendments, including shifting from a public to private Act.
Objective	Complete Governance Structure for Council.
Goal #2 (Cont'd)	Revise and create Council policies and guidelines, in accordance with the continuing development in other Canadian midwifery jurisdictions by 2020.
Objective	Evaluate the Continuing Competency Program (CCP)
Objective	Collaboration with the CMRC in ongoing communication with other jurisdictions.
Objective	Review and develop a process for recognizing advanced competencies in accordance with educational programs, current midwifery practice and the CMRC.
GOAL #3 (Cont'd)	Regulated Midwives are practicing across the province.
Objective	Collaborate with Department of Health and Regional Health Authorities should the midwifery program be expanded.
GOAL #4	Provide framework for the establishment Second Attendants by 2019.
Objective	Collaborate with Department of Health and Regional Health Authorities to implement qualified second attendants as per MCNB policy.

Corrections of dates in previous report

- Interviews and subsequent hiring of the Registrar – Kelly Ebbett **May 2016**
- Government appointment of Dr. Erica Frecker as College of Physicians and Surgeons representative (replacing Dr. Lynn Murphy-Kaulbeck), **May 2016**.

Activities of the Council

Local/Provincial:

- Attendance at CPSI Atlantic Learning Exchange
- Registration of the first midwives in New Brunswick
- Creation of MCNB website - went live on August 30th, 2017
- French translation of our policies and guidelines as completed and approved
- Implementation of Midwifery continued – ongoing communication and collaboration with Department of Health and Horizon Health Network
- Policy work and approval process related to Second Attendants
- Researching governance structure/by-laws and reviewing regulation for Council functioning
- Completion and submission of Budget proposal for 2017-2018 Fiscal year
- Ministerial approval of the revised Schedules for Ordering
- Completed eHealthNB process, in order for midwives to write prescriptions in NB
- Setting up banking structure with credit card application
- Renewal of registration for New Brunswick's registered midwives
- Receipt of letter from Government clarifying regulatory function of Council
- Renewal of registration for New Brunswick's registered midwives
- Established a Working group to explore granting Advanced Competencies in NB
- Completed process for the appointment of new council members
- Completed annual CIHI Health Workforce data collection
- Grant Agreement completed for Council funding.

National:

- Attendance at ICM (International Triennial Congress) in Toronto, Ontario in June 2017.
- Attendance at annual CMRC meeting in Halifax, Nova Scotia in October 2017.
- Attendance at Canadian Network for Agencies of Regulation (CNAR) in Halifax, Nova Scotia in October 2017.
- Annual report submitted to CMRC in October 2017.
- Continuation of harmonizing our documents and policies with those from midwifery jurisdictions across Canada.
- CMRC Membership renewed

Number of Registered Midwives in New Brunswick as of March 31st, 2018

3

The MCNB continues to receive requests and queries from families wishing midwifery services, those who would like to become midwives and those who would like to practice midwifery in New Brunswick.

Committees of the Midwifery Council

Therapeutics Committee: Established November 9th, 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

Revised the Schedules for Ordering. The MCNB Schedules were approved by the Therapeutics Committee on March 28th, 2017, by the Midwifery Council of NB on April 12th, 2017 and sent for approval of the Minister as per the *Midwifery Act*.

MCNB was then advised to receive comment from College of Physicians and Surgeons of NB and the NB and the College of Pharmacists of NB.

Comments received and re-sent followed by Ministerial approval on November 3, 2017.

Registration Appeal Committee: Established December 21st, 2016.

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

Members: Dr. Saraswathi Vedam RM

Dr. Deborah Harding RM

Virginia Gillmore – public representative

- No appeals received from applicants.

Complaints Committee: Established November 8th, 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.*

Members: Kate LeBlanc RM

Ann Montgomery RM

Lisa Ouellette – public representative

- No complaints received. The Complaints committee did not need to convene this year.

Discipline Committee: Established November 8th, 2017.

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: Melissa Langlais RM

Barbara Borland RM

Nicole Basque – public representative

- No complaints received, and the Discipline committee did not need to convene this year.

Challenges and Solutions

Budget, Honoraria, and Regulatory Function of the Council

The Council received the budget and the requested increase to \$75,000 was not granted. Council determined that was insufficient for the work required for the upcoming year.

A request for honoraria was made for MCNB members back in 2016 in preparation to provide in 2017, but no answer had been received.

In conjunction with the above concerns, the Regulatory processes of the Council required clarity as we are under a Public Act. This included how the Standards for Midwifery Practice would be addressed under the current Regulations.

- A meeting was granted with Minister of Health, Victor Boudreau on May 9th, 2017 to address the above concerns. In conclusion, the budget for \$75,000 for one year was granted on June 8th, 2017.
- The honoraria request was granted and received on October 19th, 2017.
- The regulatory review required further clarification from the Attorney General and a letter was received on February 16th, 2018.

Midwifery Implementation

The Regional Health Authority (Horizon) implemented a Midwifery Steering Committee along with sub-committees (Communication, Evaluation, Clinical Care

and Human Resources) to begin the implementation process of midwifery in Fredericton, NB.

The MCNB Registrar is a member of the Clinical Care Committee and met bi-weekly until early 2018. This has enabled communication and clarification about midwifery practice and MCNB policies, as processes were being developed.

The Government announced the start of client intake to the midwifery practice on October 13th, 2017 located presently at the Downtown Community Health Center in Fredericton.

The first New Brunswick midwifery birth occurred on November 30th, 2017.

Registered midwives participate in various Council and Horizon committees.

Gaps in Government Appointments

Several council terms ended at the same time (which occurred twice this past year). Despite planning well in advance, the process for council appointments was found to be lengthy and unclear. Therefore for 6 months of the year, it was difficult to maintain quorum for Council meetings. Following completion of the process (twice), there is better understanding on how to proceed next time and anticipate a smoother process in the future.

Second Attendants

The involvement of health care professionals in the role of second attendants is an established part of midwifery programs across Canada. As two qualified attendants are required for home births, second attendants are vital in small or rural practices, as this allows for greater access for planned home births, provides a balance in on-call schedules for the midwife, and sustainability of the program.

With the beginnings of the midwifery program in Fredericton, with just three midwives, the implementation of second attendants is important and enhances community care and collaboration. We continue to work with the Steering Committee on its implementation.

The MCNB developed a policy for approving second attendants which is congruent with other Canadian jurisdictions. Work has been completed in relation to liability insurance (covered by the midwife's insurance), as well the application process for second attendants for MCNB's approval. It is noted that 8 individuals have already contacted the MCNB directly, requesting applications to be a second attendant.

Hours for the Registrar

The Registrar was hired on the part time basis of 2 days per week in 2016. However, with the workload required, the weekly hours of the Registrar have exceeded the original estimation for the second year. Request made to increase hours to 3 days per week.

Policies, Documents, and Guidelines Created and Revised

- ✓ Guidelines: Emergency Transport to Hospital from a Planned Home Birth **Adopted** May 10th, 2017
- ✓ Policy: Second Attendants **Adopted** May 10th, 2017
- ✓ Policy: New Registrants **Revised** May 10th, 2017
- ✓ Registered Midwives in Canada: Primary Care Providers – Education and Competencies **Adopted** May 10th, 2017
- ✓ MCNB Schedules for Ordering **Revised and Ministerial approval** November 3rd, 2017
- ✓ Continuing Competency Program Guidelines **Revised** February 8th, 2018
- ✓ Policy # 12: Client Midwifery Care Requests Outside of Scope of Practice. **Revised to** "Midwifery Clinical Practice Guideline: Informed Choice and Refusal of Caregiver recommendations", March 14th, 2018
- ✓ Registration cards and certificates for Registered Midwives **Completed** May 5th, 2017
- ✓ Renewal of Registration Form developed **Completed** March 1st, 2018

A handwritten signature in blue ink that reads "Kelly Ellett". The signature is fluid and cursive, with the first name "Kelly" and the last name "Ellett" clearly distinguishable.

Registrar of the Midwifery Council of New Brunswick

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, 2018

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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, 2018 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
June 20, 2018

Nicholson & Beaumont
Chartered Professional Accountants

Independent member of Porter Héту International, Professional Services Group.

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

Statement of Operations and Changes in Net Assets

(Unaudited - See Notice to Reader)

For the Year Ended March 31, 2018

	<u>2018</u>	<u>2017</u>
Revenue		
Grants	\$ 75,000	\$ 60,000
Registration Fee	<u>3,158</u>	<u>-</u>
	<u>78,158</u>	<u>60,000</u>
Expenses		
Amortization	302	178
Conferences	1,865	3,200
Consulting	633	-
Honoraria	3,835	-
Insurance	3,346	1,944
Interest and bank charges	79	59
Meals and entertainment	190	700
Office expenses	4,543	3,052
Professional fees	13,214	5,792
Salaries and wages	32,381	28,971
Travel	<u>2,296</u>	<u>1,136</u>
	<u>62,684</u>	<u>45,032</u>
Excess of revenues over expenses	15,474	14,968
Surplus - Beginning of year	<u>14,968</u>	<u>-</u>
Surplus - End of year	<u>\$ 30,442</u>	<u>\$ 14,968</u>

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

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

Statement of Financial Position

(Unaudited - See Notice to Reader)

As at March 31, 2018

	<u>2018</u>	<u>2017</u>
Assets		
Current		
Cash	\$ 30,467	\$ 16,476
Investments	1,000	-
Prepays	<u>2,553</u>	<u>2,495</u>
	34,020	18,971
Property and equipment - Note 3	<u>704</u>	<u>1,006</u>
Total assets	\$ <u>34,724</u>	\$ <u>19,977</u>
Liabilities		
Current		
Accounts payable and accruals	\$ 4,282	\$ 5,009
Net Assets		
Surplus	<u>30,442</u>	<u>14,968</u>
Total liabilities and net assets	\$ <u>34,724</u>	\$ <u>19,977</u>

Director

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

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

Notes to Financial Statements

(Unaudited - See Notice to Reader)

For the Year Ended March 31, 2018

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

	<u>Original cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	
			<u>2018</u>	<u>2017</u>
Computer hardware	\$ <u>1,184</u>	\$ <u>480</u>	\$ <u>704</u>	\$ <u>1,006</u>
