



## POSITION PROFILE

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### Saskatchewan College of Paramedics Executive Director June 2010

#### **THE ORGANIZATION**

The Saskatchewan College of Paramedics (SCoP) was formed in September of 2008 when it received the formal responsibility for the regulation of the practice of paramedicine in Saskatchewan. Previously, regulation of the profession was performed by the Ministry of Health, and there had been an association of practitioners.

As of June 15, 2010, the College had 1,920 active members. Approximately 60 percent of the members are Emergency Medical Technicians (EMTs); 18 percent are Emergency Medical Responders (EMRs); the remaining 22 percent are split evenly between Emergency Medical Technicians – Advanced (EMT-A) and Emergency Medical Technicians – Paramedics (EMT-P). The membership is two to one, male to female. It is a fairly young profession with the majority of the members (particularly EMTs) under the age of 30 and very few members over the age of 50. Members work in several sectors: 70% in the ambulance sector, 20% in the fire sector, 5% in the industrial settings, and the balance in other sectors.

The College Council is comprised of 6 elected members (5 EMT-Ps and 1 EMT) and 3 appointed public representatives.

#### ***Mandate***

Pursuant to *The Paramedics Act*, it is the duty of the College to serve and protect the public.

#### ***Mission***

To serve and protect the public through registering, licensing, educating, and disciplining members of the college, providing a continuum of regulatory oversight, and exercising our powers and discharging our responsibilities in the public interest.

This is done through fostering:

- professional growth and support;
- competent, ethical practice from our members; and
- professional self-regulation for EMRs, EMTs, EMT-A's, and Paramedics

#### ***Vision***

Collectively creating a profession that is recognized by those we serve by applying the knowledge that we possess, establishing trust and the respect of our stakeholders.



## **Strategic Plan**

### Stakeholders

- SCoP has a constructive working relationship with key stakeholders.
- The public understands the role of the profession and of the College.

### Regulatory Functions

- SCoP members are competent, ethical practitioners who provide quality service to the public.
- SCoP processes are efficient, user-friendly and transparent.

### Internal Resources

- SCoP is appropriately resourced to accomplish its goals.
- SCoP has a stable, efficient work environment.

The business of the College of Paramedics is conducted through 8 Committees which have members drawn from practitioners across the province. The *Paramedics Act* and the *Regulatory and Administrative Bylaws* set out the Committee structure of the College and the composition and key responsibilities of the various committees. The College Council appoints members to College Committees. The Council also appoints each Committee chairperson and establishes a Committee Terms of Reference and budget. The Committees are:

- Professional Conduct Committee
- Disciplinary Committee
- Executive Committee
- Legislation and Bylaws Committee
- Education Committee
- Audit Committee
- Nominations Committee
- Registration Committee

## **ATTRactions AND SUCCESSES**

- Establishing itself as a provincial regulator for the paramedic profession.
- Planning for the implementation of a new registry system.
- Working with the Canadian Organization of Paramedic Regulators to enable full labour mobility for all paramedics and to develop national licensing exams.
- Completion of a comprehensive policy manual for the College.
- Improved communications with members and stakeholders through regular e-mails to coordinators.
- A new website and newsletter.

## **ISSUES AND CHALLENGES**

- Clarification of roles and interaction between the College, the health authorities, private operators, SIAST (as the single training institution for paramedics), and the Ministry of Health.
- Working towards gaining full regulatory authority (including scope of practice) from the Ministry of Health.
- Public recognition of the College's purpose and relevance.
- Standardizing the continuing education program.
- Diversity of interests: rural to urban; EMT-P to EMR; ambulance to fire to industry.



- Ensuring thoughtful, deliberate and strategic processes and decisions; contrarian in nature to that required in emergency situations.

## **OPPORTUNITIES/PRIORITIES**

- Defining paramedics' role and scope-of-practice.
- The purchase and implementation of the new registry system.
- Internal workflow and process improvement.
- Enhanced consultation and communication processes.
- Stabilizing licensing and registration.
- Improving the standard and quality of practice.
- Developing national standards and licensing exams.

## **THE POSITION**

Reporting directly to the College's Council, the Executive Director is responsible for, but not limited to:

- Oversee the day to day operations of the college.
- Manage relationships with the membership and other stakeholders.
- Carry out the policies established by Council pertaining to the management and administration of the affairs of the College.
- Act as Secretary/Treasurer of the college including maintaining the register of the College (*NOTE: the Registrar function is a major part of the job*).
- Act as an advisor to the President of the College.

Three staff report to the Executive Director:

- Investigations and Research Coordinator (a paramedic)
- Office Manager
- Administrative Assistant

## **QUALIFICATIONS & CORE COMPETENCIES**

- Demonstrated management experience within the public, private, CBO or non-profit sector.
- A degree in administration or management, or equivalent experience including project management.
- Proven leadership, self-motivation, marketing and strong administrative skills.
- Demonstrated ability in the areas of budget, financial management, conflict resolution, consensus building, implementation and evaluation.
- Excellent problem solving skills.
- Strategic planning experience.
- A working knowledge of EMS would be advantageous but not necessary.
- Strong relationship building skills.
- Experience in building and maintaining good community and public relations.



## **THE PERSON**

- Proficient in managing relationships and building networks.
- Shows a sense of humor and is not defensive.
- Takes manageable risks to move the organization forward.
- Possesses effective written and verbal communication and presentation skills.
- Is credible, competent and confident.
- Is socially and politically savvy.
- In partnership with Council, able to create a long-term vision for the organization.
- Demonstrates trustworthiness and integrity.
- Has a presence that engenders trust and confidence.
- Is down to earth and approachable.
- Works effectively in collaboration with others.

## **ANSWERS TO FREQUENTLY ASKED QUESTIONS...**

- The position is located in Regina.
- Salary will fall in the range of \$90K-\$120K.
- A benefits package will be available. For more information on the benefits policies, please see [www.collegeofparamedics.sk.ca](http://www.collegeofparamedics.sk.ca).

# SCoP Organization

