



Highlights of the September 10, 2010 Meeting of Council

The regular meeting of Council held September 10, 2010 in Regina featured a meeting with the Saskatchewan Association of Fire Chiefs. Council members Brent Stewart, Derek Dagenais, Bob Fenner, Steve Winik, Karen Todd, and Karen Wallace attended the meeting.

Saskatchewan Association of Fire Chiefs (SAFC)

Six Fire Chiefs and/or Deputy Chiefs representing Saskatoon, Moose Jaw, North Battleford and Weyburn attended the meeting led by Garth Palmer, Chair of the SAFC Labour Relations Committee, and supported by Peggy Antonichuk, Executive Director of SAFC. Council explained the revisions to the protocol development process which will include an opportunity for Fire Sector representation and increased consultation in the review process. Council also provided an update on changes to the registry system which will enable individual members to register online. The Fire Chiefs stressed the importance of representation of the municipal fire sector on Council and Committees of the College and encouraged Council to meet with the Saskatchewan Chapter of the International Association of Fire Fighters to invite stronger engagement by fire fighters in the governance of the College. In addition, the Fire Chiefs requested that the Council consider pro-rating registration fees throughout the year.

2010-11 Priorities

Council reviewed and approved the priorities recommended by each Committee and identified five additional priorities for Council attention during the current year (see attachment) in order to make progress on the SCoP Strategic Plan.

Executive Director Recruitment

The Executive Committee reported a delay in the recruitment process caused by the withdrawal of a number of candidates at the interview stage. The Search Committee expects to have a recommended candidate for Council in October.

Practice Without Protocols

Council discussed concerns that some members may be practicing outside of approved EMS Treatment Protocols. *The Paramedics Act*, Section 23, makes it clear that no member shall practice a treatment protocol that is not approved by the College of Physicians and Surgeons. Approved protocols are published by Saskatchewan Health in the *EMS Treatment Protocols*. The *Code of Professional Conduct* in the *Regulatory Bylaws* specifies that members are responsible to contain their practice within the relevant legislation and protocols. Council members raised concerns about the potential for harm to patients, the liability for the members, the employers and the College in these situations, and the potential for members to be subject to disciplinary action. Council has received a legal opinion that the *Paramedics Act* does not allow for a "Transfer of Function" from a

physician to enable a paramedic to practice beyond the approved protocols or their scope of practice. The College will make efforts to communicate these concerns to members and employers in the coming months. Council has already asked Saskatchewan Health to address concerns such as the in-facility scope of practice for paramedics. In addition, concerns have been raised about the proposed Medicated Facilitated Intubation procedure for which there is no current approved protocol.

Liability Insurance

Council received a request from an EMS Service to clarify the liability insurance requirements for members, particularly in situations where an employer's insurance does not apply. Council directed the College to conduct some research on what other professions do, what other paramedic regulators do and also to clarify the implications for practitioners and the College of the current situation and any recommended approach.

CME Audits

A report from the Education Committee regarding the pilot of an audit process for Agency CME Programs noted the success of the pilots and recommended a number of policies respecting the implementation of the CME Audit process. Council noted the good progress and encouraged an approach that is consistent and transparent. The Committee expects to complete six more audits before Christmas.

GST Exemption and Clarification of Equivalency Assessment Fees

Council received a ruling from Canada Revenue Agency (CRA) which clearly exempts from GST the fees which the College charges. This means that no change will be needed in the College billing process as we have not been collecting GST with our fees.

The CRA review of College bylaws in order to arrive at this ruling identified one area (equivalency assessment fees for Canadian graduates) where the fees charged are not identified in the *Administrative Bylaws*, and one area (equivalency assessment fees for international graduates and its relationship to the initial processing fee) where there is some confusion about the nature of the fee. Council considered and approved a recommendation from the Audit Committee to immediately amend the *Administrative Bylaws* to address these issues. There is no change in the actual fees charged, rather this amendment just makes clear the purpose and specific fees to be charged. The amendment to Section 27 of the *Administrative Bylaws* which will be subject to ratification at the 2011 AGM can be found on the college website at <http://www.collegeofparamedics.sk.ca/docs/resources/documents/Administrative%20Bylaws%20of%20SCoP%20revised%20September%2010%202010%20Certified%20copy.pdf> .

Licensing Exams

Council received a report from the Registration Committee on a pilot of the EMT-P/ACP licensing exam. Council also agreed to consult with members and stakeholders on the development of an EMR examination as recommended by the Registration Committee.

Qualifications Surveys, Optional Protocols and Titles for 2011 Licensure

Council noted that 128 members had not returned their *Qualifications Surveys*. These surveys are used to establish the scope of practice of the member and the appropriate registry number to be assigned with the 2011 licence renewal. Council was advised that members who do not return their information as requested will be referred to the Professional Conduct Committee for investigation of professional misconduct. In addition, these members will not be able to renew their licences for 2011 until they supply the requested information.

Council agreed with a Registration Committee recommendation that each member receive a letter with their licence renewal for 2011 which specifies the optional protocols which they are able to practice because they have completed approved training. In the future this list of approved optional protocols may become an endorsement right on the *Certificate of Licensure* but that will require an amendment to the *Regulatory Bylaws* to allow for endorsements of the licence. The Registration Committee will be doing some more research on this concept before recommending it to Council.

Based on the information from the *Qualifications Survey*, it appears that nearly 80% of members will have a change in the first two digits of their registry number when their licences are renewed for 2011. The new numbers will reflect initial training and scope of practice. Council confirmed the recommendation from the Registration Committee that the *Certificate of Licensure* include a reference to initial training. So, for example, the member who has bridged to the PCP level will be issued a licence as an EMT (consistent with the *Regulatory Bylaws*) but the licence will also indicate "PCP trained". The Registration Committee had recommended and Council agreed that the College consult with EMRs and other stakeholders regarding the sub-title to be used for EMRs who have met the initial training requirements which came into effect in 2009.

Currency of Credentials

Council considered a recommendation from the Registration Committee that initial training credentials be accepted for the purpose of registration with the College for up to two years following graduation. Council referred the recommendation to the Legislation and Bylaws Committee to prepare a resolution for consideration at the 2011 AGM.

Professional Conduct Committee Reports

The *Paramedics Act* requires that the Professional Conduct Committee (PCC) report to Council as well as the Discipline Committee on any complaint that is not referred for a discipline hearing. This includes any complaints dismissed by the PCC or any that are subject to low level resolution. Council reviewed the reports for the past year. Council noted the number of anonymous complaints, the difficulty in investigation of these complaints when there is no complainant to clarify the concerns, and the potential for anonymous complaints to be used for malicious purposes (to smear a member's reputation, rather than to raise a *bona fide* issue of professional competence or conduct). Note was also made of the importance of being able to receive anonymous complaints in situations where the complainant did need the protection of anonymity. Council invited the

Professional Conduct Committee to do some research and propose bylaws or policies to govern the treatment of anonymous complaints.

AGM 2011

Council received a report from the Education Committee that an inservice eligible for CME credit will be offered in conjunction with the AGM in Moose Jaw on April 8, 2011. Council requested that members be surveyed regarding both the topics they might like to see and also the format (two day or half day).

Committee Appointments

Council appointed Karen Wallace to the Executive Committee and Steve Winik as Vice Chair of the Registration Committee. Council also received the resignation of Jarret Cappelle from the Registration Committee and referred the matter to the Nominations Committee to recruit a replacement.

For additional information, please contact:
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Saskatchewan College of Paramedics Strategic Plan Priorities for 2010-11

<p style="text-align: center;">Vision</p> <p>Collectively building a profession that is appropriately utilized by those we serve, using the trust, respect, and knowledge that we possess.</p>	<p style="text-align: center;">Mission</p> <p>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.</p>
<p style="text-align: center;">Strategic Goals and Strategic Objectives for 2010-12</p>	<p style="text-align: center;">Priorities for 2010-11</p>
<p>1. Stakeholders</p> <p><i>Goals:</i></p> <ul style="list-style-type: none"> • SCoP has a constructive working relationship with key stakeholders. • The public understands the role of the profession and of the College. <p><i>Objectives:</i></p> <ul style="list-style-type: none"> ➢ Provide timely, responsive service ➢ Improve communication, including a clear, regular communication strategy for members, stakeholders and the public ➢ Inform the public about our profession ➢ Work with other regulators to explain the role of the regulator to the public and our members ➢ Increase credibility through accountability ➢ Engage stakeholders on key decisions ➢ Clarify roles with partners (e.g., Health, SIAST) 	<ul style="list-style-type: none"> • Recruit members of the public to serve on committees as required (Nominations Ctte) • Increase engagement of fire sector members (Council) • Provide an inservice at the AGM (Council) Prepare SCoP presentations for use by Council and Committee Chairs to inform about the College (Council) • Work with other regulators in common areas of interest (eg. SRNA and SALPN re scope issues) (Leg & Bylaws Ctte) • Ensure the resolutions passed at the 2010 AGM move forward to Health in a timely fashion (Leg & Bylaws Ctte) • Negotiate an interim protocol development process with SK Health (Exec Ctte)
<p>2. Regulatory Functions</p> <p><i>Goals:</i></p> <ul style="list-style-type: none"> • SCoP members are competent, ethical practitioners who provide quality service to the public. • SCoP processes are efficient, user-friendly and transparent. <p><i>Objectives:</i></p> <ul style="list-style-type: none"> ➢ Increase the quality of practice of our members ➢ Provide clear, concise, transparent information on registration renewal and continuing competency requirements 	<ul style="list-style-type: none"> • Set Education Requirements for 2012 before October 31st (Education Ctte) • Work on the auditing process so that it flows and becomes a standard of practice for the college (Education Ctte) • Stream line the course approval process. (Education Ctte) • Get a clear definition on what a proctor for the college is (job description). (Education Ctte) • Work with the Ministry on Core Training Requirements for protocols so we can get them out in an appropriate manner. (Education Ctte)

<ul style="list-style-type: none"> ➤ Establish an entrance to practice exam ➤ Define public interest ➤ Increase confidence in disciplinary processes ➤ Participate in the CMA Accreditation Service and the Canadian Organization of Paramedic Regulators ➤ Become actively involved in scope of practice ➤ Take an active role in development of national licensing exams 	<ul style="list-style-type: none"> • Pilot and complete the interim ACP exam (Registration) • Improve bylaws and policies respecting professional conduct investigation process (Council and Professional Conduct Committee) • Work to resolve the uncertainties regarding scope of practice and protocols (Leg & Bylaws Ctte) • Development of the National exam through COPR (Registration)
<p>3. Internal Resources</p> <p>Goals:</p> <ul style="list-style-type: none"> • SCoP is appropriately resourced to accomplish its goals. • SCoP has a stable, efficient work environment. <p>Objectives:</p> <p><i>Financial</i></p> <ul style="list-style-type: none"> ➤ Set financial targets and dates to meet priorities and goals ➤ Achieve financial stability ➤ Plan for long-term goals ➤ Establish reserves for legal, capital and general contingencies and a reserve to provide for purchase of a replacement registry system <p><i>People</i></p> <ul style="list-style-type: none"> ➤ Ensure expertise within the College (communications, investigations, education, financial) <p><i>Committees</i></p> <ul style="list-style-type: none"> ➤ Ensure fully functional, efficient, goal-oriented committees ➤ College staff support committees in their work ➤ Maintain diversity of representation (e.g, all levels, rural/urban, health/fire/industry) ➤ Provide appropriate training for SCoP Council and committee Members <p><i>Technology</i></p> <ul style="list-style-type: none"> ➤ Create efficiency through technology ➤ Develop an online registration capability, including CME tracking capacity ➤ Use technology to communicate (e.g., video 	<ul style="list-style-type: none"> • Propose policy and bylaw changes on Terms of Office for Council (Nominations) • Determine office space requirements (lease comes due in fall, 2011) (Audit) • Monitor expenditures to ensure they remain within available budget (Audit) • Resolve GST issue (Audit) • Prepare budget for 2011-13 (Audit) • Implement Reserve Funds investment strategy (Audit) • Recruit new Executive Director (Council and Exec Ctte) • Succession planning for PCC Chair (PCC) • Increase size of Discipline Ctte (Council and Disc Ctte) • Fire Rep for Discipline Ctte (Disc Ctte) • Recruitment for vacancies on Council and Committees (Nominations Ctte) • Recruit chairs for the Professional Conduct and Nominations Committees (Nom. Ctte) • Administrative Tribunal Training for new PCC members (PCC) • Implement Registry Replacement Project (Registration Ctte)

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