

March, 2010

Dear Member,

This spring the College is conducting a survey of member qualifications, both Initial Training and training in Optional Protocols. **Every member is required to respond by May 15, 2010.** Training determines the scope of practice of the individual member, and we need to ensure that our records are accurate and up to date in support of your practice.

Why is SCoP Asking Members to Verify Their Training?

During the 2010 renewal period, the staff found many instances where bridge training had not been recorded in the records we obtained from Saskatchewan Health. Without documentation SCoP cannot recognize training and, as a consequence, your scope of practice may be curtailed. We will need certificates or transcripts to correct any errors that may be in your record. For optional protocol training we will accept self-declaration as described below.

We are also using this survey to clarify the level of training of all members prior to the changeover of Registry numbers in accordance with the resolution passed at the 2009 AGM. The new registry numbers will reflect your training.

The College wants to determine which members are trained in and, therefore, qualified to perform optional protocols. Currently there is no record of training in optional protocols prior to 2009, so there is no means for the college to endorse their practice. The *Qualifications Survey* will correct this situation by asking members to advise of training they have completed.

- For optional protocols introduced prior to 2009, you are asked to self-declare in which of these optional protocols you have been trained. Supporting documentation is not required as we understand it may not be available.
- For the new protocols approved in 2009, we are asking EMTs who are PCP-trained and all EMT-As to verify our records of your training in these protocols. If our records are incorrect, please provide documentation of having completed approved training.

Finally, we had some difficulty with our current database during the licence renewal season and we want to ensure that member registration information was not corrupted. Furthermore, the College is in the process of replacing the database software to manage the Registry. We expect this new system will streamline the registration process and improve recordkeeping for continuing medical education. It is important that we have complete and accurate information to enter into this database when the new Registry software is introduced. This *Qualifications Survey* will help us to ensure our records are accurate.

What is in the Qualifications Survey?

You will receive a Qualifications Survey for your licence level. We are asking you to verify personal, licence and training information. The survey is divided into four parts:

Part 1 – Personal Information – member is asked to verify their contact and personal identifying information

Part 2 – Licence Information – member is asked to verify SCoP's record of their current registration and licence.

Part 3 – Level of Training – member is asked to verify the level of training they have received in relation to their current licence.

Part 4 - Optional Protocols – member is asked to self-declare training in optional protocols introduced prior to 2009 and to verify SCoP records of training in the new (2009) protocols.

For the Optional Protocols prior to 2009, please refer to *IP2 – Inter-Facility Transfer of Patients with Medical Devices in Place* from the *Saskatchewan Emergency Treatment Protocols* manual

(<http://www.health.gov.sk.ca/ems-protocol>). According to Protocol IP2, members with EMT, EMT-A or EMT-P licences may obtain additional training which allows them to use the following devices. The training is to be recertified every two years. The devices involved are as follows:

- Tracheostomy Tubes
- Nasogastric Tubes (Gravity Drainage only)
- Foley Catheters
- Central Venous Catheters
- Jackson Pratt Drains
- Peritoneal Dialysis Tubes
- Heimlich Valves
- Chest Tubes (with water seal)

Please declare if you have taken this training, and if so, declare the year of your most recent review. (Those who have bridged to PCP, ICP or ACP will likely have the training).

We are also asking EMTs/PCPs and EMT-As/ICPs to declare training on, and most recent review of:

- 12 Lead ECG
- Urinary Catheterization

We are asking EMRs to declare training on, and most recent review of:

- Nasogastric Tube (Gravity) Monitoring
- Foley Catheter Monitoring

The College is not asking for documentation regarding the Optional Protocols prior to 2009; your self-report will be sufficient.

For the 2009 protocols, we are asking PCP trained EMTs, EMT-As, and EMT-A/ICPs to verify the information the College has on file. If you believe you have the training but your survey says "NO", please provide evidence that you have completed approved training.

Return completed and signed surveys to the office by May 15, 2010, by email (scanned), fax or mail.

Email: office@collegeofparamedics.sk.ca

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Mail: Saskatchewan College of Paramedics

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Questions can be emailed to the college at office@collegeofparamedics.sk.ca

Or call our toll free number, 1-877-725-4202