

**Provincial Emergency Services Practice Committee
Terms of Reference
September 22, 2010**

Purpose

The committee provides advice to Saskatchewan Health and the Saskatchewan College of Paramedics on how best to optimize patient care delivered by paramedics. The committee provides advice pursuant to Section 15(2) of the *Paramedics Act* which states:

Bylaws

15(2) Subject to this Act, regulatory bylaws may be made pursuant to section 14 for the following purposes: ...

(e) setting standards regarding the manner and method of practice of members; ...

(h) respecting the emergency medical services education programs required to be successfully completed for the purposes of registration and licensing pursuant to this Act; ...

(j) setting standards for continuing education and the participation of members in continuing education; ...

(m) establishing categories of practice and prescribing the requirements for admission to each of those categories and the practicing rights and privileges associated with each category; ...

(u) establishing programs for the assessment of the competency of members;

The Committee makes recommendations on scope of practice and protocols for persons licensed under Section 20 of the *Paramedics Act*, regardless where these emergency medical professionals practice.

The Committee is responsible for conducting the research, analysis and review necessary to make recommendations to the College of Physicians and Surgeons of Saskatchewan and the Saskatchewan College of Paramedics pursuant to Section 23 of the *Paramedics Act* which says:

Practice

23 A practicing member who provides an emergency treatment or administers a medication must do so in accordance with any protocols respecting the provision of emergency treatment or administration of medication by a paramedic, an emergency medical technician or an emergency medical responder that are approved by the College of Physicians and Surgeons of Saskatchewan.

Specific Mandate

To achieve this end, it is anticipated the committee members will participate in the following activities:

- Consider research and review trends and changes in emergency medical services and advise accordingly;
- Provide and apply expertise to guide development of emergency treatment protocols;
- Consider proposed protocols for recommendation to the Saskatchewan College of Paramedics and the College of Physicians and Surgeons of Saskatchewan;

- Support the implementation of emergency treatment protocols approved by the Saskatchewan College of Paramedics and the College of Physicians and Surgeons of Saskatchewan, and authorized for implementation by Saskatchewan Health;
- Advise the Saskatchewan College of Paramedics on matters related to the requirements of continuing education for emergency medical services practitioners;
- Advise the Saskatchewan College of Paramedics on any new educational requirements, skills or protocols needed for the changing environment of emergency medical services;
- Review and evaluate the development, implementation and monitoring of medical procedures or modalities of care in EMS;
- Develop and/or participate in pilot projects the Committee has recommended to Saskatchewan Health and the Saskatchewan College of Paramedics related to the delivery of emergency medical services to determine the efficacy of proposed changes.

Note: any member of the committee may be a proponent who participates in the research and development of emergency treatment protocols

Reporting Relationships

The Advisory Committee is accountable to the Executive Director of Acute and Emergency Services Branch, Saskatchewan Health, and the Executive Director of the Saskatchewan College of Paramedics

Membership

- a. Emergency Medical Advisors
 - The Emergency Medical Advisor to Saskatchewan Health
 - Seven designated Emergency Medical Advisors from Regional Health Authorities (RHA) representing four urban, two rural and one northern RHA
- b. Emergency Medical Professionals
 - The Chair of the Education Committee of the Saskatchewan College of Paramedics (SCoP)
 - Four members of the SCoP Education Committee representing the 4 licence levels
 - One representative or delegate from industrial paramedics (if not represented on the SCoP Education Committee)
 - One representative or delegate from fire paramedics (if not represented on the SCoP Education Committee)
- c. Patients
 - One patient representative
- d. Employers
 - Two RHA members from the EMS working group, appointed annually and representing both urban and rural RHAs
 - One Vice President of Human Resources or designate from a RHA
 - One representative or delegate from the Saskatchewan Association of Fire Chiefs
 - One representative from the Saskatchewan Emergency Medical Services Association
- e. Regulators (ex officio)
 - Two appointed representatives of the Acute and Emergency Services Branch, Saskatchewan Health
 - One representative from the SCoP Council
 - The Executive Director or designate from SCoP
- f. Research and Training Expertise (ex officio)
 - One representative from SIAST
 - One representative from CADTH

- Other expertise as needed

Chair

A SCoP member delegated by SCoP Council and the Medical Advisor to Saskatchewan Health shall co-chair this committee. The meetings may be professionally facilitated by a facilitator jointly agreed by Saskatchewan Health and SCoP.

Administrative Support

The Acute and Emergency Services Branch (AESB) of Saskatchewan Health and the SCoP Office will provide administrative, research, and policy support to the Advisory Committee.

Consultation

Systematic consultation with training providers, employers and practitioners will be part of any protocol development process. Saskatchewan Health and SCoP will consult other stakeholders and report to the Advisory Committee on any concerns or issues raised. The Committee may suggest additional consultation if required.

Meeting Times

The committee meets a minimum of two times per year at the call of the co-chairs.

Committee Term

The Committee is ongoing. Membership of participants who do not regularly attend meetings will be jointly reviewed by SCoP and the Ministry of Health.

The following terms apply:

- a. Ongoing – (Term relates to the official’s position)
 - The Emergency Medical Advisor to Saskatchewan Health
 - The Chair of the Education Committee of the Saskatchewan College of Paramedics (SCoP)
 - Two appointed representatives of the Acute and Emergency Services Branch, Saskatchewan Health (ex officio)
 - The Executive Director or designate from SCoP (ex officio)
 - One representative from SIAST (ex officio)
 - One representative from CADTH (ex officio)
 - Other expertise as needed (ex officio)
- b. Two year term with members appointed on staggered years to ensure continuity, eligible for two terms:
 - Seven designated Emergency Medical Advisors
 - One representative from the SCoP Council
 - Four members of the SCoP Education Committee representing the 4 license levels
 - One representative or delegate from industrial paramedics
 - One representative or delegate from fire paramedics
 - One patient representative
 - Two RHA members from the EMS working group, appointed annually and representing both urban and rural RHAs

- One Vice President of Human Resources or designate from a RHA
- One representative or delegate from the Saskatchewan Association of Fire Chiefs
- One representative from the Saskatchewan Emergency Medical Services Association

Expense Reimbursement

No honoraria are paid for these meetings. Out-of-pocket expenses (travel, meals) will be covered for all participants. The Ministry of Health, employers, SIAST and CADTH will be expected to reimburse expenses of their representatives and Medical Advisors. SCoP will reimburse expenses of the Education Committee, Council and staff of SCoP. Patient representative expenses will be funded by the Ministry of Health.