

ANNUAL REPORT

Saskatchewan College of Paramedics • 2010 Annual Report
Paramedics: Trusted – Professional

Message from the President



Courtesy MD Ambulance, Saskatoon

It is my privilege to provide the Saskatchewan College of Paramedic's 2010 Annual Report to the membership. As president, I must first express my thanks to members of Council, all of the committees, College staff, and all of the practitioners. The past year has had its share of both challenges and accomplishments.

Language contained in

section 23 of *The Paramedics Act* and *The Medical Profession Act* caused us some challenges in 2010. *The Paramedics Act* is quite strict in regards to which protocols can be utilized by paramedics, as well wording within *The Medical Profession Act* prohibits physicians from “transferring” to any other health care professional the authority to do things which exceed their scope of practice. As a result, the College has been working diligently with the Ministry of Health to address scope of practice issues in air ambulance and in-facility environments. In recognizing the strain that this has put on these areas of the health system, both the College and the Ministry are committed to finding a solution as soon as possible. I would like to thank all of the practitioners for their patience, and want to stress that it is very important for every practitioner to act within the current scope of practice.

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SCoP Council

President:

Brent Stewart

Vice-President:

Derek Dagenais

Members-at-Large:

Bob Fenner

Jon Antal

Cari Evenson-Carleton

Vacant (Fire)

Public Representatives:

Jamie Struthers

Karen Wallace

Karen Todd



**SASKATCHEWAN
 COLLEGE OF
 PARAMEDICS**

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From first page

Message from the President

It is the College's primary responsibility to ensure that practitioners provide safe, competent and ethical care.

Over the past year, the College accomplished many key



Brent Stewart
President
SCoP Council

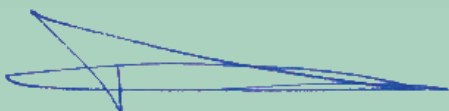
projects such as: the acquisition of a new registry system which will be implemented in 2011; the creation of a new process to amend or develop protocols, as part of a transition plan for managing scope of practice in conjunction with the Ministry of Health; and ensuring SCoP has a membership in the Canadian Organization of Paramedic Regulators (COPR). COPR has been given federal funding to develop a

national common scope of practice, and a national examination process. Derek Dagenais is the College's representative in this process. He is also the western Canadian representative.

There are many projects that are in the works, or which will need to be started in 2011. These include: revisions to the continuing education process; working with COPR on a national common scope of practice and examination process; the development of a transition plan for managing scope of practice; and the development of a scope of practice document. Creating a scope of practice document is a huge undertaking for the College. We will require your support and input on all of these projects.

As everyone is aware, Lily Stonehouse retired from the position of SCoP's executive director in the fall of 2010. I would like to thank Lily for her contributions to the College. Under her leadership, a strong foundation was developed for our organization. I would also like to welcome Sheri Hupp to our organization as the new executive director. I am confident that Sheri's skill set and experience will allow us to continue to grow as a self-regulated profession.

I look forward to next year. We have much to be proud of and a solid foundation for the future.



Brent Stewart
President
SCoP Council

Message from the Executive Director

The Saskatchewan College of Paramedics now has had a couple of full years of operation as a regulatory body. It is amazing to see all that has been accomplished in such a short period of time. We have certainly established a solid



Sheri Hupp
Executive Director
SCoP

groundwork that will allow us to move forward into the future. Council continues to look forward with the SCoP Strategic Plan. In March 2010, Council approved an updated strategic plan for 2010-12. The three major areas of focus relate to our stakeholders, the regulatory functions, and our internal resources. I encourage every member to review SCoP's Strategic Plan.

In 2010, we registered 2,037 members – everyone made it through another registration renewal cycle as reported in the Registrar's Report. This year saw an addition to the process as we began tracking the optional IP2 protocols. This added to the steps required to successfully license a member. We were pleased that the addition of the SCoP coordinators played a key component in the 2011 registration renewal, and we look forward to adopting a new registry system which we will hope will make our processes more efficient.

“...three major areas of focus relate to our stakeholders, the regulatory functions, and our internal resources.”

We continue to rely upon and update the Policy Document which includes all policy decisions made by Council since the proclamation of *The Paramedics Act*. It remains an important reference tool for staff and members. The *Administrative Bylaws* were revised in September 2010. The amendments to these *Bylaws* will need to be confirmed by members at the 2011 Annual General Meeting (AGM) in April. Amendments to the *Regulatory Bylaws* received approval from the Minister of Health and took effect on November 12, 2010.

In March 2010, SCoP sent out a qualifications survey to each of our members. This was done to enable us to update the information in our files and database, to properly reflect each member's qualifications and scope of practice.

This was because it was discovered during the 2010 renewal period that we were often missing training records on members' files. This information is also required as we move to new registry numbers that reflect

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Message from the Executive Director

training. This item is further discussed in the Registrar's Report. We experienced some difficulties receiving all of the surveys by the May 15, 2010 deadline, and continued to receive some of them well into the 2011 renewal period. There are still some qualifications that were never received; however, all members that were licensed for 2011 have submitted their surveys and our records have improved immensely.

Vice-President Derek Dagenais and SCoP's Investigations and Research Coordinator Cheryl Solonenko have continued to be very active with our counterparts across the country in the Canadian Organization of Paramedic Regulators (COPR). COPR is continuing its work towards establishing national entry to practice exams at the PCP and ACP levels, and hopes to be in a position to pilot them as early as this fall. This involvement with COPR will not be decreasing in 2011 as they will be looking for Saskatchewan's participation in establishing these national exams.

The year of 2010 has turned out to be a period of personnel change for the College. In February, we welcomed Cheryl Solonenko, EMT-P, to the position of investigations and research coordinator. Cheryl has spent the past year supporting the Education and Professional Conduct Committees in their work. This has included fielding numerous calls about CME credits, agency approvals, optional protocols, etc. She has also played a primary role in supporting the executive director, as Cheryl is the only paramedic currently on staff with SCoP. Then in April, the College received the news that Lily Stonehouse would be retiring from her position of executive director and registrar in November. Lily helped set a firm foundation for the College and everyone wishes her the best in her retirement. In November 2010, I was welcomed to the College. I look forward to the opportunities that lie ahead.



Courtesy Parkland Ambulance, PA

As it turns out, the year of 2011 will continue to be a period of personnel change for the College. We will be saddened to say our good-byes to Patti Lewis in June 2011. Patti's administrative assistance role predates the formation of the College, so her years of experience will be sorely missed. In addition, Cheryl Solonenko will end her secondment to the College and will return to SIAST at the end of June 2011. As such, we will be tasked with filling the administrative assistant, and the investigations and research coordinator positions this spring. Please join me in thanking both Patti and Cheryl for everything that they have done to assist the College.

In closing, I have appreciated how welcome everyone has made me feel while I am settling into my new role with the College. I know many of you have answered my questions or provided me with your thoughts, which has been very much appreciated. I would also like to thank everyone for the hours and

SCoP Members' Province of Residence

	February 2010	February 2011
Alberta	18	22
British Columbia	2	1
Manitoba	3	12
NWT		3
Ontario	3	4
Saskatchewan	1,796	1,842
Total	1,822	1,884

enthusiasm that you dedicate to the College. I am amazed at how far the College has come in such a short time; but, as I meet its members and volunteers, I know that it has the ability to accomplish even more!

Sheri A. Hupp
Executive Director

Progress on SCoP Strategic Plan

Vision

Collectively building a profession that is appropriately utilized by those we serve, using the trust, respect, and knowledge that we possess.

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.

Strategic Goals for 2010-12	Accomplishments in 2010
<p>Stakeholders</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. 	<ul style="list-style-type: none"> ➤ Regular communication with members, coordinators and stakeholders via e-mails and three newsletters ➤ Council Executive met with the SEMSA Board of Directors and the full Council met with the Saskatchewan Association of Fire Chiefs to discuss key issues with each group ➤ Council Executive met regularly with Saskatchewan Health officials in an effort to clarify roles and responsibilities, especially around scope of practice for paramedics ➤ An interim protocol development process was negotiated with Saskatchewan Health which included new membership and terms of reference for PESPC ➤ An approved presentation to inform about SCoP was delivered to SIAST students, St. John Ambulance Conference, MD Ambulance CME Day and SCoP Coordinators Workshop ➤ An in-service presentation is being offered at the 2011 AGM for the first time with CME credit attached ➤ Comparison of scope has begun with SALPN and SRNA with the intention to address our dual members
<p>Regulatory Functions</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. 	<ul style="list-style-type: none"> ➤ Registered 2,037 members in 2010 ➤ PCC received and reviewed 23 new complaints in 2010 ➤ PCC is finalizing a process for reviewing anonymous complaints ➤ Provided regular statistical updates on SCoP membership ➤ CME requirements for 2011 were finalized on October 29, following consultation with SCoP coordinators, EMS directors and fire chiefs ➤ CME audit process was piloted on three sites in 2010 with six more audits being completed in the first couple of months in 2011 ➤ Core Training Requirements for Spinal Clearance and Midazolam for Psychiatric Emergencies were approved and are to be released by Saskatchewan Health and SCoP ➤ ACP exam was piloted and offered numerous times in 2010, continuing into 2011 ➤ COPR project on the development of the national exam moved forward and will commence national exam working groups on policy and development in 2011 ➤ Provided refresher coordinator training in the fall with new coordinator training being scheduled again in the spring and fall of 2011
<p>Internal Resources</p> <ul style="list-style-type: none"> ✓ SCoP is appropriately resourced to accomplish its goals. ✓ SCoP has a stable, efficient work environment. 	<p>Financial</p> <ul style="list-style-type: none"> ➤ Audit Committee continued regular meetings to review expenditures to date and projected to year end and recommend adjustments to ensure expenditures remain within budget ➤ Canada Revenue Agency ruling was received confirming that SCoP fees are exempt from GST ➤ Licensing fee for 2012 was set at \$435 ➤ Reserve Funds have been invested as per the Council approved strategy/policy <p>People</p> <ul style="list-style-type: none"> ➤ New executive director was hired and began in November ➤ Three-year budget developed to allow for additional SCoP staff to be hired in future <p>Committees</p> <ul style="list-style-type: none"> ➤ Proposal is being made to shorten president and vice-president terms to two-year terms ➤ Regulatory Bylaw changes increased the size of the Discipline Committee to 10 ➤ Report Writing training was attended by seven members of the Discipline and PC Committees <p>Technology</p> <ul style="list-style-type: none"> ➤ Purchase of a new registry system was approved and will be a major focus of 2011 for College staff ➤ Telehealth was used to offer SCoP coordinator refresher training

SCoP's Three-Year Budget

	2010 Actual	2011 Budget	2012 Forecast	2013 Forecast
Revenues				
License Fees	\$834,175.00	\$830,650.00	\$850,250.00	\$869,550.00
Other Registration Fees	37,350.00	30,000.00	32,500.00	35,000.00
Licensing Exam and Equivalency Assessment Fees	40,800.00	43,800.00	50,100.00	50,100.00
Other Revenue	7,761.18	4,000.00	4,000.00	4,000.00
Total Revenue	\$920,086.18	\$908,450.00	\$936,850.00	\$958,650.00
Expenditures				
Accounting, Audit, Legal, Insurance, and Payroll Service	32,390.86	23,700.00	20,350.00	19,500.00
Legal Fees – PCC and Discipline	78,445.13	80,000.00	70,000.00	70,000.00
Licensing Exam and Equivalency Assessments	2,060.00	32,400.00	33,900.00	36,900.00
Consulting and IT Support (does not include Registry System in the amount of \$74,020.76 in 2010 but includes Registry System in 2011)	53,353.71	145,405.00	69,900.00	78,000.00
Memberships	6,990.47	10,000.00	10,000.00	10,000.00
Wages, Benefits, Staff Travel, and Training (includes staff membership dues)	316,928.98	392,220.00	490,485.00	496,545.00
Council Expenditures including AGM	10,094.81	15,000.00	16,500.00	18,000.00
Committee Expenses	31,575.09	75,100.00	72,100.00	72,600.00
Office Expenses and Advertising	38,877.78	48,500.00	50,150.00	51,800.00
Utilities and Telephone	12,450.46	13,500.00	15,500.00	16,500.00
Rent, Occupancy Costs and Maintenance	29,888.06	35,700.00	44,900.00	48,400.00
Bank Charges, Interest and GST Expense	34,382.42	31,000.00	33,000.00	35,000.00
Amortization Expense	8,071.00	TBD	TBD	TBD
Total Expenses	\$655,508.77	\$902,525.00	\$926,785.00	\$953,245.00
Registry System Expense for 2010	74,020.76			
TOTAL EXPENSES (including Registry System)	\$729,529.53	\$902,525.00	\$926,785.00	\$953,245.00
Net Income	\$190,556.65	\$5,925.00	\$10,065.00	\$5,405.00
Contribution to Reserve	\$90,000.00	\$42,000.00	\$42,000.00	\$42,000.00
Net Income after Proposed Contribution to Reserve	\$100,556.65	(\$36,075.00)	(\$31,935.00)	(\$36,595.00)

SCoP Reserve Funds

Year	Contribution to or Expenditure from Reserve	Legal	Contingency	Capital	Registry
2009	Contribution: \$65,000 (paid)	\$25,000.00	\$10,000.00		\$30,000.00
2010	Contribution: \$90,000 (paid)	25,000.00	10,000.00	\$5,000.00	50,000.00
2011	Contribution: \$42,000 (proposed)	25,000.00	12,000.00	5,000.00	
	Expenditure: \$3,900 for 4 filing cabinets (paid)			(3,900.00)	
	Expenditure: \$80,000 for Registry System (committed via signed contract)				(80,000.00)
2012	Contribution: \$42,000 (proposed)	25,000.00	12,000.00	5,000.00	
	Expenditure: \$5,500 for 3 desktops and 1 laptop (proposed)			(5,500.00)	
2013	Contribution: \$42,000 (proposed)	25,000.00	12,000.00	5,000.00	
	Expenditure: \$3,900 for 1 computer and 2 filing cabinets (proposed)			(3,900.00)	
Total Estimated in Reserve at End of 2013		\$125,000.00	\$56,000.00	\$6,700.00	\$0.00

Audit Committee Report

SCoP's 2010 year ended with a surplus as predicted in our budget. Some highlights from our past year include:

- Revenues were slightly higher than previously anticipated.
- Some money was saved in the area of the national licensing exam process. It will be used as the project advances in 2011.
- General professional expenses were higher than predicted, particularly in the area of general legal fees and consulting fees (due to the requirement to seek out a new executive director).
- Legal fees for the Professional Conduct Committee were also higher than first anticipated due to the number of investigations and hearings which took place over the previous year.

In 2010, the registry project moved forward sooner than expected. This resulted in expenditures in 2010 which had been forecasted for 2011. However, our higher 2010 revenue enabled the project to proceed.

Generally speaking in other areas, expenditures were down, helping to offset these higher-than-forecasted expenses. In some areas, such as committee expenses, costs were significantly lower even though the work of the committees has increased.

We will be closing the year with a surplus after making a \$90,000 contribution to our reserve fund. The reserve fund contribution will be used for future anticipated, as well as unanticipated, costs to the College, and to ensure SCoP's long-term financial stability.

What do we expect to see in 2011?

Audit Committee Membership

Chair: Derek Dagenais, Vice-President of SCoP;
Public Representative on Council: Karen Wallace;
Regina Qu'Appelle Health Region: Ross Reaburn,
former member of Council

Auditor – Mintz Wallace Chartered Accountants

- Memberships are predicted to remain consistent.
- In the coming year, we expect general legal fees to decline with our new executive director having the ability to handle some of these issues in-house.
- The cost-of-living increase to the membership fee will assist in offsetting the rising expense costs in all aspects of the College's operations.
- The final payment for the registry system will be made from operations, and out of the reserve funds that have previously been set aside for this purpose. The College will then only be responsible for the ongoing operating cost of the system.
- Due to the increased workload of the College, as well as an encouraging financial forecast, additional administrative staff will be put in place for 2011. We also expect to engage another professional employee in 2012.

The Saskatchewan College of Paramedics staff, as well as the Audit Committee, has been successful in abiding by the financial plan set forth, and has carefully managed both unexpected expenses as well as higher-than-expected revenue. The financial future of the College continues to look stable as we head into 2011.

By Derek Dagenais

Registrar's Report

The College has now had the opportunity to experience three registration renewal periods, and we are beginning to see a few patterns. We can report that our membership had reached 2,037 members as of December 31, 2010, which is slightly higher than the 2,017 members we had registered as of December 18, 2009.

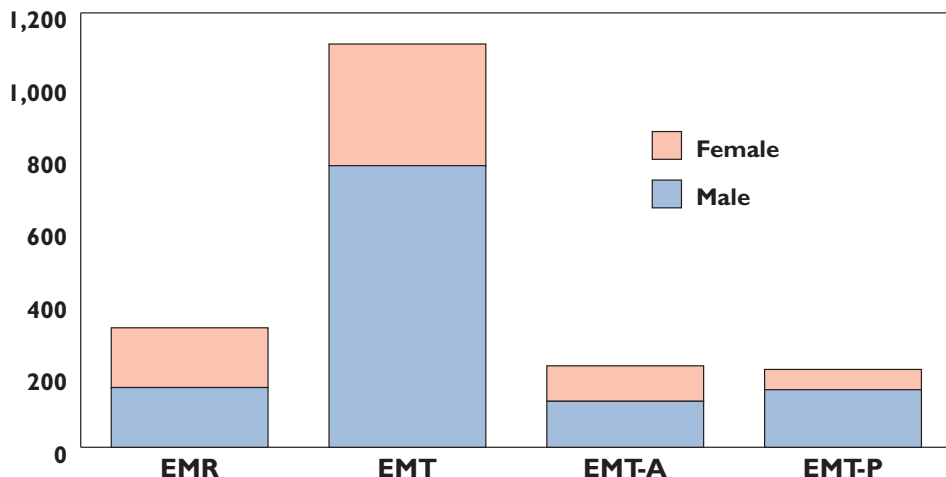
As well, optional protocols were manually inserted into each letter and entered into our systems.

In addition to optional protocols, the College implemented a new registry number system to better reflect competency and scope of practice. As a result, the first two digits of each member's registry number had to be

switched to putting the license packages together to be mailed out. As a result, the licensing packages were not delivered as quickly as they had been in previous years.

We continue to experience problems with registration renewal because we are dealing with three separate databases – the legacy system from Saskatchewan Health, the card printer database and the accounting system. We also deal with numerous different Excel spreadsheets to track information that the databases have no ability to track for us. Data must be checked and entered in each of these databases and spreadsheets in order to complete the registration process. With this much duplicate data entry, there is a high potential for error.

SCoP Membership by Classification and Gender



We had 1,770 members registered by January 4, 2010. This means that we again increased our membership throughout the year by over 250 members, which is slightly less than the 300 members that we had gained throughout 2009. In fact, right up until the last few days of December, we continued to receive applications for 2010 licenses. As we tend to increase our membership throughout the year and are a young organization, it is still challenging to predict how many members will register in the next year, and how the annual registration cycle will occur.

The 2011 registration renewal period added new challenges for the College because, for the first time ever, we began verifying training, recording and authorizing practice of the optional protocols under Protocol IP2 in the Emergency Treatment Protocols Manual. This was a very time consuming process as it required additional time to review documentation and an individualized letter to be prepared for each member.

reviewed to see if they needed to be changed. The license was also changed to include a “sub-title” to reflect each member's training level. The registry numbers now begin with:

- 10 = EMT
- 15 = PCP
- 20 = EMT-A
- 25 = ICP
- 30 = EMT-P
- 35 = ACP
- 40 = Historical EMR
- 45 = EMR with NOCP competencies (80 hours)

Due to the addition of the optional protocols and the registry numbering system change, the process of completing a registration renewal took longer than in previous years. As a result, our focus this year was on making sure that the members were licensed. We also focused on ensuring that members' names were up on the College website by December 31, 2010, so that they could confirm that they were legally eligible to practice in 2011. In January, our focus

In October 2010, the Council approved the purchase of a new integrated registry system. Contracts were reviewed and signed with the software company in December. It is hoped that a good portion of 2011 will focus on the implementation of the new system that will start to assist us for the 2012 renewal period.

As I began working with the College at the peak of the registration renewal period this year, it became one of my first major learning experiences in my new position. I

“SCoP implemented a new registry number system to better reflect competency and scope of practice.”

quickly learned the value that our coordinators bring to the College as they focused a great deal of their time and energy on assisting their members, and on helping the College obtain and correct applications for renewal. As our members continue to become more familiar with this process, it is our hope that our valued coordinators will receive a few less phone calls during the December timeframe!

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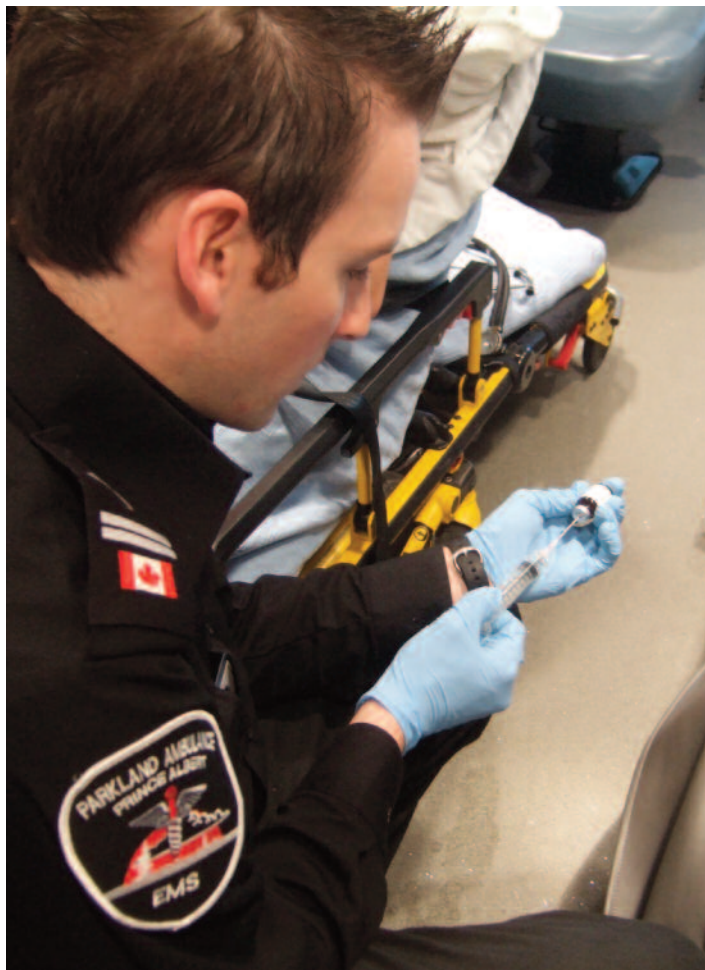
Registrar's Report

I also quickly recognized the amount of work and stress that the College employees face during those months. As such, I would like to thank all the College employees, both permanent and those that join us during the registration period, the coordinators and our members for working through another registration renewal period.

On a slightly different note, licensing exams at the PCP and ACP level have continued to occur at a minimum duration of every two months. By the end of December 2010, we had a total of 108 people write the PCP exam and 15 people write the ACP exam. In 2010, 58.3% of the people writing the PCP exams achieved the 80% pass rate and 66.7% of the people writing the ACP exams achieved the 80% pass rate.

In October 2010, the Registration Committee struck an EMR exam sub-committee which is tasked with developing an EMR exam for the College. We thank all of our EMR members and other members who have volunteered their time and effort to assure that this task is completed.

By Sheri A. Hupp, Registrar



Courtesy Parkland Ambulance, PA

Yearly Registration Comparison

	February 2009	February 2010	February 2011
EMR	319	312	330
EMT	1,077	1,086	1,114
EMT-A	206	218	225
EMT-P	188	206	215
Total	1,790	1,822	1,884

87% of SCoP Members Have Provided E-mail Addresses

	E-mail Addresses Given	Total Members
EMR	251	330
EMT	973	1,114
EMT-A	215	225
EMT-P	208	215
Total	1,647	1,884

Report from the Public Representatives on Council

Public Representatives on Council

Karen Wallace, Jamie Struthers, Karen Todd

Public representatives are appointed by government as full members of the Council for the Saskatchewan College of Paramedics, but they are not members of the College itself. The role of the public representatives is to protect the public by representing the broad public interest. *The Paramedics Act (2007)* provides for the appointment of public representatives to the Saskatchewan College of Paramedics (SCoP). In 2009, three public representatives were appointed to SCoP by the Minister of Health for a three-year term.

As public representatives, we sit on Council as voting members and have contributed to a wide variety of discussions and topics; we have also participated in various committees. Throughout our involvement with Council, we have witnessed a high level of professionalism and commitment to the public interest and the profession by Council and committee members. This commitment is also shared by hardworking and dedicated College staff. We wish to thank Council, SCoP staff and SCoP members for their efforts in protecting the public through their competent practice of their profession. We look forward to our continued involvement with SCoP.

By Karen Wallace, Jamie Struthers and Karen Todd

Registration Committee Report

The Registration Committee continued its hard work in 2010 while experiencing some changes to its membership. Faron Nakaska stepped down as chair in May, but continued to participate on the committee. As such, the chair changed hands a few times in late 2010 until it landed with me as a Council representative and interim chair in January 2011. We also welcomed John Jongeling to our committee in the fall of 2010.

“The committee focused on the registration process, exam development/piloting and the Registry Replacement Project.”

In 2010, the Registration Committee met five times, both in person and by teleconference. The committee focused on the registration process, exam development/piloting and the Registry Replacement Project. The committee continued to spend time this year reviewing the registration process. One of the registration focuses this year was the creation of a policy which governs how much time can pass before initial training is no longer acceptable for licensing purposes. The results of that work

are the basis for a resolution that will come forward at the 2011 AGM.

The work on the licensing exams continued with both PCP and ACP exams being written on a regular basis in 2010. The committee took the time to review questions that appeared to be problematic for the PCP and ACP exams, in an effort to make sure that the questions were fair and accurate.

Work also started developing an EMR exam near the end of 2010. We were happy to see that a SCoP survey resulted in some interest from EMRs in participating in developing this exam. Connie Wilson is chairing the sub-committee on EMR exam development and will be working closely with the volunteer EMRs and other members. We thank all for their enthusiasm and participation. The committee will also continue to be involved with the development of the national registration exam at the PCP and ACP levels throughout 2011.

Registration Committee Membership

Interim Chair: Cari Evenson-Carleton, Council Member-at-Large;
Vice-Chair: Faron Nakaska, member;
Members: Danae Ackles, Chris Warren, Connie Wilson,
John Jongeling, Jon Antal

Another major focus of this committee continues to be the development and implementation of a new system to replace our current registry systems. In 2010, we focused a majority of our time on the Registration Renewal Project.

Members of the committee met with the consultant hired to help SCoP choose the right vendor, saw demonstrations, read submissions and evaluated the vendors. After weighing all the pros and cons, it became clear that iMIS was the overall choice and recommendation of the committee. Council supported this recommendation and, as a result, SCoP signed a contract with ASI, the manufacturer of iMIS, in December 2010.

It is hoped that this new system will make the registration process easier, with many processes moving online. It is anticipated that we will have phase one of the Registry Replacement Project up and running in time for the 2012 renewal period.

By Cari Evenson-Carleton

Executive Committee Report

The Executive Committee provides oversight and direction on College business between Council meetings. Key responsibilities include providing direction to the executive director on items which cannot wait until the next Council meeting and reporting to Council on any decisions taken.

As chair, I am pleased to report that all decisions made by this committee have been fully endorsed by Council. I would like to thank committee members for all the work that they have done in 2010.

By Brent Stewart

Executive Committee Membership

Chair: Brent Stewart, President of Council;
Vice-President: Derek Dagenais;
Member-at-Large: Jon Antal

Type of Membership by Classification, February 1, 2011

	EMR	EMT	EMT-A	EMT-P	Total
Non-practicing	11	46	7	4	68
Practicing	319	1,068	218	211	1,816
Total	330	1,114	225	215	1,884

Education Committee Report

I would first like to thank the past members of the Education Committee. They are Kim Johnston, Karen Wallace, Dan Prefontaine and Teresa Cameron, who contributed their time and energy in helping the committee achieve our goals this past year. I would like to welcome the new members who agreed to join the Education Committee; they are Sharon Teske, Trevor Morrissey, Tim Hillier, and our new executive director, Sheri Hupp.

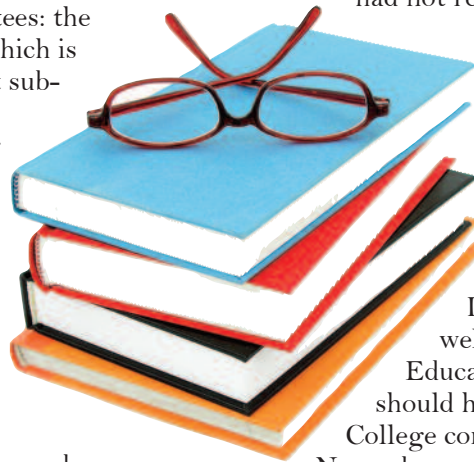
The Education Committee met regularly throughout 2010. This committee worked with the Saskatchewan Ministry of Health on new protocols which will be released in June of 2011. These new protocols include MP12 Psychiatric Emergencies and TP18 Spinal Assessment/Clearance.

The committee has two sub-committees: the Program Approval sub-committee which is chaired by Brenda Fry and the Audit sub-committee which is chaired by Kyle Sereda. Both are continually refining and developing criteria to help make the coordinators' jobs easier. This work is ongoing.

The Program Approval sub-committee has also been very busy reviewing continuing education programs that have been submitted for the 2011 year.

The Audit sub-committee also had a very busy year. It conducted nine audits from May 2010 to January 2011. The audits examined Urban and Rural EMS Services, as well as a Fire and Industrial service. The intention of the CME agency audits was to assist coordinators in following the educational process established by the College. Some CME audits identified areas lacking consistency, including:

- No evidence of a CME policy as identified by agency requirements for CME.
- No evidence of assessment (a checklist) when skills were reviewed, particularly for the mandatory skills.



Discipline Committee Report

In 2010, the Discipline Committee welcomed one addition to the team. Wade Sutherland joined the committee as the Fire representative.

Throughout the year, the committee held three disciplinary hearings regarding reports 2009 C005, 2009 C007 and 2010 C002. Results of these hearings have either been, or will soon be, posted on the SCoP website.

Cases 2009 C007 and 2010 C002 were completed in 2010, while case 2009 C005 will be, proceeding to an additional hearing in the near future.

Education Committee Membership

Chair: Bob Fenner, Council Member-at-Large;
Council Member-at-Large: Cari Evenson-Carleton;
Members: Brenda Fry (former member of Council),
Trevor Morrissey (Fire representative),
Sharon Teske, Rob Bruce, Kyle Sereda, Donna Dohms,
Jennifer Larre, Tim Hillier

- The CME approval e-mail that was sent from the College was not on file as proof that the agency had approval.
- There was no overall "spreadsheet" which would show the overall picture of what employees had or had not received for CME.

The Audit sub-committee feels these audits were very successful. It hopes the audits help members to understand that the process has been developed to assist members, by supporting their CME needs.

The College continued with the Coordinator Training Program in 2010.

It sponsored a session in September 2010, as well as a recent session on March 5, 2011. The Education Committee agreed that the College should hold this training session twice yearly. The College conducted four refresher workshops in November and December 2010 which were well attended.

The College also provided a fifth refresher workshop in February 2011 to accommodate those who were unable to attend the 2010 winter workshops. The overall feedback was positive.

I would like to take this opportunity to thank the Education Committee members, and Cheryl Solonenko, for their loyalty, dedication, and their hard work over the past year.

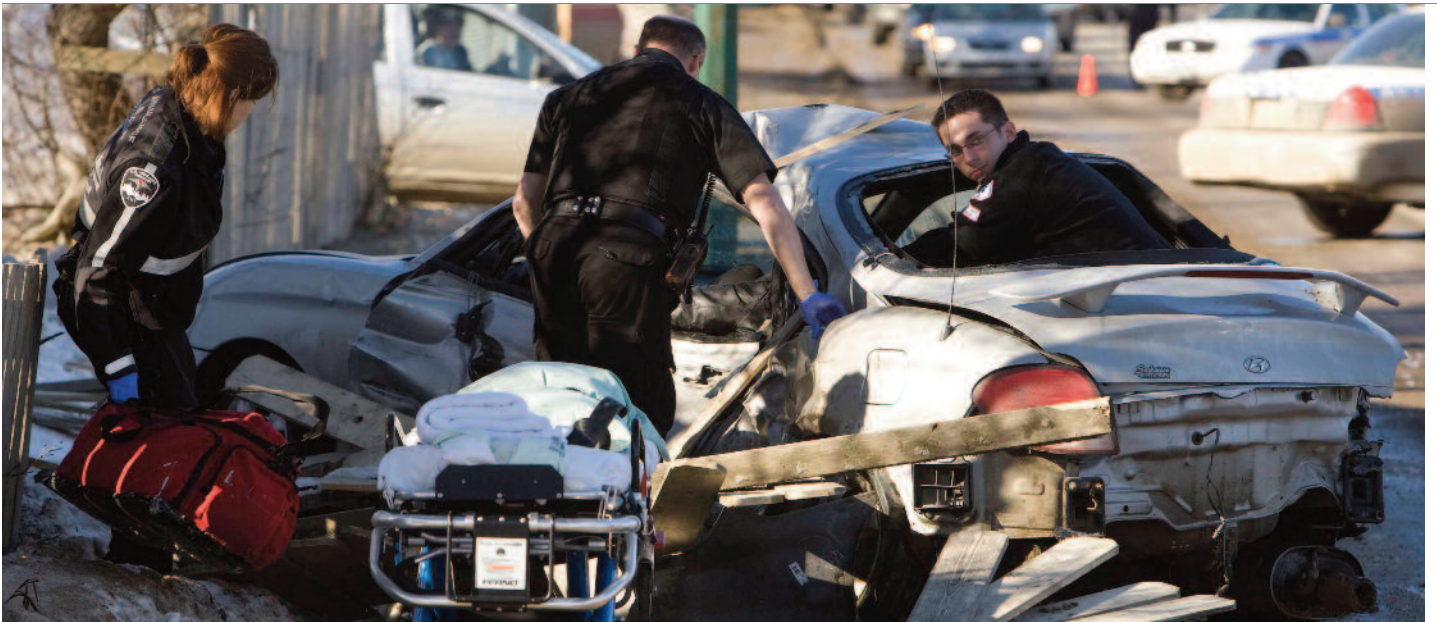
By Bob Fenner

Discipline Committee Membership

Chair: Don Brickner;
Public Representative on Council: Jamie Struthers;
Members: Danae Ackles, Rob Ferland, Wade Sutherland

Overall in 2010, the Discipline Committee received 12 reports from the Professional Conduct Committee.

By Don Brickner



Courtesy MD Ambulance, Saskatoon

Professional Conduct Committee Report

The Professional Conduct Committee (PCC) met monthly in 2010. Some months, members were also required to attend additional meetings and conduct interviews, or discuss next steps.

The PCC began 2010 with six case files that were carried over from 2009. Two were referred to the Discipline Committee in 2010, and no further work was done on the remaining four because official complaints were not received in these cases.

“A key challenge for this committee in 2010 was dealing with the handling of anonymous complaints.”

In addition, the PCC received 23 new complaints in 2010. Of these, two pertained to charges of professional incompetence, 15 involved charges of professional misconduct, and another six involved a combination of both incompetence and misconduct.

At the close of 2010, six cases remained open and were in various stages of investigation or resolution; four cases were resolved; four cases were forwarded on to the Discipline Committee, and nine cases were dismissed.

Professional Conduct Committee Membership

Chair: Ken Luciak; Members: Al Schneider, Barry Szeles, Kathy Christmann, Brad Mee

As of February 1, 2011, two new cases were filed for this calendar year. The first complaint pertains to charges of professional incompetence and professional misconduct, and the second complaint involved charges of professional incompetence. Both cases are in the investigative stage or awaiting further information.

A key challenge for this committee in 2010 was dealing with the handling of anonymous complaints. The PCC created a decision item regarding anonymous complaints and sent it to Council for consideration. Council provided feedback and stated that the current bylaws clearly specify that the decision whether to investigate or not is within the jurisdiction of the PCC. The PCC has since taken that feedback and the original work used to build the decision item to create guidelines which will be used to determine whether or not a complaint will be investigated. An educational package is forthcoming.

The PCC has also embarked on a project that involves understanding critical decision making. This is the product of an investigation that led the committee to question practitioners' critical decision-making abilities. A large body of research is available on the topic and the committee has located some training tools that they will be reviewing in the very near future. The goal of the committee is to better understand the critical decision-making process and to share that understanding with practitioners who appear to be struggling with this skill.

In closing, the PCC has been privileged to work with Cheryl Solonenko, the College's investigations and research coordinator, and the legal counsel of Roger Lepage and Peter Bergbusch. The expertise and time committed by these individuals is greatly appreciated.

Also, the Professional Conduct Committee is seeking an additional member as I complete my term and step down from the committee this spring. My experience as chair of the PCC has been an educational one and I am thankful to have been mentored by such talented professionals and to be fortunate to work with such a great team.

By Ken Luciak

Complaint Identifier	Year Complaint Received/ Resolved	Type of Complaint	Disposition
2009 C005	2009/2010	Professional Misconduct	Referred to Discipline Committee
2009 C007	2009/2010	Professional Misconduct	Referred to Discipline Committee
2009 C008	2009/2010	Professional Misconduct	No official complaint received
2009 C009	2009/2010	Professional Misconduct	No official complaint received
2009 C010	2009/2010	Professional Misconduct and Professional Incompetence	No official complaint received
2009 C011	2009/2010	Professional Misconduct	No official complaint received
2010 C001	2010/2010	Professional Incompetence	Case dismissed
2010 C002	2010/2010	Professional Misconduct	Referred to Discipline Committee
2010 C003	2010/2010	Professional Misconduct	Case dismissed
2010 C004	2010/2010	Professional Misconduct	CCRA for term of three years
2010 C005	2010/2010	Professional Misconduct	Case dismissed
2010 C006	2010/2010	Professional Misconduct and Professional Incompetence	Letter of Guidance
2010 C007	2010/2010	Professional Misconduct and Professional Incompetence	CCRA for term of three years
2010 C008	2010/2010	Professional Misconduct	Letter of Guidance
2010 C009	2010/2010	Professional Misconduct and Professional Incompetence	CCRA for term of one year; one week suspension
2010 C010	2010/2010	Professional Misconduct	Letter of Guidance issued
2010 C011	2010/2010	Professional Misconduct	Case dismissed
2010 C012	2010/2010	Professional Misconduct	CCRA for term of six months
2010 C013	2010/2010	Professional Misconduct	Case dismissed
2010 C014	2010/	Professional Misconduct and Professional Incompetence	Referred to Discipline Committee
2010 C015	2010/2010	Professional Misconduct	Letter of Guidance issued
2010 C016	2010/	Professional Misconduct	Referred to Discipline Committee
2010 C017	2010/2010	Professional Misconduct	Case dismissed
2010 C018	2010/	Professional Misconduct and Professional Incompetence	Under investigation
2010 C019	2010/2010	Professional Misconduct and Professional Incompetence	Case dismissed
2010 C020	2010/2010	Professional Misconduct	Case dismissed
2010 C021	2010/2010	Professional Incompetence	Case dismissed
2010 C022	2010	Professional Misconduct	23 members will not be re-licensed until they complete qualification survey
2010 C023	2010/	Professional Misconduct	Referred to Discipline Committee
2011 C001	2011/	Professional Misconduct	Under investigation
2011 C002	2011/	Professional Incompetence	Under investigation

Nominations Committee Report

The Nominations Committee would like to thank the College members for assisting us in accomplishing our responsibilities for 2010. We had a wonderful response to our recruitment efforts, which focused on encouraging members to fill Council and committee positions. We wish everyone who had shown interest could have filled positions, but, unfortunately, there are a limited number of positions. On a side note, we will need 18 people for committee positions in 2011, so we'd like to encourage members to consider applying.

The Nominations Committee met in person or through teleconference three times last year, and passed an emergency motion via e-mail before the 2010 AGM.

The other items the committee focused on included finding a candidate to fill the vacant fire sector position on Council, recruiting candidates for vacant committee positions that came open, and recruiting candidates to fill vacant Fire Sector Committee positions.

The committee also researched and made a recommendation to change the term of office for the president and vice-president. The current terms are for three years, with the vice-president position being a minimum of six years. Asking a volunteer to commit to six years seems significant, so we recommended a change to these terms. These recommendations will be brought forward at the 2011 AGM.

Again, I want to thank College members and members of the Nominations Committee for their work and support throughout the year.

By Dan Lewis

Nominations Committee Membership

Chair: Dan Lewis, past member of Council;
Public Representative on Council: Karen Todd;
Elected Members: Marion Blain, Mike Hengstler



Legislation and Bylaws Committee Report

The mandate of the Legislation and Bylaws Committee is to develop and review legislation and bylaws, to ensure they are current, and that they promote the vision and values of the College. The committee focuses on the following areas: *The Paramedic Act*, *Regulatory Bylaws*, *Administrative Bylaws* and College policies.

“...all of the resolutions requesting change ...have been approved and implemented.”

In 2010, the Legislation and Bylaws Committee recommended 12 resolutions to Council for the Annual General Meeting; nine of these resolutions were passed and three

Legislation and Bylaws Committee Membership

Chair: Brent Stewart,
President of Council;
Public Representative on Council:
Jamie Struthers; Members: Brad
Mee (former Council member),
Lennie Davies, Wayne Therres

were defeated by the practitioners. Of the nine resolutions passed, three requested changes to the *Administrative Bylaws*, four requested changes to the *Regulatory Bylaws*, and two requested changes to College policy. I am pleased to report that all of the resolutions requesting change to the *Administrative Bylaws* and to College policy have been approved

and implemented. On November 12, 2010, the Ministry of Health approved the changes to the *Regulatory Bylaws*.

As chair, I would like to thank all members of the Legislation and Bylaws Committee for their work during 2010.

By Brent Stewart



SASKATCHEWAN COLLEGE OF PARAMEDICS

Financial Statements

Year Ended December 31, 2010

INDEPENDENT AUDITORS' REPORT

To the Members of Saskatchewan College of Paramedics

Report on the Financial Statements

We have audited the accompanying financial statements of Saskatchewan College of Paramedics, which comprise the statement of financial position as at December 31, 2010, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

(continues)

Basis for Qualified Opinion

Saskatchewan College of Paramedics derives a significant portion of its revenue from membership and processing fees, the completeness of which is not susceptible to satisfactory audit verification. Accordingly our audit verification of these revenues was limited to the amounts recorded in the records of the College and we were unable to determine whether any adjustments might be necessary to membership revenues, excess revenue over expenses, deferred revenues, assets or net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Saskatchewan College of Paramedics as at December 31, 2010 and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.

Regina, Saskatchewan
March 11, 2011



Mintz & Wallace
Chartered Accountants LLP

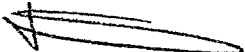
SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Financial Position

December 31, 2010

	2010	2009 <i>(Revised)</i>
ASSETS		
CURRENT		
Cash	\$ 725,227	\$ 607,143
Marketable securities <i>(Note 3)</i>	147,361	28,704
Accounts receivable	134,350	90,775
Prepaid expenses	9,167	4,973
	<u>1,016,105</u>	<u>731,595</u>
CAPITAL ASSETS <i>(Note 5)</i>	<u>95,344</u>	<u>26,090</u>
	<u>\$ 1,111,449</u>	<u>\$ 757,685</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 59,223	\$ 560
Wages payable	12,445	7,393
Employee deductions payable	9,666	6,685
Deferred membership fees	733,000	712,300
	<u>814,334</u>	<u>726,938</u>
NET ASSETS	<u>297,115</u>	<u>30,747</u>
	<u>\$ 1,111,449</u>	<u>\$ 757,685</u>

ON BEHALF OF THE BOARD



Director



Director

See notes to financial statements

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Revenues and Expenditures

Year Ended December 31, 2010

	2010	2009 (Revised)
REVENUES		
Memberships	\$ 834,175	\$ 345,790
Grants	-	116,000
Tuition	-	12,125
Processing fees	78,150	27,440
Investment income	5,876	1,382
Other revenues	1,885	404
	<u>920,086</u>	<u>503,141</u>
EXPENSES		
Wages and benefits	232,658	193,839
Legal fees - PCC and discipline	78,445	40,374
Secondment	78,129	-
Consulting fees	53,354	20,528
Committee expenditures	31,575	25,662
Accounting, audit and legal	29,122	20,121
Occupancy costs	25,385	22,485
GST paid	17,898	10,454
Bank charges and interest	16,484	8,075
Postage and courier	13,645	11,384
Office supplies	11,425	10,759
Council expenditures	10,095	9,495
Memberships	8,605	12,807
Telephone	8,352	6,967
Amortization	8,071	6,981
Office equipment and rentals	7,417	672
Printing	6,391	12,296
Staff travel and training	4,528	2,851
Repairs and maintenance	4,503	4,247
Utilities	4,098	3,429
Insurance	3,269	2,579
Licensing exams	2,060	6,700
First Response materials	-	7,478
Advertising and promotion	-	4,937
Bad debts	-	330
	<u>655,509</u>	<u>445,450</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>264,577</u>	<u>57,691</u>
OTHER INCOME		
Loss on disposal of assets	(238)	-
Gain on disposal of investments	2,029	3,377
	<u>1,791</u>	<u>3,377</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 266,368</u>	<u>\$ 61,068</u>

See notes to financial statements

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Changes in Net Assets

Year Ended December 31, 2010

	General Fund	Restricted Funds	2010	2009 <i>(Revised)</i>
NET ASSETS - BEGINNING OF YEAR	\$ (28,650)	\$ 65,000	\$ 36,350	\$ (30,321)
Correction of an error <i>(Note 9)</i>	(5,603)	-	(5,603)	-
Excess of revenues over expenses	266,368	-	266,368	61,068
Transfers <i>(Note 6)</i>	(90,000)	90,000	-	-
NET ASSETS - END OF YEAR	\$ 142,115	\$ 155,000	\$ 297,115	\$ 30,747

See notes to financial statements

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Cash Flows

Year Ended December 31, 2010

	2010	2009 <i>(Revised)</i>
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 266,368	\$ 61,068
Items not affecting cash:		
Amortization of capital assets	8,071	6,981
Loss on disposal of assets	238	-
	<u>274,677</u>	<u>68,049</u>
Changes in non-cash working capital:		
Accounts receivable	(43,575)	(61,079)
Accounts payable	58,662	(8,094)
Deferred membership fees	20,700	421,806
Prepaid expenses	(4,194)	8,995
GST payable (receivable)	-	1,385
Wages payable	5,052	7,393
Employee deductions payable	2,981	6,969
	<u>39,626</u>	<u>377,375</u>
Cash flow from operating activities	<u>314,303</u>	<u>445,424</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(78,061)	(8,447)
Proceeds on disposal of capital assets	499	-
Marketable securities	(118,657)	(3,839)
	<u>(196,219)</u>	<u>(12,286)</u>
Cash flow used by investing activities	<u>(196,219)</u>	<u>(12,286)</u>
INCREASE IN CASH FLOW	118,084	433,138
CASH - BEGINNING OF YEAR	607,143	174,005
CASH - END OF YEAR	\$ 725,227	\$ 607,143

See notes to financial statements

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2010

1. NATURE OF OPERATIONS

Saskatchewan College of Paramedics is established under the Paramedics Act of Saskatchewan. The College is a registered not-for-profit and is exempt from income taxes. The College is a self-regulatory body who administer the membership qualifications for practicing paramedics in Saskatchewan.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Capital management

Capital is comprised of the College's net assets and any debt that it may issue. As at December 31, 2010, the College's net assets equity was \$297,115 and it had no outstanding debt. The College's objectives when managing capital are to continue as a going concern to protect its ability to meet its on-going liabilities, and to maximize returns for members over the long term. Protecting the ability to pay current and future liabilities includes maintaining capital above minimum regulatory levels, current financial strength rating requirements and internally determined capital guidelines based on risk management policies.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of capital assets. Actual results could differ from these estimates.

Revenue recognition and fund accounting

The College uses fund accounting and has the following funds:

- a) General fund - reports the results of day to day operations of the College.
- b) Contingency fund - internally restricted fund which reports money set aside to provide for assistance to operations in the event of unforeseen circumstances.
- c) Legal fund - internally restricted fund which reports money set aside to provide for assistance to operations for unusual legal issues effecting the members.
- d) Registry fund - internally restricted fund which reports money set aside to provide for the development and/or replacement of the registry system.
- e) Capital reserve - internally restricted fund which reports money set aside for future capital purchases.

Contributions are recognized using the deferral method where restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership dues are recognized in the year in which the memberships are valid. Donated capital assets are recognized when the value can be reasonably estimated.

(continues)

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2010

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial Instruments

Cash, term deposits and marketable securities are classified as held-for-trade and are measured at fair value. Receivables are classified as loans and receivables and are measured at amortized cost. Accounts payable and accrued liabilities, are classified as other financial liabilities and are measured at amortized cost.

As at December 31, 2010 and December 31, 2009 the Corporation does not have any outstanding contracts of financial instruments with embedded derivatives.

Capital assets

Capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	30%	declining balance method
Computer software	5 years	straight-line method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	5 years	straight-line method

The College regularly reviews its capital assets to eliminate obsolete items.

3. MARKETABLE SECURITIES

	<u>2010</u>	<u>2009</u>
Cash	\$ -	\$ 31
Mutual funds	-	28,673
Term deposit - 1.15% maturing 8/20/2011	45,188	-
Term deposit - 2.30% maturing 5/20/2013	70,587	-
Term deposit - 2.15% maturing 10/27/2012	31,586	-
	<u>\$ 147,361</u>	<u>\$ 28,704</u>

As per the College's adopted accounting principles, marketable securities are recorded at their fair market value.

4. LINE OF CREDIT

The College has a \$200,000 operating line of credit of which none was drawn as at December 31, 2010 and 2009. Bank advances on the line of credit bear interest at 5.0%.

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2010

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2010 Net book value	2009 Net book value
Equipment	\$ 2,085	\$ 513	\$ 1,572	\$ 1,075
Computer equipment	12,123	6,165	5,958	7,541
Computer software	77,243	2,494	74,749	526
Furniture and fixtures	5,140	3,042	2,098	1,693
Leasehold improvements	21,440	10,473	10,967	15,255
	<u>\$ 118,031</u>	<u>\$ 22,687</u>	<u>\$ 95,344</u>	<u>\$ 26,090</u>

As at year end \$74,676 related to the acquisition of new registry software which has not been amortized as it was not ready for use by year end.

6. RESTRICTED FUNDS

	Opening	Transfer from General Fund	2010
Legal Fund	\$ 25,000	\$ 25,000	\$ 50,000
Contingency Fund	10,000	10,000	20,000
Registry Fund	30,000	50,000	80,000
Capital Reserve	-	5,000	5,000
	<u>65,000</u>	<u>90,000</u>	<u>155,000</u>
	<u>\$ 65,000</u>	<u>\$ 90,000</u>	<u>\$ 155,000</u>

During the year the Council approved the above transfers from the General Fund.

7. FINANCIAL INSTRUMENTS

The College's financial instruments consist of cash, accounts receivable, marketable securities, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2010

8. CONTRACTUAL OBLIGATIONS

The College has entered into a contract with a supplier for office equipment rental for a term of five and a half years at \$1,777 per year. Additionally, the College has a lease commitment for rental of premises of \$1,133 per month expiring November 2011.

During the year, the College entered into a contractual agreement for seconded services for a co-ordinator position for \$7,700 per month for 15 months. The College also contracted a consultant for construction and implementation of a new registry system. The contract will cost \$79,000 and will be completed in 2011.

Contractual obligation repayment schedule:

2011	\$ 136,729
2012	11,419
2013	10,417
2014	1,777
2015	444
	<hr/>
	\$ 160,786

9. CORRECTION OF AN ERROR

The prior year's financial statements have been revised to correct the reporting of accrued wages. The impact of this adjustment is a decrease in the prior year's reported excess revenue over expenses, an increase in wages payable and a decrease in net assets of \$5,603.



**SASKATCHEWAN
COLLEGE OF
PARAMEDICS**

**Mail: Saskatchewan College of Paramedics
851 Argyle St. North
Regina, Saskatchewan
S4R 8H1**

Phone: 1.306.585.0145

Toll Free: (Voice Mail) 1.877.725.4202

Fax: 1.306.543.6161

Email: office@collegeofparamedics.sk.ca

Website: www.collegeofparamedics.sk.ca



Courtesy MD Ambulance, Saskatoon