

Policy Document

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Appendix A – Definition of Terms and Acronyms

Appendix B – Registration Forms

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Policy: **Attendance at Council Meetings** Policy Number: 1.1
Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

1. To ensure the proper conduct of the Council's statutory responsibilities, members of Council and members of the Committees of Council must commit to attending meetings and planning sessions to the greatest extent possible.
2. Council members who are unable to attend a meeting shall inform the Chair of the meeting and the Executive Director, provide a reason for non-attendance and request that their regrets be extended to the other members attending the meeting. Authorization will be provided by the Chair of the meeting and the missed attendance will be noted by the Executive Director in the minutes of the meeting.
3. If a written request from five members of the College is received, absence of a Council member or Committee member from more than two consecutive meetings or three meetings in an annual cycle shall result in the Council considering whether the Council should request the member's resignation
4. Notice of motion for removal or suspension of any member must be given to the member concerned and to all members of Council 30 days before the Council meeting.
5. A vote will be taken by Council after consideration is given to the member's reasons for failure to attend. The motion to remove or suspend must be passed by a two-thirds vote at the Council meeting.
6. If a Council or Committee member that has been asked to resign, wishes to be reinstated, a letter of request must be sent to the Council outlining the reasons for failing to attend, and the steps the member is prepared to take address the reasons for non-attendance.
7. Council shall make a decision regarding reinstatement of the member by motion and may impose any terms and conditions associated with a decision to reinstate the member.

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Policy: **Council Orientation and Development** Policy Number: 1.2

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

The following steps will be taken to assist and support the Council in carrying out its responsibilities:

1. Information on the role of Council, the role of Council members and expectations of Council members will be provided and reviewed by Council members on an annual basis.
2. Following Council elections, all Council members including returning and new members will attend a Council orientation session in which the above information will be provided and reviewed.
3. All new Council members will be paired with an experienced Council member who will act as a mentor.
4. As resources permit, the Council will establish a development budget to support its governance activities and ongoing education. For example, the development budget may be used to contract with external governance experts to help the Council manage its statutory responsibilities.
 - 4.1. Council members attending any educational events shall provide a written report highlighting the learning they acquired from the event and its relevance to Council activities.

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Policy: **Council Evaluation** Policy Number: 1.3

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

The Council will establish and implement an annual process for reviewing the governance activities, performance and the operations of Council.

1. The review process will include an assessment of the Council's progress on workplan objectives, compliance with governance requirements in the Act, bylaws and policies, Council effectiveness and relationship with the Executive Director.
2. The review will be conducted in conjunction with the annual performance review of the Executive Director.
3. **Evaluation Checklist**--The attached checklist may be used as a tool to assist in the annual review described above.



**Saskatchewan College of Paramedics
Evaluation Checklist¹**

Your Rating of this Board

1- Low

6-High

1. Governance and Leadership

		1	2	3	4	5	6
1.1.	Has a clear understanding of Council's role, mandate, vision and values.						
1.2.	Provides Clear Leadership to the profession on governance issues within its jurisdiction.						
1.3.	Has established written Council priorities for the current year.						
1.4.	Has an established process of reviewing, suggesting, revising and approving policies.						
1.5.	Makes frequent reference to current or proposed policies when reviewing an issue and/or report from the CEO.						
1.6.	Has endorsed a realistic budget.						
1.7.	Has developed a thorough orientation process for Council members.						
1.8.	Ensures that each Council agenda package contains a complete analysis of each issue including a recommendation from the CEO/Registrar.						
1.9.	Has access to a Council governance policy manual containing current policies.						
1.10.	Respects the role of the chair and understands the range of expectations of that role						
1.11.	Abides by the majority decisions of the Council; respects the principles of democracy.						

2. College Planning

		1	2	3	4	5	6
2.1.	Has adopted a comprehensive planning framework which enables the Council to consider and develop its annual objectives and priorities.						
2.2.	Seeks input of registrants, stakeholders and the public through a planned process or technique(s)						

¹ Based on Evaluation tools developed by the Alberta College of Paramedics.

	for input on College priorities.						
2.3.	Holds annual information meetings with Registrants to present and discuss College priorities.						

3. Relationship Building

		1	2	3	4	5	6
3.1.	Holds regular Council – CEO/Registrar meetings to discuss issues of mutual interest; seeks and provides candid input.						
3.2.	Conducts a formal performance review of the CEO/Registrar.						
3.3.	Holds meetings (at least quarterly) with its stakeholder groups.						
3.4.	Involves the stakeholder groups in issues which directly impact them.						

4. Assessment of Self-Governance

		1	2	3	4	5	6
4.1.	Surveys the registrants and stakeholders on a regular basis to determine which regulatory services are required and/or should be enhanced.						
4.2.	Develops new programs or revises existing programs based on changing self-governance requirements/needs.						

5. Sound Fiscal Leadership

		1	2	3	4	5	6
5.1.	Has adopted an annual budget reflective of the cost of professional self-governance.						
5.2.	The policy manual includes current policies on fiscal matters which provide reasonable control for the Council.						
5.3.	Conducts regular internal and/or external audits and takes appropriate action on any resulting recommendations.						
5.4.	Produces an annual report which includes summary fiscal information.						

5.5.	Requires monitoring reports from the CEO/Registrar respecting Executive Limitations.						
5.6.	Requires monitoring reports from the CEO/Registrar respecting progress towards College goals						
5.7.	Receives regular reports from the CEO/Registrar and Office Manager with regard to the current fiscal health of the College; and has confidence in those reports.						

6. Risk Management

		1	2	3	4	5	6
6.1.	Has an approved risk management plan in place.						
6.2.	The risk management plan includes or is based upon a Council-approved policy statement.						
6.3.	Regular audits have been conducted which review risk exposure and insurance coverage.						
6.4.	A regular report is published on the risk management strategy and results.						

7. Quality Assurance and Reporting

		1	2	3	4	5	6
7.1.	Ensures that programs and services are linked to quantifiable results.						
7.2.	Issues an annual report of the College, linking budget costs to results wherever applicable.						
7.3.	Makes changes to policies/procedures reflecting governing legislation, internal and external recommendations.						
7.4.	Ensures that College results are linked to the strategic and operational plans.						

For each area you believe Council “needs to work on,” list your ideas for improvement.

		Responsibility	
Area For Improvement	Suggested Means for Improvement	Self	Other

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Policy: **Privacy and Release of Information** Policy Number: 1.4

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

1. The Saskatchewan College of Paramedics (SCoP) collects, uses and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under the Act and Bylaws. Further, the Saskatchewan College of Paramedics is committed to the protection of personal information and to informing others regarding practices with respect to the collection, use and disclosure of personal information provided to the College. The College remains committed to transparency, accountability and to collecting personal information in a fair and lawful manner
2. The Saskatchewan College of Paramedics collects personal information for the following limited purposes:
 - 2.1. Fulfill professional regulatory functions in accordance with Act and bylaws
 - 2.2. Communicate documents and information in accordance with Act and bylaws;
 - 2.3. Communicate information about the College and its programs;
 - 2.4. Establish and maintain linkages with members; and
 - 2.5. Manage personnel.
3. The College uses applicant, member and former member information only in the following ways:
 - 3.1. Member contact – for College communications, surveys, registration information, and membership benefits as designated in the bylaws.
 - 3.2. Demographic – for internal planning purposes and non-identifiable data provided to reputable resources like Statistics Canada for input into trend analysis, research, human resource planning and also for Council approved external research initiatives.
 - 3.3. Maintenance of Public Register – to document various membership levels on legal register in accordance with Act and bylaws, including governmental requirements.
 - 3.4. Licensure – to document compliance with regulatory and administrative bylaws, participation in College activities and programs, payments and accounts receivable.
 - 3.5. Membership eligibility and endorsement– to document eligibility for membership, initial and renewal registration and licensure, including, but not limited to: standing for admission, preparation of transcripts, registration examinations, continuing competence compliance, verification of registration, and for trend analysis, planning and reporting.
 - 3.6. Proof of good standing to other jurisdictions upon applicant request.
 - 3.7. Proof of good character upon applicant request.
 - 3.8. In addition, from time-to-time, current and former members may be contacted to update communication lists, through provision of services, or in the carrying out of College approved research activities.

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4. The College shall not sell, barter, trade or give away any personal information to third parties, other than with secure written privacy agreements in accordance with this policy and without explicit consent, unless required by law or bylaw
5. The College stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") and the Health Information Protection Act (HIPA).

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Policy:	Confidentiality	Policy Number:	1.5
Policy Type:	Governance	Date Approved:	Date Revised:

1. Respect for confidentiality must be a main priority of the College because it is the cornerstone of trust as well as a legislated obligation.
2. Council members, Committee members and employees must at all times respect the confidentiality of any registrant names and/or circumstances that might identify individuals or stakeholders.
3. All matters dealt with by the Council or Committees during in-camera meetings and matters related to personnel and/or any other sensitive issues must be held in the strictest confidence.
4. The duty of confidentiality continues indefinitely after a Council member, Committee member or employee has vacated their position with the College.
5. Council members, Committee members and employees of the College shall agree to sign an Oath of office and Confidentiality agreement (Appendix B) upon joining the Saskatchewan College of Paramedics.
6. The legislation that must be followed by the Saskatchewan College of Paramedics is:
 - The *Personal Information Protection and Electronic Documents Act (PIPEDA)*, which is available on the federal government website: <http://laws.justice.gc.ca/en/ShowFullDoc/cs/P-8.6///en>
 - The *Health Information Protection Act (HIPA)*, which is available on the provincial government website: <http://www.publications.gov.sk.ca/details.cfm?p=4523&cl=5>
 - The *Health Information Protection Regulations*, which can be found on the provincial government website at: <http://www.publications.gov.sk.ca/details.cfm?p=10368&cl=5>

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Policy: **Rules and Procedures for Meetings** Policy Number: 1.6

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

The Rules and Procedures that follow are adopted by the Saskatchewan College of Paramedics and shall be used to manage the Annual General Meeting and other special meetings.

1. Adoption of Rules and Procedures

1.1. The Bylaws of the College provide that these Rules and Procedures shall apply to all meetings of the College. If a situation arises that is not covered by the Act, the Bylaws or these Rules and Procedures, the matter shall be governed by *Procedures for Meetings and Organizations*, Third Edition, by M. Kaye Kerr and Hubert W. King, Carswell Legal Publications, Toronto, 1996, or later editions.

2. Call to Order {para. 78}

2.1. The agenda indicating the order of business for the annual meeting of the Saskatchewan College of Paramedics shall be included in the Annual General Meeting package.

3. Parliamentarian {para. 15, 62 (f)}

3.1. A parliamentarian will be present to advise the chairperson and all members on parliamentary procedure.

4. Appointment of Scrutineers {para. 119, Appendix 1}

4.1. Prior to the commencement of an annual meeting, the Chair shall appoint scrutineers to assist with the counting of votes. Students, and non practicing members are encouraged to volunteer as scrutineers. When a practicing member is appointed by the Chair to serve as a scrutineer, that member may include his or her personal vote within the number of votes recorded for the counting area assigned to that member.

5. Voting Eligibility {See Admin Bylaw Section 24}

5.1. Each practicing member of the Saskatchewan College of Paramedics is entitled to one vote at the annual meeting. Voting members present at the annual meeting are provided with "voting" identification tags to indicate that they are eligible to vote during the sessions of the annual meeting.

6. Voting Procedure

6.1. The meeting room will be divided into at least four voting sections. One scrutineer shall be assigned to count the votes in each voting section when a standing vote is requested.

6.2. The assembly shall ordinarily vote by show of hands.

6.3. In a situation where the Chair cannot clearly determine a majority on a vote by a show of hands, the Chair shall call for the scrutineers to count within their voting section and shall request the assembly to vote by standing.

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- 6.4. A practicing member who is unable to stand in order to vote may obtain a white voting card from the registration desk, and may vote by show of hand.
- 6.5. Any practicing member in the assembly may request a standing vote.
- 6.6. Scrutineers will count only voters wearing a designated "voting" identification tag.

7. Approval of the Agenda {para. 69, 168}

- 7.1. A motion to adopt the Agenda as printed in the Annual Report will be moved and seconded. Unless otherwise designated by the Assembly, all items on the printed Agenda will be considered as orders of the day, to be taken up by the meeting at the time specified. The motion to adopt requires a majority of those voting.
- 7.2. Members who wish to suggest minor changes in the order of business or who wish to alter the agenda by adding items may make a motion to amend the motion to adopt. Possible motions include:
 - 7.2.1. motion to add a minor routine matter under "other business"; requires majority of those voting {para. 89}
 - 7.2.2. motion to alter the timing of consideration of items on the printed Agenda in a minor routine fashion; requires majority of those voting {para. 168}
 - 7.2.3. motion to add an urgent substantive item to the printed Agenda; requires a two thirds majority of those voting {para. 168}
- 7.3. The Agenda, once adopted, may be changed. Possible motions include:
 - 7.3.1. Motion to change the time when an item on the printed Agenda is to be considered; requires a two thirds majority of those voting {para 169}
 - 7.3.2. motion to add a substantive item to the Agenda; requires unanimous consent of those present {para. 170}

8. Minutes of the previous Annual Meeting

- 8.1. The Council shall approve the minutes of the annual general meeting which will also be presented to the membership at the next AGM. The minutes of the previous year's annual meeting are available to the members as part of the Agenda package.

9. Annual Reports from Committees and Officials {para. 85(d)}

- 9.1. These reports are deemed to be received by virtue of the fact that they are printed in the Annual Report which has been made available to all members.

10. Bylaws

- 10.1. Sections 14, 15, 16 and 17 of the Act set out the types of matters for which Bylaws may be made and the process for making them. The Act requires a two-thirds vote of those voting at an annual or special meeting to support a bylaw change.

11. Open Forum

- 11.1. The membership shall be invited to participate in a 30-minute open forum discussion, limiting their dialogue to 2 minutes to accommodate all participants.

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12. Rules of Debate

12.1. Limitation of Debate

12.1.1. The initial speaker will normally speak for less than 3 minutes. Each additional speaker will speak for less than 2 minutes with 2/3 vote to extend debate.

12.2. Speakers

12.2.1. Speakers shall use the microphones, state their name, place of residence and address the chair. The chairperson shall call speakers in the order in which they stand behind the microphones.

12.3. Motions

12.3.1. Motions must be made by a currently practicing member and must be seconded by a currently practicing member. To ensure accuracy, the chairperson will request that a motion be submitted in writing and be signed by the mover and seconder. All motions require a seconder.

12.3.2. Preference at the microphones shall be given to the people speaking for the first time to the motion. A person may speak to an issue more than once without closing debate, but only after everyone else at the microphone has spoken.

12.3.3. Non-practicing members, life and honorary members, and students may ask questions and participate in the discussions after the motion/resolution has been moved and seconded.

12.4. Amendments

12.4.1. Amendments must be introduced by motion, in accordance with the rules for motions set out above, and be voted on before the main motion is put to a vote.

12.4.2. The mover of an amendment may speak only at the time of proposing the amendment.

12.4.3. Each person who speaks to an amendment shall be limited to a maximum of two minutes.

12.4.4. No more than two amendments may be on the floor at the same time.

12.5. Resolutions and Motions

12.5.1. Resolutions and motions shall be decided by the majority (50% + 1) of votes cast, ignoring abstentions. Because abstentions are not "votes" they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

12.5.2. Abstentions shall not be counted or recorded but, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member's request.

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13. Election of Council Members and Nomination Committee

13.1. Those members elected shall be decided by a plurality of the votes cast by ballot from members with voting privileges, that is whoever receives the largest number of the votes cast will be declared elected.

14. Adjournment {para. 90} – Possible Motions Include

14.1. motion to adjourn when the business of the meeting is concluded; requires a vote of the majority of those voting {para. 179}

14.2. motion to change a previously set time for adjournment; requires a two thirds vote of those voting {para. 177}

14.3. motion to adjourn to another day or to a later time on the same day; requires a vote of the majority of those voting

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Policy: **Resolutions** Policy Number: 1.7

Policy Type: Governance Date Approved: April 7,2009 Date Revised:

1. Resolutions

- 1.1. Membership of the Saskatchewan College of Paramedics shall use resolutions to recommend a course of action be taken by the College Council.
- 1.2. Resolutions shall be debated and voted on by the membership at the Annual General Meeting.

2. Call for Resolutions

- 2.1. The College shall issue a call for resolutions annually at least 90 calendar days prior to the deadline for submission.
- 2.2. Resolutions may be submitted by an individual member or a group.
- 2.3. The deadline for the submission of resolutions to be considered at an AGM is on the last working day at least 28 calendar days prior to the Annual General Meeting.
- 2.4. Resolutions must be submitted in writing to the Legislation and Bylaws Committee c/o of the Executive Director of the Saskatchewan College of Paramedics.
- 2.5. Resolutions may be dropped off, mailed in, or submitted by email.

3. Content

- 3.1. Resolutions may pertain to any area of practice, education, administration research, role of the association or role of paramedics within healthcare.
- 3.2. The subject of the resolution should be within the mandate of the organization.
- 3.3. Resolutions must include:
 - 3.3.1. The name, address, telephone number and registration number of the mover and seconder of the resolution;
 - 3.3.2. The date the resolution was submitted; and
 - 3.3.3. A statement that includes what action is being proposed and who should carry it out.
- 3.4. A "*How to Write Resolutions*" document shall be available to members and posted on the Saskatchewan College of Paramedics website.

4. Annual General Meeting (AGM)

- 4.1. Resolutions received prior to the deadline will be debated at the AGM. Resolutions from the floor of the AGM may be accepted by vote of a two-thirds majority.
- 4.2. Resolutions will be displayed at the AGM so that all members in attendance may see them.
- 4.3. Sponsors of resolutions must be available to introduce and speak to the resolution at the AGM.

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5. Action by Council

- 5.1. Upon approval of a resolution at the AGM, Council may take action as described in the resolution, may request other agencies to take a particular action, enter into further discussion or research related to a resolution, or take no action.

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Policy: **Parliamentarian** Policy Number: 1.8

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

1. Rules and Procedures for the Saskatchewan College of Paramedics require a Parliamentarian be appointed to assist the Chair and other members of the College on Parliamentary Procedure. The role of the Parliamentarian is a passive role and does not participate in the active debate during the meeting.
2. The Parliamentarian is usually appointed for large meetings like the Annual General Meeting.
3. The Parliamentarian is appointed for a designated period of time to assist Council in developing understanding of parliamentary procedures and the understanding of the rules and procedures of the Saskatchewan College of Paramedics.
4. The Parliamentarian will provide active assistance to the Chair to make sure the proper process is followed and to help resolve procedural problems that may arise at a meeting.
5. The Parliamentarian shall make sure that quorum is maintained throughout the meeting and should advise the chair immediately in the event that quorum is lost.
6. The Parliamentarian can be asked to chair or participate in a constitutional Committee that is responsible for drafting the constitution of the organization or the bylaws dealing with the constitution.
7. The Parliamentarian will be chosen by the President of the Saskatchewan College of Paramedics, on recommendation from the Executive Director.
 - 7.1. The Executive Director will take into account the following factors in making the recommendation:
 - The individual's knowledge of parliamentary procedure or the individual's ability to develop the knowledge in a short time frame;
 - The individual's ability to fulfill the role described above, particularly the ability to provide objective advice to the chair and the ability to fulfill a passive role at a meeting;
 - The individual's desire and willingness to perform the role of Parliamentarian and his/her understanding of the requirements of the role.

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Policy: **Voting Procedures and Scrutineers** Policy Number: 1.9

Policy Type: Governance Date Approved: April 24, 2009 Date Revised:

1. Voting Procedures

- 1.1. Before any vote takes place, the responsibility of the chair is to explain to the members the following:
 - The votes required to pass the motion or the election (ie. A simple majority, two thirds majority etc).
 - The type of vote (eg. Show of hands, voice votes, roll call vote or written vote).
 - The doors to the meeting room will be closed during the counting of the vote and no member shall be allowed to re-enter the meeting room while a vote is taken.
- 1.2. The Executive Director shall maintain an up-to-date list of all members that are entitled to vote and shall ensure that list is available at any meeting where it is required.
- 1.3. Unless otherwise specified in the Act, Bylaws or in Policy, all matters shall be determined by a majority of votes cast.
- 1.4. In the cases where the decision involves three or more options, like elections, the plurality of votes shall govern.
- 1.5. Each member shall be entitled to one vote and in the case of the Annual General Meeting must be present at the meeting to vote.
- 1.6. An abstention does not count as a vote cast.
- 1.7. After a voice vote or a vote by a show of hands, the chair announces the decision to the membership (ie. whether it has been approved or rejected) and the decision is recorded in the minutes. Generally, the number of votes for and against are not recorded in the minutes and the number of abstentions is not recorded. The head scrutineer's written report will be included in the meeting's minutes.
- 1.8. After a written vote, the chair reports whether the motion has been approved or rejected. In the case of an election, the chair reports the name of the successful candidate.
- 1.9. The ballots from a written vote are kept by the Executive Director for at least one year following the vote.

2. Form of the Ballot

- 2.1. The form of the ballot will be approved by Council. Ballots shall list the names of the candidates in alphabetical order.
- 2.2. The ballot should be marked in a special way so that they are not easily reproduced.
- 2.3. The number of ballots distributed is recorded and checked against the returns. The instructions for marking the ballot are given by the chair of the meeting.

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3. Role of Scrutineers

- 3.1. Scrutineers are responsible for counting votes where a vote has been taken by a ballot or where a vote taken by a voting card cannot be easily determined. They are also responsible for distributing ballots to members in good standing, collecting ballots, ascertaining if any ballots are invalid and reporting to the chair of the meeting of the count of those for, those against, blanks and any spoiled ballots. Instructions for scrutineers are as follows:
- The meeting room will be divided into sections with one scrutineer assigned to each of the voting sections.
 - Scrutineers shall take their place near their assigned section.
 - Each scrutineer shall count the voters in his/her assigned section, counting only voters who are wearing appropriate voter identification.
 - Scrutineers shall record in writing the number of votes cast in favour and in opposition in their designated sections.
 - Scrutineers shall give their written records to the head scrutineer for counting.
 - The head scrutineer shall give the Chair a written report of voting for each question, including identification of the specific question, the number of votes in favour, the number of votes opposed and total number of votes.

4. Selection of Scrutineers

- 4.1. The Executive Director is responsible for the selection of scrutineers. Scrutineers must be objective individuals who are able to ensure an accountable process for counting votes.
- 4.2. The Executive Director shall obtain up to six members to act as scrutineers. One shall be chosen by the Executive Director to act as the head scrutineer. Scrutineers will be provided an orientation as to the rules for voting and reporting on votes taken.

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Policy:	Conflict of Interest	Policy Number:	1.10
Policy Type:	Governance	Date Approved:	Date Revised:

1. When either an employee, Council member or Committee member of the Saskatchewan College of Paramedics or any of their respective family, business partners or close personal associates stand to benefit directly or indirectly from a decision or transaction made by the Saskatchewan College of Paramedics, he or she is guilty of a conflict of interest or self-dealing (i.e. Deciding to rent a property in which a member or employee has a financial interest¹)
2. A conflict of interest may be either "real", "potential" or "perceived". In all of these cases there is an equally important duty to disclose.
3. Full disclosure in itself does not remove a conflict of interest.
4. Members and employees of the Saskatchewan College of Paramedics shall act at all times in the best interests of the College rather than any other individuals or constituencies.
5. Members and employees will perform their duties in such a manner that instills public confidence in the integrity, objectivity and impartiality of the College
6. Council and Committee members may be paid reasonable expenses incurred by them in the performance of their duties. Interests of immediate family members, close personal associates or business associates of a Councilor or Committee member are considered to also be the pecuniary interests of the Councilor or Committee member.
7. **How To Deal with Conflict of Interest²**
 - 7.1. The Council/Committee member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Council or its Committees deal with the matter.
 - 7.2. If the Council/Committee member is not certain he/she is in a conflict of interest position, the matter should be brought before the chair of the Council or Committee for advice and guidance.
 - 7.3. If there is any question or doubt about the existence of a real or perceived conflict, the chair shall seek advice from Council Executive.
 - 7.4. It is the responsibility of other Council/Committee members who are aware of a real, potential or perceived conflict of interest on the part of a fellow member to raise the issue for clarification, first with the member and if still unresolved, with the Executive Director.
 - 7.5. The implicated Council/Committee member must;
 - 7.5.1. Abstain from participation in any discussion on the matter.
 - 7.5.2. Not attempt to personally influence the outcome.
 - 7.5.3. Refrain from voting on the matter.

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7.5.4. Leave the meeting room for the duration of any such discussion or vote unless otherwise decided by the Council or Committee.

7.6. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

¹ Board Development: Roles and Responsibilities of Not-for-Profit Boards, Board Development Program, Volunteer Services Branch, Alberta Community Development, rev.2001

² Gill, M. Sample Governance Policies, Institute on Governance, 2002

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Policy: **Continuing Medical Education (CME)** Policy Number: 2.1

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. **CME Credit Acceptability** - In order to have recertification courses recognized by the College for CME purposes, an agency or instructor must seek College approval of the course. In order to have a course approved by Saskatchewan College of Paramedics as being eligible for CME credit or acceptable as training for new protocols, the training agency:
 - 1.1 Must demonstrate that the course meets or exceeds select competencies from the National Occupational Competency Profile (NOCP) for the target practitioner level or provide an acceptable rationale for the relevance of the course to paramedics practice.
 - 1.2 Must have quality assurance measures in place including:
 - 1.2.1 Appropriate instructor qualifications
 - 1.2.2 Standards for equipment, class size, curriculum, instruction and student materials which meet generally accepted practices for adult education
 - 1.2.3 Evaluation appropriate to the content
 - 1.2.4 Regularly scheduled update/revision to keep the course current
 - 1.2.5 Oversight by qualified practitioners
 - 1.3 Must have a reliable system for registration and tracking of students, and issuing and maintaining official transcripts and certificates;
 - 1.4 Must be willing to have the course audited at any time by Saskatchewan College of Paramedics; and
 - 1.5 Must clearly outline course objectives and duration to enable assessment for CME credit purposes.
2. In order for an annual program of CME activity to be recognized by the College to meet recertification requirements, EMS services and other agencies must provide to the College an outline of their annual CME program for approval prior to implementing the program.
 - 2.1 In order to have an annual Continuing Medical Education (CME) Program approved by Saskatchewan College of Paramedics as meeting the recertification requirements for licensure for 2010, the training agency must provide the College by July 1, 2009:
 - 2.1.1 An outline which clarifies how the program will meet all mandatory certification and CME credit requirements for the target practitioner level(s);
 - 2.1.2 For each course or activity for CME credit, clear outline of course objectives and duration to enable assessment for CME credit purposes;
 - 2.1.3 Information on instructor qualifications which demonstrates that appropriate qualifications are required for each element of the program;

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- 2.1.4 Description of the system to be used for registration and tracking of participants, and for issuing and maintaining official records of attendance and assessment outcomes;
- 2.1.5 Declaration that the program can be audited at any time by the College.
- 2.2 For approval to meet the licensure requirements for 2011, the training agency by March 31, 2010:
 - 2.2.1 Must provide an outline which clarifies how the program will meet all mandatory certification and CME credit requirements for the target practitioner level(s);
 - 2.2.2 For courses or activities for CME credit,
 - 2.2.2.1 Must clearly outline course objectives and duration to enable assessment for CME credit purposes;
 - 2.2.2.2 Must demonstrate that they meet or exceed select competencies from the National Occupational Competency Profile (NOCP) for the target practitioner level(s) or provide an acceptable rationale for the relevance of the course(s) to paramedics practice
 - 2.2.3 Must have quality assurance measures in place including:
 - 2.2.3.1 Appropriate instructor qualifications
 - 2.2.3.2 Standards for equipment, class size, curriculum, instruction and student materials which meet generally accepted practices for adult education
 - 2.2.3.3 Evaluation appropriate to the content
 - 2.2.3.4 A means to keep the CME credit content current
 - 2.2.3.5 Oversight by qualified practitioners
 - 2.2.4 Must have a reliable system for registration and tracking of participants, and issuing and maintaining official records of attendance and assessment outcomes;
 - 2.2.5 Must be willing to have the CME Program audited at any time by Saskatchewan College of Paramedics.

Policy Document

Policy: **Licensing & Registration** Policy Number: 2.2

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. Licensing Requirements

- 1.1. The Saskatchewan College of Paramedics may register as a member, and issue a license to practice to a person according to the terms set out in S. 20 of the Paramedics Act and pertinent sections of the Regulatory Bylaws.
- 1.2. The requirements for licensure shall be updated annually at least one year in advance of the upcoming license year.
- 1.3. The requirements for licensure shall be made available upon request and shall be posted on the Saskatchewan College of Paramedics website.

2. Language Requirements

- 2.1. New membership candidates are required to be fluent in English. Certain candidates for whom English is not their native language must provide proof that they have taken an approved test of English language fluency and have achieved an acceptable score indicating they are fluent.
 - 2.1.1. Approved tests for English language fluency are: the Test of English as a Foreign Language (TOEFL), the CanTEST, and the Canadian Language Benchmark (CLB)
- 2.2. Certain international applicants do not require English language tests. These include:
 - 2.2.1. non-native speakers who have successfully completed at least a two year course of study in which English was the language of instruction;
 - 2.2.2. non-native speakers who have taken an approved test of English language fluency within the past two years and have attained an acceptable score

3. Restricted Licenses

- 3.1. As set out in section 4 of the Regulatory Bylaws, The Saskatchewan College of Paramedics may issue a restricted license to a practitioner in the event that a practitioner does not fully meet educational or testing requirements.
- 3.2. The Registration Committee or Executive Director/Registrar shall determine what restrictions or conditions are placed on a restricted license on a case by case basis.
- 3.3. Any license that has been restricted by the College will clearly bear the words "RESTRICTED" and further words describing the restriction, including it's duration.
- 3.4. The registrar shall make note of the restriction on the license in the College Registry.
- 3.5. The registry, including the display on the College's internet site shall show the license to be "RESTRICTED" under "Membership Type."

4. Photo Membership Cards

- 4.1. The College will incorporate a member's photo onto his/her membership card providing that the photo:

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- 4.1.1. Is provided electronically in jpeg format.
- 4.1.2. Is wallet/passport photo size
- 4.1.3. Is a head and shoulders shot in uniform.
- 4.1.4. Is certified by facilitator, manager or notary public with respect to the member's name and license number.
- 4.1.5. Is updated every five years.
- 4.2. Registration cards will indicate whether the license is for "PRACTICING MEMBER" or for "NON-PRACTICING" members.

5. Instructor Certificates

- 5.1. For Licensing purposes, the Saskatchewan College of Paramedics will accept instructor certificates for BLS-HCP-C, ITLS and ALS until the certificate expiry date providing that the individual has taught the course in the previous two years to the licensing year. A third party, such as the certifying agency, a facilitator or an employer must attest that the individual taught the course in the previous two years.

6. Reinstatement of License

- 6.1. The Registrar may review and determine whether to reinstate members whose licenses have lapsed through failure to renew by the registration deadline. Council will decide on reinstatement where membership has been suspended or revoked.
 - 6.1.1. The Registrar has the authority to process routine reinstatements such as;
 - 6.1.1.1. Applications from practitioners who were members in good standing within the last two years, who are very late in seeking license renewal and have met all registration and reinstatement requirements; or
 - 6.1.1.2. Those who are seeking to re-enter the profession after an extended period of non-practice, have taken a re-entry program and have met all other registration and reinstatement requirements
- 6.2. **EMT- P.** The College may license individuals who have previously been licensed to work as EMT-P but have not worked in the previous two years. The following requirements must be fulfilled in order for the College to reinstate a lapsed license:
 - 6.2.1. Provision of valid, current HCP-(C), ITLS, ACLS and PALS certification;
 - 6.2.2. Evidence of 15 CME credits in the past year;
 - 6.2.3. Provide an ALS assessment for EMT-Ps signed by a medical advisor;
 - 6.2.4. Attend a patient management integration course at SIAST
 - 6.2.5. Successfully complete the Saskatchewan Protocol examination; and
 - 6.2.6. Undertake ride outs with an approved ACP preceptor arranged by SIAST for a minimum of 16 shifts and attain positive assessment of competency by the preceptor.

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6.3. **EMT-A.** The College may license individuals who have previously been licensed to work as EMT-A but have not worked in the previous two years. The following requirements must be fulfilled in order for the College to reinstate a lapsed license:

6.3.1. TO BE COMPLETED.

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Policy: **Registry** Policy Number: 2.3

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. Registrar

- 1.1. The Executive Director of the College will act as the Registrar and have responsibility to register persons as members and issue licenses.
- 1.2. The Registrar will keep a register of the members of the College.

2. Register

- 2.1. The register kept by the Saskatchewan College of Paramedics will include the following information:
 - 2.1.1. Registration number;
 - 2.1.2. Name and address;
 - 2.1.3. Category of practice;
 - 2.1.4. License issued;
 - 2.1.5. Encumbrances, conditions or restrictions on the license; and
 - 2.1.6. Other information as may be required.
- 2.2. The register will be kept in accordance with S 18, 19, 20, & 21 of the *Act*.
- 2.3. The register will be kept at the head office of the College.
- 2.4. The register will be open for inspection by all persons, without fee, during normal office hours of the College.
- 2.5. A list of registered members derived from the register will be posted on the College website and will be updated at least every month. The list will include name, registration number, category of practice, license level, and whether there are restrictions or conditions placed on the license.

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Policy: **Appeal of Registrar Decisions** Policy Number: 2.4

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. Consistent with the *Act* (S21(4), (5), (6), (7)), a person aggrieved by a decision of the Executive Director regarding registering or issuing a license, may apply to Council to review that decision.
2. A person wishing to appeal a decision of the Executive Director shall provide notice in writing to the College of the issue for which appeal is sought, the reasons for the appeal, and the resolution s/he is seeking.
3. The request for appeal will be provided directly to the Council by the Executive Director without comment or analysis on the merits of the appeal.
4. Council shall assign one or more of its members or Committees to gather information on the appeal from the appellant and from the Registrar and from other sources as may be required.
5. The members will report findings back to Council for the purposes of a decision. In conducting the review, the members should be guided by the investigation process described in the policy on discipline investigations. A written report of their findings should be provided to Council with a recommendation as to the appropriate action to be taken by Council. Council may discuss the report and the recommendation in camera.
6. As per the *Act* Council may:
 - 6.1. direct the Executive Director to exercise the power in a manner that the Council considers appropriate (S 22 (5)(a));
 - 6.2. confirm the Executive Director's decision (S 22 (5)(b));
7. On an appeal of the Executive Director's decision, the person aggrieved by the decision of the Executive Director has the right to appear in person before the Council in support of the application (S 22 (6)).
8. The Council shall inform the applicant, in writing, of its decision regarding the review (S 22 (7)).
9. Council shall endeavour to render decisions in as timely a manner as possible and within a period not to exceed three months of receiving the appeal.
10. The right to appeal and the process for appealing a decision of the registrar shall be made available on the College website.

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Policy: **Fees** Policy Number: 2.5

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. Fees

- 1.1. Licensing fees are set by Council and supported by an annual general meeting of the College.
- 1.2. The amount of fees, timing of payment, and penalties for late payment are detailed in the Administrative Bylaws.
- 1.3. Changes to fees require an amendment to the Administrative Bylaws.
- 1.4. Fees will be reviewed annually and will be coordinated with the annual budget development process.

2. Method of Payment

- 2.1. Payment of fees shall be by Certified cheque, company cheque, money order, Visa, or MasterCard.
- 2.2. Personal cheques will not be accepted and will be returned.

3. Late Fees

- 3.1. A late fee will be charged to an existing member who fails to register prior to December 1 of the licensing year. A failure to register means no registration or information has been provided to the Registrar and does not include registrations which have been received prior to December 1 but are incomplete and require further information to be supplied after December 1 of the licensing year.
- 3.2. A late fee of \$50 will be payable on December 2 of the licensing year and will escalate weekly by \$25 beginning the Monday after December 2 to a maximum of \$275, up to January 31. The post mark on mailed applications or the date of receipt for FAX or delivered applications will be the date used to determine the fee payable.
- 3.3. Where the Registrar has received an application after December 1 of the licensing year the Registrar will inform the member in writing or email of the late fee and the calculation of the fee owing. The Registrar will process the application only after the amount owing for the late fee has been paid in accordance with the policy for payment of fees.

4. Relationship to Reinstatement Fees

- 4.1. Where applications for existing members are received after January 31 the policy on late fees does not apply and the member will be required to apply for reinstatement of his/her membership.

5. Reinstatement Fees

- 5.1. Where an existing member applies for registration and applies at any time after January 31 of the current licensing year, the member shall be required to apply to be

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reinstated in accordance with the policy on reinstatements. The fees charged shall be the fee for the licensing year and \$275.

- 5.2. Where the Registrar has received an application after January 31 of the licensing year the Registrar will inform the member in writing or email of the need to be reinstated, the process for reinstatement, the fee charged for reinstatement and the calculation of the fee owing (including fees for exams, payment of fees, penalty for late fees and penalties to be determined by the Council). The Registrar will process the application only after the amount owing for the reinstatement fee has been paid in accordance with the policy for payment of fees.

6. Batching of Applications with Single Payment

- 6.1. If an EMS service, health region or other agency wishes to batch applications and submit to the College with a single payment, the College will accept and process these applications as a batch providing that:
- 6.1.1. A list of the practitioners being paid for accompanies the cheque or purchase order.
 - 6.1.2. Batches of applications will not be accepted if they are not accompanied by either a cheque or a purchase order.
 - 6.1.3. Applications are complete. Where applications are not complete, they will be separated from the batch to wait for missing information but payment will be processed with the batch. The remaining complete applications will not be delayed. They will be processed and returned as a batch to the service or health region without the incomplete ones.
 - 6.1.4. Applicants have signed a statement waiving their privacy rights and granting access to their file to the facilitator, proctor or coordinator and permission for them to discuss the file with the College.
 - 6.1.5. The College will advise the facilitator/coordinator/proctor of the results of the review of applications for their completeness.

Policy Document

Policy:	Approved Educational Programs	Policy Number:	2.6
Policy Type:	Practice	Date Approved:	Apr. 24, 2009
		Date Revised:	Jan 15, 2010

1. Pursuant to Regulatory bylaw 2.1.c, educational programs approved by the Council will be all those programs with CMA accreditation. An updated list of CMA accredited programs for each of the categories of registration shall be consulted when determining if the education program of a new applicant is acceptable.
2. The list of CMA accredited programs can be found on the CMA website at http://www.cma.ca/index.cfm/ci_id/50602/la_id/1.htm
 - If the educational program is not on the list of CMA accredited programs or if the applicant is from a country other than Canada, then the individual has the option of requesting an equivalency review. The complete process and fees for this review are outlined in the Equivalency Review Policy (2.6).
3. Pursuant to Regulatory bylaw 2.3, additional training programs and advanced skills modules are required depending on the level of license being sought:
 - AED, ACLS and PALS programs must cover content and learning outcomes approved by the AHA and adopted by the CHA.
 - ITLS programs must cover content and learning outcomes approved by the International Trauma Life Support Committee.
4. The Education Committee will determine if the applicant's program(s) are deemed acceptable/equivalent on a case by case basis.
5. If a course is part of an approved agency CME program, no further approval is needed; i.e. another agency can use it or an individual can attend it without seeking approval. In addition, the agency CME program approval should not require individual course approvals unless the courses are added after the agency program has been approved.

6. Standards for Approval of EMR Programs

In order to have a course approved by SCoP as meeting the standard for licensure at the EMR level, an agency:

- 6.1. Must demonstrate the program meets or exceeds the National Occupational Competency Profile (NOCP) for EMRs approved by the Paramedics Association of Canada by supplying SCoP with a detailed cross reference of the program to the NOCP;
- 6.2. Must have quality assurance mechanisms in place including:
 - 6.2.1. instructor qualifications, training and regular recertification;
 - 6.2.2. standards for equipment, class size, curriculum, instruction and student materials which meet generally accepted practices for adult instruction;
 - 6.2.3. regularly scheduled update/revision to keep the program current;
 - 6.2.4. oversight by qualified practitioners;
 - 6.2.5. evaluation appropriate to content;

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- 6.3. Must have a reliable system for registration and tracking of students, and issuing and maintaining official transcripts and certificates;
 - 6.4. Must be willing to have the program audited at any time by SCoP; and
 - 6.5. Must include, and provide a session outline to SCoP for, an introduction to the profession which covers such things as self-regulation, professional conduct and registration/licensing requirements.
7. The following EMR Programs have been approved:
- 7.1. Canadian Red Cross Emergency Medical Responder Program
 - 7.2. St. John Ambulance Emergency Medical Responder Program (a specific subset of the Medical First Responder II Program)

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Policy:	Equivalency Review	Policy Number:	2.7
Policy Type:	Practice	Date Approved:	Date Revised

1. Conditions of an Equivalency Review

- 1.1. Applicants will be required to go through the Equivalency Review under the following circumstances:
- Graduates of an EMR/EMT program not approved by the Saskatchewan College of Paramedics (not on the CMA accredited list of programs)
 - Individuals trained in provinces and/or territories that do not have a governing body
 - Out of country applicants
- 1.2. In order to assist the Education Committee in determining equivalency, the National Occupational Competency Profile (NOCP) will act as a guide. The Education Committee will review all of the sub-competencies contained in the NOCP to accurately determine the applicant’s level of equivalency
- The NOCP competencies can be found on the Paramedics Association of Canada website: <http://www.paramedic.ca/Content.aspx?ContentID=4&ContentTypeID=2>

2. Equivalency Review Fees

- 2.1. The fee for an equivalency review is determined by the Council of the College and is subject to change without notice
- 2.2. Fees are non-refundable
- 2.3. The current fee schedule for educational programs within Canada is as follows:

Equivalency	Price for Review
EMR	\$300.00
EMT	\$400.00
EMT-A	\$550.00
EMT-P	\$650.00

- 2.4. If the educational program was
- 2.4.1. completed in a country other than Canada and
- 2.4.2. Is not accredited by the CMA and
- 2.4.3. The applicant has never been registered as an EMR,EMT,EMT-A or EMT-P in another Canadian jurisdiction;
- The fee shall be \$950.00.

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3. Submission of Equivalency Review request

- 3.1. Submissions accepted for Saskatchewan equivalency should be made using the form supplied in Appendix B entitled "Basic EMS Education and Request for Transcript". If more than one educational institution was attended, one form is required for each school attended.
- 3.2. Generally all equivalency review submissions should contain the following elements. The Education Committee will evaluate all applications as submitted, however submission of the following elements will allow for a more accurate and timely review.
 - 3.2.1. A detailed course outline with learning objectives and time lines for didactic, clinical and ambulance components. Include the number of hours and/or weeks in each component of the program
 - 3.2.2. The methods used to deliver the material (eg. Lectures, home study, lab, computer managed learning etc.)
 - 3.2.3. Bibliography listing all of the texts used as well as copies of all printed resource material
 - 3.2.4. The methods and pertinent documentation used to evaluate the student's competence in each component: didactic, clinical and ambulance.
 - 3.2.5. The minimum competency requirements for instructors and preceptors
 - 3.2.6. Official confirmation of successful completion of the program including;
 - 3.2.6.1. Original certificate or certified true copy of; and
 - 3.2.6.2. Official confirmation of attendance and transcript of marks;
 - 3.2.7. Copies of additional certificates of EMS related training or instruction such as ACLS, ITLS, HCP-P or CPR.
- 3.3. Individuals applying for equivalency will be afforded an opportunity to meet with the Education Committee to answer questions or obtain clarification regarding the review process.

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Policy: **License and Certificate Equivalence** Policy Number: 2.8

Policy Type: Practice Date Approved: April 24,2009 Date Revised:

1. License Equivalency

- 1.1. A Primary Care Paramedic (PCP) student who has completed the didactic portion of the PCP training program shall be eligible for an Emergency Medical Responder (EMR) license, providing the student meets all other registration requirements.

2. Certificate Equivalencies

- 2.1. The following certifications are accepted as equivalent to the requirement for a Basic Life Support Health Care Provider (C) certificate (BLS HCP (C)):
 - 2.1.1. St. John Ambulance, Canadian Red Cross or Heart and Stroke Foundation CPR (HCP) courses
 - 2.1.2. Intermediate First Aid from St. John Ambulance
 - 2.1.3. BLS Instructor, First Aid & CPR Instructor or AED Instructor
 - 2.1.4. AED (HCP) New Protocols
- 2.2. The following certifications are not accepted as equivalent to the BLS HCP (C):
 - 2.2.1. ACLS does not replace BLS HCP (C) as it is missing the pediatrics application
 - 2.2.2. ILS from Heart and Stroke is not a replacement for BLS HCP (C)
- 2.3. The International Trauma Life Support (ITLS) certification can replace the mandatory skills of spinal immobilization and mechanical aids to breathing including oxygen and non-visual airways management (combi tube, LMA and King) providing there is evidence that proficiency was assessed in the ITLS course.
- 2.4. No ALS assessment or CME points are required for two years following graduation from an approved entry level training program. However the applicant must provide BLS HCP (C), ITLS, ACLS and PALS certification as appropriate to the license level requested.

3. Facilitator/Proctor/Coordinator Continuing Medical Education Report Form

- 3.1. A facilitator must have his/her Continuing Medical Education (CME) Report form signed by a manager or another facilitator who is a member in good standing with the same or higher level of practicing license or by an EMS Medical Advisor to a Health Region.

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Policy: **PCP Bridge** Policy Number: 2.9

Policy Type: Practice Date Approved: Date Revised:

1. Pursuant to Regulatory bylaw 5.2, applicants who previously graduated as an EMT and have not been actively licensed for two or more years must take a re-entry course before they will be granted a license to work in Saskatchewan.
2. PCP bridge courses offered at many of the same educational institutes where EMT/PCP training is available may be accepted for re-entry purposes.

Policy Document

Policy:	Complaint Process	Policy Number:	2.10
Policy Type:	Practice	Date Approved:	<i>April 24, 2009</i>
		Date Revised:	<i>Oct. 16, 2009</i>

1. Regulatory Responsibility

- 1.1. The College must ensure that all allegations of professional misconduct and/or professional incompetence are responded to and investigated thoroughly in accordance with the Act, Section 4, bylaws, and these policies. The College has a responsibility to ensure that all processes undertaken in this context meet the duty of fairness, the duty of due process, the duty of procedural fairness, and the duty to respond in a timely fashion.
- 1.2. All discipline and investigation processes carried out pursuant to the Act, bylaws and policy must be carried out in compliance with the *Canadian Charter of Rights and Freedoms*.

2. Receiving Complaints

- 2.1. All complaints received whether by the staff of the College or members of Council alleging professional misconduct or professional incompetence shall be forwarded to the Professional Conduct Committee. (PCC)
- 2.2. Written complaints
 - 2.2.1. Complaints made pursuant to this policy whether from another member or a member of the public shall be considered by the PCC once they have been made in writing by the person making the complaint or sent to the PCC by Council.
- 2.3. Verbal allegations
 - 2.3.1. The chair of the PCC or his/her designate shall respond to verbal allegations of professional misconduct or incompetence by explaining the investigation and discipline process and encourage the complainant to provide a signed written complaint.
 - 2.3.2. Where the complainant refuses to provide a written complaint, the person receiving the information shall record the information and provide it to the Council for consideration as to whether the complaint will be investigated by the PCC.
- 2.4. Staff may clarify the complaint through inquiry prior to forwarding to PCC.

3. Employer Termination

- 3.1. Pursuant to section 44 of the Act, where an employer terminates a member and the employer reasonably believes the cause is professional misconduct or professional incompetence, the employer shall report the termination to the College. A notice of termination shall be considered a written complaint for the purposes of this policy.

4. Investigation by PCC

- 4.1. The PCC shall review all allegations against a member made pursuant to this policy, and determine whether to investigate.

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5. Frivolous or Vexatious Complainants

- 5.1. If the Committee concludes that upon initial investigation, the complaint is frivolous or vexatious or does not fall within the definitions of professional misconduct or incompetence, the PCC may dismiss the complaint with no further action. In this case the PCC must notify the complainant and respondent that the complaint has been dismissed and the reasons why.

6. Complaints Against Staff

- 6.1. If an official complaint of professional misconduct or incompetence within is received against any staff, or Council, or Committee member of the College, including the Executive Director, an independent investigator may be retained by Council. Council is required to ensure that an impartial investigation and due process occurs.

7. Notification of Member

- 7.1. A member named in the allegations shall be advised by the Executive Director on behalf of the PCC by registered mail that the College has received a complaint relating to the member's conduct and provide reasonable particulars of the complaint. The Executive Director will request a written response from the member within 30 days regarding the allegations contained in the complaint. The member will also be informed that a copy of the response may be provided to the complainant.

8. Notification of Complainant

- 8.1. The Executive Director on behalf of the PCC shall provide written notification to the individual(s) making the complaint that the complaint has been received and is being investigated.

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Policy:	Investigation Process	Policy Number:	2.11
Policy Type:	Practice	Date Approved:	Date Revised:

1. Establishment of Investigation Committee

- 1.1. The PCC may establish a sub-Committee to investigate a complaint received pursuant to this policy. The Committee will be called an Investigation Committee, and shall be composed of not less than two members and not more than five members. The majority of the members of the Committee shall be members of the College. At least one member of the Investigation Committee established pursuant to this policy, must be a member of the PCC. Where an Investigation Committee has not been appointed, the PCC will be responsible for the investigation. Either the PCC or the Investigation Committee may direct the Executive Director to contract with an outside investigator to conduct the investigation.

2. Steps in Investigation

- 2.1. The PCC, Investigation Committee or outside investigator shall generally take the following steps in an investigation:
 - Develop an investigation plan based on the complaint and the response if any, received from the respondent member. The plan should include an examination of all relevant documentation including the Act, bylaws and policies, the Professional Code of Conduct, and any standards or guidelines for practice from the Saskatchewan College of Paramedics or the employer
 - Develop interview questions and a schedule for interviews, including the complainant and the respondent;
 - Take statements from the complainant, respondent and any witnesses, beginning with the complainant. When conducting interviews, notes should be taken and should be provided to the interviewee to ensure the accuracy of the statement;
 - All relevant information should be collected either through interviews or review of relevant documentation;
 - Where necessary, the Committee can summon the respondent to appear before the Committee by providing a written request sent by registered mail;
 - A detailed written investigation report should be prepared as to whether the allegations have been supported by the evidence found through the investigation. The report may not include personal opinions of the investigators.

3. Receiving an Investigation Report

- 3.1. The PCC shall review the investigation report and determine whether to dismiss the matter, propose a Consensual Complaint Resolution Agreement, refer the matter to the Discipline Committee for a hearing or refer the matter back for further investigation. Where the PCC is not satisfied that the investigation has been thoroughly conducted the Committee may refer the matter to the investigator with clear direction as to their concerns.

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4. Reports to Discipline Committee

- 4.1. The chair of the PCC will prepare a written report of the Committee's decision, and will forward the report to the Discipline Committee recommending that :
- the Discipline Committee hear and determine the formal complaint set out in the written report;
 - no further action be taken with respect to the matter; or
 - that the matter has been the subject of a Consensual Complaint Resolution Agreement

5. Disclosure of Report

- 5.1. The written report shall be provided to the complainant, the respondent, the Chair of the Discipline Committee and the Registrar

6. Reasonable Grounds

- 6.1. Prior to referral to the Discipline Committee, the PCC must have reasonable grounds based on the investigation and the evidence collected that the respondent may have committed an act of professional misconduct and/or professional incompetence.

7. No Further Action

- 7.1. Where the PCC concludes that no further action is to be taken, the complainant, and the respondent will be advised accordingly. In the case of notice to the Council, confidentiality of the complainant, respondent and witnesses will be maintained and Council will be notified only that a complaint was received, investigated and that no further action was required.

8. Notification to Members

- 8.1. The PCC shall file a report annually which provides a summary of the number of complaints received and investigated, a categorization of the type of complaints, and an indication of their disposition.
- 8.2. The PCC shall report to members twice a year, or more frequently where warranted at the discretion of the Committee, on learnings from the investigations and implications for members.

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Policy:	Confidentiality of Investigation Reports	Policy Number:	2.12
Policy Type:	Practice	Date Approved:	Date Revised:

1. Confidentiality of Investigation Records

1.1. All files of allegations and investigations shall be treated as confidential with access restricted to the Executive Director/Registrar, the office manager and members of the Professional Conduct Committee (PCC).

1.2. Security

1.2.1. All files described above shall be kept in a secure area separate from the membership files.

1.3. File Retention

1.3.1. All files described above shall be kept for 15 years.

2. Role of PCC and Discipline Committee Members

2.1. All Committee members shall ensure the confidentiality of working files, including electronic files, during an investigation and/or a hearing. Once the investigation or hearing is complete, all working files, including electronic files, will be destroyed by the Committee member or will be returned to the Registrar to be destroyed.

2.2. The Committee shall determine when an investigation/hearing is complete. Within one week each Committee member shall notify the Executive Director that all files, including electronic files, have been destroyed.

2.3. All Committee members shall remove electronic files from their computers immediately upon receipt.

3. Maintenance of Discipline Hearing Files

3.1. All files created for the discipline hearing and exhibits at the discipline hearing shall be maintained in a secure location.

3.2. File Retention

3.2.1. All files described above shall be kept for 15 years and then destroyed.

Policy Document

Policy:	Consensual Complaint Resolution	Policy Number:	2.13
Policy Type:	Practice	Date Approved:	Date Revised:

1. Consensual Complaint Resolution (CCR)

- 1.1. Subsection 27(2) subparagraph (b)(i) provides that upon completion of the investigation the Professional Conduct Committee (PCC) must make a report recommending that no action be taken because the matter has been resolved with the consent of the complainant and the member who is the subject of the investigation.
- 1.2. The Chair of the PCC shall determine whether there are opportunities to use a Consensual Complaint Resolution Agreement (CCRA) to settle the complaint.
- 1.3. Where the Investigation Committee determines that successful Consensual Complaint Resolution (CCR) is likely, they will obtain the written consent of the complainant and the respondent to participate in a CCRA.
- 1.4. Where the complainant and respondent have agreed to a CCR process, the Chair or the Registrar at their discretion may refer the matter to a mediator or another designated person, to facilitate the process.

2. Results of CCR Process

- 2.1. Where the CCR process has resulted in an agreement between the complainant and respondent that resolves the matter, a written agreement will be prepared and signed by both parties. The agreement will be provided to the Registrar, the complainant, the respondent and the PCC.
- 2.2. The Registrar will immediately take steps to enter the agreement into the records of the College and on the license of the respondent if applicable.
- 2.3. In the event the mediation agreement provides for restrictions on a license or suspension of a license with or without conditions, the Registrar shall comply with the requirements of the policy dealing with those matters.
- 2.4. In any event, it is the responsibility of the Registrar to determine if the conditions of the CCRA have been complied with and to take the necessary steps to reflect the compliance with the agreement.
- 2.5. Where it becomes evident that the CCRA has not been complied with, the Registrar shall immediately refer the matter to the PCC which will re-open the investigation.

3. Notification

- 3.1. The Registrar shall notify regulators of jurisdictions where the member who has signed a CCRA holds a license or is registered that the member has entered a CCRA and there are conditions on his/her license.
- 3.2. The PCC shall report twice a year to members and the public on the number of CCRA's which have been successfully negotiated, the types of concerns raised and the types of conditions imposed. Any identifying information will be removed from the report.

Policy Document

Policy: **Discipline Hearings** Policy Number: 2.14
Policy Type: Practice Date Approved: Jan. 15, 2010 Date Revised:

1. Notice of Formal Complaint

- 1.1. Where the Professional Conduct Committee (PCC) has recommended that a disciplinary hearing be held, the PCC shall tend to the preparation a Notice of Formal Complaint. The Notice of Formal Complaint shall set out the need for a hearing, the charges against the respondent and the date and time for a consultation on scheduling of the hearing and other arrangements. The Executive Director shall sign the Notice of Formal Complaint.
- 1.2. The Chair of the Discipline Committee, in consultation with the PCC, and its solicitor, the Discipline Committee and its solicitor, the respondent and his/her solicitor, and the Executive Director is responsible for establishing the date, time and place of the hearing. The parties are expected to move the process forward as expeditiously as justice will allow.
- 1.3. **Service of the Notice of Formal Complaint** – The Executive Director or the solicitor for the PCC shall serve the Notice of Formal Complaint as required by the Act.
- 1.4. **Certificate of Executive Director** – The Executive Director shall prepare a certificate pursuant to subsection 19(3) of The Paramedics Act verifying whether the respondent was a member and held a valid licence at the times material to the complaint.

2. Role of Professional Conduct Committee

- 2.1. The PCC shall prosecute or direct the prosecution of the formal complaint and may retain legal counsel to act on its behalf.

3. Transparency and Accountability

- 3.1. The Chair of the Discipline Committee shall ensure that disciplinary proceedings are organized and conducted in a manner which ensures due process and that the principles of procedural fairness are followed.
- 3.2. **Public Hearings** – Discipline hearings are open to the public, unless there is a compelling reason that members of the public or the complainant are excluded so as not to unduly violate the privacy of a person other than the member whose conduct is the subject of the hearing. Evidence as to the reason for closing the hearing must be presented to the Committee and a decision made that the person's right to privacy outweighs the public interest in an open hearing.
- 3.3. **Report of Hearing** – The Discipline Committee shall produce a written report of the hearing, as expeditiously as justice will allow, including the decision reached, the reasons for the decision and the resulting orders of the committee.
- 3.4. **Notification to Members** – A decision of the Discipline Committee shall be communicated in a timely fashion to the members of the College by posting it on the College's website. The communication shall include a summary of the background

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information concerning the member in question, the charges of which the member was found guilty, a summary of the reasons for the decision and the penalty imposed.

4. Process for Hearing

- 4.1. Legal counsel for the PCC or other designated person shall present the case on behalf of the PCC.
- 4.2. The conduct of the public and members shall respect the seriousness of the hearing.
- 4.3. No tape recordings or cameras shall be allowed in the hearings.
- 4.4. The College shall provide a court reporter to record the proceedings of the hearing. The summations of counsel may be recorded at the discretion of the committee.

5. Decisions

- 5.1. The written decision of the Discipline Committee shall protect the confidentiality of patients/clients by referring to them by their initials or by numbers.
- 5.2. **Report of Decisions** – The report of a decision shall be provided to:
 - The respondent and his/her legal counsel;
 - The complainant;
 - Legal counsel for the PCC;
 - The Executive Director.

The Discipline Committee may also send the member's employer a copy of the Report of Decision.

- 5.3. **Timely Decisions** – The parties are entitled to a timely decision from the Discipline Committee.
- 5.4. **Respondent's File** – A copy of the decision shall be placed on the respondent's membership file and on the member's discipline file.
- 5.5. **Public Access** – Upon written request to the Executive Director, a member of the public may access a copy of the decision.

Policy Document

Policy:	Discipline Order	Policy Number:	2.15
Policy Type:	Practice	Date Approved:	Jan. 15, 2010
		Date Revised:	

1. Content of Order

1.1. Where the Discipline Committee makes an order pursuant to a hearing, the order of the committee shall include:

- the name of the respondent, including birth names and any other previously used names;
- the respondent's registration number;
- the jurisdiction where the respondent received his/her original registration;
- the charges on which the respondent was found guilty;
- the orders of the Discipline Committee;
- any order for the costs of the hearing including a time period for payment;
- the section of *The Paramedics Act* to which the orders pertain;
- a notice that the Respondent may appeal to the Council within 30 days after the decision or order.

2. Notification of Order

- An order made by the Discipline Committee shall be posted on the college web site.

3. Order Placing Conditions

3.1. Where the order of the Discipline Committee places conditions on the practice of the respondent the Executive Director shall undertake the following steps:

- The Executive Director shall request the respondent to immediately surrender his/her current licence to practice. If the respondent fails to surrender the licence, the Executive Director shall take whatever lawful steps are necessary to obtain the licence.
- The Executive Director shall replace the current licence with a restricted licence which clearly bears an endorsement which clearly reflects the order.
- The Executive Director shall indicate the nature of the conditions on all of the respondent's files, including computer records.
- The Executive Director shall make a notation on the register indicating the date and the detail of the condition.
- The Executive Director shall return the licence with conditions to the respondent by ordinary mail within 10 working days from the date the licence was submitted.

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3.2. **Information to the Public** – Members of the public inquiring as to whether a member is currently licensed to practice, shall be advised of any current conditions on the member's license.

4. Suspension of Licence with Conditions

4.1. Where an order is made by the Discipline Committee to suspend a respondent's licence, with or without conditions, the Executive Director shall take the following steps:

- The Executive Director shall request the respondent to immediately surrender his/her current licence to practice. If the respondent fails to surrender the licence, the Executive Director shall take whatever lawful steps are necessary to obtain the license.
- The Executive Director shall indicate the nature of the suspension and conditions if any on all of the respondent's files, including computer records.
- The Executive Director shall make a notation on the register indicating the date and the detail of the suspension and conditions, if any.

5. Information to the Public

5.1. Members of the public inquiring as to whether a member is currently licensed to practice, shall be advised of any current suspension and conditions if any of the member's licence.

6. Reinstatement of Licence

6.1. Where the Executive Director has been supplied with sufficient information to be satisfied that the conditions imposed in an order of the Discipline Committee have been met, the Executive Director shall return the member's licence to practise or an application form to reapply for membership. The Executive Director shall update the records of the College indicating the conditions have been met and that the licence to practice has been returned or an application to reapply has been sent to the member.

Policy Document

Policy: **Appeal of Discipline Decision** Policy Number: 2.16

Policy Type: Practice Date Approved: Jan. 15, 2010 Date Revised:

1. Appeal from Decision of Discipline Committee

- 1.1. Pursuant to section 36 of *The Paramedics Act* a member may appeal the decision of the Discipline Committee to the Council by serving the Executive Director with a Notice of Appeal within 30 days of the date of the decision. The appellant shall include in the Notice of Appeal the grounds for the appeal.
- 1.2. Where the Executive Director receives a Notice of Appeal, the Executive Director shall supply Council with a true copy of the following:
 - The formal complaint and notice pursuant to section 30 of *The Paramedics Act* or the PCC report pursuant to section 33 of *The Paramedics Act*;
 - The transcript from the discipline hearing;
 - The decision of the Discipline Committee.
- 1.3. The Executive Director is responsible for establishing the date, time and place of the appeal and shall notify the appellant in writing of the date, time and place for the appeal hearing.

2. Transparency and Accountability

- 2.1. The Chair of Council shall ensure that appeal proceedings are organized and conducted in a manner which ensures due process and that the principles of procedural fairness are followed.
- 2.2. **Public Hearings** –Appeal hearings are open to the public, unless there is a compelling reason that members of the public or the complainant are excluded so as not to unduly violate the privacy of a person other than the member whose conduct is the subject of the hearing. Evidence as to the reason for excluding a person must be presented to Council and a decision made that the person’s right to privacy outweighs the public interest in an open hearing.
- 2.3. **Report of Hearing** –Council shall produce a written report of the appeal, including the decision reached, the reasons for the decision and the resulting orders of Council.
- 2.4. **Notification to Members** – A decision of Council shall be communicated in a timely fashion to the members of the College by posting it on the College’s website. The communication shall include a summary of the background information concerning the member in question, the decision of Council, a summary of the reasons for the decision and the penalty imposed, if any.
- 2.5. **Membership** - A member of Council who was also a member of the Discipline Committee shall not sit as a member of Council for the purposes of hearing the appeal.

3. Process for Hearing

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- 3.1. Legal counsel for the PCC or other designated person shall present the case on behalf of the College.
- 3.2. The conduct of the public and members at the hearing shall respect the seriousness of the hearing.
- 3.3. No tape recordings or cameras shall be allowed in the hearings.
- 3.4. To protect their confidentiality, clients shall be referred to by their initials or by numbers.
- 3.5. The College shall provide a court reporter to record the proceedings of the hearing, not including the deliberations of the Council. The summations of counsel may be recorded at the discretion of the Council.

4. Decisions

- 4.1. The written decision of the Council shall protect the confidentiality of patients/clients by referring to them by their initials or by numbers.
- 4.2. The report of a decision shall be provided to:
 - The respondent and his/her legal counsel'
 - The complainant;
 - Legal counsel for the PCC;
 - The Executive Director.

The Council may also send the member's employer a copy of the Report of Decision.

- 4.3. **Timely Decisions** – The parties are entitled to a timely decision from Council.
- 4.4. **Respondent's File** – A copy of the decision shall be placed on the respondent's membership file and on the member's discipline file.
- 4.5. **Public Access** – Upon written request to the Executive Director, a member of the public may access a copy of the decision or may access the member's discipline file.

Policy Document

Policy: **Applicants with Criminal Convictions** Policy Number: 2.17

Policy Type: Practice Date Approved: October 16, 2009 Date Revised:

1. It is generally agreed that offences under the Criminal Code of Canada may bring an applicant's character into question. Pursuant to Regulatory Bylaw 2(1)(d) all new applications for registration and all reinstatements must submit the results of a criminal record check including a vulnerable sector query.
2. Initial review of an applicant's criminal record check will be conducted by the Registrar. Only those with other offenses or more than a single Driving Under the Influence (DUI) offense will be referred to the Registration Committee with a recommendation from the Registrar.
3. An application cannot be denied automatically. It must be considered by the Registration Committee who will make a recommendation to the Registrar. Before an individual's registration is denied due to prior convictions, the College will consider the circumstances surrounding the prior convictions of that individual. Circumstances such as
 - 3.1. The severity of the offense
 - 3.2. The relevance of the offense to the practice of the discipline
 - 3.3. The applicant's competence to practice the discipline
 - 3.4. Whether the applicant has been successfully rehabilitated
4. Licenses should rarely be issued to initial applicants with recent (5 years) convictions related to drugs, sexual assault, other violence, theft, fraud, weapons, criminal negligence or other serious criminal activity as assessed by the Registration Committee.
 - 4.1. Applicants whose record shows conviction for these types of offences may be asked to supply character references or other evidence of rehabilitation;
 - 4.2. If it is considering refusal to issue a license, the Registration Committee should give a hearing (either written submission or in person) to the applicant to present his/her case;
 - 4.3. Decisions of the Registration Committee may be appealed to Council;
 - 4.4. The Registration Committee may issue licenses to those who present convincing evidence of rehabilitation.
5. The following steps will be taken to process applications with positive criminal record checks:
 - 5.1. Phone the applicant to ascertain whether there was a conviction, what it was and when; to provide information on what they must now do in order to be eligible for license and what the process will be; and to find out how they want the College to communicate with them about this, by mail or email;
 - 5.2. Send the same information to them in writing by mail or email;

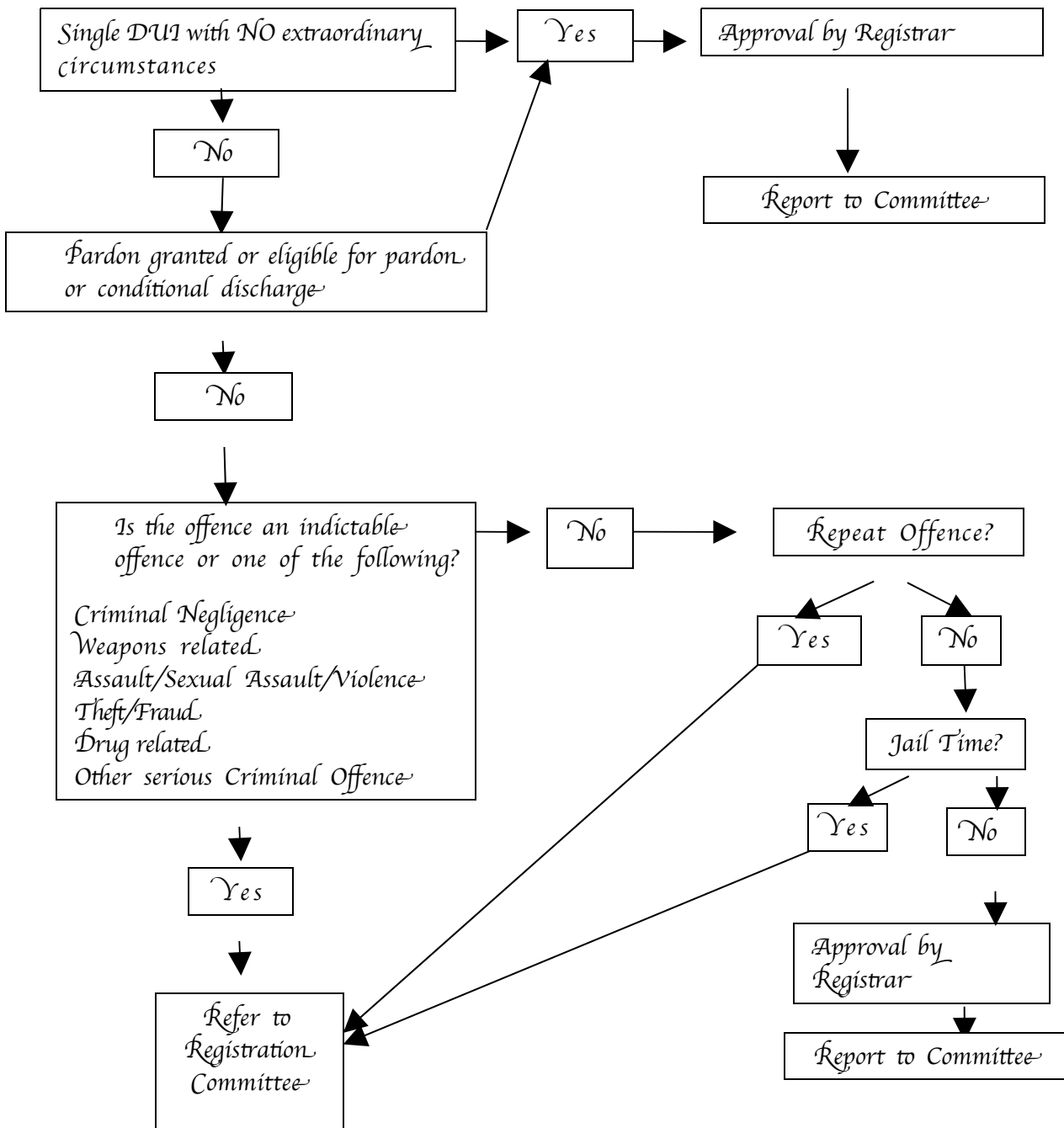
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- 5.3. When their external proof is received, follow up with them again re next steps;
6. The applicant is responsible for providing external proof of the conviction, a letter from the applicant detailing the conviction is not sufficient. Examples of external proof could include but are not limited to
 - 6.1. Confirmation by RCMP of conviction
 - 6.2. Court document
 - 6.3. Documentation from the Justice Department
 - 6.4. Written confirmation from the applicant's legal counsel, court records, etc.
7. In addition to external proof such as the court record, an applicant with a DUI must provide a Drivers Abstract for the past 10 years;
8. The Registrar may issue Conditional Licenses to those applicants with criminal records who need to provide a Certified Criminal Record, if the Registration Committee recommends it.
 - 8.1. The licenses would be issued on the condition that the member provide, at the earliest possible time, a certified copy of their criminal record and any other original documentation required;
 - 8.2. The College should send quarterly notices to these members to remind them of the conditions on their license;
 - 8.3. The College should not renew the licenses of applicants with criminal records who make no effort prior to the next year's license renewal to meet the documentation requirements set out as conditions on their licenses. In these cases, Council would refer the matter to the Professional Conduct Committee as an act of professional misconduct that needs to be investigated.
9. The Registration Committee will report at least annually to Council and the membership on the numbers of applicants with criminal records, the types of offences and the outcome of the committee's deliberations, i.e. how many of these applicants were issued licenses.
10. Information regarding criminal convictions will be held in strict confidence by the College and not made public unless it is the result of disciplinary action taken by the College. To protect confidentiality, documentation of the convictions(s) of applicants should be kept in a sealed envelope in the member's file marked "For the Registrar's Eyes Only". It could be made available to the Professional Conduct Committee on request but should not be used for any other purpose once the applicant has been issued a license. Applicants should be advised of this procedure to protect their privacy.
11. All Committee and Council consideration of Criminal Record Checks will be conducted "blind" – that is, Council and Committee members will not be provided the name of the applicant or other identifying information, but will receive all relevant information. If the identity of the person becomes significant to the proceedings, a motion of the Registration Committee or Council is required to name the individual.
12. Committee and Council consideration will include a hearing for the applicant – this could be a written submission or face to face meeting as determined by the Committee or Council.

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13. Current possession of a license to practice will not deter the College from revoking that license in the face of a severe or relevant offense. This may be achieved by reference to the Professional Conduct and Disciplinary Committees which may revoke or suspend a license.
14. International applicants must supply a Criminal Record Check from a Canadian police service.
15. The following flow chart may be used as a guideline for applicants;

C R I M I N A L O F F E N C E R E F E R R A L G U I D E L I N E S



Policy Document

Policy: **Proof of Good Standing** Policy Number: 2.18
Policy Type: Practice Date Approved: Date Revised:

1. Pursuant to Regulatory bylaw 2(f), each new membership candidate who was previously registered in another jurisdiction is required to provide proof of good standing in that jurisdiction.
2. Applicants must submit the completed form "Verification of Registration" from each regulatory body where they were/are registered and/or licensed currently or previously. This form is provided in Appendix B.

*Refer to
Registration
Committee*



Report to Committee

Policy Document

Policy: **Licensing Exams** Policy
Number: 2.19

Policy Type: Practice Date Approved: October 16, 2009 Date Revised:

1. All applicants for initial registration with the College who have not been licensed to practice in another province will be required to successfully complete the entry to practice licensing exam in order to be licensed in Saskatchewan.
 - 1.1. The passing mark for the licensing examinations will be 80%.
2. The College will ensure the focus of the exam is an assessment of competence.
 - 2.1. Applicants to write the exam will be provided with a description of the exam, what it is based upon and hints to succeed on multiple choice tests.
 - 2.2. The college will provide a comfortable, relaxed setting to write the exams.
 - 2.3. The exams will be proctored to ensure that there is no opportunity for exam-writers to copy off others or bring any supporting material or electronic equipment into the exam room (i.e. leave cell phones, etc., outside the room); calculators may be used for calculating drug dosages.
3. The College will provide candidates with their mark (pass/fail) and an indication of those competencies where they were not successful along with information on rewriting the exam.
4. The College will closely protect the security of the exams by:
 - a) Keeping the exams in a secure locked cabinet in the SCoP offices, keeping the exam keys in a separate secure locked cabinet and limited access to those cabinets to staff members who need access to support the examination process;
 - b) Not allowing exam writers, any Council or committee members or any other person to have a copy of the exam to take away;
 - c) Keeping the electronic version of the exam password protected and not distributing the exam by electronic means for any purpose;
 - d) Employing exam proctors who are not instructors in paramedic training programs and preferably, not part of the paramedic profession;
 - e) Using a secure printing process;
 - f) Ensuring a secure marking process.

Policy Document

Policy:	Budgeting	Policy Number:	3.1
Policy Type:	Administration	Date Approved:	Date Revised:

1. The Executive director shall not cause or allow budgeting which:
 - 1.1. Contains too little detail to enable reasonably accurate projection of:
 - 1.1.1. Revenues and Expenses
 - 1.1.2. Separation of capital and operational items
 - 1.1.3. Cash flow
 - 1.1.4. Sunsequential audit trails
 - 1.2. Fails to disclose planning assumptions
 - 1.3. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period
 - 1.4. Fails to recommend adequate funds for the Council's direct use during the year:
 - 1.4.1. Cost of the fiscal audit
 - 1.4.2. Cost of governance training, Council and Committee orientation, cost related to professional development for Council members,
 - 1.4.3. Costs related Council meetings, Annual General Meetings, Committee meetings
 - 1.4.4. Council legal fees
 - 1.5. Fails to recommend adequate funds for the organization to meet legislated and/or regulatory obligations
 - 1.6. Allows current assets to drop below the level required to meet the College's short term liabilities.
 - 1.7. Endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Council stated organizational goals in future years.
2. With respect to fiscal planning (budgeting) the Executive Director/Registrar shall not deviate significantly from Council stated organizational goals and priorities in allocation of resources, risk financial jeopardy, or fail to ensure that budgeting is derived and reflective of the strategic plan
3. Budgeting projection for three years is included in the College's strategic plan, which shall remain posted on the College's website.
4. Budget projections shall be reworked each year and shall be available in the annual report which is also posted on the College's website

Policy Document

Policy:	Expenditures	Policy Number:	3.2
Policy Type:	Administration	Date Approved:	Date Revised: Dec. 3, 2009

The Executive Director/Registrar shall not cause or allow the development of fiscal jeopardy or a substantial deviation of actual expenditures from Council priorities as established in the Council delineated organizational goals.

1. The Executive Director/Registrar shall not:

- 1.1. Expend more funds than have been received in the fiscal year-to-date unless the debt guideline is met;
 - 1.1.1. The debt guideline is established in the annual operating budget as the deficit planned for that year.
- 1.2. Commit on his/her own authority to any expenditure of greater than \$5,000 which is not part of the approved budget.
- 1.3. Use any long term reserves without specific Council motion;
- 1.4. Fail to settle payroll and debts owing to the College to be undertaken in an untimely manner;
- 1.5. Allow the collection of accounts receivable or debts owing to the College to be undertaken in an untimely manner.
- 1.6. Allow government ordered payments or filings to be overdue or inaccurately filed;
- 1.7. Fail to designate signing authorities for financial documents;
 - 1.7.1. Fail to ensure that there are 2 authorized signatures on all cheques. Authorized signatures are established in the Administrative Bylaws (14.1).
- 1.8. Fail to direct any excess of revenue over operating expenses at fiscal year end to Unrestricted Net Assets/The Investment fund unless otherwise directed by the Council.

Policy Document

Policy:	Assets	Policy Number:	3.3
Policy Type:	Administration	Date Approved:	Date Revised:

The Executive Director/Registrar shall not allow organizational assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the Executive Director/Registrar shall not:

1. Fail to maintain adequate insurance against theft, fire and casualty losses, and against liability losses to Councilors, staff and individuals engaged in activities on behalf of the College or the College itself. Adequate insurance is deemed to be an amount comparable to that held by other similar organizations;
2. Unnecessarily expose the College or its Councilors, staff and volunteers to claims of liability.
3. Allow unbounded personnel access to substantive amounts of funds or other material assets.
4. Allow or cause equipment to be subjected to improper wear and tear or insufficient or inadequate maintenance.
5. Receive, process or disburse funds under internal controls which do not meet the Council-appointed auditor's standards;
6. Make purchases without due consideration to quality, after-purchase service, value for dollar, and opportunity for fair competition. The Executive Director/Registrar shall not:
 - 6.1. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
 - 6.2. Make any unbudgeted capital expenditure of greater than \$5,000.
7. Fail to protect intellectual property, information and files (electronic and paper) from loss or significant damage.
8. Invest and hold operating capital in insecure instruments, including uninsured chequing accounts, or in non-interest bearing accounts excepts where necessary to facilitate ease in operational transactions:
 - 8.1. Fail to diversify the investment portfolio to minimize risk and optimize liquidity and return
 - 8.2. Fail to design the investment strategy so as to assure the necessary cash flow.
9. Receive, process or disburse funds in a manner inconsistent with the Council appointed auditor's standards:
10. Fail to implement recommendations in the auditor's management letter, or provide acceptable rationale to the Council as to why they should not be implemented.
11. Acquire, encumber (mortgage) or dispose of real property (real estate) without Council knowledge and approval given via Council motion.
12. Make any unbudgeted purchase or commitment greater than 2 years.

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- 1.3. Fail to protect against unforeseen loss of income or unanticipated expense by maintaining designated reserve funds as follows:
 - 1.1. A contingency of 410,000 for unforeseen expenses;
 - 1.2. A catastrophic legal fund for litigation against the College, and for investigation, complaint review and hearing expenses respecting complaints lodged with the College against registrants
2. Fail to protect the value of the reserve funds
 - 2.1. Fail to direct all interest earned on the capital in the designated reserve funds back into those funds
 - 2.2. Use designated reserve funds for purposes other than costs associated with activities falling within these fund categories as anticipated and so designated by Council when the funds are/were created;
 - 2.3. Fail to advise Council of all expenditures from designated reserve funds.

Policy Document

Policy: **Financial Controls** Policy Number: 3.4

Policy Type: Administration Date Approved: April 24, 2009 Date Revised:

1. GAAP

- 1.1. Accounting principles and practices of the College shall meet Canadian Generally Accepted Accounting Principles.
- 1.2. Internal Financial Control consists of five interrelated components as follows
 - 1.2.1. **Risk Management:** identification and analysis of relevant internal and external risks.
 - 1.2.2. **Control activities:** policies and procedures that help ensure management directives are carried out. These include activities like authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties
 - 1.2.3. **Information and communication:** As determined by the College policies.
 - 1.2.4. **Monitoring:** The internal control system must be monitored by management and others in the College. This monitoring must include both the design of and compliance with the internal control system. Monitoring reports to Council, external reviews of programs, and the performance management system all contribute to this component.
 - 1.2.5. **Control environment:** established by Council and contained in College policies.

2. Accounts Receivable – The following steps will be followed.

- 2.1. When mail is opened, items containing receipts shall be delivered directly to the person responsible for recording receipts.
- 2.2. Receipts awaiting processing shall be held in a secure cabinet
- 2.3. All receipts shall be promptly recorded and posted
- 2.4. A receipts number shall be used to link the source document to the software entry. Source documents shall be retained.
- 2.5. Bank deposits and statements slips shall be reconciled monthly.
- 2.6. Posting on receipts to the general ledger shall be performed by the Office Manager.
- 2.7. "Please Remit" notices shall be mailed for receipts that become overdue.
- 2.8. The Office Manager shall monitor bank reconciliations and membership reports

3. Purchasing – The following rules apply to purchase of goods and services:

- 3.1. Position descriptions shall specify the purchasing and/or contracts spending authority.
- 3.2. Periodic (every 5 years at a minimum) reviews shall be conducted for recurring purchases/services. Exceptions must be documented and approved by the Executive Director.

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4. **Accounts Payable** – The following steps shall be used when processing accounts payable.
- 4.1. When the mail is opened, all invoices and expense claims shall be delivered directly to the employee responsible for processing accounts payable.
 - 4.2. Independent payment authorization, either in the form of a signed and priced purchase order/contract or an authorizing signature on the invoice/expense claim, and account coding shall be obtained prior to item entry into the accounts payable software. Recurring utilities and rent are an exception. These invoices shall be simply be checked for reasonableness prior to entry.
 - 4.3. Invoice and expense claim extensions shall be checked for accuracy. Vendor statements shall be reconciled.
 - 4.4. A vendor master file shall be maintained in the software for all repetitive purchases.
 - 4.5. Vendor payment terms shall be honored. Payments shall normally occur within 4 weeks.
 - 4.6. All invoices and payments shall be promptly recorded. Posting reports shall be retained.
 - 4.7. Each source document shall be marked with a processing stamp that links it to its software entries as payable and as a payment. Source documents shall be retained.
 - 4.8. Payments required in non-Canadian funds shall be made by means of either a money order or a credit card.
 - 4.9. Cheque stock shall incorporate security features such as micro-printing and watermarks and shall be serially numbered.
 - 4.10. All cheques shall require hand written signature of two Association officers; documentation shall accompany cheques when they are sent for signature and shall be examined before signing any cheque.
 - 4.11. Posting of accounts payable transactions to the general ledger shall be performed by the Office Manager.
 - 4.12. Bank statements shall be reconciled monthly.
 - 4.13. Cheque registers, monthly aged cash requirements reports, and bank reconciliations shall be reviewed by the Office Manager.
5. **General Ledger** – The following processes shall be followed when maintaining the general ledger:
- 5.1. Journal entries shall be sequentially numbered and retain sufficient documentation to be self-explanatory. Postings to the general ledger shall be made at least monthly by the Office Manager.
 - 5.2. Payroll transactions shall be posted at least monthly to the general ledger by the Office Manager. All payroll transactions shall be logged and verified against the payroll register before posting to the general ledger.

Policy Document

- 5.3. Postings to the general ledger from accounts payable and accounts receivable shall be made at least monthly by the Office Manager. Each subledger shall be reconciled to the general ledger.
- 5.4. All accounts (asset, liability, revenue and expenditure) shall be reviewed monthly for reasonableness by the Executive Director.
- 5.5. The Executive Director shall be provided with detailed monthly expenditure lists.

6. Financial Reporting – Financial reports must at a minimum include:

- 6.1. Consistency in use of GAAP and consistency across fiscal periods;
- 6.2. Clarity of financial statements and related disclosure;
- 6.3. Significant accounting policies shall be reported in the notes to the audited financial statements;
- 6.4. Completeness of financial statements and related disclosures;
- 6.5. Representational faithfulness, verifiability and neutrality of the accounting information included in financial statements;
- 6.6. Budget development and expenditure projections shall be based on management knowledge and experience about past and current events as well as judgments and assumptions about future events;
- 6.7. Electronic working papers shall be prepared and shared with external auditors.
- 6.8. Reports generated from various sources shall, as far as practically possible, articulate with one another (that is, the numbers should be internally consistent). All new or revised reports shall be validated for content and tested for accuracy by the Office Manager.
- 6.9. Monthly financial statements shall be posted by the Office Manager to the Executive Director within the first two weeks after month end..
- 6.10. These statements shall contain actual year-to-date results, annual budget, and comparative trend information from the previous year.
- 6.11. These statements shall report the results of operations by area.
- 6.12. Detailed quarterly prospective (to the end of the fiscal year) variance reports shall be prepared by the Office Manager. These reports shall include comments describing the reasons for variances.

7. Capital Expenditures

- 7.1. Any capital expenditure not identified in the approved budget shall be approved by the Executive Director. A capital expenditure is an expenditure excess of \$999.99 for a tangible object with a useful life beyond one year.

8. Petty Cash

- 8.1. The Office Manager will have responsibility for a petty cash fund.

Policy Document

8.2. No petty cash fund shall exceed \$100.00. Disbursements over \$50.00 from petty cash shall be avoided.

8.3. The Office Manager shall report monthly on Petty Cash.

9. Audited Financial Statements

9.1. The Executive Director shall ensure that an independent and reputable auditor is retained by the College for the purposes of preparing annual audited financial statements. Employees of the College and members of Council shall cooperate fully with the Auditor and shall supply the Auditor with any and all information requested. The annual audited financial statements shall be presented at the Annual General Meeting.

10. Auditor Independence

10.1. In order to maintain auditor independence and ensure compliance with Canadian Independence Rules, all potential non-audit services by the the College audit firm shall be discussed with the firm partner in charge of the College and with the Executive Director.

Policy Document

Policy: **Line of Credit & Credit Card Use** Policy Number: 3.5

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Line of Credit

- 1.1. The College may maintain a line of credit at a financial institution approved by the Council under terms agreed to by the Council. The Council shall approve the terms and the security for the line of credit as required by the financial institution.
- 1.2. The Council will approve the officers who may execute the documentation required by the financial institution. The Executive Director may be approved as one of the signatories to the line of credit.
 - 1.2.1. The officers approved pursuant to this policy may execute any documentation or do any thing as required by the financial institution in order to obtain and maintain the line of credit.
- 1.3. Payment on the line of credit will be made in accordance with the terms of the agreement with the financial institution.

2. Credit Card

- 2.1. Use of the College credit card shall be restricted to the Executive Director and Office Manager, for any use related to College business;
- 2.2. The College credit card shall be paid in a timely manner to avoid interest charges; and
- 2.3. The Executive Director shall make a regular report on purchases to the Audit Committee.

Policy Document

Policy: **Payroll** Policy Number: 3.6

Policy Type: Administration Date Approved: April 24, 2009 Date Revised:

1. Payroll Dates

- 1.1. Permanent employees will be paid on a bi-weekly basis. Payments will be made and processed in accordance with policy and procedures of SAHO.
- 1.2. Casual staff will be paid bi-weekly. All payments to casual staff shall be processed through payroll. Casual staff will be paid only in accordance with the policy and process of SAHO. Only hours actually worked to the requisition date shall be included for payment.

2. Deductions

- 2.1. Except for Canada Pension Plan, Employment Insurance, Income Tax and garnishees written permission from the employee is required for all payroll deductions.

3. Taxable Benefits

- 3.1. All taxable benefits will be reported in an employee's annual gross earnings.

4. Anniversaries

- 4.1. Salary increments shall be effective on the employee's anniversary date. When the anniversary occurs on an un-paid date, the increment will be effective on the first following paid date.
- 4.2. An unpaid leave of absence shall adjust an employee's anniversary date by the period of the unpaid leave.

5. Biweekly Work Record

- 5.1. Each non-casual employee shall submit a biweekly work record, signed by his/her supervisor, listing all approved overtime worked (where applicable) and paid leaves taken including sick leave and compassionate leaves, vacation, time-off in lieu of overtime, scheduled days off, staff development and statutory holidays. The Office Manager shall maintain a record of each employee's accumulated entitlement to overtime, sick leave, and scheduled days off.

6. Termination of Employment

- 6.1. Final earnings for time worked, vacation and any other amounts owing will be calculated, paid and reported on a Record of Employment within 5 calendar days of termination of employment.

Policy Document

Policy: **Liability Risk Management and Insurance** Policy Number: 3.7

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Council Liability

- 1.1. The Council of the Saskatchewan College of Paramedics has been given the statutory and regulatory mandate to manage the admission, membership, continuing medical education and operational affairs of the College.
- 1.2. To minimize liability, the Council must:
 - 1.2.1. Give notifications as are required under the Act, bylaws and policies;
 - 1.2.2. Notify the membership as required of resolutions and bylaw changes;
 - 1.2.3. Complete all filing requirements under provincial and federal legislation;
 - 1.2.4. Approve, and establish a regime for reviewing College governance and all Council policies;
 - 1.2.5. Maintain up-to-date contracts with the Executive Director;
 - 1.2.6. Maintain an annual evaluation process for the Executive Director;
 - 1.2.7. Ensure that audited financial statements are considered at the Annual General Meeting;
 - 1.2.8. Purchase adequate insurance as described below;
 - 1.2.9. Develop written job descriptions or terms of reference for the Council members and Committee members and chairs;
 - 1.2.10. Ensure that Committee reports are provided regularly and are submitted in writing.

2. Insurance

- 2.1. The Executive Director shall ensure that adequate insurance coverage is provided as follows:
 - 2.1.1. General insurance to protect the contents of the office of the College and to protect against any injury suffered by a third party in the office space of the College;
 - 2.1.2. Errors and omissions insurance to cover the activities of the staff of the College during the normal course of their business activities;
 - 2.1.3. Directors/officers liability insurance to cover the activities of the Council and Committee members during the normal course of their business activities.

Policy Document

Policy: **Record Ownership and Access** Policy Number: 3.8

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Ownership of Records

- 1.1. All information received by the College in whatever form shall be the property of the College. All electronic records entered or received on College equipment are the property of the College and subject to records classification and retention policy. Employees shall not keep corporate files of the College on personal computers.

2. Access to Records

- 2.1. Except as otherwise provided in bylaws or policy, employees of the College will have access to records as required, to perform their duties. Where employees remove records from the office (for the purpose of working offsite), the employee shall be responsible to maintain the confidentiality and safekeeping of the record.

3. Principles for Record Retention

- 3.1. The College shall maintain guidelines to guide record classification and retention based on the following:
- Clearly defined record retention periods. Record retention periods will be based on classes of records. Retention periods will be based on operational requirements, legal requirements and archival responsibilities.
 - Retention periods shall be 2 years, 7 years, 15 years, 75 years and Permanent.
 - Record retention periods shall be reviewed periodically to ensure legislative compliance and operational fit.
 - File closure criteria will be developed for each class of record. Record retention periods begin when the file is closed.
 - When a record contains non-regulatory personal information, the College will endeavour to comply with legislation requiring that personal information be held no longer than is required for the original purpose for which the information was collected.
 - Designation of permanent retention for a record does not exclude the possibility of subsequent donation of the record to the Saskatchewan Archives.
 - Disposition of a record shall be approved by the Executive Director.
 - Upon disposition of a record, the content of the record shall be destroyed. Data associated with the record, including information related to its destruction shall be retained permanently.

Policy Document

Policy: **Computer Record Management** Policy Number: 3.9

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Network Protection

- 1.1. A current virus scanning program shall be maintained on workstation files daily.
- 1.2. A firewall shall be maintained between the College internal network and the external environment.
- 1.3. Employees shall ensure all external disks are scanned for viruses prior to opening files
- 1.4. Employees shall exercise high caution when deciding whether to open E-mail from unknown sources.
- 1.5. The Office Manager shall ensure tape backups of network programs, databases and files daily on a two week rotation.
- 1.6. The current day's backup tape shall be held offsite by the Office Manager.
- 1.7. The membership database and general ledger shall be archived at year-end and stored off-site.
- 1.8. Employees storing data on personal hard drives shall make back-up copies to diskette or place a copy of the data on the network to avoid loss of data if a hard drive should fail.
- 1.9. Access to the network and to various secured applications shall be controlled by passwords.
- 1.10. Employees shall keep passwords secure from unauthorized access. If confidentiality is breached, the password shall be changed immediately.
- 1.11. Employees shall adhere to password format standards and change schedules.
Employees shall sign off whenever they will be unable to maintain sight control of their computer for an extended period of time.
- 1.12. Programs not purchased by the College shall not be installed on College equipment without the written approval of the Office Manager. Such programs include games, screensavers, real-time players and office products obtained via the Internet or any tangible medium.

2. Computer Access and Control

- 2.1. Laptops will be provided by the College as required to complete job responsibilities. Responsibility for the security of the machine, and the files it contains, lie with the employee to whom it is assigned. Accordingly the employee shall:
 - Not abandon the computer in an unlocked area.
 - Not store sensitive data on the local hard drive.
 - Cycle the laptop back to the office when requested for updates and maintenance.

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- Report a stolen or lost computer to the Office Manager immediately so access rights can be revoked.
- Except for decision writers of Disciplinary Hearings, or with the explicit authorization of the Office Manager or the Executive Director, laptops shall not be removed from the building by non-employees. The employee requesting the laptop for the non-employee is responsible to ensure that the computer is returned before the non-employee leaves the building.

3. E-Mail

3.1. TBD

Policy Document

Policy: **Employment Terms** Policy Number: 3.10

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Employment Terms

- 1.1. Saskatchewan College of Paramedics's employment terms are established as part of a plan to be a preferred employer, and to recruit and retain its workforce, while balancing the need for fiscal responsibility and public accountability.

2. Recruitment

- 2.1. Competence to carry out job responsibilities is essential for appointment to permanent positions and casual employment. Available permanent positions will be advertised externally to maximize the pool of qualified applicants. Existing employees will be informed as to when permanent positions will be advertised so that they may apply for the position.

3. Discrimination

- 3.1. The College will not discriminate in its hiring and employment practices, including benefits availability (except where prohibited by legislation, as in the case of registered pension survivor benefits) against persons by reason of age, race, creed, religion, colour, sex, nationality, ancestry, or place of origin, political affiliation, union activity, marital status, sexual orientation or disability.

4. Letter of Appointment

- 4.1. A letter of appointment shall be sent to all new employees outlining the expectations of the employer, establishing the starting date of employment, the type of employment (permanent, temporary, casual), salary, benefits, position description and probationary period.

5. Hours of Work

- 5.1. Unless otherwise directed by the Executive Director, the hours of work will be from 8:30 am to 5:00 pm. Employees will be entitled to one hour per day in lunch and coffee breaks.

6. Compensation for Permanent Staff

- 6.1. The Executive Director shall establish the pay ranges for permanent staff, including annual increments. The Executive Director will obtain the approval of Council for salaries, any annual increments, any performance pay.

7. Casual or Temporary Staff

- 7.1. Casual or temporary staff will be paid an hourly rate to be determined by the office manager and approved by the Executive Director. Rates of pay for casual staff will be reviewed on an annual basis.

8. Overtime

Policy Document

- 8.1. The College will comply with The Labour Standards Act and therefore any positions exercising managerial responsibilities will not be eligible for overtime. On occasion, work demands necessitate extra hours, and there is a corresponding understanding that these employees may, from time to time balance personal needs when work pressures are less demanding. The Executive Director may authorize leave with pay, where excessive hours have been worked.

9. Probation

- 9.1. A new employee shall have a probationary period during which his/her suitability to remain in the position will be determined. During the probationary period, the College will have the right to terminate the incumbent's employment without cause by providing two weeks salary. The probationary period will be one year, unless otherwise determined by the Executive Director and may be extended with the consent of the Executive Director. A performance appraisal interview will be held with the incumbent and his/her supervisor midway through the probationary period. When the probationary period has been successfully completed the employee will be notified in writing of his/her appointment to the permanent position.
- 9.2. A permanent employee demonstrating unsatisfactory performance may be placed on probation with a written plan from the employer outlining necessary steps to improve the employee's performance.

10. Performance Reviews

- 10.1. Performance reviews will be held annually, which shall consist of an assessment of the degree to which the employee has fulfilled the requirements of the position as established in the job description and the annual work plan. The employee will be given written feedback on performance. (See also policy on Individual Performance Management).

11. Termination of Employment

- 11.1. Employment may be terminated without notice for just cause. In instances of resignation or termination with or without cause, accrued vacation and current year banked scheduled days off shall be paid out to the employee. An employee's final date of employment beyond his/her last working day will not be extended to permit the use of this time, unless otherwise agreed to by the Executive Director.
- 11.2. The employee's last working day shall constitute the termination date for purposes of group benefit coverage calculations.
- 11.3. In the case of dismissals without cause, severance will be one month per year of service to a maximum determined in accordance with common law principles.

Policy Document

Policy: **Leave and Days Off** Policy Number: 3.11

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Sick Leave

1.1. All permanent employees will accrue 11/2 days per month of sick leave.

2. Pressing Necessity Leave

2.1. All employees have the right to negotiate time away from the office to handle pressing personal necessities. Adjustment of working hours, rescheduling of scheduled days off, or use of vacation time are options that may be explored with the supervisor within the context of the College's needs. Permanent employees shall have the right to access their paid sick leave benefits in relation to sickness of family members.

3. Vacation Leave

3.1. Unless otherwise negotiated and approved by Council, all permanent employees will be entitled to annual vacation leave as follows:

- 1 to 8 years – 3 weeks
- 8 to 15 years – 4 weeks
- 15 to 22 years – 5 weeks
- 22 years+ - 6 weeks

3.2. Where an employee leaves their position before one year, the employer will comply with *The Labour Standards Act* and provide holiday pay as required.

3.3. Up to one-third of annual entitlement may be booked for use in the next calendar year with permission of the Executive Director or, in the Executive Director's case, the President.

4. Scheduled Days Off

4.1. All permanent employees (including probationary employees) are entitled to 12 scheduled days off per calendar year. These days must be used within the calendar year in which they are earned, and may not be banked nor paid out at year's end.

5. Designated Holidays

5.1. All permanent full-time employees are eligible for leave with pay for:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Saskatchewan Day

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- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Policy Document

Policy: **Employee Special Leave Provisions** Policy Number: 3.12

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. **Compassionate Leave of Absence** – Compassionate leave means a leave with pay granted in the event of a death or life-threatening illness in the immediate family or of any significant other.

1.1. Requests for compassionate leave shall be made to the employee's supervisor. Leave with pay up to a maximum of five days on any one occasion may be granted.

1.2. Employees who are absent for compassionate reasons shall notify the office as soon as possible. The Executive Director reserves the right to refuse paid leave to an employee who fails to provide notice as required.

2. Court Leave

2.1. An employee, other than one who is on leave of absence without pay, is entitled to leave with pay where she/he is required:

2.1.1. To serve on a jury.

2.1.2. To attend as a witness in any proceedings held:

- In or under the authority of a court of justice;
- Before a court, judge or coroner;
- Before an arbitrator or a person or body of persons authorized by law to make an inquiry and to compel the attendance of a witness before it.

2.1.3. Such an employee shall be paid by the Association the difference between her/his regular salary and the daily jury duty or witness fee paid for the number of hours she/he otherwise would have been scheduled to work.

3. Maternity/Adoption/Parental Leave

3.1. An employee who has at least one year of continuous employment with the College, and who becomes pregnant, or who becomes the primary care giver of an adopted child shall be entitled to combination of maternity/adoption leave and parental leave without pay for a period up to fifty-two weeks as determined by the employee.

3.2. An employee who has at least one year of continuous employment with the College and who is a birth father or the spouse of an adopted child's primary care giver may, request unpaid parental leave up to thirty-seven weeks within the first year of the child's arrival.

3.3. An employee who has not been continuously employed, but who has at least twenty weeks of service in the fifty-two weeks preceding the requested leave shall be eligible for maternity/adoption/parental leave according to provisions in *The Labour Standards Act*.

3.4. At the request of the employee, the employer may extend the combination of maternity, adoption, and parental leave to a maximum of eighteen months.

Policy Document

- 3.5. Prior to the commencement of maternity/adoption/parental leave, the employee and employer will determine mutually convenient dates for taking all vacation and overtime which have been earned but not taken.
- 3.6. A pregnant employee will have access to accumulated sick leave for health related absences arising from her pregnancy.
- 3.7. Accumulated benefits will be retained during the maternity/adoption/parental leave of absence. Participation in group benefit plans shall be in accordance with plan guidelines.
- 3.8. An employee returning to work from maternity/adoption/parental leave shall be reinstated in her previous job classification, subject to altered program emphasis, lack of work, and/or technological changes.
- 3.9. Salary of employees on maternity/adoption/parental leave shall remain at the increment level in effect when the leave was granted. The increment anniversary date will be extended in relation to the period of leave.
- 3.10. A request for maternity/adoption/parental leave shall be submitted in writing to the immediate supervisor at least four weeks, and preferably four months, prior to the date requested for commencement of the leave. The request shall include a tentative date for return to employment.
- 3.11. The employee on leave shall give the employer two weeks notice of intent to return to work, or four weeks notice of intent to request an extension of the leave.

Policy Document

Policy: **Employee Benefits** Policy Number: 3.13

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Employee Benefits

- 1.1. Saskatchewan College of Paramedics's benefits are established as part of a plan to be a preferred employer, and to recruit and retain its workforce, while balancing the need for fiscal responsibility and public accountability.

2. Membership in the Saskatchewan Association of Health Organizations

- 2.1. As the College is a member of the Saskatchewan Association of Health Organizations (SAHO), the College has joined the following benefit plans for all permanent staff:
 - 2.1.1. Core Dental Plan
 - 2.1.2. Disability Income Plan
 - 2.1.3. Enhanced Dental Plan
 - 2.1.4. Extended Health Plan
 - 2.1.5. Group Life Insurance Plan

3. Pension Plan

- 3.1. The College has agreed to establish an employee pension plan subject to the following conditions:
 - 3.1.1. employees must establish an RRSP to receive employer and employee contributions;
 - 3.1.2. the employer contribution is established at 112% of the employee contribution; and employee contribution at 5.85% of salary below the Yearly Maximum Pensionable Earnings (YMPE) and 7.35% of salary above the YMPE;
 - 3.1.3. a monthly payment of the employer's contribution is paid directly to the RRSP;
 - 3.1.4. the College may make voluntary deductions for employees at their request to provide a monthly employee contribution direct to the RRSP.

4. Flexible Benefit

- 4.1. On an annual basis the College will make a maximum of 20% of permanent staff salaries available for all employee benefits for permanent staff, including statutory benefits. The pension, SAHO employee benefits plan, and statutory benefits costs will be calculated for the fiscal year. The balance of the 20% will be made available for a flexible benefit which shall be prorated amongst permanent staff on the basis of proportion of total salary.
- 4.2. The flexible benefit will be used to reimburse staff expenditures for health and wellness costs which have not been reimbursed by the SAHO plan or for voluntary pension contributions or tuition for approved training.

5. Workers Compensation

Policy Document

5.1. All employees must complete a work injury report within 48 hours of the discovery of an injury.

6. Transportation Injury Insurance

6.1. The College shall provide group coverage insurance for injuries to all employees while traveling on College business.

Policy Document

Policy: **Executive Director – Terms of Employment** Policy Number: 3.14

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Employment Contract

- 1.1. The President of the College, on behalf of the College, will negotiate the employment arrangements for the Executive Director/Registrar . The arrangements will be recorded in a contract of employment approved by the Council and signed by the President and the Executive Director. The terms of the contract will be subject to an annual review.
- 1.2. The Executive Director will receive the benefits outlined in the employee benefit policy.
- 1.3. In addition to any other benefits, the Executive Director will be entitled to 12 scheduled days off per year and 5 weeks of holidays.

2. Annual Review

- 2.1. The President will conduct an annual performance review with Executive Director. The annual review will be based on the agreed upon goals and objectives for the Executive Director in the previous year and will include a review of performance in the following areas:
 - General knowledge and performance;
 - Strategic management skills
 - Human resource management;
 - Financial management;
 - Judgment and organizational competencies;
 - Interpersonal communication and effective working relationships.
- 2.2. In preparation for the review with the Executive Director, the president will have an incamera discussion with Council in order to obtain their feedback on the Executive Director's performance in the above areas. Feedback will be objective and based on the Executive Director's performance in the above areas and will be provided in accordance with the policy on Individual Performance Management.
- 2.3. A third party may be retained by the President to assist in the collection of the above information to ensure consistency and objectivity.

3. Compensation

- 3.1. Compensation will be reviewed on an annual basis. The Executive Director will receive a market increment to his/her base salary similar to the market increase provided to permanent staff. Any additional Performance Pay will be determined by Council on an annual basis.

4. Employee Benefits

Policy Document

- 4.1. The Executive Director will receive employee benefits similar to those provided to permanent staff, as set out in approved College policies. Any additional benefits will be determined by Council at the time of appointment of the Executive Director.

Policy Document

Policy: **Individual Performance Management** Policy Number: 3.15

Policy Type: Administration Date Approved: April 24,2009 Date Revised:

1. Individual Performance Management

- 1.1. Individual performance management is the informal and formal process of orientation together with regular planning, monitoring, review, documentation and dialogue that focuses on strengthening employee performance and results. A focus on lifelong learning, competence and early identification of gaps contributes to maximizing individual performance that is aligned with College policy. Further, staff will support each other in developing and maintaining competence through their commitment to one another and the organization.
- 1.2. Individual performance management will focus on ensuring that employees have goal clarity, the required competence, are motivated and equipped to fulfill goals.
- 1.3. Individual performance management will emphasize ongoing communications to plan, monitor, review, document, discuss and improve employee performance and results.
- 1.4. Individual performance management will emphasize communications and employee development.
- 1.5. Individual performance management will assess observable, job-related performance and results.
- 1.6. Evaluation of staff performance shall be conducted by the person to whom the staff member reports directly on at least an annual basis.
- 1.7. The employer will recognize that the ability to demonstrate competence is influenced by his/her environment and resource allocation.

2. Annual Reviews

- 2.1. Permanent staff will have his/her performance reviewed on an annual basis in a personal discussion with their immediate supervisor. The employee will, subsequently, be provided written feedback on their performance and will have an opportunity to provide a written response to the feedback.

3. Personnel Files

- 3.1. Personnel files shall be established and maintained for each employee of the College. The files shall be confidential and shall be kept in a secure location. The Executive Director shall have access to all files, otherwise only the immediate supervisor and the individual employee shall have access to files relating to persons whom they supervise or his or her individual file.
- 3.2. Performance Review documents shall be retained on file for five years.

Policy Document

Policy: **Expense Reimbursement** Policy Number: 3.16

Policy Type: Administration Date Approved: Nov 14,2008 Date Revised: Oct 1,2009

1. Expense Reimbursement

- 1.1. The College will reimburse Council and Committee members for approved expenses incurred in the course of attending any Council meetings, or scheduled Committee meetings, as well as regular office expenses incurred.
- 1.2. Council members who are requested by Council to attend other agency meetings on behalf of the Saskatchewan College of Paramedics in their capacity as Council members will receive reimbursement upon providing reasonable proof the meeting was Saskatchewan College of Paramedics business.

2. Incidental Office Expenses

- 2.1. Council and Committee members performing duties with respect to their position on the Council or Committee, will receive reimbursement for paper, envelopes, postage, labels, and long distance or cell phone/fax calls upon submission of expense claim accompanied by original, paid receipts.

3. Monthly Office Stipend

- 3.1. Council or Committee members are eligible for a monthly stipend of \$30 in lieu of reimbursement for normal office expenses in the performance of their duties as Council or Committee members. Office expenses covered by the stipend are: internet usage for e-mail, cell phone, fax, long distance charges either home or cell phone, paper, envelopes, postage, print cartridge, and the usual office supplies of tape, staples, etc. If Council or Committee members choose the stipend, office expense receipts **will not** be paid. Council or Committee members are able to submit for either the stipend or actual expenses, but **not** both.

4. Additional Expenses

- 4.1. Any expenses submitted that fall outside the guidelines are subject to approval by the Audit Committee at any regularly scheduled meeting.

5. Errors or Overpayments

- 5.1. Should errors or overpayments occur, the College reserves the right to make the necessary corrections to reconcile expense reimbursement accordingly.

6. Forms

- 6.1. All expenses being claimed must be submitted on Council approved expense claim form.

7. Date of Submission

- 7.1. All expenses must be submitted to the Saskatchewan College of Paramedics within 60 days of the expense. Expenses submitted late, will be reviewed by the Audit Committee or Council, to determine if they will be paid.

8. Mileage Rates

Policy Document

- 8.1. Mileage for Council, Committee and staff travel using personal vehicles will be paid in accordance with the rates established by the Government of Saskatchewan as follows:

Mileage Rates for Private Vehicle Usage – effective October 1, 2009

Ordinary 36.85 cents per kilometre

North of the 54th Parallel 39.68 cents per kilometre

Standard mileage distances are found at:

[http://www.highways.gov.sk.ca/docs/travelers info/distance.pdf](http://www.highways.gov.sk.ca/docs/travelers%20info/distance.pdf) for travel in Saskatchewan. Should the location not be in the table from the web site, the Council or Committee member is asked to record the mileage between the locations.

9. Mileage Rate Review

- 9.1. The College will adjust annually the rates for mileage for Council, Committee and staff travel using personal vehicles, to reflect the rates established by the Government of Saskatchewan for its employees and published on the web site of the Saskatchewan Public Service Commission (PSC) each October.

10. Transportation

- 1.1. When Council or Committee members travel to attend Saskatchewan College of Paramedics business at out of town meetings, full reimbursement will be given for use of bus, taxi, or parking upon the submission of original, paid receipts. Carpooling is encouraged and expected of Council or Committee members living within the same geographical area.

2. Daily Transportation Stipend

- 2.1. A \$10 stipend per meeting to a maximum of \$10 per day can be claimed for non-receipted expenses, such as in town kilometres. Date, location, and purpose of meeting are required on expense claim.

3. Air Travel

- 3.1. Should travel by airplane be determined to be necessary, it will require prior approval of the Executive Director. Such approval can only be granted where it falls within the Council approved budget or revised expenditure plan for the year.

4. Meal Reimbursement

- 4.1. The College will adopt annually the October PSC rates for meal reimbursement for Council, Committee and staff travel as follows:

In Province	Effective October 1, 2009
Breakfast	\$ 8.00
Lunch	\$14.00
Supper	\$19.00

Policy Document

Out of Province

Breakfast	\$11.00
Lunch	\$16.00
Supper	\$24.00

11. Complimentary Meals

- 1.1. Reimbursement will not be given if the College or another organization provides a complimentary meal.

2. Accomodation Expenses

- 2.1. Council or Committee members living more than 200 km from the destination of College business starting before 10:00 AM will be reimbursed for the prior night's hotel stay. Should a Council or Committee member not be able to reach home before 9:00 **PM** on the day of College business, the College will reimburse that nights' hotel stay.

3. Incidental Telephone Charges

- 3.1. When Council or Committee members are away from home for approved business, reasonable telephone charges may be invoiced on their hotel bill to contact their immediate family. However, all other incidental charges are the responsibility of the member.

4. Executive Director Approval for other Expenses

- 4.1. The College requires that expenses other than travel to Council/Committee meetings must be approved in advance by the Executive Director, and the Executive Director may only approve expenditures which fall within the Council approved expenditure plan.

Policy Document

Policy: **Wage Loss Recognition** Policy Number: 3.17

Policy Type: Administration Date Approved: Nov 14,2008 Date Revised:

1. Wage Loss Recognition

1.1. The College will reimburse Council and Committee members for their contribution as follows:

- An honorarium of \$200 for Council members and Committee Chairs and \$175 for Committee members will be provided in situations where the member is not supported by his or her employer to participate in College business, and is losing wages to participate;
- The policy does not apply to regular days off or where the member has taken holiday or time in lieu pay;
- Proof of wage loss certified by the employer will be required to establish eligibility for the honorarium;
- This honorarium will only be available for formally scheduled full day College meetings or activities specifically designated by Council for this purpose.

2. Reimbursement

2.1. Where the member provides the Executive Director with proof of wage loss from the employer, payment of the honoria will be provided. A letter from the employer is sufficient proof of wage loss.

Policy Document

Policy: **Committee Terms of Reference** Policy Number: 3.18

Policy Type: Administration Date Approved: Nov 14, 2008 Date Revised: Jan. 15, 2010

1. Committees of the Saskatchewan College of Paramedics provide support to the College and Council by advising and making policy recommendations to Council pertaining to their stated purpose.
2. Committees perform research and consider matters referred to them in greater depth than would be possible by the whole Council.
3. Committees can identify problems that require consideration or attention, propose possible resolutions, present the implications of their resolution and make other general recommendations to the Council.
4. Council makes the ultimate decision.
 - 4.1. It is the Committee's responsibility to review matters in greater detail than the Council. If the Council is not satisfied with the Committee's depth of knowledge, the Council may refer the issue back to the Committee for further study.
 - 4.2. With the exception of the Professional Conduct and Discipline Committees which shall have their own legal counsel appointed by Council, any request for a legal opinion by a Committee must be approved by Council prior to seeking legal advice.
5. A quorum of the Committee is 50% plus one.
 - 5.1. In the event that a member is not capable of personally carrying out the powers and duties of the Committee membership, the Committee can continue to deal with its core business. Council shall specify an alternate who may be called on to complete the term of any Committee who resigns during his/her term of office.

6. Committee Member Rules

- 6.1. Committee members shall conduct themselves at all times in a professional and forthright manner, consistent with the Code of Professional Conduct.
- 6.2. While enacting the College's legislative mandate, members will conduct themselves in accordance with the College's behavioral expectations, reflective of the College's mandate, mission and vision.
- 6.3. Committee members will adhere to the 'Oath of Office and Confidentiality Agreement' (Appendix B), conflict of interest policy and any other Council policies. Committee members will be given a copy of their signed 'Oath of Office and Confidentiality Agreement', and of the College's conflict of interest policy.
- 6.4. The confidentiality of applicable information will be maintained at all times. Breach of confidentiality may be considered a violation of the College's confidentiality policy, conflict of interest policy, code of professional conduct, and/or the College's behavioral expectations. Substantiated allegations of break of confidentiality may result in a Council motion for removal from the Council as well as other disciplinary action.

Policy Document

- 6.5. The Committee's advice, policy recommendations and decisions will at all times be in accordance with provisions in all applicable sections of The Paramedics Act, The Regulatory Bylaws, The Administrative Bylaws and Operating Policies, Procedures and Guidelines.

Policy Document

Policy: **Committee Record Keeping** Policy Number: 3.19

Policy Type: Administration Date Approved: Nov 14,2008 Date Revised:

1. The chair of each Committee must ensure that the Committee members abide by the College's confidentiality policy when dealing with all paper and electronic records pertaining to the work of the Committee.
2. The chair must ensure that the Committee follows the information management procedures put in place by the executive director for the handling of records pertaining to the work of the Committee. In this way, the chair of the Committee is responsible to ensure that the Committee:
 - 2.1. Meets legislated requirements for the collection, utilization, retention, retrieval, sharing and destruction of records (electronic and paper).
 - 2.2. Meets the legislated requirements for freedom of information and protection of privacy; and for ensuring the accuracy of information.

Policy Document

Policy: **College Field Support System** Policy Number: 3.20

Policy Type: Administration Date Approved: June 12,2009 Date Revised:

1. The College Field Support System is comprised of two levels of assistance
 - 1.1. **Proctors** assess CME and mandatory components, attest to the completeness of the practitioner's application, and maintain practitioner files with all their certifications which can be audited by the College
 - 1.2. **Coordinators** assist practitioners in assembling their applications for license renewal, keep attendance records for certain CME activities and provide a record to the practitioner of the CME attended, but do not assess CME credits or mandatory skills, nor would they attest to the completeness of the practitioner's application
2. The System enables both proctors and coordinators to batch applications and arrange to pay centrally for practitioner license fees. This also enables both to serve as advocates or assistants to practitioners to help resolve issues with their registration with the College.
3. The proctor and coordinator certification is achieved through a training and evaluation process managed by the College.
4. Proctors and coordinators must be authorized in writing by practitioners to have access to their file and to discuss their applications with the College.
5. The College will charge a cost recovery fee to certify proctors and coordinators. This fee covers the incremental cost to the College for the training (including lunch and coffee service) and the audit/evaluation processes (including travel) for facilitators and coordinators.

Policy Document

Policy: **Definition of Terms and Acronyms** Policy Number: **Appendix A**

Policy Type: _____ Date Approved: _____ Date Revised: _____

Definition of Terms

Term	Definition
Act	Refers to The Paramedics Act
Administrative Bylaw	Refers to a bylaw created for a purpose set out in subsection 15(1)
Bylaws	The valid and subsisting bylaws of the College
College	Refers to the Saskatchewan College of Paramedics continued pursuant to section 3
Council	Means the Council of the College
Court	Refers to the Court of Queen’s Bench
Executive Director	Refers to the executive director appointed pursuant to section 12
Member	A member of the College who is in good standing
Minister	The member of the Executive Council to whom for the time being the administration of this Act is assigned
Practicing Member	A member to whom a current license to practice has been issued pursuant to section 20
Record	Any information that is recorded or stored in any medium or by means of any device including a computer or electronic media
Regulations	Refers to The Ambulance Regulations
Regulatory Bylaw	Refers to a bylaw made for a purpose set out in subsection 15(2) of the act or pursuant to section 17 of the act.
Temporary Bylaw	As referred to in the Administrative Bylaws; a time restricted license as defined in Regulatory bylaw 4.6;

Policy Document

Definition of Acronyms

ACLS	Advanced Cardiac Life Support
ACP	Advanced Care Paramedic (a training category that generally corresponds to licensure as an EMT-P)
AED	Automated External Defibrillator
AESB	Acute and Emergency Services Branch (a branch of Saskatchewan Health involved in administering emergency services funding in the province and licensing ambulance services)
AHA	American Health Association
AOCP	Alberta Occupational Competency Profile
CCP	Critical Care Paramedic
CHA	Canadian Heart Association
CLB	Canadian Language Benchmarks Test
CMA	Canadian Medical Association (for program accreditation purposes)
CPR	Cardio-Pulmonary Resuscitation
EMR	Emergency Medical Responder
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMT-A	Emergency Medical Technician - Advanced
EMT-P	Emergency Medical Technician - Paramedic
ICP	Intermediate Care Paramedic (a training category that generally corresponds to licensure as an EMT-A)
ITLS	International Trauma Life Support
MRA	Mutual Recognition Agreement (under the Agreement on Internal Trade, intended to accommodate regulated practitioners moving from province to province.
NOCP	National Occupational Competency Profile
PAC	Paramedic Association of Canada
PALS	Pediatric Advanced Life Support

Policy Document

PCP	Primary Care Paramedic (a training category that generally corresponds to licensure as an EMT)
PCR	Patient Care Report (completed by practitioners)
PESPC	Provincial Emergency Services Practice Committee
RHA	Regional Health Authority
SAHO	Saskatchewan Association of Health Organizations
SCoP	Saskatchewan College of Paramedics
SEMSA	Saskatchewan Emergency Medical Services Association
TILMA	Trade, Investment and Labor Mobility Agreement (Alberta and BC Governments)
TOEFL	Test of English as a Foreign Language

Policy Document

Policy: **Registration Forms**

Policy Number: **Appendix B**

Policy Type:

Date Approved:

Date Revised:

Appendix B contains copies of the documents that are/may be required for members to submit with their application for registration or re-registration with the College including:

- **Registration**

- Renewal
- Recent Graduate From Saskatchewan
- Initial Graduate Application
- Individual Licensed in Another Province
- Change of Status
- Licensing Exam
- Verification of Good Standing (in another province)
- Proctor and Coordinator Workshop

- **Continued Medical Education (CME) Forms**

- EMR
- EMT
- EMT-A
- EMT-P
- Agency CME Program Approval
- CME Requirements

- **Nominations**

- Coordinators
- Proctors

- **EMS Education and Request for Transcript**
- **Delegation of Authority for ALS Assessments**
- **International Applicants Instructions**
- **Saskatchewan Jurisprudence Declaration**
- **Oath of Office and Confidentiality Agreement**

Registration Renewal

For Office Use Only

Registration Approved Yes <input type="checkbox"/> No <input type="checkbox"/>		Registry Number				---			
Registered with Restrictions &/or Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Registration:							
Requires training? Yes <input type="checkbox"/> No <input type="checkbox"/>		Conditions must successfully be completed by:							
Training &/or restrictions/conditions:									

1. PERSONAL INFORMATION

Surname		Given Name		Middle Initial	Registry #
Mailing Address			City/Town		Province
Postal Code	Home Phone	Work Phone	Cell Phone		
Date of Birth	month	day	year	Email Address	Male <input type="checkbox"/> Female <input type="checkbox"/>
Former Name(s):					
If you have changed your name since the last renewal period, you must provide a copy of the legal document showing the name change. This document could be a marriage certificate, a divorce certificate or some other legal document.					

2. TYPE OF LICENSE REQUESTED:

Level of Practice:

EMR <input type="checkbox"/>	EMT <input type="checkbox"/> or EMT/PCP Trained <input type="checkbox"/>	EMT-A <input type="checkbox"/> or EMT-A/ICP Trained <input type="checkbox"/>	EMT-P <input type="checkbox"/> or EMT-P/ACP Trained <input type="checkbox"/>
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Status:

Practicing <input type="checkbox"/> or Non practicing (may not work or volunteer in scope of practice) <input type="checkbox"/>

3. FEES

2010 Annual License \$425.00 Pro-rated License (after Oct 1, 2010) \$255.00 Non-practicing License \$50.00

Late Fee: \$50, payable on December 2 and will escalate weekly to: \$75 on Dec. 7, \$100 on Dec 14, \$125 on Dec. 21, \$150 on Dec 28, \$175 on Jan 4/10, \$200 on Jan 11/10, \$225 on Jan 18/10, \$250 on Jan 25/10, after Jan 31/2010, the member must apply for reinstatement. Reinstatement Fee \$275.00

METHOD OF PAYMENT:

Certified cheques, company cheques, money order, Visa, MasterCard are accepted.

Personal cheques will not be accepted and will be returned.

Money Order/ Certified Cheque

EMPLOYER CHEQUE NAME OF EMPLOYER _____

Visa/MasterCard # _____ Expiry Date _____

Name/Signature of Cardholder (other than Registrant) _____



Print Name of Cardholder _____

4. REGISTRATION IN OTHER JURISDICTIONS OR PROFESSIONS:

In which other provinces or countries are you licensed/registered as a paramedic? (EMR, EMT, etc.)

Please provide a copy of your license.

In which other professions/trades do you hold a current license/registration?

Please provide a copy of your license.

5. CRIMINAL RECORD CHECK Complete A **or** B below

A. DECLARATION:

To the best of my knowledge, I, the applicant, declare that I have not been charged with, or convicted of, an offence under *The Criminal Code, Controlled Drugs and Substances Act* or *The Food and Drugs Act* within the past three years.

OR

B. DECLARATION:

Within the past three years, I, the applicant, have been charged/convicted of an offence under *The Criminal Code, The Controlled Drugs and Substances Act* or *The Food and Drugs Act*.

Attach a certified criminal record or court document which details the charge(s), conviction(s) and disposition of each. Further information may need to be provided on request from the Registrar.

6. DISCIPLINARY ACTION Complete A **or** B below

A. DECLARATION:

I declare that my license has **not** been cancelled, suspended, restricted or subject to individual terms and conditions by any regulatory authority or health profession in any jurisdiction in the past 3 years. **OR**

B. DECLARATION:

My license has been cancelled, suspended, restricted or subject to individual terms and conditions by a regulatory authority or health profession in any jurisdiction in the past 3 years.

Please provide the following information if you have answered Part B.

Name and Address of Organization:

Reason for Disciplinary Action:

Nature of the Disciplinary Action:

Date of the Disciplinary Action:

Terms of Conditions which **currently** affect your license:

I grant the Saskatchewan College of Paramedics the right to contact the above organization for further clarification if necessary.

***SIGNATURE REQUIRED**

I declare that I have, to the best of my knowledge, truthfully answered Sections 4, 5 and 6.

Signature of Applicant

Date



7. EMPLOYMENT STATUS

Current Position: (or primary position if you are currently employed in more than one position)

Full Time <input type="checkbox"/> (You have a full time position)	Part Time <input type="checkbox"/> (You have regular scheduled hrs, but not a full time position)	Casual <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Employer and Name of Service (eg. RQHR, Regina EMS)		From Date	To Date
Employer Address			
Employer Contact Name and Phone #			
Service Type: Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Facility Based <input type="checkbox"/> Other <input type="checkbox"/>			
Approximate # of Calls in 2009:		# of patients as lead attendant in 2009:	

Second Position: (if you are employed in another position)

Full Time <input type="checkbox"/> (You have a full time position)	Part Time <input type="checkbox"/> (You have regular scheduled hrs, but not a full time position)	Casual <input type="checkbox"/>	Volunteer <input type="checkbox"/>
Employer and Name of Service (eg. RQHR, Regina EMS)		From Date	To Date
Employer Address			
Employer Contact Name and Phone #			
Service Type: Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Facility Based <input type="checkbox"/> Other <input type="checkbox"/>			
Approximate # of calls in 2009:		# of patients as lead attendant in 2009:	

8. PRIVACY

The Saskatchewan College of Paramedics (SCoP) collects, uses and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under *The Paramedics Act* and the *Bylaws*. The SCoP stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the *Health Information Protection Act (HIPA)*.

PRIVACY WAIVER (must be completed if your agency is handling your registration)

I grant permission to _____ (facilitator, proctor, coordinator) of _____ (agency) to have access to my file and discuss it with staff at SCoP for purposes of facilitating my license renewal or changes to my license during the coming year.

Signature _____

DECLARATION:

To the best of my knowledge, I, the applicant, declare that all the information given on this application is true. I understand that any false or misleading information may constitute professional misconduct and could lead to disciplinary action.

Signature of Applicant

Date

Checklist:

- REGISTRATION FORM:** Have you signed the registration form on page 2 and twice on page 3?
- CME REPORT FORM:** Have you signed and attached your completed CME REPORT FORM? The appropriate form for your level of practice can be found on our website www.collegeofparamedics.sk.ca.
- CERTIFICATES:** Have you attached copies of all mandatory certificates for your level of practice?
- MAIL:** application, payment and all required documents to: **Saskatchewan College of Paramedics**
851 Argyle St. N., Regina, SK S4R 8H1



Initial 2010 Registration Form Recent Graduate – from Saskatchewan

Registry Number (to be assigned) -

1. PERSONAL INFORMATION

Surname		Given Name			Middle Initial
Mailing Address			City/Town		Province
Postal Code	Home Phone		Work Phone		Cell Phone
Date of Birth	month	day	Email Address		Male <input type="checkbox"/> Female <input type="checkbox"/>
	year				

2. CATEGORY

EMR <input type="checkbox"/>	EMT <input type="checkbox"/> or EMT/PCP Trained <input type="checkbox"/>	
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3. EDUCATION AND TRAINING

EMS Training Agency:			
Name of Program:			
Location:		Date Completed	

4. DISCIPLINARY ACTION

Are you currently under investigation or have you ever been disciplined by any organization responsible for the regulation of this or any other health profession: Yes If yes, provide details on a separate paper. No

5. EMPLOYMENT STATUS IN SASKATCHEWAN

Full Time <input type="checkbox"/> (You have a full time position)	Part Time <input type="checkbox"/> (You have regular scheduled hrs, greater than an average of 21 hrs per week, but not a full time position)	Casual <input type="checkbox"/> (You work less than 21 hrs per week)	Volunteer <input type="checkbox"/>
Employer		Service #	RHA #
Service Type Primary:			
Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Facility Based <input type="checkbox"/> Other <input type="checkbox"/>			

Fees:
2009 annual license \$425.00
Initial processing fee \$ 50.00

Fees are payable to the Saskatchewan College of Paramedics, 851 Argyle St North, Regina, Saskatchewan, S4R 8H1
Phone: 1-877-725-4202, Fax: 1-306-543-6161, Email: office@collegeofparamedics.sk.ca Website: www.collegeofparamedics.sk.ca . Certified cheques, company cheques, money order, Visa, MasterCard are accepted.
Personal cheques will not be accepted and will be returned. This renewal must be completed in its entirety and signed. Incomplete submissions will be returned and may delay registration.

The Saskatchewan College of Paramedics (SCoP) collects, uses and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under The Paramedics Act and the Bylaws. The SCoP stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act* ("PIPEDA") and the Health Information Protection Act (HIPA).



I certify that the information contained in this form is true and correct. I understand that I may be required by the College to submit verification of the information provided above.

<hr/>		<hr/>	
Registrant's Signature (do not print)		Date	
PAYMENT:			
Visa/MasterCard #	<hr/>	Expiry Date	<hr/>
Name/Signature of Cardholder (other than Registrant)		<hr/>	
Money Order	<input type="checkbox"/>	Employer's Cheque	<input type="checkbox"/>
		<hr/> <small>Name of Employer</small>	



8. EMPLOYMENT STATUS within Paramedic Profession

Current Position: (or position offered to you pending licensure)

Full Time <input type="checkbox"/> (You have a full time position)	Part Time <input type="checkbox"/> (You have regular scheduled hrs, greater than an average of 21 hrs per week, but not a full time position)	Casual <input type="checkbox"/> (You work less than 21 hrs per week)	Volunteer <input type="checkbox"/>
Employer		From Date	To Date
Contact Name and Phone #			
Service Type:			
Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Facility Based <input type="checkbox"/> Other <input type="checkbox"/>			

9. PRIVACY

The Saskatchewan College of Paramedics (SCoP) collects, uses and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under *The Paramedics Act* and the *Bylaws*. The SCoP stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the *Health Information Protection Act (HIPA)*.

PRIVACY WAIVER

I grant permission to _____ (facilitator, proctor, coordinator) of _____ (agency) to have access to my file and discuss it with staff at SCoP for purposes of facilitating my license renewal or changes to my license during the coming year.

Signature _____

DECLARATION:

To the best of my knowledge, I, the applicant, declare that all the information given on this application is true. I understand that any false or misleading information may constitute professional misconduct and could lead to disciplinary action.

Signature of Applicant

Date

Checklist:

- REGISTRATION FORM:** Have you answered all questions and have you signed the registration form on pages 2 and 3?
- CRIMINAL RECORD CHECK:** Have you attached an **original** copy of your criminal record check with **vulnerable sector query**?
- JURISPRUDENCE DECLARATION:** Are you familiar with the *Paramedics Act, Regulatory Bylaws, Administrative Bylaws* and *Emergency Treatment Protocols Manual* and CME requirements for your level of practice? If you can answer yes, then sign and attach the Jurisprudence Declaration. Your signature must be witnessed by someone not related to you.
- CERTIFICATES:** Have you attached copies of all mandatory certificates for your level of practice?
- TRANSCRIPTS:** Have you requested transcripts from your training institution? Transcripts must be **original** and sent directly to the Saskatchewan College of Paramedics from the training institution.
- VERIFICATION OF REGISTRATION:** If you were licensed in another province at any level you must provide a Verification of Registration from that jurisdiction. This form is available on our website at http://www.collegeofparamedics.sk.ca/Word_Docs/Verification%20of%20Registration.pdf.
- MAIL:** application, payment and all required documents to: **Saskatchewan College of Paramedics**
851 Argyle St. N., Regina, SK S4R 8H1



2010 Registration

Out of Province/Country Applicant Licensed in Other Jurisdiction

For Office Use Only

Registration Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Registry Number ---
Registered with Restrictions &/or Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Registration:
Requires training? Yes <input type="checkbox"/> No <input type="checkbox"/>	Conditions must successfully be completed by:
Training &/or restrictions/conditions:	

1. PERSONAL INFORMATION

Surname		Given Name		Middle Initial	
Mailing Address			City/Town		Province
Postal Code	Home Phone	Work Phone		Cell Phone	
Date of Birth		Email Address		Male <input type="checkbox"/> Female <input type="checkbox"/>	
year month day					
Former Name(s):					

2. TYPE OF LICENSE REQUESTED:

Level of Practice:

EMR <input type="checkbox"/>	EMT <input type="checkbox"/> or EMT/PCP Trained <input type="checkbox"/>	EMT-A <input type="checkbox"/> or EMT-A/ICP Trained <input type="checkbox"/>	EMT-P <input type="checkbox"/> or EMT-P/ACP Trained <input type="checkbox"/>
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Status:

Practising <input type="checkbox"/> or Non practising (may not work or volunteer in scope of practice) <input type="checkbox"/>
--

3. FEES

2010 Annual License \$425.00 Pro-rated license (after Oct 1, 2010) \$255.00
 Initial processing fee \$50.00 Restricted License \$100.00
 Non-practising License \$50.00 (May not work or volunteer in scope of practice)

METHOD OF PAYMENT:

Certified cheques, company cheques, money order, Visa, MasterCard are accepted.

Personal cheques will not be accepted and will be returned.

Money Order/ Certified Cheque

EMPLOYER CHEQUE NAME OF EMPLOYER _____

Visa/MasterCard # _____ Expiry Date _____

Name/Signature of Cardholder (other than Registrant) _____



Print Name of Cardholder

4. REGISTRATION IN OTHER JURISDICTIONS OR PROFESSIONS: Complete A **and** B below.

A. In which other provinces or countries are you licensed/registered as a paramedic? (EMR, EMT, etc.)

You must request a Verification of Registration from your licensing agency using the SCoP form from our website. Fill out the top portion and your licensing agency will complete the form and forward it directly to SCoP.

B. In which other professions/trades do you hold a current license/registration?

Please provide a copy of your license.

5. CRIMINAL RECORD CHECK

Attach the original Criminal Record Check from the police including a report of a Vulnerable Sector Query.

6. DISCIPLINARY ACTION Complete A **or** B below

A. DECLARATION:

I declare that my license has **not** been cancelled, suspended, restricted or subject to individual terms and conditions by any regulatory authority or health profession in any jurisdiction in the past 3 years. **OR**

B. DECLARATION:

My license has been cancelled, suspended, restricted or subject to individual terms and conditions by a regulatory authority or health profession in any jurisdiction in the past 3 years. Please provide the following information if you have answered Part B.

Name and Address of Organization:

Reason for Disciplinary Action:

Nature of the Disciplinary Action:

Date:

Terms of Conditions which currently affect your license:

I grant the Saskatchewan College of Paramedics the right to contact the above for further clarification if necessary.

I declare that I have, to the best of my knowledge, truthfully answered Questions 4 and 6.

Signature of Applicant

Date

7. EMPLOYMENT STATUS in Paramedic Profession

Current Position: (or position offered to you pending licensure)

Full Time <input type="checkbox"/> (You have a full time position)	Part Time <input type="checkbox"/> (You have regular scheduled hrs, greater than an average of 21 hrs per week, but not a full time position)	Casual <input type="checkbox"/> (You work less than 21 hrs per week)	Volunteer <input type="checkbox"/>
Employer	Employer Address	From Date	To Date
Employer Contact Name and Phone #			



Service Type: Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Educational <input type="checkbox"/> Facility Based <input type="checkbox"/> Other <input type="checkbox"/>	
Approximate # of Calls in 2009	# of patients as head attendant in 2009:

8. EDUCATION

Name of Emergency Medical Diploma/Certificate awarded:			
Name of Educational Institute		Date of Completion	
Address		City/Town	Province
Postal Code	Phone		
Other Education Qualifications (Degree, Diploma, etc)			

9. PRIVACY

The Saskatchewan College of Paramedics (SCoP) collects, uses and discloses personal information as reasonably necessary for the purposes of performing and fulfilling its responsibilities under *The Paramedics Act* and the *Bylaws*. The SCoP stores and maintains personal information in conformity with the requirements of the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the *Health Information Protection Act (HIPA)*.

PRIVACY WAIVER

I grant permission to _____ (facilitator, proctor, coordinator) of _____ (agency) to have access to my file and discuss it with staff at SCoP for purposes of facilitating my license renewal or changes to my license during the coming year.

Signature

DECLARATION:

To the best of my knowledge, I, the applicant, declare that all the information given on this application is true. I understand that any false or misleading information may constitute professional misconduct and could lead to disciplinary action.

Signature of Applicant

Date

Checklist: (If you have questions please call SCoP at 306-585-0145 or toll free 1-877-725-4202)

- REGISTRATION FORM:** Have you signed the registration form on pages 2 and 3?
- CRIMINAL RECORD CHECK:** Have you attached an **original** of your criminal record check including a **vulnerable sector query**?
- JURISPRUDENCE DECLARATION:** Are you familiar with the *Paramedics Act*, *Regulatory Bylaws* and *Administrative Bylaws*, *Emergency Treatment Protocols Manual* and CME requirements for your level of practice? If you can answer yes, then sign and attach the Jurisprudence Declaration (available on our website). Your signature must be witnessed by someone not related to you.
- VERIFICATION OF REGISTRATION:** Have you requested a Verification of Registration from your licensing agency?
- MAIL:** application, payment and all required documents to: **Saskatchewan College of Paramedics
851 Argyle St. N., Regina, SK S4R 8H1**

Change of Status Form

For Office Use Only

Registration Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	Registry Number			---			
Registered with Restrictions &/or Conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Registration:						
Requires training? Yes <input type="checkbox"/> No <input type="checkbox"/>	Conditions must successfully be completed by:						
Training &/or restrictions/conditions:							

1. PERSONAL INFORMATION

Surname		Given Name		Middle Initial	Registry #
Mailing Address			City/Town		Province
Postal Code	Home Phone	Work Phone		Cell Phone	
Date of Birth	month	day	Email Address		Male <input type="checkbox"/> Female <input type="checkbox"/>
Former Name(s):					

If you have changed your name since the last renewal period, you must provide a copy of the legal document showing the name change. This document could be a marriage certificate, a divorce certificate or some other legal document.

2.CHANGE OF STATUS

From: Practicing <input type="checkbox"/> Non-Practicing <input type="checkbox"/> Restricted <input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> EMT/PCP Trained <input type="checkbox"/> EMT-A/ICP Trained <input type="checkbox"/> EMT-P/ACP Trained <input type="checkbox"/>		
To: Practicing <input type="checkbox"/> Non-Practicing <input type="checkbox"/> Restricted <input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> EMT/PCP Trained <input type="checkbox"/> EMT-A/ICP Trained <input type="checkbox"/> EMT-P/ACP Trained <input type="checkbox"/>		
Name of Educational Institute	Name of Program Completed	
Address	Date of Completion	
City/Town	Province	Postal Code
Phone Number		
TRANSCRIPTS: Have you requested transcripts from your training institution? Transcripts must be original and sent directly to the Saskatchewan College of Paramedics from the training institution.		
Signature: _____		Date: _____

3. FEES

Change of status fee: \$50.00

METHOD OF PAYMENT:

Certified cheques, company cheques, money order, Visa, MasterCard are accepted.

Personal cheques will not be accepted and will be returned.

Money Order/ Certified Cheque

EMPLOYER CHEQUE NAME OF EMPLOYER _____



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Visa/MasterCard # _____ Expiry Date _____

Name/Signature of Cardholder (other than Registrant) _____

Print Name of Cardholder



Licensing Exam Registration Form Fall 2009

Cost - The fee for each writing of the Licensing Examination is \$300. (Administrative Bylaws Section 35.3)
This fee is payable in advance and holds your reservation to take the exam.

1. PERSONAL INFORMATION

Surname		Given Name		Middle Initial	Registry #
Mailing Address			City/Town		Province
Postal Code	Home Phone	Work Phone		Cell Phone	
Date of Birth	year	month	day	Email Address	Male <input type="checkbox"/> Female <input type="checkbox"/>
Former Name(s):					

2. EDUCATION

Name of Emergency Medical Diploma/Certificate awarded:			
Name of Educational Institute		Date of Completion	
Address		City/Town	Province
Postal Code	Phone		
If you have not already provided an original transcript from your training institution, you must do so prior to writing the exam.			

3. TYPE OF LICENSE EXAM REQUESTED:

EMT/PCP Trained <input type="checkbox"/>	EMT-P/ACP Trained <input type="checkbox"/>
--	--

METHOD OF PAYMENT:

Certified cheques, company cheques, money order, Visa, MasterCard are accepted.

Personal cheques will not be accepted and will be returned.

Money Order/ Certified Cheque

EMPLOYER CHEQUE NAME OF EMPLOYER _____

Visa/MasterCard # _____ Expiry Date _____

Name/Signature of Cardholder (other than Registrant) _____

Print Name of Cardholder

I CERTIFY THAT THE INFORMATION IN THIS FORM IS TRUE AND CORRECT.

Applicant's Signature: _____ **Date:** _____



Verification of Registration



Part A – To be completed by applicant

Send to each regulatory body where registered and/or licensed currently or previously. Additional copies of this form must be used if you have been registered in more than one province/territory.

Family Name:		Given Names:	
Phone #:		E-mail Address:	
Address:			
EMS Training Agency:		Country:	
Registration Date:	Graduation Date:	Registration No:	
Signature		Date	

Part B - To be completed by the regulatory body.

Please complete the information below and then **mail directly to the Saskatchewan College of Paramedics**, 851 Argyle St. N., Regina, Saskatchewan S4R 8H1.

Name of Regulatory Body		Address	
Name of Registrant			
Type of Registration Granted (title)	Registration By:		
Registration Number	Examination <input type="checkbox"/>		
Expiry Date of Registration	Previous Registration <input type="checkbox"/>		
Initial Registration Date in Jurisdiction	Registration in another province <input type="checkbox"/>		
Initial Training met NOCP (2001) competencies: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, has s/he taken training to upgrade to NOCP competencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	Other <input type="checkbox"/> _____		

Has this person's registration/license ever been denied, revoked, suspended or under review? Yes: 0 No: 0

If yes, please indicate reason on page 2.

If yes, has this person's registration/license been reinstated? Yes: 0 No: 0 Date:

Other Comments		Agency Seal	
Contact Name	Title	Signature	Date

Personal information on this form is collected by the Saskatchewan College of Paramedics under the authority of *The Paramedics Act*. This information may be used to issue a registration card for purposes of employment in the Province of Saskatchewan. If you have any questions about the collection of this information, please contact the Saskatchewan College of Paramedics. This information is protected from unauthorized use and disclosure in accordance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and College Policy.

Explanation for the practitioner's license being

Denied: 0 Revoked: 0 Suspended: 0 Under review: 0



**Please mail directly to:
Saskatchewan College of Paramedics,**

**851 Argyle Street North,
Regina, Saskatchewan S4R 8H1.**



Application Form and Registration for Proctor/Coordinator Training

*You can fill this form out on your computer –
just place your cursor on the dark grey rectangle in each box and start typing!*

1. PERSONAL INFORMATION

Surname	Given Name	Middle Initial	Registry #
Mailing Address		City/Town	Province
Postal Code	Home Phone	Work Phone	Cell Phone
Position		Email Address	
Employer Name and Address			

2. EDUCATION

Name of Emergency Medical Diploma/Certificate awarded:	
Name of Educational Institute	Date of Completion
Other Post-Secondary Education:	
Current Instructor Certifications:	

3. EXPERIENCE (please provide information for those that apply to you):

Service in an Emergency Medical Services-related agency	EMS Facilitator	Experience in Supervisory/ Coordinator/ Management roles (specify position & years)	Other Relevant Experience
Years	Years		

4. TRAINING REQUESTED and DATE (check which ones apply to you):

Coordinator: <input type="checkbox"/>	Proctor, Introduction: <input type="checkbox"/>	Proctor, CME Management: <input type="checkbox"/>
Oct. 29/09 <input type="checkbox"/> Jan. 21/10 <input type="checkbox"/> Feb. 4/10 <input type="checkbox"/>	Oct. 29/09 <input type="checkbox"/> Jan. 21/10 <input type="checkbox"/> Feb. 4/10 <input type="checkbox"/>	
Regina Saskatoon Regina	Regina Saskatoon Regina	TBD in 2010

Applicant's Signature: _____ **Date:** _____

Please send to the Saskatchewan College of Paramedics:

By Mail: 851 Argyle Street North, Regina, SK S4R 8H1
 By Email: office@collegeofparamedics.sk.ca (electronic signature required)
 By FAX: (306) 543-6161



**Continuing Medical Education (CME) Reporting Form for 2010
For Emergency Medical Responders (EMR)**

Name:	Registry #:
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CME Requirements for EMR for Renewal of License to Practice in 2010

License Level	Mandatory Certification	Mandatory Skills assessed as part of CME Credits	CME Credits
EMR	BLS – HCP (C) issued in 2008 or 2009	Biomechanics of Safe Lifting; Spinal Immobilization; Mechanical Aids to Breathing including Oxygen; Medications Pertinent to EMR Scope of Practice	25

Continuing Medical Education Credits:

Activity	CME Credits Awarded	Signature of Assessor Certifying Attendance or Proficiency as Noted
Approved Agency CME Program Name of Agency:		
Seminars/ Conferences (not part of Agency CME Program)	Max. 5 credits/day unless approved by SCoP for more	
Instructor (list designations):	Max. 5 credits	
Mandatory Skills:		
• Biomechanics of Safe Lifting	5	Proficiency
• Spinal Immobilization	5	Proficiency
• Mechanical Aids to Breathing including Oxygen	5	Proficiency
• Medications Pertinent to Scope of Practice	5	Proficiency
Approved Courses (not part of Agency CME Program):		
Total CME Credits		

Verifications: *Note: Making a false declaration is an act of professional misconduct subject to disciplinary action.*

Practitioner: I certify that I have successfully completed all the activities and certifications listed above. I authorize the proctor

or coordinator, _____, to have access to my CME files and to discuss them with SCoP staff.

Signature:

Date:



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SCoP Proctor: I certify that all documentation related to the above listed activities and certifications is on the practitioner's CME file at the agency, and that all CME credits have been properly awarded.

Signature of SCoP Proctor:

Proctor #:

Date:

Print Name:

Agency:

Telephone Number: (306)

**Continuing Medical Education (CME) Reporting Form for 2010
For Emergency Medical Technicians (EMT)**

Name: _____ **Registry #:** _____



CME Requirements for EMTs for Renewal of License to Practice in 2010

License Level	Mandatory Certifications (issued in 2008 or 2009)	Mandatory Skills assessed as part of CME Credits	CME Credits
EMT/PCP	<ul style="list-style-type: none"> ✓ BLS – HCP (C) ✓ ITLS Basic 	Medications Pertinent to Scope of Practice; Biomechanics of Safe Lifting; Spinal Immobilization; Mechanical Aids to Breathing	40

Mandatory Certifications (check year of issue):
 BLS – HCP (C) issued in 2008 or 2009 ITLS Basic issued in 2008 or 2009

Continuing Medical Education Credits:

Activity	CME Credits Awarded	Signature of Assessor Certifying Attendance or Proficiency as Noted
Approved Agency CME Program Name of Agency:		
Seminars/ Conferences (not part of Agency CME Program)	Max. 5 credits/day unless approved by SCoP for more	
Instructor (list designations):	Max. 5 credits	
Mandatory Skills:	5	Proficiency
• Biomechanics of Safe Lifting	5	Proficiency
• Spinal Immobilization (can be obtained as part of ITLS)	5	Proficiency
• Mechanical Aids to Breathing including Oxygen (can be obtained as part of ITLS)	5	Proficiency
• Medications Pertinent to Scope of Practice	5	Proficiency
Approved Courses (not part of Agency CME Program):		
Total CME Credits		

Verifications: *Note: Making a false declaration is an act of professional misconduct subject to disciplinary action.*

Practitioner: I certify that I have successfully completed all the activities and certifications listed above. I authorize the proctor _____

or coordinator, _____, to have access to my CME files and to discuss them with SCoP staff.

Signature: _____ Date: _____

**Continuing Medical Education (CME) Reporting Form for 2010
For Emergency Medical Technician – Advanced (EMT-A)**

Name:	Registry #:
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CME Requirements for EMT-A for Renewal of License to Practice in 2010

License Level	Mandatory Certifications <small>Issued in 2008 or 2009</small>	Advanced Skills Modules	CME Credits
EMT-A/ICP	<input checked="" type="checkbox"/> BLS – HCP (C) <input checked="" type="checkbox"/> ITLS Basic	<input checked="" type="checkbox"/> 3 Airway Adjuncts <input checked="" type="checkbox"/> Medications Pertinent to Scope of Practice	30

Mandatory Certifications (check date issued):

BLS – HCP (C) issued in: 2008 2009

ITLS Basic issued in: 2008 2009 **or** ITLS Advanced issued in: 2008 2009

Advanced Skills Modules *Note: Proficiency must be assessed by a Medical Advisor to a Health Region or his/her designate.*

	Assessment Mode	Date	Signature of Assessor re Skills Proficiency	
			Signature	Print Name
3 Airway Adjuncts: King	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
LMA	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
Combi-tube	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			

Continuing Medical Education Credits:

Activity	CME Credits	Date	Signature of Assessor Certifying Attendance or Proficiency
Approved Agency CME Program Name of Agency:			
Mandatory CME: Medications Pertinent to Scope of Practice	5		
Seminars/ Conferences (not part of Agency CME Program) [Max. 5 credits/day unless approved by SCoP for more]			
Instructor (list designations): [Max. 5 credits]			
Approved Courses (not part of Agency CME Program):			
Total CME Credits			



Verifications: *Note: Making a false declaration is an act of professional misconduct subject to disciplinary action.*

Practitioner: I certify that I have successfully completed all the activities and certifications listed above. I authorize the proctor or coordinator, (name) _____, to have access to my CME files and to discuss them with SCoP staff.

Signature: _____

Date: _____

SCoP Proctor: I certify that all documentation related to the above listed activities and certifications is on the practitioner's CME file at the agency, that all CME credits have been properly awarded, and that the ALS assessor(s) is/are a EMS Medical Advisor(s) to a Health Region or his/her designate(s).

Signature of SCoP Proctor: _____

Proctor #: _____

Date: _____

Print Name: _____

Agency: _____

Telephone Number: (306) _____

**Continuing Medical Education (CME) Reporting Form for 2010
For Emergency Medical Technician – Paramedic (EMT-P)**

Name:

Registry #:

CME Requirements for EMT-P for Renewal of License to Practice in 2010

License Level	Mandatory Certifications Issued in 2008 or 2009		Advanced Skills Modules		CME Credits
EMT-P/ACP	<input checked="" type="checkbox"/> BLS – HCP (C) <input checked="" type="checkbox"/> PALS /PEPP Adv	<input checked="" type="checkbox"/> ITLS Advanced <input checked="" type="checkbox"/> ACS	<input checked="" type="checkbox"/> 3 Airway Adjuncts <input checked="" type="checkbox"/> ALS Cardiac <input checked="" type="checkbox"/> ALS Pediatric	<input checked="" type="checkbox"/> Medications <input checked="" type="checkbox"/> ALS Trauma	15

Mandatory Certifications (for each certification check the year it was issued):

BLS – HCP (C): 2008 2009

ITLS Advanced: 2008 2009

ACLS: 2008 2009

PALS (or PEPP Advanced): 2008 2009

Advanced Skills Modules

Note: Proficiency must be assessed by a Medical Advisor to a Health Region or his/her designate.

Skill	Assessment By:	Date of Assessment	Signature of Assessor Indicating Skills Proficiency	
			Signature	Print Name
3 Airway Adjuncts: King	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
LMA	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
Combi-tube	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
Intubation	<input type="checkbox"/> ITLS Adv. or <input type="checkbox"/> ACLS or <input type="checkbox"/> Medical Advisor			
Intraosseous infusion	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
Chest decompression	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
External jugular vein cannulization	<input type="checkbox"/> ITLS Advanced or <input type="checkbox"/> Medical Advisor			
Cardioversion	<input type="checkbox"/> ACLS or <input type="checkbox"/> Medical Advisor			
Vagal manouevers	<input type="checkbox"/> ACLS or <input type="checkbox"/> Medical Advisor			
Transcutaneous pacing	<input type="checkbox"/> ACLS or <input type="checkbox"/> Medical Advisor			
Pediatric intraosseous infusion	<input type="checkbox"/> PALS or <input type="checkbox"/> Medical Advisor			
Pediatric intubation	<input type="checkbox"/> PALS or <input type="checkbox"/> Medical Advisor			
Pediatric cardioversion	<input type="checkbox"/> PALS or <input type="checkbox"/> Medical Advisor			

Continuing Medical Education Credits

Total CME Credits Earned:

Proctor/SCoP Signature:

Please provide the detail on the reverse side of this form

(Verifying CME Credits)

Verifications:

Note: Making a false declaration is an act of professional misconduct subject to disciplinary action.

Practitioner: I certify that I have successfully completed all the activities and certifications listed above. I authorize the proctor

or coordinator, (name) _____, to have access to my CME files and to discuss them with SCoP staff.

Signature: _____

Date: _____

SCoP Proctor: I certify that all documentation related to the above listed activities and certifications is on the practitioner's CME file at the agency, that all CME credits have been properly awarded, and that the ALS assessor(s) is/are a EMS Medical Advisor(s) to a Health Region or his/her designate(s).

Signature of SCoP Proctor: _____

Proctor #: _____

Date: _____

Print Name: _____

Agency: _____

Telephone Number: (306) _____

2009 Agency CME Approval Form

Agency Full Name:		Agency Acronym (if used):	SCoP Use Only <input type="checkbox"/> Feedback provided Date: _____ Initial: _____ <input type="checkbox"/> Approved Date: _____ Initial: _____													
Address:		Sector: <input type="checkbox"/> Health – EMS <input type="checkbox"/> Health – Other <input type="checkbox"/> Fire <input type="checkbox"/> Industrial <input type="checkbox"/> Other	Health Region:													
Contact Name:	Phone: (306) _____	FAX: (306) _____														
Office Location:		Email:														
AGENCY CONTINUING MEDICAL EDUCATION PROGRAM FOR 2009																
CME Program Priorities/Goals: <input type="checkbox"/> Meet recertification requirements <input type="checkbox"/> Increase skills to NOCP levels (eg. EMR, PCP) <input type="checkbox"/> Understand best practices in EMS <input type="checkbox"/> Introduce new technologies <input type="checkbox"/> Learn new protocols <input type="checkbox"/> Learn new skills <input type="checkbox"/> Address issues raised by Call Reviews <input type="checkbox"/> Other, list: _____ _____ _____		<p style="text-align: center;">Registration and Record Keeping System <i>Describe your approach for each of the following:</i></p> <p>1. Registration and tracking of PARTICIPANTS throughout the year, including verification of practitioner attendance at individual sessions, and reporting total practitioner activity.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>2. System to track and report participant SUCCESSFUL COMPLETION including issuing and maintaining records of assessment or test results, transcripts, certificates, CME credits. (eg. what controls are in place to ensure accuracy and enable verification).</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>3. Retention of PARTICIPANT records/files – what is kept on file, how is it maintained, how long is it kept, how is accuracy ensured, how is it kept secure? Who has access to the files/records?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>4. Retention of COURSE records/files – what is kept on file (eg. Course outline, instructional materials, exams, participant list), for how long?</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>														
Estimated Number of Practitioners by Level: EMRs: <input style="width: 50px;" type="text"/> EMTs: <input style="width: 50px;" type="text"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:15%;">Mandatory Certifications</th> <th style="width:15%;">Program Source</th> </tr> </thead> <tbody> <tr> <td rowspan="3">BLS-HCP (C)</td> <td><input type="checkbox"/> Inhouse</td> <td rowspan="3"><input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course</td> </tr> <tr> <td><input type="checkbox"/> Contracted for your agency</td> </tr> <tr> <td><input type="checkbox"/> Practitioners to secure course</td> </tr> <tr> <td rowspan="3">ITLS Basic</td> <td><input type="checkbox"/> Inhouse</td> <td rowspan="3"><input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course</td> </tr> <tr> <td><input type="checkbox"/> Contracted for your agency</td> </tr> <tr> <td><input type="checkbox"/> Practitioners to secure course</td> </tr> </tbody> </table>				Mandatory Certifications	Program Source	BLS-HCP (C)	<input type="checkbox"/> Inhouse	<input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course	<input type="checkbox"/> Contracted for your agency	<input type="checkbox"/> Practitioners to secure course	ITLS Basic	<input type="checkbox"/> Inhouse	<input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course	<input type="checkbox"/> Contracted for your agency	<input type="checkbox"/> Practitioners to secure course
	Mandatory Certifications	Program Source														
BLS-HCP (C)	<input type="checkbox"/> Inhouse	<input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course														
	<input type="checkbox"/> Contracted for your agency															
	<input type="checkbox"/> Practitioners to secure course															
ITLS Basic	<input type="checkbox"/> Inhouse	<input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course														
	<input type="checkbox"/> Contracted for your agency															
	<input type="checkbox"/> Practitioners to secure course															



<input type="text"/> EMT/PCPs <input type="text"/> EMT-As <input type="text"/> EMT-A/ICPs <input type="text"/> EMT-Ps: <input type="text"/> EMT-P/ACPs: <input type="text"/>	ITLS Advanced <input type="checkbox"/> Inhouse <input type="checkbox"/> N/A <input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course	ACLS <input type="checkbox"/> Inhouse <input type="checkbox"/> N/A <input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course	PALS or PEPP (Circle which one you will use) <input type="checkbox"/> Inhouse <input type="checkbox"/> N/A <input type="checkbox"/> Contracted for your agency <input type="checkbox"/> Practitioners to secure course	
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Subject/Topic and Course Objectives	Target Level	Course Developer/Source	Instruction (eg. lecture, skill stations)	Materials/ Equipment Provided	Instructor Qualifications	Evaluation Method	Instruc-tor: Student	Duration (hours)	CME Credits
Spinal Immobilization	<input type="checkbox"/> EMR <input type="checkbox"/> EMT	<input type="text"/>	<input type="checkbox"/> Skills Station	<input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:	<input type="text"/>	<input type="checkbox"/> Skills Assessment	1 :	<input type="text"/>	<input type="text"/>
Biomechanics of Safe Lifting	<input type="checkbox"/> EMR <input type="checkbox"/> EMT	<input type="text"/>	<input type="checkbox"/> Skills Station	<input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:	<input type="text"/>	<input type="checkbox"/> Skills Assessment	1 :	<input type="text"/>	<input type="text"/>
Mechanical Aids to Breathing including Oxygen	<input type="checkbox"/> EMR <input type="checkbox"/> EMT	<input type="text"/>	<input type="checkbox"/> Skills Station	<input type="checkbox"/> Skills Checklist <input type="checkbox"/> Lab – specify:	<input type="text"/>	<input type="checkbox"/> Skills Assessment	1 :	<input type="text"/>	<input type="text"/>
Medications Pertinent to Scope of Practice	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All	<input type="text"/>	<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:	<input type="text"/>	<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :	<input type="text"/>	<input type="text"/>



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	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills <input type="checkbox"/> Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills <input type="checkbox"/> Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills <input type="checkbox"/> Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills <input type="checkbox"/> Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
Subject/Topic and Course Objectives	Target Level	Course Developer/Source	Mode of Instruction	Materials/ Equipment Provided	Instructor Qualifications	Evaluation Method	Instr: Student Ratio	Duration (hours)	CME Credits



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	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT- A <input type="checkbox"/> EMT- P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/Handou t <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT- A <input type="checkbox"/> EMT- P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/ Handout <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT- A <input type="checkbox"/> EMT- P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/ <input type="checkbox"/> Presentation <input type="checkbox"/> Skills Stations/ Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills Checklist <input type="checkbox"/> Pamphlet/Handou t <input type="checkbox"/> Lab – specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
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**SASKATCHEWAN
COLLEGE OF
PARAMEDICS**

	<input type="checkbox"/> EMR <input type="checkbox"/> EMT <input type="checkbox"/> EMT-A <input type="checkbox"/> EMT-P <input type="checkbox"/> All		<input type="checkbox"/> Lecture/Presentation <input type="checkbox"/> Skills Stations/Simulations <input type="checkbox"/> Scenarios <input type="checkbox"/> Discussion <input type="checkbox"/> Video/Online <input type="checkbox"/> Independent Study/ Reading <input type="checkbox"/> Other: (Specify)	<input type="checkbox"/> Handbook <input type="checkbox"/> Scenarios <input type="checkbox"/> Skills <input type="checkbox"/> Checklist <input type="checkbox"/> Pamphlet/Handout <input type="checkbox"/> Lab - specify:		<input type="checkbox"/> Written/Online Exam <input type="checkbox"/> Skills Assessment <input type="checkbox"/> Scenario Assessment <input type="checkbox"/> Participation <input type="checkbox"/> No Evaluation <input type="checkbox"/> Other: (specify)	1 :		
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Declaration:

This form or the information from it may be posted on the SCoP web site or provided to members of SCoP or other agencies: Yes No
 Practitioners who are not employees of this agency may make arrangements with our agency to attend one or more of these sessions: Yes No A fee may be charged: Yes No

I certify that the information on this form is an accurate and comprehensive description of this agency's 2009 CME Program. Any significant change during the year will be reported to the College.

All instructors are supervised by myself, (qualifications: _____), or by _____, (qualifications: _____). An audit of this agency's CME program can be arranged at any time by phoning (306) _____.

Signature:

Print name:

Position:

Agency:

Date:

Continuing Medical Education (CME) Requirements Needed in 2009 to be Eligible for a License to Practice in 2010 (revised July 2, 2009)

Emergency Medical Responder (EMR)

- ú Mandatory Certification¹: BLS-HCP (C)
- ú 25 CME credits² including Biomechanics of Safe Lifting, Spinal Immobilization, Mechanical Aids to Breathing including Oxygen and Medications Pertinent to Scope of Practice

Emergency Medical Technician (EMT)

- ú Mandatory Certifications¹: BLS-HCP (C), and ITLS Basic (ITLS requirement phased in by Dec. 1, 2010)
- ú 40 CME credits² including Biomechanics of Safe Lifting, Spinal Immobilization, Mechanical Aids to Breathing including Oxygen and Medications Pertinent to Scope of Practice. (These may be obtained through ITLS Basic if proficiency is tested. Instructor must sign off each skill for proficiency.)

Emergency Medical Technician Advanced (EMT-A)

- ú Mandatory Certifications¹: BLS-HCP (C), and ITLS Basic or Advanced
- ú 30 CME credits² including Medications Pertinent to Scope of Practice
- ú Advanced Skills Modules³:
 - ú 3 Airway Adjuncts (LMA, Combi-tube and King) which can be assessed as part of an ITLS Advanced course if proficiency is tested.³

Emergency Medical Technician – Paramedic (EMT-P)

- ú Mandatory Certifications¹: BLS-HCP (C), ITLS Advanced, ACLS and PALS (or PEPP Advanced)
- ú 15 CME credits² including Medications Pertinent to Scope of Practice
- ú Advanced Skills Modules³:
 - ú 3 airway adjuncts: LMA, combi tube and King Airway (may be attained through an ITLS Advanced course if proficiency is tested)³
 - ú Intubation, intraosseous infusion, chest decompression and external jugular vein cannulization (may be attained through an ITLS Advanced course if proficiency is tested)³
 - ú Cardioversion, vagal manouevers, transcutaneous pacing, intubation (may be attained through an ACLS course if proficiency is tested)³
 - ú Pediatric intraosseous infusion, intubation, and cardioversion (may be attained through a PALS or PEPP course if proficiency is tested)³

² **CME Credits:** As a "rule of thumb" one hour of instruction can be assessed 5 CME credits dependent on the objectives of the course/activity. CME credits do NOT include Advanced Skills Modules or Mandatory Certifications but MUST include mandatory skills as listed.

³ **Advanced Skills Modules:** Consistent with the *Regulatory Bylaws*, Section 7(3), all Advanced Skills Modules must have the signature of a Medical Advisor/Director to a Health Region. This may take the form of a signed Delegation of Authority to a qualified instructor.



NOMINATION OF COORDINATORS

We wish to nominate the following people for the position of coordinator to serve as agents of the College in our agency,

Name of agency: _____ **Address:** _____

Name	Classification & SCoP Registry Number	Location (where they will serve as Coordinator) & Phone Number	How Long Have you Known Them	Relevant Experience (why are they well suited to this role)

We nominate these people as responsible individuals of reliably good character and strong organizational skills. We believe that they would represent our agency and the College very well and maintain confidentiality. We are prepared to provide a character reference if required.

[Must be signed by the manager of the agency & a facilitator, coordinator, supervisor or other member in a responsible position.]

Signature: _____ **Date:** _____

Position: _____ **Registry #:** _____

Contact Information:

Address: _____

Phone: (work) _____ (cell) _____

Signature: _____ **Date:** _____

Position: _____ **Registry #:** _____

Contact Information:

Address: _____

Phone: (work) _____ (cell) _____



NOMINATION OF PROCTORS

We wish to nominate the following people for the position of proctor to serve as agents of the College in our agency,

Name of agency: _____ **Address:** _____

Name	Classification & SCoP Registry Number	Location & Phone Number	How Long Have You Known Them	Relevant Experience (why are they well suited to this role)

We nominate these people as responsible individuals of reliably good character and strong organizational skills. We believe that they would represent our agency and the College very well, maintain confidentiality and exercise good judgment in the public interest. We are prepared to provide a character reference if required. **[Must be signed by the manager of the agency & a facilitator, coordinator, supervisor or other member in a responsible position.]**

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Position: _____ **Registry #:** _____

Position: _____ **Registry #:** _____

Contact Information:
 Address: _____
 Phone: (work) _____ (cell) _____

Contact Information:
 Address: _____
 Phone: (work) _____ (cell) _____



EMS Education and Request for Transcript

Part A - To be completed by applicant Please send this form after completing Part A to each EMS training program where courses were completed. You need to indicate that you are applying for registration in the province of Saskatchewan and require a record of your education program. You are also responsible for any fees that may be assessed for this service.	
Family name	Given Names
Phone #	E-mail Address
Address	
Date of Birth (mm/dd/yy)	Date of Graduation
Name and Address of School where EMS program completed	
Signature	Date
Part B - To be completed by EMS training program. Please complete the information below and attach a Certified Transcript showing all courses of theoretical and clinical instruction. Send directly to: Saskatchewan College of Paramedics, P.O. Box 3383 Stn Main, Regina, Saskatchewan S4P 3H1.	
Name of School	Type of School: College <input type="checkbox"/> Hospital <input type="checkbox"/> University <input type="checkbox"/> Vocational <input type="checkbox"/>
Address	
Title of Program:	
Type of Program: Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/>	CMA Accredited Yes <input type="checkbox"/> No <input type="checkbox"/> Under Review <input type="checkbox"/>
Date Applicant Commenced:	Date Applicant Graduated:
Signature:	Position:
Contact Info:	

Personal information on this form is collected by the Saskatchewan College of Paramedics under the authority of *The Paramedics Act*. This information may be used to issue a registration card for purposes of employment in the Province of Saskatchewan. If you have any questions about the collection of this information, please contact the Saskatchewan College of Paramedics. This information is protected from unauthorized use and disclosure in accordance with the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and College Policy.

Please Attach Certified Transcript



Delegation of Authority

from a Medical Advisor to a Health Region
to a Qualified Instructor to Conduct Specific ALS Skills Assessments

I, _____, am a Medical Advisor to the _____ Health Region
[Print Full Name] [Print Name of Health Region]

appointed by _____ for the period _____ to _____.
[EMS Director] [Date] [Date]

_____, a practicing EMT-Paramedic registered with the Saskatchewan
[Print Name of Instructor]
College of Paramedics (SCoP), registry number _____, has shown me his SCoP member card
[6 digit SCoP Number]
and provided me with copies of the following current, valid instructor certificates:

Certificate	Instructor Number	Expiry Date
<input type="checkbox"/> ITLS Advanced		
<input type="checkbox"/> ACLS		
<input type="checkbox"/> PALS		
<input type="checkbox"/> PEPP Advanced		

I have observed him/her conducting ALS skills assessments of emergency medical practitioners in Saskatchewan. I hereby authorize _____ to conduct the following ALS
[Print Name of Instructor]
skills assessments in 2009 and 2010 for recertification with the Saskatchewan College of Paramedics:

ITLS Advanced

- 3 Airway Adjuncts:
 - King
 - LMA
 - Combi-tube
- Intubation
- Intraosseous infusion
- Chest decompression
- External jugular vein cannulziation

ACLS

- Cardioversion
- Vagal manouevers
- Transcutaneous pacing
- Intubation

PALS/PEPP Advanced

- Pediatric intraosseous infusion
- Pediatric intubation
- Pediatric cardioversion

[Signature of Medical Advisor]

[Date]

[Phone Number]

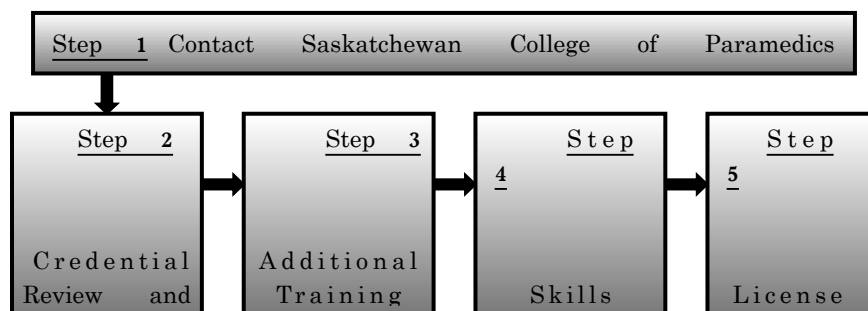
Last Updated March 30, 2009

Internationally Educated Health Professionals Steps to Licensing Emergency Medical Practitioners / Paramedics

This document provides a general overview of the steps to getting a license as an Emergency Medical Practitioner in Saskatchewan. The licensing body for Emergency Medical Practitioners is the Saskatchewan College of Paramedics (SCoP). Their website address is: www.collegeofparamedics.sk.ca

Before you begin the licensing process, you should review this document and visit

www.collegeofparamedics.sk.ca to collect the information you need about getting a license in Saskatchewan. We have designed a [checklist](#) to help you record the information you find. The checklist also contains a list of questions to answer from your website research or to ask the provincial regulatory body. Once you have completed your research, contact SCoP to ensure that you understand the process and to clarify any additional questions you may have.



The following is a summary of the steps required for a license to practice as an Emergency Medical Practitioner in Saskatchewan.

Steps to Licensing

1. Contact Saskatchewan College of Paramedics

Each regulated health profession has a list of requirements for licensure and a specific application process. Requirements include successful completion of a training program in the profession that is acceptable to the regulatory body. **It is very important to carefully complete the application in full to avoid delays.**

The Saskatchewan College of Paramedics (SCoP) has four levels of licensure:

- EMR - Emergency Medical Responder (80 hours of training)
- EMT - Emergency Medical Technician (28 weeks training)
- EMT-A - Emergency Medical Technician – Advanced (EMT training + 21 weeks)
- EMT-P - Emergency Medical Technician – Paramedic (EMT training + 59 weeks)

Last Updated March 30, 2009

Contact the SCoP for more information regarding scope of practice, requirements for licensure for each of the four levels, registration form and licensing information at office@collegeofparamedics.sk.ca or (306) 585-0145. Web address: www.collegeofparamedics.sk.ca

2. Credential Review and Equivalency Assessment

The SCoP must perform a credential review and equivalency assessment for all internationally trained emergency medical practitioners to determine your level of training compared to those who are trained in Saskatchewan. It is very important that you contact the SCoP to discuss the process and ensure you are aware of the substantial equivalency assessment fee that is required,

In order to avoid delays, it is important to carefully complete the registration form according to the instructions. The Saskatchewan College of Paramedics (SCoP) has a list of documents they require. It is important to send all the necessary documents in the way they are required. If you cannot get a specific document, contact SCoP to see if there are any options. www.collegeofparamedics.sk.ca

Once you have discussed your options with the SCoP, and decide to go ahead with the Credential Review and Equivalency Assessment, you must submit:

- Completed registration form
- Equivalency Assessment fee
- Certified copies or original Academic transcripts and detailed course outlines – requires “EMS Education and Request for Transcript” Form to be sent directly from educational institution(s) to SCoP
- Current certification (HCP-C, ITLS, ACLS, PALS)
- Proof of good standing with previous regulatory body – requires “Verification of Registration” form to be completed by previous regulatory body and send directly to SCoP
- Proof of work experience
- Evidence of language proficiency in English
- Proof of citizenship, permanent resident status in Canada, or current Work Authorization Certificate
- Criminal record check (including a vulnerable sector query completed by the RCMP or local Canadian police force)

Translation of Documents - If documents are in a language other than English, they must be translated by a Government Official or an official/certified translator. Translations must be attached to the original document.

Certified Documents - Where certified copies are requested they must be certified as true copies of the original by a notary public, commissioner for oaths, lawyer or the Canadian Embassy who writes the phrase "This is a true copy of the original document" and then signs and stamps it. If the certification is done in a language other than English, send an official translation of the certifier's stamp, etc.

Language Proficiency – You will need to provide SCoP with proof of your English language proficiency. Your original test results from either the Test of English as a Foreign Language (TOEFL), CanTEST, or Canadian Language Benchmark (CLB) must be sent directly to SCoP.

Upon completion of your credential review and equivalency assessment, the SCoP Registrar will determine whether your qualifications are equivalent to the Canadian Standard at the level for which you are applying.

- You may be granted equivalency; or
- You may be required to complete additional academic courses, or any other condition as determined by the SCoP Registrar; or
- You may be deemed ineligible for registration and have to complete courses in full.

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3. Additional Training

If your program of study does not meet Saskatchewan standards, as determined by SCoP, on the basis of your individual assessment, requirements will be assigned to you. A common requirement assigned is **completion of particular academic courses** which may be taken at Saskatchewan Institute of Applied Science and Technology (SIASST). SIASST offers both Advanced Care paramedic (full and bridging programs) and Primary Care Paramedic (full and bridging program).

SIASST has a process that recognizes previously acquired knowledge and skills from life work and experience and non-formal training. The Prior Learning Assessment Review (PLAR) may position you into the course or program with advanced placement. Contact SIASST to ensure fee. www.siasst.sk.ca.

Prior learning is assessed by SIASST's program content experts who evaluate your knowledge and skills. You will be asked to provide evidence of your previous learning by submitting documentation that may include:

- Work records
- Skills validations
- Performance appraisals
- Training records
- Course outlines
- Content descriptions

For further information, consult with a PLAR counselor. SIASST Kelsey Campus – kelseycounselling@siasst.sk.ca or SIASST Wascana Campus – wscanacounselling@siasst.sk.ca.

4. Skills Assessment and Exams

Skills Assessment – every level of Emergency Medical Practitioner has a set of mandatory skills in which they must prove competency. Skills are proven through certification (ie; CPR) or clinical testing with a physician who certifies proficiency. Contact the SCoP for a list of mandatory skills. www.collegeofparamedics.sk.ca.

Mandatory Skills Assessment Required:	EMR	EMT	EMT-A	EMT-P
Biomechanics of Safe Lifting	✓	✓	✓	✓
Spinal Immobilization	✓	✓	✓	✓
Mechanical Aids to Breathing including Oxygen	✓	✓	✓	✓
Medications Pertinent to Scope of Practice	✓	✓	✓	✓
3 Airway Adjuncts:			✓	✓
➤ King			✓	✓
➤ LMA			✓	✓
➤ Combi-tube			✓	✓
Intubation				✓
Intraosseous infusion				✓
Chest decompression				✓

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External jugular vein cannulization				✓
Cardioversion				✓
Vagal manoeuvres				✓
Transcutaneous pacing				✓
Pediatric intraosseous infusion				✓
Pediatric intubation				✓
Pediatric cardioversion				✓

Licensing Exam – The SCoP has a licensing exam that everyone who wants to work as a paramedic in Saskatchewan must pass. The exam tests both your knowledge and the practical skills needed by an emergency medical practitioner (Paramedic). It uses both multiple-choice questions and clinical tasks.

Jurisprudence Exam - Once you have successfully completed the Credential Review and Equivalency Assessment, any additional training, and proved proficiency in your skills assessment, the SCoP will provide you with a study package for completing the Provincial Jurisprudence Examination. This exam tests your knowledge of Saskatchewan Paramedic law and ethics. The format of the examination is 75-80% oral and the remainder written.

5. License and Fees

Licensure:

- Submit initial processing and license fee
- Licenses are valid for a maximum of one year until December 31st yearly.
- Copy of current BLS – Health Care Provider – “C” Certificate
- Mandatory Certifications

Fees (subject to change): The cost for your whole licensing process can be quite high. It is best to learn about all of the fees involved before you begin the process.

- Contact SCoP directly for all fees

After completing all of the provincial requirements for registration you will be issued a license by the Saskatchewan College of Paramedics (SCoP).

Appeal process - Unsuccessful applicants may appeal the decision of the Registrar to the provincial council of the Saskatchewan College of Paramedics (SCoP).

Timelines – Credential review, equivalency examination and language proficiency, are the first steps that need to be completed and may take the longest (weeks to months). Once the SCoP deems your education and experience to be equivalent and you have attained the requirements for mandatory certification, you should receive your license to practice within a few weeks.

Last Updated March 30, 2009

PO Box 3383

Regina, SK S4P 3H1

Phone (306) 585-0145 OR Fax (306) 543-6161

Email: office@collegeofparamedics.sk.ca

Website: www.collegeofparamedics.sk.ca

For information on immigrating to Saskatchewan, view the Saskatchewan Government Immigration Services Division website at www.immigration.gov.sk.ca.



Saskatchewan Jurisprudence Declaration

I, (*print name*) _____, am applying for a license to practice in

Saskatchewan as an:

(*check one*) EMR EMT EMT-Advanced EMT-Paramedic.

I declare that I have reviewed the following documents (*which can all be found on the SCoP website*) and understand the legislative framework and protocols relevant to practice in Saskatchewan.

- *Paramedics Act of Saskatchewan*
- *Regulatory Bylaws Pursuant to the Paramedics Act*
- *SCoP Administrative Bylaws*
- *Saskatchewan Health Emergency Treatment Protocols Manual*
- *SCoP Continuing Medical Education Requirements* (relevant for Renewal of License to Practice)

Signed on (date) _____ at (city) _____ .

Practitioner Signature

Witness

Address : _____

Witness Address: _____

Phone: _____

Witness Phone: _____



Oath of Office and Confidentiality Agreement

I, _____, a Councilor, committee member or employee of the Saskatchewan College of Paramedics, declare that, in carrying out my duties as a councilor or committee member, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the Saskatchewan College of Paramedics;
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner;
3. Respect and support the college's by-laws, policies, Code of Professional Conduct, and decisions of the council and registrants;
4. Keep confidential all information that I learn about registrants, personnel (staff and volunteers), and any other matters unless specifically asked to release such information;
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the council and subordinate my personal interests to the best interests of the college;
6. Immediately declare any personal conflict of interest that may come to my attention;
7. Immediately resign my position as Councilor, committee member or employee in the event that I, or my colleagues on the council, have concluded that I have breached my 'Oath of Office'.

Signature: _____ Date: _____

Witness: _____ Date: _____