

Council Meeting Highlights

Friday January 27, 2017

The January 27, 2017 meeting of Council was held at the SCoP office with a teleconference option made available. Eight members of Council attended the meeting in person and one sent their regrets.

- Jason Trask called the meeting to order at 9:43 a.m..

1. Approval of Agenda

- **Addition:**
 - **9.3 AGM Update**
 - **9.4 SaskPoly Program Registration**

Motion: To approve agenda with additions. **Kyle/Kael. Carried.**

2. Approval of Minutes from November 4, 2016 Council Meeting

Motion: To approve minutes from November 4, 2016. **Chris/Bill. Carried.**

3.1 Business arising from the Minutes

- Assemble documentation regarding the possibility of a past-president role and present it to Leg & Bylaws Committee.
 - Will go to Leg & Bylaws when they meet in March
- Draft executive limitation relating to decisions currently being made by the Executive Committee. Will discuss under 5.1

3. Progress on Strategic Priorities

4.1 Strategic Outcomes Update

- Continue to have meetings re: Lloydminster. Looking to meet February 20.
 - Health region has issued a 90 day notice of changes to operator.
 - All SCoP changes sent to College of Physicians and Surgeons of Saskatchewan (CPSS) were approved.
- Medical Assistance in Dying (MAID): finalizing guidelines. Members must be allowed to opt out, and employers will have to know this.
- Liability insurance for members should be considered in the future to address potential MAID issues.
- Labour Mobility: continuing to implement the International Applicants tool.

- Identify a mechanism for members registering their protocol ideas with the College. Post on the website or contact SCoP before they begin research, so there's no duplication of effort. Protocols are member-driven.
- Improve stakeholder engagement: Director of Operations is working on an engagement strategy for the Saskatchewan Institute of Health Leadership (SIHL) program. Will do some focus group work with the public over the summer.
- Invited to a workplace safety research initiative with Sask Association of Workplace Health & Safety. CPSS, SRNA, SCoP, and possibly College of Pharmacy. Build a framework for a health and safety-focused workplace (safety for employees and the public).
- Submitted a proposal to International Roundtable on Community Paramedicine (IRCP) and it was accepted. Meeting is in February. Presenting on MAID.
- MOH: Health Region amalgamation: SCoP is already engaged with Health Quality Council and a couple of health regions on specific projects. Clinical changes likely won't happen before the structural changes.
- Research Pilot (Electronic Health Record access): eHealth supported the purchase of the iPads.
- System upgrade is 75% complete. On budget. Affected renewal very positively. Great feedback from members.
- Media interviews: Major pharmaceutical company contacted SCoP regarding the use of Naloxone.
- Research: small contract with a researcher to provide advice and coaching to complete proper research proposal, grant funding application work (NSERC and SHRF) to do longitudinal research relating to electronic health record.
- Q: Can SCoP advocate for more ACP graduates? We do currently provide info to the Ministry and SK. Poly.
- Can SCoP advertise that the SK. Poly ACP program isn't cancelled? Let people know that Community Paramedicine program is open.
 - Cautious about promoting a specific program.
 - Could do a newsletter article on shifting demographics.
- SCoP has a representative on the accreditation team at SaskPoly for CMA.

4.2 COPR National Exam Results

- Results were circulated to Council.

4.3 EMR Exam Update

- Results were circulated to Council.

4. Other Decision Items

5.1 Policy 2.2 Licencing and Registration

- Want to give ED authority to extend a restriction for up to one additional period of up to 6 months based on guidelines provided in the policy.

MOTION: To approve Policy 2.2 Chris/Betty. Carried.

5.2 2017/18/19 Budget Document

- The Executive Director of Saskatchewan Association of Medical Radiation Technologists (SAMRT) has given her notice.
- The Saskatchewan College of Respiratory Therapists (SCRT) has hired a new ED for one day a week and will stay in this space at the front desk. SAMRT has not hired anyone new yet and might choose to relocate their office.
 - The SCoP Budget is manageable without SAMRT; Rental income is still reflected in the budget; SAMRT will know by the end of February.
- Projecting same number of members each year (1900)
- EMR exam fees: forecasting a decline of sittings, but fees will increase each year. Considering introducing a non-refundable application fee to address no-shows.
- Legal fees: amount budgeted can be reduced if needed (reserves still maintained)
- Consulting fees: Quality Assurance Officer is reflected in the staff salaries area.
- Computer maintenance: paying more to reduce technology risk
- Several line items are listed where typically less or even nothing is spent, but a placeholder is good in case of unexpected expense.
- Postage costs reduced by one third due to redesign of the licence.
- There will be a surplus at the end of 2016. Will recommend this surplus go back into the capital reserves to replenish expenses for system upgrade in 2016.
- Questions:
 - Bank charges: can that be reduced? SCoP will try. Most charges are for online global payment system.
 - Interest revenue might be a low estimate, now that it's being managed by an investment firm.

MOTION: To approve the budget as presented. Betty/Kyle. Carried.

5. Other Reports for Information

6.1 Executive Committee: email decisions of Council ratified **MOTION: TBD?**

6.2 Education Committee

- New version of the protocol manual should be coming out at the end of January.
- Spreadsheet of approved canned courses will be posted to the website shortly.

6.2.1 EMR Briefing Note

- EMRs who didn't take the licencing exam are EMRs. Those who did are EMR NOCP. There is no difference between the two groups at this point. Recommendation is to combine the two into one single licence level, using one single protocol manual. No extra training is needed. All of the EMR's will all be classified as #45 in the system. An email to the entire group (including SEMSA) will go out, including changing the protocol manual that they use.

MOTION: To approve the recommendation as presented for the EMR licence level. **Chris/Bill. Carried.**

6.2.2 Student Restricted Licence Note

- SCoP conducted an environmental scan and determined that we are one of the few jurisdictions to allow a student restriction, or to allow for multiple attempts at the licensing exam.
- Will still offer the restricted licence. If they're practicing at the higher level, they must be under the supervision of someone. If misconduct or competence issues arise, the licence will be revoked. If they change employers, they must inform SCoP.
- Perception by some is that "Direct supervision" was making restricted members unemployable, because the supervisor had to be right beside restricted member, often creating a 3-person car.
 - This matter will need to go back to the Education Committee to define supervision.

MOTION: To accept the information as presented, to put it into policy. **Kyle/Betty.**

In favour: 4

Opposed: 5

Motion denied.

6.3 Audit Committee

- Budget was reviewed.

6.4 Professional Conduct Committee

- One open file alleging professional incompetence.

6.5 Discipline Committee

- No meeting since last report.

6.6 Legislation and Bylaws Committee

- No meeting since last report.

6.7 Nominations Committee

- Recommendations for committees were circulated to Council. Final decisions will be made after the election.
- Chris Fay will be running for Council
- Kael Irvine will be appointed back on Council as a fire representative (no applicants received for this role)

6.8 Paramedic Practice Committee

- No meeting since last report.

6. Other Information

7.1 Legislation Update

- No update to report.

7.2 iMIS Upgrade Project

- Data entry was done by December 23, 2016.
- Late fees are lower this year.
- Didn't have to print out the applications or add checklists. Everything was digital.
- Phone calls to the office were also significantly lower.

7. Meeting and Training Updates

- No update to report.

8. Other/New Business

9.1 SEMSA presentation

- Kyle Sereda presented for SEMSA and was not involved in the Council discussion.
- Want to change their name to Paramedic Services Chiefs of Saskatchewan (PSCS). SCoP has denied previous iterations due to the use of the word "paramedic" and section 22.
- Difference between delivering paramedic services and being a paramedic
- The public may view PSCS as a group that is driven by paramedics.

- Anyone called a Paramedic Chief would have to be a paramedic. The service belongs to PSCS, not the individual member.
- Members of this group would be providing the services of paramedicine
- Better aligns SEMSA with what's happening nationally and internationally
- It's more than emergency services, with community paramedicine, etc. hence the use of the term "paramedic services".
- Biggest confusion for the public will be with the word "chief" which assumes they are the best paramedic who has achieved a certain level of competency.
 - These are private operators, they are business owners. In front of a camera, their expertise may be seen as more credible than a front-line paramedic even though they have a business relationship to the profession.
 - Some systems already have a designated chief, who is a seasoned paramedic.
- **ACTION:** Need to confirm with legal, whether or not SCoP even has the authority to give permission because of the above wording.

9.2 Lease update

- To sign a 10 year lease for this space. First two years stays the same. Years 3 to 5 it increases 10%. In years 6 to 10 it increases 10%.
- The actual lease will contain a provision for subletting.

MOTION: To accept the recommendation to sign a 10 year lease with Dream. **Betty/Bill.**
All in favour, carried.

9.3 AGM Update

- Saskatoon initial cost estimates are very high (~ 50% more than Regina costs). SCoP is recommending that we move the AGM to Regina, which would be half the cost. Same location as last year. Nothing in our policies requires alternation of venues.
- In conjunction, Jan Hiebert will offer ITLS either the day before or the day after.

9.4 SaskPoly Program Registration

- Community paramedic licence: SCoP is still working on developing the endorsement. Will be a bylaw change. Intend to have this complete by the time the first class graduates (this spring).

9. Council Governance Training and Evaluation: Scheduled for March 24, 2017

10. In Camera Session

11.1 **ED Item(s):** if applicable

11.2 **Council Item(s):** ED excused for this portion of meeting

11. Adjournment 15.45 Next Council Meeting: Friday, March 24, 2017