

# Highlights of the September 27, 2013 Meeting of Council



The first Council meeting after a short summer break was held on September 27, 2013 at the College office in Regina. For this meeting, a teleconference option was available. Three members of Council attended in person; four attended by telephone.

## Registration Process

### National Exam

- July performance on the PCP exam was significantly better than April, but the number of students who failed is still higher than in other jurisdictions.
- Canadian Organization of Paramedic Regulators (COPR) received two appeals on the national exam, including one from Saskatchewan. COPR does not reveal any further information about the appeal.
- Duty to Accommodate Policy: a request was submitted to the Canadian Organization of Paramedic Regulators (COPR) by an individual from Saskatchewan for an accommodation for an exam. Employers are required to meet accommodations so that people with disabilities or limitations have equal opportunity for success. COPR agreed to accommodate the request, but that SCoP would bear the cost. SCoP agreed, only for the first time and with the commitment that this issue would be brought up at the next COPR meeting.

### EMR Exam

- The Education Committee continues to review exam performance to ensure examination questions are consistent with the blueprint and cannot be misinterpreted.

### Member Renewal

- In August, the membership registry was updated from iMIS 15 to iMIS 15.2. It was determined important to not lag too far behind the most recent version available, iMIS 20 (outdated software has less access to support resources). The new forms in version 15.2 are supposed to be more user-friendly. The College is also hoping to migrate all of the forms to the ePortfolio site (instead of having two, with eApplication). Last year had problems with payments, and in particular having to process refunds.
- The current card printer has a limited ability to print in large batches—important during licence renewal season—and is at the end of its accounting lifecycle. A new printer has been purchased, which is much quieter, crisper, and much faster.

- The College now has a laptop set up for members who come to the office, to use as a workstation for renewals. In the past, members used the reception computer, which was not ideal.

### General Updates

- Criminal Record Report: an update regarding members with criminal code violations was presented. A discussion then followed regarding maximums in terms of a criminal record. The College has a current policy and a sound decision tree to follow.
- All members have now been successfully transitioned from the Emergency Medical Technician – Paramedic (EMT-P) level of practice to ACP.

## Scope of Practice and Protocols

### PCP Scope of Practice

- On Sept 13<sup>th</sup>, the College received a letter from the College of Physicians & Surgeons approving the proposed the Primary Care Paramedic (PCP) scope changes from the 2001 to the 2011 National Occupational Competency Profiles (NOCPs).
- SIAST is planning to continue the practicum for their PCP students (which had been delayed as these changes were being discussed) as soon as they have received verification from SCoP that the changes have been approved. Their program does not include 12 lead interpretation, CPAP, and Supraglottic airways. SIAST has been notified, and the College will keep this in mind while licencing new members from this program.
- SCoP has met with the Ministry of Health to discuss the implementation of the scope change. The College is finalizing the communications plan. Core training requirements will be posted on the website soon, and staff are completing and testing the electronic declaration form.
- Additional details are being finalized: the College is discussing whether the new licences will be implemented via restrictions, a new type of licence, or conditions. The College does not plan to charge members fees for the change in status.

### Protocol Manual

- The protocol manual is in the final stages of editing; the College is working towards completing it by the end of October. The PCP scope changes will be captured in the new protocol manual. The College is hoping to host the new manual on the College website, and is awaiting a response from the Ministry of Health.

## SCoP Council and Committees

### SCoP Strategic Plan Update

- The College has budgeted for an office move in 2014 and is looking for space. A range of options are being investigated, including sharing spaces with other organizations. The College will also put together recommendations on equipment retirement and disposal for next meeting.
- The Communications Coordinator has completed a proposal for SCoP to implement social media. It will be brought forward at the next Council meeting. A system to track all website visits and phone calls to the office has been implemented. These tracking activities will shape the content of the website and future communications.

### Executive Committee

- The Executive Committee reviewed a number of requests primarily relating to extension of restricted licences. Current policy allows for restricted licences to be issued for a maximum period of up to 9 months with Council approval.

### Education Committee

- The most recent meeting, held on September 11, 2014 welcomed new members Jason Trask, Donnita Derbyshire, Candace Gratton and Doris Robertson.
- Six audits occurred, meeting the policy requirement. The Committee did make some changes to the audit form regarding mandatory requirements.
- CME Approval Subcommittee: John Jongeling and Donnita Derbyshire were added.
- Refresher programs: According to the Paramedics Act, a person has three attempts to pass the licencing exam. If an exam is failed on the third try, a refresher program must be taken to continue. However, there is no refresher program in Saskatchewan for Advanced Care Paramedics (ACPs). The Committee asked the College to speak to COPR to find out what other jurisdictions are doing in this area. The College is also planning to contact the Network of Inter-Professional Regulatory Organizations (NIRO) and SIAST. SIAST does have a program which they currently are not delivering, though they said they could if it was required. The Education Committee is working on a recommendation pending more information.
- CME Credits for Canned Courses: The College's current policy is to give canned course like PALS, PEPP, ITLS 30 CME credits for a full course, and 20 CME credits for a refresher when it is not a mandatory requirement for the licensing level. Now that members only require 20 CME credits each year, this no longer seems appropriate. The Education Committee approved a motion to change the CME eligibility for non-mandatory canned course to be 10 CME credits for a refresher, and 20 CME credits for a full course.

### Audit Committee

- The Executive Director and the Vice President of Council will be meeting after the Council meeting to look at the preliminary budget for 2014.

### Professional Conduct Committee

- New member of the Professional Conduct Committee is Ben White.

### Discipline Committee

- An appeal hearing has been scheduled for October 31.

## Stakeholder Meetings and Conferences

### iMIS User Conference/NiUG Discovery Conference 2013 (Toronto) – June 24-26, 2013

- The College's Operations Manager attended an iMIS user group conference and training session for three days in Toronto in June and found it very beneficial. Sessions attended: Crystal Reports, IQA, A/R Cash, Informz, iEmail, iffinity (application manager), and ePortfolio presented by CMA Ontario.

### Saskatchewan Emergency Medical Services Association (SEMSA)

- Met on September 24 to discuss PCP scope changes.

### Johnson Shoyama Board Governance Training (Sept. 30-Oct 1, 2013)

- Two staff from the College will be attending governance training sponsored by the Ministry of Health, hosted by the University of Regina.

### Process Mapping

- On October 25, the Operations Manager and the Communications Coordinator will be attending a process mapping class through the University of Regina's Centre for Continuing Education.

### Provincial Emergency Services Practice Committee (PESPC)

- New committee members. Jason Trask (Chair of the Education Committee) has replaced Jon Antal. Donnita Derbyshire, John Jongeling, Brian Hyland, and Candace Gratton.
- Tim Hillier, Donna Dohms, Sharon Trask, and Jon Antal are thanked for their service.
- Updates were provided from the College of Physicians & Surgeons (CPSS)
- Education committee members are strongly encouraged to attend a Canadian Agency for Drugs and Technologies in Health (CADTH) course (Critical Appraisal 101) in Saskatoon on November 5, 2013.

## SCoP Annual General Meeting – May 2, 2014

- Recommendations regarding presentations for AGM have been deferred and the College will bring forward options at the next meeting. Hoping to do training on the Health Information Protection Act (HIPA).