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## *The Paramedics Act*

### SASKATCHEWAN COLLEGE OF PARAMEDICS — REGULATORY BYLAWS [amended May 2, 2017]

**The following are the regulatory bylaws for the Saskatchewan College of Paramedics:**

#### **Membership**

#### **1. Categories, Eligibility and Privileges of Membership**

1. There shall be the following categories of membership:
  - a. Practicing membership;
  - b. Non-practicing membership; and
  - c. Life membership.
  
2. Practicing Membership
  - a. A person is eligible to be registered as a practicing member if the person:
    - i. is eligible to receive a full or restricted license in accordance with section 4 of these bylaws; and
    - ii. completes the prescribed forms and submits the fees set by the college.
  - b. Practicing members may:
    - i. practice in accordance with the full or restricted license issued to the member;
    - ii. vote at all annual or special meetings of the college;
    - iii. be elected to council or appointed to college committees; and
    - iv. receive the publications of the college.
  
3. Non-Practicing Membership
  - a. A person is eligible to be registered as a non-practicing member if the person:
    - i. is eligible for initial registration as a member in accordance with section 2 but does not meet the requirements for a full or restricted license; or
    - ii. is eligible for initial registration as a member but voluntarily chooses not to practice as a member in Saskatchewan; and
    - iii. is not currently practicing as a member in Saskatchewan; and
    - iv. completes the prescribed forms and submits the fees set by the college.
  - b. A person can remain a non-practicing member for up to five (5) years before membership is reviewed or renewed subject to the approval of council.
  - c. Non-Practicing members may:
    - i. attend all annual or special meetings of the college but not vote;
    - ii. be elected to council or appointed to college committees; and
    - iii. receive the publications of the college.

#### 4. Life Membership

- a. Life membership may be granted by council to a former member who:
  - i. is not currently eligible for a full or restricted license; and
  - ii. has made an outstanding contribution to the profession in Saskatchewan.
- b. A member with a life membership may
  - i. receive the publications of the college;
  - ii. attend all annual or special meetings of the college but not vote;
  - iii. not be able to participate in any committees or council.

### **Registration**

#### **2. Initial Registration as a Member**

1. A person applying for initial registration as a member must:
  - a. complete the prescribed application forms;
  - b. pay the fees set by the college;
  - c. have successfully completed one of the following education programs within the past two years: *[amended September 25, 2012]*
    - i. in the case of registration as an emergency medical responder (EMR), a program approved by Council and that meets the National Occupational Competencies Profile standard for EMRs; *[amended June 4, 2010]*
    - ii. in the case of registration as an emergency medical technician (EMT), a Canadian Medical Association accredited emergency medical technician or primary care paramedic applied certificate program approved by council or a program deemed equivalent by council;
    - iii. in the case of registration as an emergency medical technician-advanced (EMT-A), a Canadian Medical Association accredited emergency medical technician-advanced or intermediate care paramedic applied certificate program approved by council or a program deemed equivalent by council; or
    - iv. in the case of registration as an emergency medical technician-paramedic (EMT-P), a Canadian Medical Association accredited emergency medical technician-paramedic or advanced care paramedic diploma program approved by council or a program deemed equivalent by council;
    - v. in the case of registration as a Critical Care Paramedic (CCP), a program approved by Council;
  - d. submit the following documentation satisfactory to the council:
    - i. evidence of good character;
    - ii. a criminal record check including a vulnerable sector query, and a report regarding any outstanding criminal charges; and
    - iii. a report regarding any professional conduct or professional competence investigation or referral to discipline by any regulatory body. *[amended Nov. 19, 2010]*
  - e. meet the English language fluency requirement set by council.

2. A person who is applying for initial registration as a member pursuant to subsection 20(1) of the Act but who has not completed one of the educational program requirements of clause 2(1)(c) within the past two years shall
  - a. if their initial education program pursuant to clause 2(1)(c) was taken over two years ago but less than five years ago, have successfully completed a refresher program for their license level that is deemed appropriate by council; or
  - b. if their initial education program pursuant to clause 2(1)(c) was taken over five years ago, retake one of the educational programs required by clause 2(1)(c) in its entirety. *[amended September 25, 2012]*
  
3. A person applying for registration as a practicing member, in addition to meeting requirements of subsection (1), shall:
  - a. provide evidence of having successfully completed the following training programs within the two years prior to initial application:
    - i. in the case of registration as an emergency medical responder (EMR), a Basic Life Support Health Care Provider (C) Heart and Stroke Foundation of Canada program or equivalent program in Basic Life Support (C); *[amended June 4, 2010]*
    - ii. in the case of registration as an emergency medical technician (EMT):
      - A. the program specified in clause (3)(a)(i); and
      - B. an external defibrillation program acceptable to council; and
      - C. the international trauma life support program or equivalent deemed acceptable to council.
    - iii. in the case of registration as an emergency medical technician-advanced (EMT-A):
      - A. the programs specified in clause (3)(a)(ii); and
      - B. an advanced skills module established by the college for this level of practice, or a program deemed by council to be equivalent.
    - iv. in the case of registration as an emergency medical technician-paramedic (EMT-P):
      - A. the programs referred to in clause (3)(a)(iii);
      - B. an advanced skills module established by the college for this level of practice, or a program deemed by council to be equivalent; and
      - C. the advanced cardiac life support program or equivalent deemed acceptable to council; and
      - D. the pediatric advanced life support program or equivalent deemed acceptable to council.
    - v. in the case of registration as a Critical Care Paramedic (EMT-C), completion of a program approved by Council or a program deemed equivalent by Council.
  - b. provide evidence of successful completion of the licensing examination approved by council or evidence of having applied to take the examination within 60 days of application for initial registration.
    - i. A person will be limited to 3 attempts at the licensing examination and a minimum 15 days between attempts as per examination schedule established by council; or

- ii. Where a person can demonstrate that the content of the licensing examination was completed as part of the educational program completed for initial registration or through further education, the council may waive the requirement that the person complete the examination.
4. Applicants shall be deemed to meet the requirements of clause 2(1)(c) and subsection 2(3) by providing evidence that they are registered in another Canadian jurisdiction and are in good standing in that jurisdiction. *[amended September 25, 2012]*

## **Titles**

### **3. Titles**

A person who is eligible to be registered as a practicing member can be registered with the following titles:

1. A member registered as an emergency medical responder shall use the title "emergency medical responder" or abbreviation "EMR";
2. A member registered as an emergency medical technician or primary care paramedic shall use the title "emergency medical technician" or the abbreviation "EMT", or "primary care paramedic" or the abbreviation "PCP"; *[amended June 4, 2010]*
3. A member registered as an emergency medical technician-advanced or intermediate care paramedic shall use the title "emergency medical technician-advanced" or abbreviation "EMT-A", or "intermediate care paramedic" or the abbreviation "ICP"; *[amended June 4, 2010]*
4. A member who is registered as an emergency medical technician-paramedic or advanced care paramedic shall use the title "emergency medical technician-paramedic" or the abbreviation "EMT-P", or "advanced care paramedic" or the abbreviation "ACP"; *[amended June 4, 2010]*
5. A member who is employed within the firefighting sector and registered as an emergency medical technician may use the title "Fire-EMT";
6. A member who is employed within the firefighting sector and registered at the paramedic level may use the title "Fire-Medic".
7. A member who is registered as a Critical Care Paramedic shall use the title "Critical Care Paramedic" or abbreviation "EMT-C".
8. The term "paramedic" may be used to describe the profession as a whole or any practising member of the college. *[amended June 4, 2010]*

## Licensure

### 4. Licences

1. A member may be issued a full licence to practice as an EMR, EMT, EMT-A, EMT-P, or EMT-C upon proof of:
  - a. completion of the application forms required by council;
  - b. payment of the fees set by the college;
  - c. for new members, meeting the requirements for registration in section 2;
  - d. for existing members,
    - i. meeting the continuing medical education requirements in section 7;
    - ii. filing a report satisfactory to council regarding any criminal convictions and any outstanding criminal charges since initial registration or the issuance of the previous licence;
    - iii. filing a report satisfactory to council regarding whether a licence has been cancelled, suspended, restricted or subject to individual terms and conditions by a regulatory authority or health profession in any jurisdiction since initial registration or the issuance of the previous licence. *[amended Nov.19, 2010]*
2. A member may be issued a restricted license to practice as an EMR, EMT, EMT-A, EMT-P or EMT-C if the member:
  - a. has applied for and is waiting to write the licensing examination as required by council; or
  - b. has not met the full requirements for continuing medical education; or
  - c. is missing a component of the educational programs specified in section 2; and
  - d. produces a current criminal record check.
3. The licensure period shall be from January 1 to December 31.
4. The due date for licence renewal is December 1. *[amended June 4, 2010]*
5. For initial registration, a full license shall be valid from the date of issue until December 31 of that year.
6. A restricted license may be issued for a period of up to 6 months and may be renewed for one additional period upon request to council.
7. A member with a restricted license shall comply with any restrictions or conditions placed on the member's license. These may include, but not limited to:
  - a. limitations on the provisions of patient care;
  - b. provision of patient care under supervision;
  - c. reducing license to a lower level of practicing membership; or
  - d. other restrictions or conditions deemed appropriate by council.

## **5. Maintaining Eligibility as a Practicing Member**

1. To maintain eligibility for a practicing membership, the member shall:
  - a. in the one year period immediately preceding the registration year for which the membership is sought and commencing for the 2014 licencing year, provide evidence of having completed a minimum of 20 credits of continuing medical education in council approved activities. *[amended September 25, 2012]*

AND

  - b. meet one of the following requirements:
    - i. work in council approved patient care activities or related activities deemed equivalent by council within the one year period immediately preceding the registration year for which the membership is sought;
    - ii. provide evidence of having been certified in those courses specified in subsection 2(3) which are applicable to the category of membership sought;
    - iii. hold a practicing membership with a Canadian College or a regulatory body recognized by council while working in council approved patient care activities or related activities deemed equivalent by council within the previous two years.
2. A person who has not been licensed to practice in the two years prior to the registration year for which membership is sought shall either:
  - a. successfully complete a re-entry education program approved by council; or
  - b. provide evidence of meeting all the requirements for initial licensure and all the continuing medical education requirements for the licensing year. *[amended June 4, 2010]*
3. a person who has completed the requirements for initial registration and has graduated from the initial education program in the previous two years shall be exempt from meeting the continuing medical education requirement.

## **6. Reinstatement**

1. Persons who have been expelled or suspended in accordance with the Act will have no membership privileges in the college during the period when the person is expelled or suspended.
2. Reinstatement shall be in accordance with section 40 of the Act.
3. A person whose licensure has been revoked by council, or has automatically ceased by reason of a deficiency in continuing education credits or non-payment of annual license fees may make application to be reinstated by submitting the application form, duly completed and accompanied by:
  - a. documentation of having met the requirements for registration;
  - b. the applicable reinstatement fee as determined by council;
  - c. the applicable annual license fee; and
  - d. proof of continuing education credit hours satisfactory to council, according to the college policy.

4. Upon an application for reinstatement being submitted, council shall review the evidence submitted and exercise its discretion in the best interest of the public and may impose or waive conditions for reinstatement including examinations, payment of fees and penalties for late payment of fees.

## **General**

### **7. Continuing Medical Education**

1. Practicing members are required to obtain continuing medical education credits approved by council as outlined in clause 5(1)(a), annually effective January 1, 2009.
2. Continuing medical education activities shall be in accordance with the policies approved by council.
3. A member who is required to complete the Advanced Skills Modules shall do so with an entity whose courses have been recognized by council. The member shall file a certificate of successful completion issued by the entity. *[amended June 4, 2010]*
4. A member shall retain records of continuing medical education for five years and make these records available to the college on request for audit purposes. *[amended June 4, 2010]*

### **8. Statutory Committees**

The statutory committees of the College are Professional Conduct Committee and Discipline Committee.

1. Professional Conduct Committee
  - a. The professional conduct committee shall consist of five people appointed by council, one of whom shall be a member of the public.
  - b. Due to membership diversity council will attempt to ensure broad representation when appointing committee members.
  - c. The chair of the professional conduct committee shall be determined by council.
  - d. The professional conduct committee shall notify in writing the member who is the subject of the complaint that a complaint has been received and ask for a written response within 30 days.
  - e. The professional conduct committee may proceed with an investigation even if the member fails to submit a written response to the complaint.
  - f. The professional conduct committee shall notify in writing the person who made the complaint to indicate the complaint is being reviewed.
  - g. The professional conduct committee shall:
    - i. carry out its responsibilities pursuant to *The Paramedics Act*;
    - ii. where appropriate, request any person to answer any questions and produce any documents or records in the person's possession or control that may be relevant to the complaint being investigated;
    - iii. copy any documents or evidence that may be relevant;
    - iv. hold in confidence all documentation and information received;

- v. where appropriate, resolve the complaint with the consent of the complainant and the member who is the subject of the complaint;
- vi. where appropriate, if there is insufficient evidence to refer a matter to discipline but the investigation tends to show undesirable practice, the committee may issue a letter of guidance to the member in order to improve his or her practice.

[amended Nov. 19, 2010]

## 2. Discipline Committee

- a. the discipline committee shall consist of ten people appointed by council, two of whom shall be members of council appointed pursuant to section 9 of *The Paramedics Act*.
- b. due to membership diversity council will attempt to ensure broad representation when appointing committee members.
- c. the chair of the discipline committee shall be determined by council.
- d. where a report of the professional conduct committee recommends that the discipline committee hear and determine a formal complaint, council shall appoint a three-person panel from the membership of the discipline committee that has been formed in accordance with section 8(2)(a) to hear and determine the formal complaint pursuant to *The Paramedics Act*.
- e. the three-person panel formed pursuant to section 8(2)(d) shall include a Chair and a member of council appointed pursuant to section 9 of *The Paramedics Act*.
- f. the discipline committee shall send a copy of any order or decision made pursuant to section 31 of *The Paramedics Act* to council.
- g. the discipline committee shall carry out its duties pursuant to *The Paramedics Act*.

[amended Nov. 19, 2010]

## 9. Conflict of Interest

- 1. A conflict of interest may involve:
  - a. elected members of council;
  - b. members appointed to statutory, standing or ad hoc committees; and
  - c. employees of the college.
- 2. A conflict of interest exists when a member has personal or organizational interests in a decision or outcome that may have or may be perceived to have personal benefit in a decision. A conflict of interest may include but is not limited to the following:
  - a. where the member is involved in the investigation or discipline process of another member who may be related to that member;
  - b. where the member, the member's family, employees of the college, partner or associate might personally or financially benefit from decisions or information gained from involvement on council or committees;
  - c. where the member is involved in determining or reviewing the registration or licensing eligibility of other members and the member is related to that member; and
  - d. where the member is involved in negotiating wages or employment contracts for college staff that may be related to that member.



3. Members serving on council or committees shall declare a conflict of interest in matters under consideration or in decisions taken in which they have a conflict of interest.
4. It shall be at the discretion of the chair of council or the committee that the member is involved with to determine if the member should absent himself or herself during any discussion, refrain from participating in a decision or resign from the committee.

#### **10. Standards of Conduct**

1. Every member shall comply with the Code of Professional Conduct attached as appendix A.
2. A member shall provide true and complete information to the college regarding all applications and reports required by the college. Failure to do so may constitute professional misconduct pursuant to section 25 of *The Paramedics Act*. [amended June 4, 2010]

## **Appendix A – Code of Professional Conduct**

The primary aim of the Saskatchewan College of Paramedics is to ensure the members provide competent, safe and ethical services in the public's interest in the Province of Saskatchewan.

The Saskatchewan College of Paramedics has developed this Code of Professional Conduct to define the professional standards for members of the College. The College will ensure ongoing review and modifications to this Code of Professional Conduct to reflect the ever-changing role of members of the Saskatchewan College of Paramedics.

### **Principles of Ethical Behavior for All Members**

1. The well being of the patient must be the primary concern.
2. Honour the profession.
3. Recognize one's limitations and the skills of others in the care and treatment of the patient to work as a team.
4. Teach and be taught; engage in life long learning.
5. Remember that integrity and professional ability should be the member's best advertisement.
6. Disclose any conflict of interest whether that is personal or financial.
7. Respect the confidentiality of issues.

### **Responsibilities to the Patient**

All members shall:

1. provide care based on human need with respect for human dignity;
2. never exploit any patient for personal advantage;
3. provide patient care within the member's ability, seeking consultation where necessary, including physical comfort and spiritual and psychosocial support even when a cure is no longer available;
4. report any activity deemed non-ethical or illegal to the appropriate authorities;
5. protect and maintain the patient's safety, dignity and privacy;
6. once having accepted responsibility for a patient or the provision of patient care, continue to provide care until it is no longer required or care is being provided by an appropriate health care provider;
7. hold in confidence all personal information entrusted to the member in the health care setting respecting the patient unless failure to disclose would endanger the patient or a third party or the disclosure is required by law;
8. in providing medical service, never discriminate against any patient on such grounds as age, gender, marital status, medical condition, national or ethnic origin, physical or mental disability, political affiliation, race, religion, sexual orientation or socioeconomic status (this does not abrogate the right to refuse for legitimate reasons);
9. provide the patient with the information they need to make informed decisions about their medical care, and answer their questions to the best of the member's ability;
10. make every effort to communicate with the patient in such a way that the information exchange is understood;
11. respect the right of a competent patient to accept or reject any medical care recommended;
12. be considerate of the patient's family and significant others and cooperate with them in the patient's interest.

## **Appendix A – Code of Professional Conduct**

### **Responsibilities to the Profession**

All members must:

1. be familiar with current legislation and practice within the limitations defined in the member's scope of practice;
2. behave in a way beyond reproach and report any incompetent, illegal or unethical conduct by colleagues or other health care personnel to the appropriate authorities;
3. conduct and present oneself in such a manner so as to encourage and merit the respect of the public for members of the profession;
4. avoid impugning the reputation of any colleague;
5. recognize that self-regulation of the profession is a privilege and that each practitioner has a continuing responsibility to merit the retention of this privilege;
6. assume responsibility for personal and professional development;
7. never use the member's profession, knowledge or skills for unethical gain;
8. strive to improve the professional standards in the member's community and accept a share of the profession's responsibility to society in matters relating to the health and safety of the public, health education and legislation affecting the health or well-being of the community;
9. observe the rules of professional conduct set out in the "Code" in the spirit, as well as in the letter;
10. work with students of their profession while in the clinical setting to provide a scholarly education in a non-threatening helpful manner without misleading or false information.

Certified to be a true copy of the regulatory bylaws approved by the council of the Saskatchewan College of Paramedics.

CERTIFIED TRUE COPY:

Jacqueline Messer-Lepage, Executive Director

Saskatchewan College of Paramedics.

Date: September 11, 2017

APPROVED BY:

Honourable Jim Reiter

Minister of Health.

Date: