



COUNCIL MEETING MINUTES HIGHLIGHTS

Tuesday, February 26, 2019

Present: Kyle Sereda (Vice President), Jason Trask (Past President), Angela Graham, Dan Lewis, Kael Irvine, Matt McGurk, Joel Gritzfeld (Public Representative), Karen Gibbons (Public Representative), Olumide Adetunji (Public Representative), Jacquie Messer-Lepage (Executive Director), Louise Durnford (Director of Operations), Collette Parks (Communications Coordinator), Rashed Al-Mamun (Policy and Research Analyst), Jennifer Williams (Director of Professional Practice and Research).

Regrets: Bill Fischer (President)

1. Call to Order

- Vice President of Council called the meeting to order at 9:16 a.m.

2. Approval of Agenda

- Change the date at the top of the agenda to February 26.

MOTION: To accept the agenda with slight revisions. **Angela/Dan. Carried.**

3. Approval of Minutes from November 9, 2018:

- Added Director of Professional Practice and Research in *Regrets* list
- Under 4.1, seventh bullet, change this line to: Have received a lot of International inquiries regarding licensure since October 1.

MOTION: To accept the minutes with revisions. **Matt/Kael. Carried.**

3.1 Business arising from the Minutes

ACTION ITEM	ACCOUNTABILITY	TIMELINE
1. Create a retention and destruction policy and include discipline and consensual resolutions. Council likes the CPSS policy so SCoP will model based on that benchmark.	JML	Underway
2. Community Paramedicine communication reviewed by Council before distributing to the membership	JML/Jen	Completed
3. Communication will be sent by the College regarding implementation of CCP by ground ambulance; STARS and Saskatchewan Air Ambulance protocols will be referenced.	JML/Jen	Completed
4. Medicine Wheel Training	JML	Target: Post AGM



4. Progress on Strategic Priorities:

4.1 Strategic Outcomes Update

- Education Committee – introduced CME requirement specific to mental health and wellness.
- Completed renewal process.
- Drafted bylaw changes in anticipation of upcoming AGM (committee composition)
- System changes supporting renewal were completed.
- CP endorsement was completed and is in place.
- Delivered our first international exam in Qatar.
- Working on COPR on the national portal.
- Meeting scheduled with Saskatchewan Health Authority (SHA) re: Objection protocol and best practices for engaging Paramedics (specifically with regards to MAID)
- Budget is on track.
- Received small funding envelopes to support research.
- Received reimbursement for Research Analyst salary allocated to COPR FTA project.
- Considering partnering with SAMRT for a (policy/research) resource in the fall.
- Completed the downloadable licences. Removing the printed licence saves the College ~\$17,000/year.

4.2 COPR National Exam Results

- Exam results were circulated to Council; students are performing well.

4.3 EMR Exam Update

- SCoP has begun tracking (EMR) instructors, so if a cohort doesn't do well, we can give feedback to the instructor.

5. Additional Updates – Executive Director

5.1 Accreditation update

- No update to report.

5.2 Community Paramedic Communication

- Information item was circulated to Council.
- Change from licenced to “endorsed Community Paramedics”

MOTION: To endorse the CP document with changes identified. **Dan/Matt. Carried.**

5.3 Backcheck Recommendation

- Briefing note was circulated.
- Some Albertans want to use Backcheck as a source for criminal record checks. Some but not all provide vulnerable sector queries too.
- Applicants will still be required to submit a vulnerable sector query with the CRC.

MOTION: To have third party criminal record check companies verify applicant criminal records and vulnerable sector queries. **Joel/Kael. Carried.**

MOTION: To accept Backcheck as one of the approved sources of information. **Angela/Olu. Carried.**

5.4 Registration System Vendor – verbal update

6. Committee Reports for Information

6.1 Executive Committee

- No update to report.

6.1.1 Ratification of Executive Committee Decision(s)

- No decisions to report.

6.2 Education Committee

Two meetings since last Council meeting.

- Dec 7, 2018: looked at revised terms for Education Committee, approved some small changes.
- Feb 8, 2019: to discuss Community Paramedic initial and CME education requirements.

6.3 Audit Committee

6.3.1 Financial Reports; Balance Sheet

- Circulated to Council.

6.3.2 Draft 2019/2020 Budget document

- 2018 numbers are actuals.
- 2019 is based on 2018 actual numbers to Dec 20, 2018. Projecting 1793 members.
- Rental income: Saskatchewan Association of Naturopathic Practitioners (SANP) are now renting an office under the SCoP sub-lease;
- Legal fees: are well under budget.
- Registry expense: slightly higher to cover potential expenses relating to licence changes (CP endorsement and new CCP)

MOTION: To accept the budget. **Karen/Olu. Carried.**

6.4 Professional Conduct Committee Status

- Currently we have 6 open files undergoing investigation.
- At our last meeting, the PCC dismissed 3 files and recommended 2 for Consensual Conflict Resolution Agreement (CCRA).
- 2 files are currently awaiting hearing with the Discipline Committee, and one is in the process of being referred to Discipline.
- No details of individual cases were discussed.

6.5 Discipline Committee

- Meeting to greet new members. Working on getting the necessary dates.
- No details of individual cases were discussed.

6.6 Legislation and Bylaws Committee

- No meeting since last Council update; will be a meeting between now and the AGM.

6.7 Nominations Committee

- Two people leaving Council. Seven members are interested.
- Nominations is proposing an amendment to bylaws so that would allow committees have a minimum number, rather than a maximum number. This would permit Council to put additional numbers on committees when the anticipated workload will be heavy.

7. Paramedic Practice Committee

- PPC met twice (December 10/2018 and February 11/2019) since the last Council meeting.
- There have been no reported protocol deviations reported.
- The committee received 2 submissions for protocol revisions.
 1. The use of suction with nasogastric tubes during interfacility transfers was approved.
 2. Request to expand the scope of practice for EMR to include medication administration during Interfacility Transfer of Patients Receiving Medications, was sent back asking for further information and a needs assessment. No specific medications were described within the submission.
- The February meeting was specifically to review the community paramedic competency profile. This was approved without concern.
- Next meeting is May 13 and will be a face to face meeting.

8. Meeting and Training Updates

8.1 Ministry of Immigration and Career Training (Virtual Reality)

- Meeting with Ministry of Immigration & Career Training re: proposed pilot project using technology.



8.2 University of Regina

- Met with U of R regarding MITACS Grant proposal (matching funds).
 - Mitacs is a not-for-profit national research organization that, in partnerships with Canadian academia, private industry and government, operates research and training programs in fields related to industrial and social innovation.

8.3 International Medical Graduate Opportunity

- Meetings with Ministry of Immigration and Career Training regarding potential opportunities for International Medical Graduates (IMG) to transition to paramedicine (with PLAR and additional training).

9. Other/New Business

9.1 Strategic Planning – Part 1

MOTION: To go in camera. **Karen/Olu. Carried.**

10. In Camera Session

10.1 ED Item(s): if applicable

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

11. Adjournment

MOTION: To adjourn at 3:07 p.m. **Dan.**

Next Council Meeting – April 12, 2019. 8:00 a.m. start time.