



COUNCIL MEETING MINUTES

Friday November 3, 2017

Present: Jason Trask (President), Bill Fischer (Vice President), Kael Irvine, Kyle Sereda, Angela Graham, Tom Janisch (Public Representative), Olumide Adetunji (Public Representative), Betty Hoffart (Public Representative), Jacquie Messer-Lepage (Executive Director), Louise Durnford (Director of Operations), Collette Parks (Communications Coordinator), Jennifer Williams (Director of Professional Practice and Research)

Regrets: Aris Scott

1. Call to Order

- Jason Trask called the meeting to order at 8:45 a.m.

2. Approval of Agenda:

- Add:
 - 5.5 Accreditation Update
 - 5.6 Critical Care Paramedic Update

MOTION: To approve agenda with two additions. **Bill/Betty. Carried.**

3. Approval of Minutes

MOTION: To approve the minutes of the September 15, 2017 meeting of Council. **Kyle/Olu. Carried.**

3.1 Business arising from the Minutes:

- Refer to Professional Conduct Committee (PCC) to develop a complaint reporting form that can be posted on the website.
 - PCC has not met since the September 15, 2017 Council meeting. Form will be created once they meet.
- Message to membership (website/email): provide clear definition of direct supervision, plus roles and responsibilities of the supervisor.

4. Progress on Strategic Priorities:

4.1 Strategic Outcomes Update

- Strategic Goal 1: Enhance the role and professional development to be relevant in the Health system



- Completed: applied for grant for patient engagement project and recruited patient advisors. Submitted first grant application to SCPOR (Saskatchewan Centre for Patient Oriented Research), second to the Saskatchewan Health Research Foundation (SHRF).
- Will do a patient engagement initiative whether or not grant money is awarded. Good relationship with Sask Polytech, which has agreed to fund a student for this project who will work at SaskPoly. Can share the grant application with Council.
 - Purpose: to engage patients in conversations about what they expect from paramedics when they call 911 or see them in the community, and what they expect of the regulator. Not a survey, a dialogue. Advisors helped with these questions. Elders and patient advisors from Indigenous community will all be involved in developing the questionnaires. SaskPoly student will work on the logistics of the meetings; estimate 12 to 14 focus groups around the province. Student will do data coding.
- EHealth: continuing as a pilot in Regina. Goal: how does the electronic health record impact the assessment and treatments provided by a paramedic? Evolution of the profession is changing needs. Didn't want to make the assumption that more information will help improve patient outcomes.
- Strategic Goal 2: Strengthen processes for evaluating applicants
 - Completed system changes for Renewal, which is open. It's going really well. Applications are more complete. Licences are being printed and sent out.
- Strategic Goal 3: Public: A baseline of public awareness and understanding of the role of the paramedic is established
 - Completed Public Engagement project funding applications
 - Recruited patient advisors for project
 - Critical Care Paramedic regulatory bylaws approved

4.2 COPR National Exam Results

- Exam results were circulated to Council.

4.3 EMR Exam Update

- Exam results were circulated to Council.

5. Additional Updates – Executive Director

5.1 Website changes

- New banner on the front page of the website.
- Member Account is working really well for renewal.

5.2 HIPA training

- EMS working group inquired re: feasibility of doing a HIPA webcast with the College.



5.3 Lease update

- SCoP lease was signed in February 2017, but never signed by the building manager. We have since been advised that they are unable to renew the lease. Have investigated several spaces, good options.

5.4 Membership Numbers – general update

- Regina and Saskatoon fire have made changes to their number of practicing members. As such, this change combined with other reductions, SCoP is anticipating a drop in revenue that could near ~10% of the total budget.
- Lack of opportunities for all fire members to practice as paramedics, so this will allow fire members who enjoy the paramedic part of their jobs to continue. SCoP will be emailing them to remind of the differences between non-practicing and reinstatement (EMTs can't reinstate).
- Budget will be for 1700 instead of 1900 practicing members.

5.5 Accreditation Update

- Equal Canada, part of Accreditation Canada, was the CMA replacement chosen by a consortium of healthcare professions (regulators and associations).

5.6 Critical Care Paramedic Update

- SCoP will roll out the new licence level in the new-year.
- It will be done via a no charge change of status.

6. Committee Reports for Information

6.1 Executive Committee

- Thinking of looking at mechanisms to improve member's responsiveness to meeting restriction requirements. Many members are not making an effort to meet requirements during the first 6 month period and simply requesting the extension.

6.2 Education Committee

- Minutes from second last meeting were circulated. Minutes from most recent meeting haven't been approved yet.
- Finalized the changes to the protocol manual.

6.3 Audit Committee

- Minutes of last meeting were circulated.

6.4 Professional Conduct Committee

- For 2017 we have 18 complaints, plus 2 more that will be reviewed and probably opened at the next meeting. 5 have been resolved, 2 are in the process of CCRA development.



- 15 professional misconduct cases; 2 incompetence cases; and 2 more under review.
- 6 CCRA's are being monitored
- No details of individual cases were discussed.

6.5 Discipline Committee: Verbal update

- A hearing is scheduled for the end of November (estimate 5 days)
- No details of individual cases were discussed.

6.6 Legislation and Bylaws Committee

- No meeting to report.

6.7 Nominations Committee

- Plenty of Committee opportunities (normal part of our cycle).
 - Council: 2 Members at Large + 1 Vice President
 - Discipline Committee: 4 Members at Large
 - Education Committee: 5 Members at Large + 1 Public Rep
 - Legislation and Bylaws Committee: 1 Member at Large + 1 Public Rep
 - Nominations Committee: 1 Member at Large + 1 Public Rep
 - Professional Conduct Committee: 2 Members at Large

7. Paramedic Practice Committee (meets 5 weeks prior to CPSS meetings)

- Met on October 16, 2017, 5 weeks prior to CPSS meeting. Works really well for flow of material.

8. Meeting and Training Updates

- No updates to report.

9. Other/New Business:

9.1 Discussion regarding CME 60-day approval blackout/restriction period during renewal

9.2 Community Paramedic

- Working group has been developed. Working on aligning the NOCP document to the Calgary community paramedic competency profile.

MOTION: To meet in camera. **Bill/Kyle. Carried.** 2:21pm

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 – Next Council Meeting: January 26, 2018

MOTION: to adjourn at 15:12: **Angela**