

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

### Purpose

The Paramedic Practice Committee (PPC), chaired by the Saskatchewan College of Paramedics (SCoP), provides advice to stakeholders on how to best optimize patient- and family centered care delivered by paramedics within the province of Saskatchewan.

The Saskatchewan College of Paramedics derives its authority to define parameters for clinical practice from *The Paramedics Act*, in particular Section 15(2) that permits the creation of bylaws for defined purposes including the following:

- (e) Setting standards regarding the manner and method of practice of members;
- (h) Respecting the emergency medical services education programs required to be successfully completed for the purposes of registration and licensing pursuant to this Act;
- (j) Setting standards for continuing education and the participation of members in continuing education;
- (m) Establishing categories of practice and prescribing the requirements for admission to each of those categories and the practicing rights and privileges associated with each category; and
- (u) Establishing programs for the assessment of the competency of members.

The Paramedic Practice Committee is responsible for reviewing scope of practice and protocol proposals, evaluating evidence based research, and providing the analysis necessary to make recommendations to the Saskatchewan College of Paramedics and the College of Physicians and Surgeons of Saskatchewan pursuant to Section 23 of *The Paramedics Act* which states:

### Practice

- 23 A practicing member who provides an emergency treatment or administers a medication must do so in accordance with any protocols respecting the provision of emergency treatment or administration of medication by a paramedic, an emergency medical technician or an emergency medical responder that are approved by the College of Physicians and Surgeons of Saskatchewan.

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

### Needs of the Patient and System

To better meet the needs of the patient and health system, the PPC will participate in activities consistent with the Saskatchewan College of Paramedics (“the College”) mandate including:

- Develop competency in the effective evaluation of evidence based research;
- Review research, industry trends, and changes in paramedic clinical practice;
- Provide and apply expertise to guide development of paramedic clinical practice protocols;
- Evaluate proposed protocols and make recommendations regarding appropriateness for implementation;
- Support the implementation of approved paramedic clinical practice protocols;
- Provide advice to the College of Paramedics in areas relating to educational requirements (including continuing education), technical skills, and protocols relating to paramedic clinical practice;
- Review and evaluate the development, implementation and monitoring of medical procedures or modalities of care as they relate to paramedic clinical practice; and
- Support pilot projects related to the paramedic clinical practice to determine the efficacy of new or proposed changes.

### Accountability

The PPC is an advisory committee that is accountable to the Executive Director of the Saskatchewan College of Paramedics.

### Membership

#### *Chair*

The chair of the committee will be appointed by the Saskatchewan College of Paramedics. Meetings may be professionally facilitated as necessary.

#### *Committee Representatives*

Committee composition will be as follows:

1. Saskatchewan College of Paramedics
  - Three representatives or delegates of the SCoP members at large at the ACP level
  - Two representatives or delegates of the SCoP members at large at an expanded scope of practice level
  - One representative from the SCoP Council
  - Executive Director and/or delegate from the SCoP (non-voting)

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

2. Ministry of Health - Acute and Emergency Services Branch
  - Executive Director or delegate from the MoH, Acute and Emergency Services Branch (non-voting)
3. College of Physicians and Surgeons of Saskatchewan (CPSS)
  - One representative or delegate from the Council of the CPSS (non-voting)
4. Physicians
  - Two regional EMS medical advisors
5. Expert (ad hoc) members as required (non-voting)

### ***Stakeholder Consultation Group***

Systematic consultation with stakeholders such as employers, training providers, and subject matter experts (specialist groups) will be an integral part of any scope of practice change and protocol development process.

The PPC will follow a defined consultation process (see appendix A) to ensure proper consultation takes place, and review any concerns or issues arising from that work. The PPC may suggest additional consultation if appropriate. The Stakeholder Consultation Group members will not routinely attend advisory committee meetings unless requested by the PPC; this group will however, receive copies of all meeting agendas, minutes, and protocol proposals and will be able to provide feedback to the committee (formally and informally) at any point in time.

The following is a list of Stakeholder Consultation Group members that will facilitate receiving of paramedic practice committee meeting materials. Representatives will be responsible for reporting back to their agency and submitting feedback or concerns from their agency to the PPC. Stakeholder Consultation Group representatives will be determined by their agency.

1. Employers (one representative or delegate from each)
  - a. EMS Working Group (Regional Health Authorities)
  - b. Saskatchewan Emergency Medical Services Association (SEMSA)
  - c. Saskatchewan Association of Fire Chiefs (SAFC)
  - d. Shock Trauma Air Rescue Society (STARS)
  - e. Saskatchewan Air Ambulance (SAA)
  - f. Industrial (TBD)
2. Training Agencies
  - a. Saskatchewan Polytechnic
  - b. Canadian Red Cross
  - c. St. John Ambulance
3. Other

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

- a. Canadian Agency for Drugs and Technologies in Health (CADTH)
- b. Saskatchewan College of Pharmacy Professionals

### *Peer Reviewers*

Peer reviewers will review new or amended protocols for errors and accuracy before they are implemented and report necessary changes to the SCoP. Peer reviewers will consist of four members or delegate from the SCoP Education Committee and will attempt to represent a broad diversity of the membership of the SCoP.

### *Administrative Support*

The SCoP Office will provide administrative and policy support to the PPC. Administrative support may include:

1. Scheduling meeting date, time and location;
2. Acting as repository for agenda submissions and ensuring they are completed to satisfaction before going on the agenda;
3. Drafting and distributing the agenda for meetings;
4. Maintaining and distributing minutes for meetings;
5. Providing relevant policy advice when needed;
6. Submitting committee recommendations to the College of Physicians and Surgeons for approval; and
7. Reporting scope of practice and protocol changes that have been approved by the College of Physicians and Surgeons to the members and stakeholders.

### *Meetings*

The committee meets a minimum of two times per year at the call of the chair.

Face-to-face meetings will alternate between Regina and Saskatoon and will begin 1000hrs and end at 1600hrs. Logistics will be managed as follows:

- Meeting reminder notices will be sent by SCoP **8 weeks** prior to each meeting.
- Agenda items must be submitted to SCoP along with all supporting documents a minimum of **1 month** prior to each meeting.
- SCoP will distribute the agenda, minutes and package materials to PPC members **2 weeks** prior to the meeting.
- If required, requests for the use of Telehealth technology may be made; requests must be submitted to the SCoP a minimum of **1 month** prior to each meeting. Committee members are responsible for booking their own suites.

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

### Committee Terms and Continuity

Committee members are expected to attend meetings on a regular basis. Representative organizations may be asked to replace members who are unable to meet this commitment.

#### *Advisory Committee*

1. The following will have on-going terms as they relate to the organizations they are representing:
  - Representative from the SCoP Council
  - Executive Director and/or delegate from the SCoP (non-voting)
  - Executive Director or delegate from the Ministry of Health, Acute and Emergency Services Branch
  - Two EMS regional medical advisors
  - Representative or delegate from the Council of the College of Physicians and Surgeons of Saskatchewan

Each of the above organizations must provide the SCoP with the name of the individual representing their organization by January 31 of each year.

2. The following will be appointed a three-year term that is staggered to ensure continuity, and will be eligible for two terms:
  - Three representatives or delegates of the SCoP members at large at the ACP level.
  - Two representative or delegates of the SCoP members at large at an expanded scope of practice level.

The Saskatchewan College of Paramedics Nominations Committee will review all applications from the SCoP members at large and make recommendations to the SCoP Council for approval. Recommendations will be based on member qualifications including experience and training.

#### *Stakeholder Consultation Group*

1. Employers
  - One representative or delegate from Saskatchewan Emergency Medical Services Association (SEMSA)
  - One representative or delegate from EMS Working Group (Regional Health Authorities)
  - One representative or delegate from Saskatchewan Association of Fire Chiefs (SAFC)
  - One representative or delegate from Shock Trauma Air Rescue Society (STARS)
  - One representative or delegate from Saskatchewan Air Ambulance (SAA)
  - One representative or delegate from Industrial (TBD)

## Paramedic Practice Committee Terms of Reference

### Revision 6.0 March 4, 2016 FINAL

#### 2. Training Agencies

- Saskatchewan Polytechnic
- Canadian Red Cross
- St. John Ambulance

#### 3. Other

- One representative or delegate from CADTH
- One representative or delegate from the Saskatchewan College of Pharmacy

Each of the above organizations must provide the SCoP with the name of the individual representing their organization by January 31 of each year.

#### *Peer Reviewers*

The following will have on-going terms as they relate to the organizations they are representing:

- Four members or delegates of the SCoP Education Committee

#### **Expense Reimbursement**

No honoraria are paid for these meetings. The Ministry of Health, employers, Saskatchewan Polytechnic and CADTH will be expected to reimburse out-of-pocket expenses (travel, meals) for their representatives and Medical Advisors.

The SCoP will reimburse expenses (travel, meals) of the SCoP member's at large representative, the SCoP council representative, the SCoP staff representative, College of Physicians and Surgeons of Saskatchewan representative, and Saskatchewan College of Pharmacist representative.

#### **Quorum**

Quorum consists of 50 percent of the voting members and at least one representative from each voting group.

# Paramedic Practice Committee Terms of Reference

## Revision 6.0 March 4, 2016 FINAL

