



SASKATCHEWAN COLLEGE OF PARAMEDICS

Annual Report

A Message from the Honourable Don McMorris Saskatchewan Minister of Health



On behalf of the Saskatchewan Ministry of Health, I am pleased to congratulate the Saskatchewan College of Paramedics on the completion of its first year of being a self-regulatory body.

Our health care system recognizes the important contributions of our province's Emergency Medical Services professionals. These professionals are renowned for their altruism and genuine dedication to the well-being of the people they serve. Always being ready to help others in time of need, EMS professionals are respected and valued members of society.

As a self-regulating body, the College of Paramedics has taken on the role of serving and protecting the public by ensuring competency and ethical practice from its members, as well

as supporting the professional growth of its members.

The College of Paramedics has clearly demonstrated its support for the EMS community in delivering high quality service to the people of Saskatchewan.

Best wishes for your continued commitment to excellence in emergency medical care.

*Don McMorris
Minister of Health*

Message from the President

I am pleased to report that the College has made great strides in 2008. The Paramedic Act was proclaimed on September 1, 2008. With this proclamation, paramedics now have the privilege of governing ourselves through setting standards by those who work in the profession. The journey to this point was at times difficult, but special thanks must be given to my predecessors and, in particular, Lyle Karasiuk and Dale Backlin

for all of the work that they did.

The transition to self regulation has necessitated a major shift in attitudes and expectations. Self regulation is the gold standard of professionalism. It signifies the achievement of the highest professional standard for paramedics. Registration and licensing fees go hand in hand with self regulation. That is the cost for the privilege of pro-

fessional status and the ability to work in a profession. All members including those of Council have been working diligently on their own transformation.

As a College, we must conform to requirements legislated by government while at the same time remaining responsive to the needs of practitioners. While the College strives to address the needs of both *(continued on page 2)*

March 31, 2009

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**2008-09
SCoP Council**

President:
Brent Stewart, EMT-P,
Saskatoon

Vice-President:
Derek Dagenais, EMT-P,
Humboldt

Member-at-Large, Fire:
Len Protz, EMT-P, Saskatoon Fire

Members-at-Large:
Bob Fenner, EMT-P, Saskatoon
Brenda Fry, EMT-P, Regina
Kerry Gardner, EMT-P, Regina
Fire
Brad Mee, EMT-A, Meadow Lake
Ross Reaburn, EMT-P, Regina

Paramedics: A Profession to be Proud of!



President Brent Stewart

(President's Message cont.) parties, we must keep in mind that all of us (the College, practitioners and government) share a common goal: **to ensure that the healthcare services that we provide to the public are of the highest quality.**

With that goal in mind, Council has worked very closely with Executive Director/Registrar Lily Stonehouse to make some strategic decisions about the College. Our priority was to build the level of professionalism and ready the College for its role under the Paramedic Act.

One part of this role included the formation of the College committees required by legislation. I am happy to report that all of the committees have been formed and have made a significant contribution to the College. A big thank you goes out to those of you who have applied to serve on one of the committees. The committees are an important part of the College. While I am pleased that many of you have put your names forward to volunteer your time and energy for the good of all practitioners in the province, the College still requires individuals to step for-

ward especially from the EMR and EMT classifications.

Another part was the registering of practitioners for the 2009 year. This was a huge undertaking for the College. We registered over 1800 practitioners. Even with the best intentions, there were many challenges that occurred. I would like to thank all of the practitioners for their patience and understanding. The College will be making changes to the registration process based on lessons learned and feedback from our practitioners. Special thanks are in order for the Registrar and the office staff for all the hard work and long hours required to accomplish this task.

The final part is the implementation of the 2008 to 2010 strategic plan. This included finding office space, hiring of office staff and managing the budget. The College receives its funding through licensing fees. Since the College had very little income during the 2008 year as membership was voluntary and received no start up funding from Saskatchewan Health (which has occurred for our counterparts in other provinces), the College has a significant deficit for 2008. The College has presented a business case to Saskatchewan Health regarding start up funding to cover the 2008 deficit.

For the 2009 year the College is faced with some significant financial challenges:

- Revenue shortfall as Saskatchewan Health denied the college the planned license fee increase for the 2009 year
- The registry system that we inherited from Sas-

katchewan Health needs to be replaced

- Licensure examinations need to be developed sooner than anticipated due to the impact of the Labour Mobility Agreement
- Professional conduct investigations and discipline hearings costs
- Revamping of the continuing education system

With your understanding and commitment to the College, I am confident that we will meet all of these challenges and any future challenges. Just as we have met the unexpected challenges this year of the labour Mobility Agreement and the EMS Review. We have been very credible participants in both these processes. The first has involved paramedic regulators from across the country in a rapid response to the First Ministers' commitment to full labour mobility. The second meant the development and presentation by Council of a

Brief to the Chair of the EMS Review Committee.

We have appreciated the dedication, energy and effort which Council members have committed to a very heavy agenda this year. Some Council members chose not to stand for re-election. Their contribution has been significant and they will be missed.

The College will continue to build and enhance relationships with stakeholders across the province through work on different initiatives, projects, and through the involvement with organizations that we believe will help meet our mandate such as the EMS review.

The College has received positive feedback from across the province about what we've accomplished and where we are going. We're growing, enhancing and improving. We continue to build upon our successes and learn from the challenges we have encountered.

Brent Stewart, President

Executive Director's Report

It has been my pleasure to assist Council in these first critical months' implementation of the self-regulation of paramedics. The initial two months, working from my home, involved locating and leasing office space, as well as office furniture and equipment. We were able to find affordable space. We furnished the entire space for free through the use of the government surplus Community Donations program and the generosity of the Ministry of Health.

Although the next six months were predominantly focused on

registration renewal for our members (see Registrar's Report), there were numerous other activities:

First Ministers' committed to full labour mobility and challenged regulators to "make it happen or have it legislated". My counterparts from across the country met in December and February to develop an implementation plan.

Briefs were prepared for the Patient First and EMS Reviews.

Council Committees initiated action plans which required *(continued on page 16)*

Progress on SCoP 2008 – 2010 Strategic Plan

Goals	Achievements
<p>GOAL 1: To regulate the practice of the profession of paramedicine.</p> <p><i>Strategy 1 - Improve/restructure continuing medical education requirements.</i></p> <p><i>Strategy 2 - Continue to use the existing Ministry of Health registry by putting the processes in place that would allow a seamless transfer to occur.</i></p> <p><i>Strategy 3 - Improve overall communication with membership and stakeholders.</i></p>	<p>Council set annual continuing medical education (CME) requirements for 2010 licensure. There will be further changes in subsequent years to move toward continuing competency approach.</p> <p>SCoP was granted access to the Health Registry to ascertain whether individuals were registered with Health during 2008, and whether there were conditions placed on their registration. To protect privacy Council restricted access to the Registry to the Executive Director and staff of the College.</p> <p>Council appointed eight committees with membership drawn from the Council and the membership. Committees proposed revisions to the legislation, bylaws and policies to better reflect the intent and procedure of the College. The result is a much more complete set of policies governing all aspects of its operation.</p> <p>Council adopted formats for its meeting materials which ensure a thorough consideration of any proposal including the risks the proposal poses for the College.</p> <p>President Stewart sent letters to all members in May and late August, 2008. A letter from the President also accompanied the 2009 license.</p> <p>SCoP has provided current information on the web site including posting "Highlights" of the Council meetings.</p>
<p>GOAL 2: To govern members in accordance with The Paramedics Act and the bylaws of the Saskatchewan College of Paramedics.</p> <p><i>Strategy 1 - Meet requirements set out by the Ministry of Health to transfer the registry as soon as possible.</i></p> <p><i>Strategy 2 - Communicate and educate the membership, and employers on the roles, responsibilities and benefits of self regulation.</i></p> <p><i>Strategy 3 - Clarify with members and employers who is ultimately responsible for professional fees.</i></p>	<p>Council worked closely with the Ministry of Health prior to the proclamation of the <i>Paramedics Act</i> to develop bylaws and policies to accommodate the registration function and access to the Registry. On September 22, 2008, the responsibilities were formally transferred from the Ministry to the College.</p> <p>Registration renewal began in mid-October. At December 31, 2008, 1571 members had been licensed. By March 31, 2009, SCoP had registered 1824 members.</p> <p>The web site features a list of currently registered members for reference by the public and the membership.</p> <p>SCoP has participated fully with other Canadian Paramedic Regulators to implement the First Ministers' commitment to full labour mobility by April 1, 2009. SCoP provided complete information about Saskatchewan's scopes of practice for comparison with other jurisdictions. Council approved a strategy to address the issues this raises for our province and requested Health support for the approach.</p> <p>A Brief was presented by Council to the EMS Review Committee. The brief is posted on the web site.</p> <p>An article is posted on the web site explaining the benefits of self-regulation. There has also been some communication with employers respecting the registration process.</p>
<p>GOAL 3: To assure the public of the knowledge, skill, proficiency and competency of our members.</p> <p><i>Strategy 1 - Develop and improve delivery of continuing medical education by using existing, and additional available sector partnership funding.</i></p> <p><i>Strategy 2 - Hire staff and secure facilities.</i></p> <p><i>Strategy 3 - Develop policies and procedures for investigations and disciplining.</i></p>	<p>The Sector Partnership study identified key features for an effective CME program which are gradually being incorporated into SCoPs approach to CME.</p> <p>Rather than providing CME services directly, SCoP has focused on its role to approve training and CME courses and programs. Standards have been set by Council for individual course approval and CME program approval. These standards are in use by the College to authorize courses and CME programs for eligibility for the 2010 licensure renewal.</p> <p>Council hired an Executive Director, in August, 2008, and an office manager in October. Office space was leased and renovated in October and the staff moved in at that time.</p> <p>With assistance from the Ministry of Health the office was furnished and equipped from government surplus -- the "donation" saved the College \$18,000 .</p> <p>Council and the members of Professional Conduct and Discipline Committees sought advice from legal counsel and the Alberta College of Paramedics regarding SCoP obligations for professional conduct investigation and discipline.</p> <p>The <i>Regulatory Bylaws</i> and the <i>Paramedics Act</i> provide a framework for the activities of the Professional Conduct and Discipline Committees.</p> <p>The Professional Conduct Committee received and reviewed 5 complaints. Legal counsel was invaluable to the committee in explaining due process which the College must undertake, ensuring a fair procedure for the members involved, and undertaking consensual complaint resolution procedures.</p>

Registrar's Report

This year SCoP was responsible, for the first time, for the license renewal/registration process for emergency medical practitioners in the province. In consultation with the Ministry of Health the Council had set out the recertification requirements prior to the proclamation of the *Paramedics Act* on September 1, 2008, and the registration packages were mailed by Health to individual practitioners at the end of August. The College received the applications and processed them. Once registrants had met all the requirements SCoP entered them on the College Registry, issued the relevant license, and posted the member's name on the College web site.

Although the deadline for submitting applications for renewal had been December 1, 2008, only 977 had been received by December 5, 2008, and SCoP continued to receive applications through to early March. At December 31, 2009, 1,571 licenses had been issued. Council waived the Late Fee and the Restricted License Fee in order to facilitate registration of members who may not have understood the change in process. By January 31, 2009, SCoP membership had increased to 1,735. SCoP expects to continue to receive applications from graduates and practitioners moving to Saskatchewan so that our final membership for the year 2009 will exceed 1,800.

Nearly one-third of the applications for license renewal were incomplete. The most common problem was the absence of a CPR-C certificate or a Vulnerable Sector Query on the Criminal Record Check. The College had to request documents from nearly 400 practitioners. At the end of

December the Council decided to issue Restricted Licenses to about 100 applicants who had not yet submitted their CME or mandatory certifications. Members were given until March 31, 2009, to complete their submissions. The majority had complied and were issued full licenses by the end of February.

On average, complete applications for license renewal take about 30 minutes each to process from initial review to printing the license (it may take several days to complete the process but the time in total per application is about a half-hour). The incomplete applications take at least double that amount of time, and sometimes more, depending on how much contact is required with the practitioner to get the missing information.

A key new requirement for every practitioner for licensure for 2009 was a Criminal Records Check including a Vulnerable Sector Query. There were 63 applications for license to practice in Saskatchewan which had "positive" criminal record checks. On further investigation 5 of these were not substantiated by the police as "criminal" records. Of the remaining 58 some had more than one conviction (see insert).

The Registration Committee reviewed all these applications and required additional information in some cases, such as Drivers' Abstracts, or character references. The information provided to the committee was stripped of identifiers so that the committee only examined the information about the crimi-

nal record, and did not have names, license levels or addresses for the practitioners involved. In the end, all applicants were granted a license conditional on providing a Certified Criminal Record from the RCMP in Ottawa. This was required to ensure that the practitioner had provided all relevant information to the College (i.e. that there were no convictions that had not been disclosed.) As of March 31, 2009, 24 have supplied the Certified Criminal Record and the conditions have been removed from their licenses.

In the coming year members will not have to supply another Criminal Record Check. Rather they will be asked to make a declaration regarding their record over the past year. Only new applicants will have to supply the Criminal Record Check.

Another new requirement for the 2009 license was the submission of copies of the CPR-C card/certificate. This proved to be problematic for many applicants for license renewal who either forgot to include the card or had never been issued a card by their course instructors.

An additional challenge for the College this first registration cycle was ensuring the appropriate physician sign off of the Advanced Life Support Assessments for EMT-As and EMT-Ps. An audit of the ALS forms early in 2009 revealed that 16 practitioners had had their skills assessed by a physician who was not a Medical Advisor to a Health Region. The *Regulatory Bylaws Pursuant to the Paramedics Act*, Section 7(3), are quite clear that:

(3) A person who is required to complete the Advanced Skills

Types of Convictions reported by members with Criminal Records

Driving under the influence – 44 convictions
 Assault/criminal harassment/uttering threats – 14 convictions
 Theft/possession of property of crime/attempted theft – 11 convictions
 Resisted peace officer/failed to comply with probation order/obstruction of justice – 7 convictions
 Dangerous Driving – 4 convictions
 Mischief/Willful damage – 4 convictions
 Possession of narcotics/drug related – 3 convictions
 Fraud/False Pretences/ Making a false statement – 3 convictions

Module shall provide documentation of completion that includes a signature of a physician recognized as a medical advisor for a health region.

At the direction of the Professional Conduct Committee the Registrar contacted all these practitioners requesting that they be re-assessed by a medical advisor.

On September 22, 2008, access to the Health Registry and the responsibility for member registration was transferred formally to SCoP. The expectation was that the College would keep the Registry current by entering member information as licenses were issued. It is an antiquated system which takes at least 10 minutes per registrant to complete. In addition, the reports (*continued on Page 5*)

(Registrar's Report continued) intended to be a full Registry and some critical information is not available. Once the pressure of license renewal had abated, SCoP began to update the Health Registry so it will again become the official registry of the College. This is not a sustainable situation for the College and the Registration Committee will be exploring options for replacement of the Health Registry with a system more able to meet the College needs.

The Assure Card printer has a rudimentary data base and it has served as the SCoP official registry for the past several months. However, it was never

intended to be a full Registry and some critical information is not available. Once the pressure of license renewal had abated, SCoP began to update the Health Registry so it will again become the official registry of the College. This is not a sustainable situation for the College and the Registration Committee will be exploring options for replacement of the Health Registry with a system more able to meet the College needs.

Lily Stonehouse,
Executive Director/Registrar

Report of the Registration Committee

Registration Committee:

- Chair: Len Protz, EMT-P, Saskatoon
- Jarret Cappelle, EMT, Meadow Lake
- Faron Nakaska, EMT-P, Hague
- Brent Stewart, EMT-P, Saskatoon
- Chris Warren, EMT-A, Meadow Lake

- Provide recommendations to the legislation and bylaws committee regarding membership and licensure.
- Review and rule on applications where the applicant has a criminal record.
- Develop and maintain an appeals process.
- Oversee the development, review and administration of the Saskatchewan Licensing Examination, or any other Saskatchewan Registration Examinations.

At a meeting on September 12, 2008 council established the registration committee as a special committee of council according to bylaw 43. The registration committee was established to ensure the security and privacy of the registry and ensure that all individuals applying for registration comply with all the criteria as directed by the college's bylaws. The registration committee provides oversight and support to the registrar in determining eligibility for a practitioner licence.

Responsibilities include:

- Ensure the registrar administers licensure requirements as per college bylaws.

Since the inception of the registration committee we have had 7 meetings, 1 in person and 6 via conference call, along with numerous e-mail correspondences.

As 2008 was the first year of the college conducting registrations the greatest challenge was in the requirement of practitioners' providing a Criminal records Check and Vulnerable Sector Query. As a result this issue required many e-mail discussions and lengthy conference calls. However, due to the diligent work of the registrar and

Profile of 2009 Membership			
As of March 31, 2009			
Total: 1824	Primary Sector:	Age:	
EMRs 322	Health 1,313	< 20	3
EMTs 1,104	Fire 351	20-29	552
EMT-As 206	Industrial 71	30-39	570
EMT-Ps 192	Education 10	40-49	413
Practising: 1,805	Other 79	50-59	245
Non-Practising: 19	Female: 625	>59	41
Restricted/Conditional: 60	Male: 1,198		

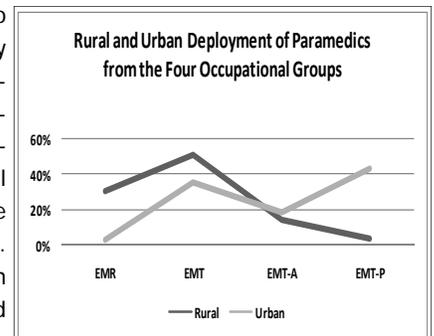
many long hours by the college office staff, the 2009 registrations were dealt with in a very timely fashion.

Early in the new year, the federal government announced the Agreement on International Trade (AIT) and the implementation of Labour Mobility as a requirement beginning April 1, 2009. This was an untimely event near the inception of the committee creating potential liability issues for the college. As Saskatchewan does not currently have a Licensing exam our province has recently become a very attractive location for out of province registrants. Therefore, it has become paramount to develop in a timely fashion a Saskatchewan Licensing Examination and a Jurisprudence Exam for all New applicants to the Saskatchewan College. To ensure our own residences are licensed in a timely manner we will look to SIAST and other provinces initially to allow ourselves to develop an appropriate examination process.

Number of Years Registered in Saskatchewan:	
< 1 year	44
1 - 5 yrs	630
6 - 10 yrs	467
11 - 15 yrs	323
16 - 20 yrs	354
> 20 years	5
Unknown	1

A long term goal is the reduction of paper and ease of registration via on line registry system. This will be dependent on budget and potential government funding.

Len Protz, EMT-P, Chair



"The critical issue for Saskatchewan Emergency Medical Services is the huge inequity in available pre-hospital emergency medical care across Saskatchewan."
(SCoP Brief to EMS Review)

Report of the Audit Committee

The Audit Committee consists of three members including the Vice-President Derek Dagenais, and Ross Reaburn a member appointed from council. The third position, which has yet to be filled, is a person from the general public who is financially literate and has a financial designation.

The mandate of this committee is to ensure the sound financial performance and risk management of the college working in conjunction with an appointed external auditor. During 2008-09 the Audit committee oversaw the physical establishment of the college – office space, furniture, equipment, etc. We developed policies for Council consideration to address personnel issues including employee benefits and performance management. We developed policies respecting expense reimbursement and wage loss recognition for Council and Committee members. And we put in place a monthly financial reporting requirement so that the Audit Committee could monitor College expenditures against our budget for the year.

In our first year as a regulatory body we had many challenges and ambitions. Some of these challenges have been financial and because of that some of our ambitions have had to be delayed to make room for more pressing matters. Payment of fees prior to September 1, 2008, was voluntary. As a consequence, revenues in 2008 totaled only \$80,000 – about one-half the cost of operating the college for four months. As a result, we ended the year with an operational deficit of \$74,700. In addition, we had one time start up costs for such things as prepayment of rent, leasehold improvements, office furniture and equipment which increased our debt to \$116,000 in total. We have had to use previous savings but given the current market downturn, chose to retain the portfolio investments.

At the inception of the college there was no seed money for start up costs from the Government of Saskatchewan such as other regulatory bodies in Canada have had. This was detrimental to our financial beginning. The college has been in consultation with the Ministry

Audit Committee:

Chair: Derek Dagenais,
EMT-P, Humboldt
Ross Reaburn, EMT-P,
Regina

of Health in regards to financial assistance but this will not totally solve the problem.

We have been very stringent with our budget to ensure essential spending only. As we developed the 2009 and 2010 budgets the college has several critical areas that required substantial financial commitments. These include;

- Professional Conduct Investigations & Discipline costs which may very well exceed \$75,000 this year alone.
- With the transfer of an antiquated registry from government it is necessary to purchase a new system. Early estimates to replace this system are in excess of \$100,000.
- Development of Provincial Licensing Exams is now necessary to ensure that the college is compliant with Labour Mobility and continues to protect the public in the province of

Saskatchewan. The cost of these exams and administering them is significant and may exceed \$60,000 dollars annually. Money will be set aside this year just to begin the process of a protocol exam and needs to be incorporated into future budgets to continue the development and implementation of these systems.

The 2008 deficit reduces the funds available to operate the college for the present year. Other than the licensing fees we have little to no income from other sources. We will end 2009 with a larger deficit.

In order to guarantee the long-term stability of the Saskatchewan College of Paramedics and ensure public safety, the licensing fee will need to increase. The audit committee has reviewed many different financial scenarios to ensure a healthy financial future for the college. It has been determined that a fee of \$425 per year per practitioner is necessary to accomplish this.

This substantial fee increase will not fix things overnight but will assist in lowering the debt slowly. Deficits are expected to continue for the years 2010 and 2011. In 2012 we may have a small deficit or possibly end that year with a small surplus.

Although the cost of doing business as a regulatory body is significant, this aggressive 3 year plan is not un-realistic as long as the fee increase proceeds, costs and expenses are kept on budget and un-anticipated financial costs do not arise. These things, all combined, will ensure long term stability.

Executive Committee:

Chair: Brent Stewart,
EMT-P, Saskatoon
Derek Dagenais, EMT-P,
Humboldt
Ross Reaburn, EMT-P,
Regina

Report of the Executive Committee

The purpose of the Executive Committee is to provide oversight and direction of the affairs of College between

Council meetings. The key responsibilities include providing direction to the Executive Director respecting any Council decision which cannot wait for the next Council meeting, report to Council on any decisions taken and implement personnel policies as they apply to the Executive Director. The Executive Committee had an uneventful 2008. Many of

the decision items involved reinstatement issues during the registration process. All of the decisions made by the Executive Committee were fully endorsed by Council. As Chair, I would like to thank all of the members for all the work that they have done.

Brent Stewart, EMT-P
President

Derek Dagenais, EMT-P,
Chair

Report of the Nominations Committee

The Nominations Committee was established according to the By-Laws to provide for nominations for the Council and the Nominations Committee. Council was required to have elections for every position at the first AGM following Proclamation.

I was able to connect by phone with some of the current Council members to see if they were going to run again and e-mailed all of them twice to see what their intentions were. I also talked to as many practitioners as opportunity arose encouraging them to run for Council. An announcement was also placed on the website and the letter

Nominations Committee:
Dan Lewis, EMT-P, Regina

with practitioners license informed them of the need for these elections and nominations.

The new Council make up as per the By-Laws consists of a President, Vice-President, Member-at-Large from the Fire sector, three other Members-at-Large, and three Council seats are reserved for public appointees by the Government. Seven nominations were sent to the College for Member-at-Large positions, which then required a vote by members for the three positions. The other positions were all filled by acclamation.

The Nominating Committee required two persons to be elected from the membership. However, only one nomination was received. There is still a position to be filled on this committee for anyone interested.

This year's committee met once face to face with Council Executive Committee during the lunchtime of the Council meeting in January, 2009. The discussion at this meeting centred around getting more members to put their names forward and going over the list of those already nominated.

Dan Lewis - EMT-P
Former Council Member

Report on the Advisory Committee for the Saskatchewan Protective Services Medal

Following the last provincial election the government suspended all committees including the Advisory Committee for the Saskatchewan Protective Services Medal. So for the year 2008 there was only one presentation of the medal and no new applications were approved. In early March 2009, the Premier reinstated the committee. There are approximately 150 applications waiting to be reviewed and then presentations made. There are several from EMS in this group.

If you know of anyone who has 25 years of experience and exemplary service in Emergency Services in Saskatchewan, (combined years in various agencies is acceptable); please go to the Saskatchewan Office of Protocol website, download the forms, and submit the application to the College's office for signoff by the Executive Director.

Daniel Lewis -- EMT-P
Member of the Advisory Committee for the Saskatchewan Protective Services Medal

provide to the public are of the highest quality.

Meeting these demands requires the dedication of Committee Members. This group is comprised of volunteer practitioners that believe in growing the profession; sacrificing personal time to ensure this is done. As Chair, I would like to thank all of the members for all the work that they have done.

Brent Stewart, EMT-P
Chair

Report of the Legislation and Bylaws Committee

Legislation and Bylaws Committee:

Chair: Brent Stewart,
EMT-P, Saskatoon
Brad Mee, EMT-A,
Meadow Lake
Ross Reaburn, EMT-P,
Regina
Wayne Therres, EMT-A,
Melfort

The purpose of the Legislation and Bylaws Committee is to develop, review and ensure currency of legislation, bylaws and policies that enact the mandate and promote the vision and values of the College.

The Legislation and Bylaws Committee had an interesting 2008. The Paramedic Act and the Regulatory and Administrative Bylaws all came into effect

September 1, 2008. This was the first time that this legislation was used. The Committee, with direction of Council, set the following priorities for the 2008/2009 year:

- Develop a process for calling for and managing resolutions for the Annual General Meeting.
- Develop a policy manual for the College.
- Recommend needed changes to the Act and Bylaws to Council.

All areas of the College have submitted changes to the above mentioned legislation, bylaws and policy. I am pleased to report that the Committee has completed the majority of this work. The Committee still

has some work on the policy manual to complete.

The Committee is bringing forth a number of proposed changes to the Paramedic Act and the Regulatory and Administrative Bylaws to be considered for the Annual General Meeting in May of 2009. In the opinion of the Committee, all of the proposed changes are required to ensure that the College operates efficiently and effectively. During the process of revising and developing the changes to the Paramedic Act and the Regulatory and Administrative Bylaws, the Committee used the following principle: that all of us (the College, practitioners and government) share a common goal --- to ensure that the healthcare services that we

Report of the Professional Conduct Committee

Professional Conduct Committee:

Chair: Ken Luciak, EMT-P, Regina
 Mark Ollinger, EMT-P, Nipawin
 Al Schneider, EMT, St. Walburg
 Barry Szeles, EMT-P, Regina Fire
 Ian Young, non-member, Meadow Lake

Since the committee was established in 2008 it has met once in Regina, with the Discipline Committee, to receive an orientation to the disciplinary process by the College's Legal Counsel. The presentation outline included:

- Importance of the disciplinary process to self regulation
- Legal basis of the disciplinary process
- Role of the two committees and Council as defined in the Act
- Implications for Council and committee members

- Investigation process – guidance for Committees and Council
- Appeal process – guidance for Committee and Council

The Professional Conduct Committee received one complaint in 2008 and four complaints in 2009. Two complaints pertained to professional incompetence, and three dealt with professional misconduct relating to meeting CME requirements and conduct unbecoming of a member.

All five cases currently remain open and are in various stages of investigation and/or resolution. The committee has met four times via teleconference to discuss the complaints and has exchanged numerous related emails dealing with said complaints.

The Professional Conduct Committee has suggested to Col-

lege Council improvements to the College process including:

- Improving practitioner access to College-approved skills assessors
- Changing the registration forms to clearly state that a College-approved skills assessor signature is required
- Addressing the issue of non-EMS practitioner access to approved skills assessors
- Advising companies that hire paramedics that it is their responsibility to confirm that the practitioner is properly licensed

The Committee met with the Alberta College of Paramedics Professional Conduct Committee in late March to discuss lessons learned by the Alberta committee. The intent of this meeting was to determine best practices that will improve

SCoP Professional Conduct Committee effectiveness and efficiency.

A key challenge that this committee must wrestle with in 2009 is deciding how to differentiate frivolous complaints from those that require the committee's attention and limited resources. The committee must also determine whether complainants making unfounded and malicious charges should be disciplined accordingly.

Another challenge is the need to increase the size of the Professional Conduct Committee. The group has already handled a complaint where a member of the committee has had to step aside because of a conflict of interest. To ensure that quorum is met, the committee is asking that additional members be added to the team.

That concludes this report to Council. I trust that the information presented is satisfactory and complete.

Ken Luciak, EMT-P,
 Chair

Report of the Discipline Committee

Chair: Don Brickner, EMT-P, Saskatoon
 Randy Bender, EMT-A, Wynyard
 Rob Ferland, EMT-P, Prince Albert
 Mike Grisdale, EMT, Saskatoon Fire

Council on the decision and the order made where the member is found guilty.

The Discipline committee has had a completely uneventful year as no reports have been received from the Professional Conduct Committee.

The Committee did meet once in Regina with the Professional Conduct Committee to receive an orientation to the discipline process from the college's legal counsel.

Don Brickner, EMT-P
 Chair

The purpose of the discipline committee is to conduct hearings to determine whether a member, whose conduct is the subject of a report by the Professional Conduct Committee, is guilty of professional misconduct, professional incompetence or both; and report to

Saskatchewan

College of Paramedics

Our Vision

Collectively building a profession that is appropriately utilized by those we serve, using the trust, respect, and knowledge that we possess.

Mandate:

Pursuant to *The Paramedics Act*, it is the duty of the College to serve and protect the public.

Our Mission:

To serve and protect the public through registering, licensing, educating, and disciplining members of the college,

providing a continuum of regulatory oversight, and exercising our powers and discharging our responsibilities in the public interest.

This is done through fostering:

- professional growth and support;
- competent, ethical practice from our members; and
- professional self-regulation for EMRs, EMTs, EMT-As, and EMT -Ps.

Report of the Education Committee

Education Committee:

Chair: Brenda Fry, EMT-P,
Regina

Bob Fenner, EMT-P, Saskatoon
Brad Mee, EMT-A, Meadow Lake
Dan Prefontaine, EMT,
Saskatoon Fire

The education committee has been meeting regularly since November.

We were tasked with putting together the Continuing Medical Education (CME) requirements for 2010. The sector partnership, which had practitioner involvement from across the province, was referenced. As well we held a one day strategic planning session.

An unexpected challenge was not having any budget dollars to create a new system. Therefore we focused on enhancing the existing system. Our goal was to try and make it more user friendly for the facilitators as well as meet the current bylaw requirements. In addition, we needed on line ability for practitioners not affiliated with an EMS service.

Council approved our recommended requirements for CME for licensure for 2010. These requirements are available on the College web site (see Insert). We have also conditionally approved three on line learning management systems. The on-line services are currently reviewing their content for compliance with the National Occupational Competencies Profile (NOCP) for paramedics.

In addition to CME, the committee recommended to Council

standards for approving training courses and approving agency annual CME programs. The Committee also recommended guidelines for the audit of CME programs and the approval of entry to practice EMR training programs. We also provided day-to-day assistance to the Registrar to interpret the CME requirements for 2009 licensure and developed a wide range of policies for Council approval including such things as the approval of PEPP as an alternative to PALS or the requirements for reinstatement of EMT-Ps who had been inactive for a number of years.

We have examined options and recommended to Council a field support system to replace the past Health practice of approving CME sites and facilitators. This will ensure members have the assistance of trained practitioners designated by the College to assign CME credits to courses and activities.

Our long term goal for CME is to move towards practitioners refreshing their NOCP competencies over an extended period of time. We will slowly be introducing this by encouraging educators/facilitators to design programs that meet the NOCPs.

We anticipate a few more years of transition as the College moves CME toward the goal of continuing competency of our members.

I would like to thank the members of the committee for their contributions.

Brenda Fry, EMT-P
Chair

Continuing Medical Education (CME) Requirements Needed in 2009 to be Eligible for a License to Practice in 2010

Emergency Medical Responder (EMR)

- Mandatory: BLS-HCP (C)
- 25 CME credits including Biomechanics of Safe Lifting, Spinal Immobilization, Mechanical Aids to Breathing including Oxygen and Medications Pertinent to Scope of Practice

Emergency Medical Technician (EMT)

- Mandatory: BLS-HCP (C), and ITLS Basic
- 40 CME credits including Biomechanics of Safe Lifting and Medications Pertinent to Scope of Practice.

Emergency Medical Technician Advanced (EMT-A)

- Mandatory: BLS-HCP (C), and ITLS Basic
- 30 CME credits
- Advanced Skills Modules:
 - Medications Pertinent to Scope of Practice; and
 - 3 Airway Adjuncts (LMA, Combi-tube and King) which can be assessed as part of an ITLS Advanced course if proficiency is tested.

Emergency Medical Technician – Paramedic (EMT-P)

- Mandatory: BLS-HCP (C), ITLS Advanced, ACLS and PALS (or PEPP Advanced)
- 15 CME credits
- Advanced Skills Modules:
 - Medications pertinent to scope of practice
 - 3 airway adjuncts: LMA, combi tube and King Airway (may be attained through an ITLS Advanced course if proficiency is tested)
 - Intubation, intraosseous infusion, chest decompression and external jugular vein cannulization (may be attained through an ITLS Advanced course if proficiency is tested)
 - Cardioversion, vagal manoeuvres, transcutaneous pacing, intubation (may be attained through an ACLS course if proficiency is tested)
 - Pediatric intraosseous infusion, intubation, and cardioversion (may be attained through a PALS or PEPP course if proficiency is tested)

Note: As a "rule of thumb" one hour of instruction can be assessed 5 CME credits. CME credits do NOT include Advanced Skills Modules or Mandatory Certifications but MUST include mandatory skills as listed for EMRs and EMTs. Consistent with the *Regulatory Bylaws*, Section 7(3), all Advanced Skills Modules must have the signature of a Medical Advisor/Director to a Health Region.

Saskatchewan College of Paramedics

Regina, Saskatchewan

Financial Statements

For the year ended

December 31, 2008

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AUDITOR'S REPORT

To the Members of

Saskatchewan College of Paramedics

I have audited the balance sheet of Saskatchewan College of Paramedics as at December 31, 2008 and the statements of operations and cash flow for the year then ended. These financial statements are the responsibility of the college's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the college as at December 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Larry J. Baran



Certified Management Accountant

Regina, Saskatchewan

February 12, 2009

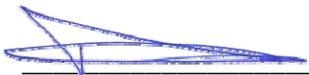
Saskatchewan College of Paramedics

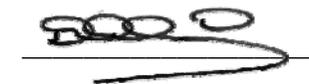
BALANCE SHEET

As at December 31, 2008

	2008	2007
Assets		
Current		
Cash	174,005	12,886
Accounts receivable	29,696	668
GST receivable	1,385	265
Portfolio investments (cost)	27,910	27,542
Prepaid items	13,968	-
	<hr/>	<hr/>
	246,964	41,361
Tangible capital (Note 2)	24,626	6,160
	<hr/>	<hr/>
	271,590	47,521
	<hr/>	<hr/>
Liabilities		
Current		
Accounts payable	8,370	-
Deferred membership revenue	290,494	-
	<hr/>	<hr/>
	298,864	-
	<hr/>	<hr/>
Surplus		
Cumulative surplus (deficit)	(27,274)	47,521
	<hr/>	<hr/>
	271,590	47,521
	<hr/>	<hr/>

Approved on behalf of the Board

 Director

 Director

Saskatchewan College of Paramedics
STATEMENT OF OPERATIONS
For the year ended December 31, 2008

	2008	2007
Revenue		
Grants	5,000	-
Investment	367	1,542
Tuition	26,598	25,096
Memberships	46,720	9,685
Instructor fees	1,325	1,475
	<u>80,010</u>	<u>37,798</u>
Expense		
Accounting and legal	10,383	1,260
Advertising and printing	8,606	1,971
Amortization	4,785	1,466
Employee benefits	8,066	-
GST	2,230	1,173
Insurance	1,054	380
Interest and bank charges	2,849	224
Materials	13,436	9,279
Memberships and dues	1,000	566
Office supplies	8,634	4,700
Outside services	21,921	30,432
Rent and occupancy costs	6,463	-
Salaries	48,956	-
Telephone	4,976	2,287
Travel and meetings	11,446	3,496
	<u>154,805</u>	<u>57,234</u>
Surplus (deficit) for the year	(74,795)	(19,436)
Cumulative surplus beginning of year	47,521	66,957
Cumulative surplus (deficit) end of year	(27,274)	47,521

Saskatchewan College of Paramedics
CASH FLOW STATEMENT
For the year ended December 31, 2008

	2008	2007
Cash provided (applied)		
Operating		
Net surplus (deficit) for the year	(74,795)	(19,436)
Adjusted for		
Amortization	4,785	1,466
	(70,010)	(17,970)
Net change in non-cash working capital		
Accounts receivable	(30,149)	(933)
Portfolio investments	(368)	(1,542)
Prepaid items	(13,968)	-
Accounts payable	8,370	(207)
Deferred membership revenue	290,494	-
	184,369	(20,652)
Investing		
Acquisition of tangible capital assets	(23,250)	(5,156)
Increase (decrease) in cash	161,119	(25,808)
Cash beginning of year	12,886	38,694
Cash end of year	174,005	12,886

Saskatchewan College of Paramedics

NOTES

For the year ended December 31, 2008

Accounting policies

Amortization of capital assets other than leasehold improvements, is provided for on the class basis, utilizing the diminishing balance method, assuming net asset purchases occur midway through the year.

Amortization of leasehold improvements is provided for on the straight-line basis over the longer of the remaining term of the lease or five years, assuming improvements occur midway through the year.

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

The college's financial instruments consist of cash and cash equivalents and accounts receivable. It is management's opinion that the college is not exposed to significant interest, currency or credit risks arising from these financial instruments as their fair values approximate their carrying value.

Tangible capital assets

	2008		2007		Rate
	Cost	Accum. amort.	Book value	Book value	
Furniture and fixtures	3,106	2,324	782	390	20%
Computers	31,489	25,829	5,660	5,770	30%
Leasehold improvements	20,204	2,020	18,184	-
	<u>54,799</u>	<u>30,173</u>	<u>24,626</u>	<u>6,160</u>	

Donations in kind

In 2008 the Saskatchewan College of Paramedics received donations of office and computer equipment from the Saskatchewan Ministry of Health. The estimated value of these items is \$18,303. Because of the uncertainty of value, these items are not reported in the financial records of the Saskatchewan College of Paramedics.

Incorporation statute

Saskatchewan College of Paramedics is established under the Paramedics Act of Saskatchewan.



SASKATCHEWAN COLLEGE OF PARAMEDICS

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Regina, SK

Mailing address:
Box 3383 Stn Main
Regina, SK
S4P 3H1

Phone: (306) 585-0145
Toll Free Phone: 1-877-725-4202
FAX: (306) 543-6161

WE'RE ON THE WEB!
www.collegeofparamedics.sk.ca

Staff

Executive Director: Lily Stonehouse
Office Manager: Louise Durnford
Admin. Asst. (Part time): Patti Lewis

Paramedics: A Profession to be Proud of!

(Executive Director's Report continued) assistance. There were 27 Committee meetings prior to the end of March, mostly by conference call. Every hour of committee work requires 3 to 4 hours of staff effort to prepare the agenda materials and follow up on Committee decisions. I am particularly appreciative of the diligence with which many committees undertook the policy review and development process. This has been critical to ensuring a firm foundation for the operation of the College.

Council met 6 times prior to the end of March. Each Council meeting requires 5 to 6 days of work to prepare the agenda package and follow up Council decisions. They have been very productive meetings and much

has been accomplished.

I attended a meeting of the SIAST Program Advisory Committee for Emergency Health Programs and a meeting with the EMS Working Group.

I attended a series of events on Internationally Educated Health Professionals including a workshop on assessing foreign credentials, a consultation with Health Professions Regulators and a best practices seminar.

I had opportunity to meet with several of my counterparts working for other professions in Saskatchewan and appreciated their willingness to provide assistance. I look forward to more contact with these colleagues in the coming

months.

Financial management has been particularly stressful in this year as the College was operating for the first four months with very little revenue, and it was clear that the membership fees for 2009 would not support the full operation of the College for the year. I worked closely with the Audit Committee to develop a strategy to keep the College solvent and functional until higher fees could address these problems beginning in 2010.

I would like to thank Louise Durnford, our Office Manager, for her willingness to tackle any issue and her continued efforts to keep the College

operations on a solid footing and the focus of our efforts on good member services. Patti Lewis has worked tirelessly on a temporary basis since November to assist with the registration process and provide administrative support which we have really appreciated.

I have appreciated the opportunity to work with a Council so clearly dedicated to making self-regulation a reality and so willing to give of their personal time to further their profession. Much patience has been shown me as I have learned about the profession. It has been a heavy workload, but a rewarding one. Thank you for the opportunity!

Lily Stonehouse,
Executive Director



Brent Stewart, EMT-P
SIAST, Saskatoon
President
Chair, Executive Ctte
Chair, Legislation &
Bylaws Ctte
Registration Ctte



Brenda Fry, EMT-P
Regina EMS
Chair,
Education Ctte



Ross Reaburn,
EMT-P
Executive, Audit &
Legislation &
Bylaws Cttes



Derek Dagenais,
EMT-P
Humboldt EMS
Vice-President
Chair, Audit Ctte
Executive Ctte

The 2008-09 Council

Of the

Saskatchewan College of Paramedics



Brad Mee, EMT-A
Meadow Lake EMS
Education Ctte
Legislation &
Bylaws Ctte



Bob Fenner, EMT-P
SIAST, Saskatoon
Education Ctte



Kerry Gardner,
EMT-P
Regina Fire



Len Protz, EMT-P
Saskatoon Fire
Chair, Registration
Ctte