



## SCoP 2009 Annual Report

### Message from the President

I am honoured to present the Annual Report for the Saskatchewan College of Paramedics for the 2009-10 year. It is a privilege to serve the public, the College and our profession in this capacity.

2009 was a very busy year. It was not without its challenges. However, the College accomplished many key projects such as licensing exams, a new strategic plan, labour mobility, and financial stability. These accomplishments could not have been done without your input and support. I would like to thank everyone who contributed to all of the projects undertaken by the College. I would like to offer a special thanks to Saskatchewan Health for their contribu-

tion of \$116,000 for start up funding.

There are many projects that are in the works and will need to be started in 2010 such as a new registry system, major revisions to the continuing education process, working with Saskatchewan Health on a transition plan for managing scope of practice, and participating in development of a national exam process. The College will be seeking your support and input in these projects.

An important component of the College is the various committees. Without these committees the College would not be able to function. I would like to express my deepest thanks to all of the practitioners that have volunteered to sit on the committees, especially the chairs. These groups of practitioners have sacrificed many hours of personal time. While I am pleased that many of you have put your names forward to volunteer your time and energy, the College still requires individuals to step forward especially from the EMR and EMT classifications. Since the College has a very diverse membership,

Council makes a very conscious decision to ensure that wherever possible, appointments to committees represent this diverse membership. We put a special emphasis this year on increased consultation with our members and stakeholders. Members of the Executive met with SEMSA, Saskatchewan Health, SARM Board of Directors and Council met with the Saskatchewan Fire Chiefs Association. In addition we initiated a number of direct consultations with our members using survey formats. We were particularly pleased to have over 200 members respond to our questions about our draft Strategic Plan. As the result of that feedback, we have made revisions to the plan which we will be presenting to the AGM in April.

There has been significant change and growth for both the College and the profession. There is still much to be achieved and I look forward to working with the rest of Council to chart a course for the future.

Brent Stewart, EMT-P  
President

**March 31. 2010**

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### 2009-10

#### SCoP Council

##### **President:**

Brent Stewart, EMT-P,  
Saskatoon

##### **Vice-President:**

Derek Dagenais, EMT-P,  
Humboldt

##### **Member-at-Large, Fire:**

Len Protz, EMT-P, Saskatoon

##### **Members-at-Large:**

Bob Fenner, EMT-P,  
Saskatoon  
Jon Antal, EMT-P, Regina  
Kim Johnston, EMT-P,  
Kindersley

##### **Public Representatives:**

James Struthers, QC Weyburn  
Karen Todd, PhD Regina Beach  
Karen Wallace, White City

### Council Meeting Attendance May 2009 - March 2010

Derek Dagenais	100%
Karen Wallace	100%
Brent Stewart	83.33%
Jon Antal	83.33%
Bob Fenner	83.33%
Karen Todd, PhD	83.33%
James Struthers, QC	66.70%
Kim Johnston	66.70%
Len Protz	0%

**Paramedics: Trusted - Professional**

## Executive Director's Report

Now that we have completed one full year of operation as a regulatory body, it is quite satisfying to look back at all that we have accomplished. It has been a developmental year, a year of getting the fundamentals in place. Council revised the Strategic Plan for the organization in early fall, 2009, establishing priorities for the year's work. Those priorities were: increase communication with members and stakeholders, implement a licensing exam, recruit full membership for each committee, provide staff to assist the committees, and begin planning for replacement of the registry system. We have made good progress on all these short term priorities.

We registered 2017 members in 2009 and managed another registration renewal cycle as reported in the Registrar's Report. We were pleased to complete training of SCoP Coordinators to assist our members in meeting the registration and CME requirements. This group of 159 Coordinators is a key network for the College in communicating concerns and their resolution.

This year Council approved a *Policy Document* which includes all policy decisions of Council since the proclamation of the *Paramedics Act*. This important reference tool for

staff and members has been posted on our web site. The *Administrative Bylaws* were revised at the 2009 AGM and have been filed with the Ministry of Justice and the Attorney General. Consultation on the *Regulatory By-laws* has taken some time but was finally concluded in January with the submission of the proposed changes to the Ministry of Health which has 90 days to respond. If the Ministry does not respond in that time, the by-laws are not approved.

The web site itself, is new, containing much more information in a more user friendly format and has received many positive comments. This is just one example of strategic use of consulting services during 2009-10 to accomplish our priorities. Consultants also assisted us with an environmental scan to support development of our Strategic Plan, with developing our first newsletter, formatting our *Policy Document*, and with defining requirements for a replacement registry. In 2010 a consultant will assist us through the process to purchase and install a new registry system.

Vice-President, Derek Dagenais, and I have been very active with our counterparts across the country establishing the Canadian Organization of Paramedic Regulators (COPR). COPR has been successful in securing \$1.2 Million to support a nation-wide project to agree

on minimum common scopes of practice at four levels, develop entry to practice exams at the PCP and ACP levels, establish a collaborative approach to research to support these endeavors and investigate a common approach to assessment of internationally educated paramedics. This two year project will require significant involvement from College members, Council and staff.

In mid-February we were pleased to welcome Cheryl Solonenko, EMT-P, to the position of Investi-

gations and Research Coordinator. Cheryl will support the Education, Registration and Professional Conduct Committees in their work.

I have appreciated the countless hours volunteered by Council and Committee members to accomplish so much this past year. It has been my pleasure to work with them all!

Lily Stonehouse  
Executive Director

### Type of Membership by Classification, Feb. 28, 2010

	EMR	EMT	EMT - A	EMT - P	Total
<b>Non-practicing</b>	<b>7</b>	<b>40</b>	<b>7</b>	<b>4</b>	<b>58</b>
<b>Practicing</b>	<b>305</b>	<b>1046</b>	<b>211</b>	<b>202</b>	<b>1764</b>
<b>Total</b>	<b>312</b>	<b>1086</b>	<b>218</b>	<b>206</b>	<b>1822</b>

## Report from the Public Representatives on Council

Public Representatives are appointed by government as full members of the council of the college, but they are not members of the college itself. The role of Public Representatives is to protect the public by representing the broad public interest. The *Paramedics Act* (2007) provides for the appointment of Public Representatives to the Saskatchewan College of Paramedics (SCoP). In 2009, three Public Representatives were appointed to the SCoP for a three year term by the Minister of Health.

As Public Representatives, we sit on Council as voting members and have contributed to a wide variety of discussions and topics;

we have also participated in various committees. Throughout our involvement with Council, we have witnessed a high level of professionalism and commitment to the public interest and the profession by council and committee members, a commitment also shared by hardworking and dedicated College staff. We wish to thank Council, staff and SCoP members for their efforts in protecting the public through their competent practice of their profession. We look forward to our continued involvement with the SCoP.

*Respectfully submitted,*  
*Karen Todd, Jamie Struthers,*  
*Karen Wallace*

## Progress on SCoP Strategic Plan

Strategic Goal	Accomplishments in 2009-10
<b>Stakeholders</b>  SCoP has a constructive working relationship with key stakeholders.	<ul style="list-style-type: none"> <li>Communication with members and stakeholders was improved including regular emails to Coordinators; a new website; and a new newsletter</li> <li>Council Executive met with the SARM Board of Directors, the SEMSA Board of Directors and the full Council met with the Saskatchewan Association of Fire Chiefs to provide an opportunity to discuss key issues with each group</li> <li>Council Executive met regularly with Saskatchewan Health officials in an effort to clarify roles and responsibilities, particularly around scope of practice for paramedics</li> <li>Executive Director met with SIAST Program Head to clarify expectations and discuss how the two organizations could work together; and provided a workshop for SARM members at their 2010 spring conference</li> <li>SCoP consulted with key stakeholders about the changes to the <i>Regulatory Bylaws</i>, the proposed strategic plan and changes to Registry Numbers</li> </ul>
<b>Regulatory Functions</b>  SCoP members are competent, ethical practitioners;  SCoP processes are efficient, user-friendly and transparent.	<ul style="list-style-type: none"> <li>Registered 2017 members in 2009</li> <li>Appointments were made to bring all committees to full strength; all committee terms of reference were reviewed and updated</li> <li>An entry to practice licensing exam was developed and implemented for the EMT/PCP and EMT-P/ACP levels</li> <li>Professional Conduct Committee received and reviewed 18 complaints, investigating 13</li> <li>Registration and CME Reporting Forms were revised to improve clarity</li> <li>Provided regular statistical updates on SCoP membership</li> <li>Core Training Requirements were established for new protocols approved by the Ministry of Health; the Education Committee has had regular meetings with Darcy McKay, EMS Policy &amp; Program Consultant, Saskatchewan Health</li> <li>Implemented an approval process for Agency CME Programs</li> <li>Provided training to 159 SCoP Coordinators to assist members with meeting registration and CME requirements</li> </ul>
<b>Internal Resources</b>  SCoP is appropriately resourced to accomplish its goals and is a stable, efficient environment.	<p><i>Financial</i></p> <ul style="list-style-type: none"> <li>Approved new fees which will enable SCoP to achieve financial stability</li> <li>Established reserve funds for registry replacement, legal and contingency</li> <li>Developed a 3 to 5 year Strategic Plan and a 3 year budget</li> </ul> <p><i>People</i></p> <ul style="list-style-type: none"> <li>Hired an Investigations and Research Coordinator to assist the Education, Registration and Professional Conduct Committees</li> <li>Extended the Administrative Support Staff position to full time</li> </ul> <p><i>Committees</i></p> <ul style="list-style-type: none"> <li>Achieved balanced representation on most committees of urban/rural and range of classifications</li> <li>Professional Conduct and Discipline Committee members were provided training in Administrative Tribunals and investigation</li> <li>Education Committee received training in non-financial auditing and in identifying research sources and assessing reliability of research</li> </ul> <p><i>Technology</i></p> <ul style="list-style-type: none"> <li>Replaced the failed membership card printer; leased a postage meter and a photocopier; retired several worn out printers</li> <li>Contracted a consultant to assist in defining requirements for, and procuring, a new registry system</li> </ul>

## Registrar's Report

Last year at this time we had no clear sense of what our membership numbers would be. And we are still not certain what to project on an annual basis. With one full year's experience we can now report that our membership reached 2017 members on December 18, 2009. We were surprised by the high number of applications for registration throughout the year (nearly 300 or 15% of total membership). However, only 1739 members chose to renew their licences by January 8, 2010. The number of licensed members had reached 1822 by the end of February, 2010. It is going to take several years before we can comfortably predict the annual cycle.

The second cycle through registration renewal was less stressful for everyone. There was a drop by 50% in the number of incomplete applications (from over 30% in 2008-09 to just over 16% in 2009-2010), indicating better understanding of the requirements. In addition, most members who intended to renew their licences, did so by December 1<sup>st</sup> – a significant improvement over the experience of the past year when 1/3 of the membership did not renew until after December 31<sup>st</sup>. Late fees were certainly an incentive to meet the deadline, but we also appreciate the work of facilitators across the province who coordinated the process and ensured that their employees were registered.

The biggest problem with registration renewal continues to be the inefficient processes which we must use because we are dealing with three separate data bases – the legacy system from Health, the card printer data base

and the accounting system. Data must be checked and entered in each of these systems in order to complete the registration process. With this much duplicate data entry there is high potential for error. The College is moving as quickly as possible to correct this situation with a new, integrated registry system.

Another issue we have found this year is that the records which were transferred from Health do not always include evidence of the initial training of members. Many members seeking to renew their licence claim a level of training (eg. ACP) which is not verifiable from their files. This will become problematic as we move to change the Registry numbers. This year we will survey members to verify the qualifications that we have on record.

We have had our first internationally educated paramedic qualify for a licence to practice in Saskatchewan. The process of equivalency assessment and determination of qualification was lengthy and difficult, but we are satisfied with the result. Because we get so few international applicants, it is difficult to develop expertise in these assessments.

The Registration Committee was not so heavily involved with registration renewal this year as we did not have to review criminal record checks from renewing members.

### SCoP Members' Province of Residence

	Feb, 2009	Dec, 2009	Feb, 2010
<b>BC</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>AB</b>	<b>10</b>	<b>28</b>	<b>18</b>
<b>SK</b>	<b>1774</b>	<b>1971</b>	<b>1796</b>
<b>MB</b>	<b>5</b>	<b>10</b>	<b>3</b>
<b>ON</b>		<b>4</b>	<b>3</b>
<b>NS</b>		<b>2</b>	
<b>Total</b>	<b>1790</b>	<b>2017</b>	<b>1822</b>

Over the year since the last Annual Report, there have been an additional 13 applicants for initial registration with the College whose criminal record checks have revealed a past conviction. There were 9 DUIs, 3 mischief charges and 1 possession for the purpose of trafficking. Seven were issued a licence and we are waiting for further information on the remaining six. All but ten of the members who had a positive criminal record in the 2008-09 season have provided Certified Criminal Records and all conditions have been removed from their registrations.

Twelve of the members who had positive criminal records

last year have not renewed their licence for 2010 (this includes the 10 who have not provided Certified Criminal Records).

Entry to practice exams are now scheduled every two months all year long. We have had only ten people write the exams so far – all of them applicants from out of province. This spring we will begin to test the SIAST graduates as well. I would like to thank the members of the Registration Committee for their assistance in developing these exams.

Lily Stonehouse  
Registrar

### Training Level on SCoP File by Classification and Sector

February 28, 2010

	Ambulance	Fire	Industry
<b>Emergency Medical Responder</b>	<b>294</b>	<b>6</b>	<b>8</b>
<b>First Aid or First Responder Training</b>	<b>224</b>	<b>2</b>	<b>3</b>
<b>EMR Training</b>	<b>70</b>	<b>4</b>	<b>5</b>
<b>Emergency Medical Technician</b>	<b>618</b>	<b>376</b>	<b>64</b>
<b>EMT</b>	<b>197</b>	<b>213</b>	<b>22</b>
<b>Primary Care Paramedic</b>	<b>421</b>	<b>163</b>	<b>42</b>
<b>EMT - Advanced</b>	<b>209</b>	<b>1</b>	<b>1</b>
<b>Advanced Care Paramedic</b>	<b>8</b>		
<b>EMT - Advanced</b>	<b>69</b>		
<b>Intermediate Care Paramedic</b>	<b>132</b>	<b>1</b>	<b>1</b>
<b>EMT - Paramedic</b>	<b>184</b>	<b>3</b>	<b>4</b>
<b>Advanced Care Paramedic</b>	<b>102</b>		<b>3</b>
<b>EMT- Paramedic</b>	<b>82</b>	<b>3</b>	<b>1</b>
<b>Total</b>	<b>1305</b>	<b>386</b>	<b>77</b>

## Report of the Registration Committee

**Registration Committee:****Chair:**

Len Protz, EMT-P,  
Saskatoon

**Interim Chair:**

Faron Nakaska, EMT-P, Hague

Jarret Cappelle, EMT,  
Meadow Lake

Chris Warren, EMT-A,  
Meadow Lake

Danae Ackles, EMT-P, Regina  
Connie Wilson, EMT-A, Tisdale

oped. As mentioned above, we discussed over many hours the issues that arose with both renewal and initial applications ranging from incompleteness to current criminal records that need clarification from the applicant. Many person hours were spent on developing a provincial licensing exam, and working with the examination team from Manitoba on creating and implementing the practical exam for PCPs. Due to a number of issues that developed during this process, the committee received approval from Council to temporarily suspend the practical examination until it was able to implement the written exam. On February 10, 2010 the federal government announced funding of a two year project to create and implement national registration exams at the PCP and ACP levels. The Registration Committee will be involved with this process, and we may implement this as our entrance exam once it is developed and activated.

The Registration Committee worked hard again this year dealing with some interesting issues directly with the registration process, as well as helping to develop an entry to practice licensing exam. As a result of these new projects, our committee grew by two members to seven, and we welcomed Danae ACKLES (EMT-P) and Connie WILSON (EMT-A). Our chair, Len PROTZ took a leave for personal reasons, and I became acting Chair. We also welcomed Jon ANTAL (EMT-P) as the council representative to the committee replacing Brent Stewart.

Between January 2009 to present, we met seven times (five conference calls and two in-person meetings), and issued many email discussions as issues, questions and concerns devel-

Another project that this committee has been involved with is in the development and

### Years of Registration in Saskatchewan, Feb. 28, 2010

	EMR	EMT	EMT - A	EMT - P	Total
< 1 Year	10	12			22
1 to 5 Years	138	447	31	26	642
6 to 10 Years	69	289	72	53	483
11 to 15 Years	39	152	54	53	298
16 to 20 Years	25	119	39	63	246
21 to 25 Years	31	67	22	11	131
<b>Total</b>	<b>312</b>	<b>1086</b>	<b>218</b>	<b>206</b>	<b>1822</b>

### Classification by Sector , Feb. 28, 2010

	EMR	EMT	EMT - A	EMT - P	Total
Ambulance	294	618	209	184	1305
Educational			1		11 12
Facility Based	1	1	3	4	9
Fire	6	376	1	3	386
Industry	8	64	1	4	77
Not Employed	1	18	1		20
Other	2	8	3		13
<b>Total</b>	<b>312</b>	<b>1086</b>	<b>218</b>	<b>206</b>	<b>1822</b>

implementing of a new system to replace our current registry system. The hope of this new system is to make the registration process easier for the majority of the membership. A major portion of this project will include being able to register online and being able to track the progress of the application. This new system will also update our security in order to better protect your

professional identity. With this update, we hope to have you, our membership, access your own "file" so you are able to view your certificates or other processes that you may be involved with. If our current budget is sufficient, we hope to have phase one of this system up and running before the end of this year.

Faron Nakaska (EMT-P)  
Acting Chair

### Classification by Gender, Feb. 28, 2010

	Female	Male	Total
EMR	135	177	312
EMT	353	733	1086
EMT - A	91	127	218
EMT - P	53	153	206
<b>Total</b>	<b>632</b>	<b>1190</b>	<b>1822</b>

### Registration at the end of February in 2009 and 2010 and at the end of Dec, 2009

	Feb-09	Dec-09	Feb-10
EMR	319	376	312
EMT	1077	1209	1086
EMT - A	206	219	218
EMT - P	188	214	206
<b>Total</b>	<b>1790</b>	<b>2018</b>	<b>1822</b>

## Report of the Audit Committee

The SCoP Audit Committee has for the first time, a full contingent of members with the addition of the public representative, Karen Wallace. As well to ensure we fulfilled our necessary obligations we received an unqualified auditors report from our new auditor Mintz Wallace Chartered Accountants (No relation to our public appointee).

2009 was forecast to be a year requiring financial restraint balanced against a significant amount of work requiring completion. The College closed the year with a small financial surplus, rather than the predicted deficit. The major factors influencing the surplus were:

- An increased number of memberships (2017 rather than the 1850 which we planned for),
- The additional grant from Saskatchewan Health (\$61,000) which wiped out our 2008 debt, and
- The College itself demonstrating the necessary financial control, and delaying

some of the costs into 2010.

All committees have been extremely diligent in their work, while at the same time managing to keep committee expenses lower than anticipated. Specific areas contributing to the surplus included:

- Legal fees (some costs were delayed into 2010 due to the length of the processes involved),
- Licensing exam costs (due to assistance from Manitoba),
- Out of province travel expenses were kept to an absolute minimum, and
- Some of the National Regulators Group meetings were funded by a federal project grant.

Not only were expenses kept down from what was expected, but we also managed to establish much needed contingency funds to ensure the future financial wellbeing of the college. The first fund that required our attention was for the building of the registry and,

### Audit Committee:

**Chair:** Derek Dagenais,  
EMT-P, Humboldt  
Ross Reaburn, EMT-P,  
Regina  
Karen Wallace, Public  
Representative,  
White City

the highest risk faced by the College.

- Our Education Committee has doubled in size in order to manage an increasing workload, including CME audits.

- The expansion of the Registration Committee to meet the demand of overseeing the provincial entry to practice exams & the development of national licensing exams.

- Participation in the two year project of the Canadian Organization of Paramedic Regulators to develop licensing exams at the PCP and ACP levels which entails significant out of province travel expenses to the College (the project provides limited support); as well as member involvement expenses in the development of the exams.

Although we can certainly breathe easier about our financial situation, we do need to remember not to let our financial guard down. The future of the college depends on sound money management and a long term plan.

Derek Dagenais, EMT-P  
Chair

## Report of the Nominations Committee

### Nominations Committee:

**Chair:** Dan Lewis, EMT-P,  
Regina  
Karen Todd, PhD  
Public Representative,  
Regina Beach  
Marion Blain, EMT-A,  
Cut Knife  
Mike Hengstler, EMT-P,  
Moose Jaw

The Nominations Committee met 4 times this last year, once face to face the other times by conference call, and tried e-

mail motions regarding the ballot, more on that later in the report. We began by reviewing the committee parameters and expanded them during the year, with Council approval, to include recruitment for Committees.

The Committee also expressed interest in investigating and recommending changes to the terms of office for the President and Vice-President, as the way terms are now the Vice-President is in office for 6 years. Council agreed the Committee could investigate

term of office changes, so the Committee began investigating and will make recommendations for the 2011 AGM.

The Committee also reviewed voting from the first AGM and surveyed membership to see if voting numbers can be improved. No recommendations yet from the Committee as we are still looking into this matter and want to see voting numbers for this year.

The Committee revised the Nomination form to give consistency to the biographical information of candidates and asked Council to extend the nomination deadline to allow more candidates to come forward. The extended deadline enabled a flood of new candidates, which is very good for the College. However, with the extended deadline the Committee had requested, the Committee tried an e-mail motion instead of a meeting. Since we did not meet, we also forgot to look back to confirm the names on the ballot (continued on page 9)

SCoP Three-Year Budget
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## SCoP Budget for 2010

Based on 1800 practising and 50 non practising members

	2009	2010	2011	2012
	Actual	Budget	Forecast	Forecast
<b>REVENUES</b>				
License Fees	\$345,790	\$767,500	\$767,500	\$794,500
Other Registration Fees	23,790	20,000	20,000	20,000
Licensing Exam and Equivalency Assessment Fees	3,650	35,700	50,700	50,700
FR Revenue	12,125	0	0	0
Grants	116,000	0	0	0
Other Revenue	<u>1,786</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Total Revenue</b>	<b>\$503,141</b>	<b>\$825,200</b>	<b>\$840,200</b>	<b>\$867,200</b>
<b>EXPENDITURES</b>				
Accounting, Audit, Legal, Insurance and Payroll Service	\$22,700	\$16,400	\$16,564	\$16,729
Legal Fees - PCC and Discipline	40,374	90,000	90,900	91,809
Licensing Exam and Equivalency Assessment	6,700	45,000	53,000	73,500
Consulting and IT Support	20,528	20,000	20,200	20,402
Memberships	12,807	20,000	20,000	20,000
Wages, Benefits, Staff Travel and Training	191,087	321,930	325,149	328,401
Council Expenditures including AGM	9,495	23,000	23,230	23,462
Committee Expenses	25,662	72,000	72,720	73,457
Office Expenses and Advertising	40,378	38,500	38,885	39,275
Utilities and Telephone	10,396	16,000	16,160	16,322
Rent, Occupancy Costs and Maintenance	26,732	29,537	30,425	31,325
Bank Charges, Interest and GST Expense	18,529	23,000	23,230	23,462
First Responder Materials	7,478	0	0	0
Amortization Expense	<u>6,981</u>	<u>6,500</u>	<u>5,200</u>	<u>4,160</u>
<b>Total Expenses</b>	<b>\$439,847</b>	<b>\$721,867</b>	<b>\$735,663</b>	<b>\$762,304</b>
Contingency Reserve	10,000			
Legal Reserve	25,000	25,000	25,000	25,000
Registry Reserve	<u>30,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Equipment Purchase Reserve		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>TOTAL</b>	<b>-\$1,706</b>	<b>-\$1,667</b>	<b>-\$463</b>	<b>-\$104</b>

## Report of the Professional Conduct Committee

### **Professional Conduct Committee:**

Chair: Ken Luciak, EMT-P,  
Regina  
Al Schneider, EMT,  
St. Walburg  
Barry Szeles, EMT, Regina Fire  
Ian Young, non-member,  
Meadow Lake (to Jan./10)  
Mark Ollinger, EMT-P, Nipawin  
(to Sept./09)  
Kathy Christmann, EMT, Prince  
Albert (from Oct. /09)

This past year the Professional Conduct Committee has had an opportunity to receive further training to better equip them to serve and protect the public and guard the integrity of the paramedic profession.

In September, the PCC received training on investigative techniques from Ian Young. Ian is a retired police detective (Victoria Police Department) who joined the PCC in 2008 as a public representative to the committee. Members of the Professional Conduct Committee and the Discipline Committee also received two days of Administrative Tribunal training. The training was provided by Ombudsman Saskatchewan and the Dispute Resolution Office of Saskatchewan's Ministry of Justice and Attorney General.

Since the last Annual Report, the Professional Conduct Committee (PCC) has met monthly. Some months required additional meetings to review investigation reports, conduct interviews, or discuss next steps necessary for some cases.

The Professional Conduct Committee began 2009 with a 2008 carry-over complaint involving professional incompetence. That case was resolved in May of 2009. The committee received

eleven complaints in 2009. Of these, one pertained to charges of professional incompetence, eight involved charges of professional misconduct, and another two were a combination of both incompetence and misconduct.

At the close of 2009, three cases remain open and are in various stages of investigation or resolution. Three cases were resolved, two cases were forwarded to the Discipline Committee, and three cases were dismissed.

As of March 12<sup>th</sup>, six new cases were filed for 2010. One pertains to charges of professional incompetence, four involve charges of professional misconduct, and one is a combination of both incompetence and misconduct. One complaint has been dismissed, one referred to the Discipline Committee, and the remainder are in the investigative stage or awaiting further information.

A key challenge that this committee continues to wrestle with in 2010 is making sense of the information presented and determining what testimony is truth and what testimony is fabricated. Many complaints appear to be between individuals who are experiencing interpersonal conflicts and are unable to resolve these on their own.

The PCC indicated in its last report to the membership a desire to increase the size of the committee. This desire grew out of a realization that the workload was becoming problematic and that a number of complaints required a member of the

(continued on page 9)

<b>Summary of Complaints Received by the Professional Conduct Committee at March 12, 2010</b>		
<b>Received/ Resolved</b>	<b>Type of Complaint</b>	<b>Disposition</b>
2008/ 2009	Professional Incompetence	CCRA – required assessment and training of two members
2009/ 2009	Professional Misconduct	Letter of Direction – 18 members were required to have ALS skills assessed by a Medical Advisor to a Health Region. The PCC recommended to Council that an alternative to the Medical Advisor sign off be provided for members needing assessment of ALS skills.
2009/ 2009	Professional Misconduct and Professional Incompetence	The complaints were dismissed as unsubstantiated. The PCC recommended to Council that it consider the need for quality assurance and a consistent standard for meeting CME requirements across the province; and for clarification of whether the most qualified provider should be attending the patient at all times.
2009/ 2009	Professional Misconduct	The complaints were dismissed as unsubstantiated.
2009/ 2009	Professional Incompetence	CCRA – required the member to surrender licence to practice to the college; secure a physician's assessment prior to any application for reinstatement; undertake training and demonstrate proficiency prior to reinstatement; and if reinstated be subject to regular performance review by the college
2009/ 2010	Professional Misconduct	Referred to the Discipline Committee for a Hearing
2009/ 2009	Professional Misconduct	The complaints were dismissed as not within SCoP jurisdiction
2009/ 2010	Professional Misconduct	Referred to the Discipline Committee for a Hearing
2009	Professional Misconduct	No action- waiting for further information
2009	Professional Misconduct	No action- waiting for further information
2009	Professional Misconduct and Incompetence	The complaints were dismissed as unsubstantiated. Letters of guidance were sent to the respondent and the complainant.
2009	Professional Misconduct	No action- waiting for further information
2010	Professional Incompetence	Investigation underway
2010	Professional Misconduct	Referred to the Discipline Committee for a Hearing
2010	Professional Misconduct	No action- waiting for further information
2010	Professional Misconduct	Investigation underway
2010	Professional Misconduct	The complaints were dismissed as unsubstantiated.
2010	Professional Misconduct and Incompetence	Investigation underway

## Report of the Discipline Committee

**Discipline Committee**

**Chair:** Don Brickner, EMT-P,  
Saskatoon  
James Struthers, QC  
Public Representative, Weyburn  
Randy Bender, EMT-A,  
Wynyard (to Sept./09)  
Rob Ferland, EMT-P,  
Prince Albert  
Danae Ackles, EMT-P,  
Regina (from Oct./09)  
Mike Grisdale, EMT, Saskatoon Fire  
Representative (to Dec./09)

met by conference call to provide recommendations to Council regarding the following policies: Discipline Hearings, Discipline Orders, Appeals of Discipline and Confidentiality of Investigative Records.

The committee has received 8 reports from the Professional Conduct Committee two of which are proceeding to a hearing.

Report 2009 C007 was discussed by conference call January 26<sup>th</sup> and arrangements have been made for a hearing to take place in Regina March 15<sup>th</sup> with an additional preparatory meeting taking place the evening of the 14<sup>th</sup>.

Report 2009 C005 was also discussed January 26<sup>th</sup> and arrangements are underway to have a preliminary meeting before the end of March to set a date for a hearing.

Don Brickner  
Chair

Since the last report the committee has experienced two resignations (Randy Bender and Mike Grisdale) and two appointments (Danae Ackles and Jamie Struthers).

In September of 2009 the committee received two days of Administrative Tribunal training by the Dispute Resolution Office of Saskatchewan Justice.

On January 7<sup>th</sup>, the committee

(Continued from page 8) committee to step aside due to a conflict of interest; further increasing workload for some of the members. The committee has since decided to continue as a group of five and see what impact working with the newly appointed Investigations and Research Coordinator would have on the committee's workload in 2010.

In response to one particular investigation, the PCC recommended to the Discipline Committee that it consider the need for quality assurance and a consistent standard for meeting CME requirements across the province. The Committee also asked the Discipline Committee whether there was a need for clarification of whether the most qualified

provider should be attending the patient at all times.

Lastly, the Professional Conduct Committee wishes to recognize the departure of two of its members. Mark Ollinger and Ian Young both left the committee during this last year. The contributions of these two men are greatly appreciated and it goes without saying that they take with them their valuable perspective and passion for fairness and justice.

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

Respectfully Submitted,  
Ken Luciak, EMT-P  
Chairperson

**(Nominations Committee continued)** but simply agreed to pass it in an e-mail motion. We have learned from this mistake - not meeting, not checking records - and will **not** repeat it in the future.

The Committee is committed to continuing its work to ensure the Council and Committees of the College have the members they need to operate the College in the best possible way.

Respectfully Submitted,  
Daniel Lewis, EMT-P  
Chair

## Report of the Saskatchewan Protective Services Medal Advisory Committee

This Committee only needed to meet twice in 2009. The initial flood of people for the medal has tapered off from the initial rush as those who qualify now are only a few each year. There were also only a few presentations throughout the year.

For those unfamiliar with the medal, it is awarded for 25 years of exemplary service in Saskatchewan and time from various approved agencies can be combined. For example, if you served in the military for 10 years and were stationed in Saskatchewan and then went into EMS and have been in it for 15 years you could qualify for the

medal. Even if you simply have 25 years in EMS in Saskatchewan you could qualify. It is an exemplary service medal so it is not just a matter of time of service. The committee does look closely at each application to see that it meets the requirements.

For more information or nomination forms check out the following website:

<http://www.ops.gov.sk.ca/spsm>

Respectfully Submitted,  
Dan Lewis, EMT-P  
EMS Representative on the  
SK Protective Services Medal  
Advisory Committee

Age of Members by Classification					
	EMR	EMT	EMT - A	EMT - P	Total
N/A		1			1
< 20 Years	2	1			3
20 - 29 Years	54	414	48	37	553
30 - 39 Years	59	350	80	89	578
40 - 49 Years	86	197	55	62	400
50 - 59 Years	91	98	32	18	239
Over 59 Years	20	25	3		48
<b>Total</b>	<b>312</b>	<b>1086</b>	<b>218</b>	<b>206</b>	<b>1822</b>

## Report of the Executive Committee

### Executive Committee:

**Chair:** Brent Stewart, EMT-P, Saskatoon  
 Derek Dagenais EMT-P, Humboldt  
 Jon Antal, EMT-P, Regina

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 a very busy 2009. There was a wide range of decision items. I am pleased to report that all of the decisions made by the Executive Committee were fully endorsed by Council.

As chair, I would like to thank all the members for all of the work that they have done.

Brent Stewart, EMT-P  
 Chair

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. This Committee has 4 main areas to focus on:

### Member Employment Status at February 28, 2010

#### Employment

Status	EMR	EMT	EMT-A	EMT-P	Total
Casual	167	201	34	15	417
FT	36	638	153	176	1003
OTFT	37	49	6	1	93
Part Time	24	131	23	13	191
Unemployed	3	36	1	1	41
Volunteer	45	31	1		77
<b>Total</b>	<b>312</b>	<b>1086</b>	<b>218</b>	<b>206</b>	<b>1822</b>

### APPROVED AGENCY CME PROGRAMS BY SECTOR FOR 2009

Ambulance	51
Fire	6
Industry	6
Online/Education	8
<b>Total</b>	<b>71</b>

## Report of the Legislation and Bylaws Committee

- The Paramedic Act (legislation)
- Regulatory (bylaws)
- Administrative (bylaws)
- Policies of the College

In 2009, the Legislation and Bylaws Committee recommended 26 resolutions to Council for the May Annual General Meeting, 20 were passed, 3 were amended and passed and 3 were defeated by the practitioners. It is unfortunate that none of the resolutions came from practitioners. All originated from Council or the various committees within the College. Of the 23 resolutions passed, 2 were requesting changes to the Paramedic Act, 9 were requesting changes to the Regulatory Bylaws, 10 were requesting changes to the Administrative Bylaws and 2 were changes to College policy.

I am pleased to report that all of the resolutions that requested change to the Administrative Bylaws and College policy have been approved and implemented.

Any changes to the Paramedic

Act and Regulatory Bylaws require approval from the Minister of Health. Therefore, the resolutions that requested change to these areas were sent out to key stakeholders for consultation. Based on the consultation, the Committee recommended to Council which resolutions should be forwarded to the Minister for consideration. The Committee did not submit any changes to the Paramedic Act as the intent could be achieved through a change in the Regulatory Bylaws as per legal counsel's advice. The resolutions not forwarded to the Minister were revised based on the feedback and will be brought forward at the next Annual General Meeting.

The Committee is bringing forth a number of resolutions to be considered for the Annual General Meeting in April 2010, including 3 resolutions from practitioners. The Committee would like to thank the practitioners who have submitted the resolutions and encourage more practitioners

### Legislation and Bylaws Committee:

<b>Chair:</b> Brent Stewart, EMT-P, Saskatoon
James Struthers, QC
Public Representative, Weyburn
Brad Mee, EMT-A, Meadow Lake
Wayne Therres, EMT-A, Melfort
Lennie Davies, EMT, Carlyle

to do likewise.

As always, 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 provide to the public are of the highest quality when considering resolutions.

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 Education Committee

**Education Committee:**

Chair: Bob Fenner, EMT-P,  
Saskatoon  
Kim Johnston, EMT-P, Kindersley  
Karen Wallace,  
Public Representative, White City  
Brenda Fry, EMT-P, Regina  
Dan Prefontaine, EMT,  
Saskatoon Fire  
Kyle Sereda, EMT-P, Moose Jaw  
Rob Bruce, EMT-P, Saskatoon  
Jennifer Larre, EMT-A,  
St. Walburg  
Donna Dohms, EMT-A  
Moosomin  
Teresa Cameron, EMT, Canora

The education committee has been meeting regularly since June 2009.

This is the second year that the committee has worked on setting standards in Continuing Medical Education (CME). From April to October the committee was very busy reviewing program approvals for the different services who wish to have their programs approved for CME credits.

At the 2009 AGM the education committee asked to expand to ten committee members. Last fall Council appointed those members to represent the rural, urban, fire, EMS, PCP, ICP, and ACP sectors in order to get a broad overview so we can try to meet everyone's concerns.

Following consultation with stakeholders, the committee recommended to Council that the First Responder services be discontinued by year's end, that instructors and agencies be notified immediately and be directed to Red Cross and St. John Ambulance for the First Responder

program. SCoP has no mandate to regulate First Responders or to be a training agency so the First Responder program was no longer a good fit. The program met a key need in its time and was an important program for SPA. We have expressed our appreciation to the instructors and organizers of the program for their years of voluntary service.

The Proctor and Coordinator Training program got underway on October 29<sup>th</sup> of 2009 in Regina. Seventy candidates attended the one-day workshop which included an overview of what the college represents. Roger Lepage the college legal counsel went through the Paramedic Act as well as the Regulatory Bylaws. Lily then finished up the day by going over the policies and procedures of the college with respect to CME and registration. She also outlined the expectations of the Coordinators. The evaluations that were received from nearly all participants showed that the day was a success. The workshops were offered again in Saskatoon on January 21<sup>st</sup> of 2010 and in Regina on February 4<sup>th</sup> of 2010, and were again a success with great interaction and feedback. A total of 159 individuals took the training. We are looking at possibly starting the Proctor Training in 2011.

In November the education committee created two sub-committees. They are the Program Approval Subcommittee which is chaired by Brenda Fry, and the CME Audit

sub-committee which is chaired by Kyle Sereda.

The Program Approval sub-committee will review all of the 2010 Agency CME Program proposals and any individual courses proposed for CME credit. The approval forms have not changed so hopefully this will be easier for the Coordinators to complete this year.

The Audit committee will be conducting CME audits this year. This is to aid the Coordinators which is is to meet the expectations of the college regarding CME and to maintain CME records for their service.

The committee has adopted a template for training in new protocols. This means that when the Ministry of Health releases any new protocols we can research what training should be required and provide the (continued on page 22)

### **CHANGES IN THE CME REQUIREMENTS FOR 2011 LICENCE RENEWAL**

- Mandatory Skills at every level now include Biomechanics of Safe Lifting and Moving as well as Medications;
- EMT level mandatory skills of spinal immobilization and mechanical aids to breathing are no longer required separately as all EMTs must have ITLS issued in 2009 or 2010.

The Forms have been changed to put the mandatory and ALS skills, as well as new protocols on the second page.

### **NUMBER OF CME COURSES OFFERED BY TYPE**

Cardiac	44
Medical	182
Trauma	131
Psychiatric	13
Geriatric	12
Pediatric	28
OBGYN	16
Substance Abuse	16
Skills and Patient Assessment	66
Extrication/MCI	37
Equipment	11
Professionalism	26
Scope of Practice	31
Other	43

**SASKATCHEWAN COLLEGE OF PARAMEDICS**

**Financial Statements**

**Year Ended December 31, 2009**



IAN WALLACE, CA

TODD MINTZ, CA

CLINT CEHOLSKI, CA

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**AUDITORS' REPORT**

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To the Members of Saskatchewan College of Paramedics

We have audited the statement of financial position of Saskatchewan College of Paramedics as at December 31, 2009 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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 our opinion, these financial statements present fairly, in all material respects, the financial position of the company as at December 31, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

The financial statements for the year ended December 31, 2008 were audited by another accounting firm and are presented for comparative purposes only.

A handwritten signature in blue ink that reads "Mintz &amp; Wallace".

Regina, Saskatchewan  
February 20, 2010

Mintz & Wallace  
Chartered Accountants LLP

## SASKATCHEWAN COLLEGE OF PARAMEDICS

### Statement of Financial Position

December 31, 2009

	2009	2008 (Restated)
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 607,143	\$ 174,005
Marketable securities ( <i>Note 3</i> )	28,704	24,865
Accounts receivable	90,775	29,696
Goods and services tax recoverable	-	1,385
Prepaid expenses and inventory	<u>4,973</u>	<u>13,968</u>
	<b>731,595</b>	243,919
<b>CAPITAL ASSETS (<i>Note 4</i>)</b>	<b>26,091</b>	24,625
	<b>\$ 757,686</b>	<b>\$ 268,544</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 561	\$ 8,655
Employee benefits payable	8,475	(284)
Deferred membership fees	<u>712,300</u>	<u>290,494</u>
	<b>721,336</b>	298,865
<b>NET ASSETS</b>		
General fund	(28,650)	(30,321)
Restricted fund ( <i>Note 7</i> )	<u>65,000</u>	-
	<b>36,350</b>	(30,321)
	<b>\$ 757,686</b>	<b>\$ 268,544</b>

### ON BEHALF OF THE BOARD



\_\_\_\_\_  
Director  
\_\_\_\_\_  
Director

See accompanying notes

## SASKATCHEWAN COLLEGE OF PARAMEDICS

### Statement of Revenues and Expenditures

**Year Ended December 31, 2009**

	<b>2009</b>	<b>2008 (Restated)</b>
<b>REVENUES</b>		
Memberships	\$ 345,790	\$ 43,413
Grants	116,000	5,000
Tuition	12,125	26,598
Processing fees	27,440	3,308
Instructor fees	-	1,325
Other revenues	404	-
Investment income	1,382	368
	<b>503,141</b>	80,012
<b>EXPENSES</b>		
Wages and benefits	188,236	62,023
Legal fees - PCC and discipline	40,374	-
Committee expenditures	25,662	8,720
Occupancy costs	22,485	5,903
Consulting fees	20,528	16,920
Accounting, audit, & legal	20,121	4,319
Memberships	12,807	1,000
Printing	12,296	1,970
Postage and courier	11,384	1,099
Office supplies	10,759	4,875
GST paid	10,454	2,230
Council expenditures	9,495	2,725
Bank charges and interest	8,075	2,852
First Response materials	7,478	13,436
Amortization	6,981	4,785
Telephone	6,967	4,976
Licensing exams	6,700	6,064
Advertising and promotion	4,937	8,606
Repairs and maintenance	4,247	690
Utilities	3,429	560
Staff travel and training	2,851	-
Insurance	2,579	1,054
Office equipment and rentals	672	-
Bad debts	330	-
	<b>439,847</b>	154,807
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>		
	63,294	(74,795)
<b>OTHER INCOME</b>		
Unrealized gain (loss) on adjustment to market	3,377	(3,045)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ 66,671</b>	<b>\$ (77,840)</b>

See accompanying notes

**SASKATCHEWAN COLLEGE OF PARAMEDICS****Statement of Changes in Net Assets****Year Ended December 31, 2009**

	General Fund	Restricted Fund	2009	2008 <i>(Restated)</i>
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ (30,321)	\$ -	\$ (30,321)	\$ 47,520
Excess of revenues over expenses	66,671	-	66,671	(77,840)
Transfer ( <i>Note 6</i> )	(65,000)	65,000	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ (28,650)</b>	<b>\$ 65,000</b>	<b>\$ 36,350</b>	<b>\$ (30,320)</b>

See accompanying notes

## **SASKATCHEWAN COLLEGE OF PARAMEDICS**

### **Statement of Cash Flows**

**Year Ended December 31, 2009**

	<b>2009</b>	<b>2008 (Restated)</b>
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 66,671	\$ (77,840)
Items not affecting cash:		
Amortization of capital assets	6,981	4,785
Unrealized gain (loss) on adjustment to market	<u>(3,377)</u>	3,045
	<b>70,275</b>	(70,010)
Changes in non-cash working capital	<b>371,310</b>	254,379
Cash flow from operating activities	<b>441,585</b>	184,369
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	<u>(8,447)</u>	(23,250)
<b>INCREASE IN CASH FLOW</b>		
<b>CASH - BEGINNING OF YEAR</b>	<b>433,138</b>	161,119
<b>CASH - END OF YEAR</b>	<b>174,005</b>	12,886
	<b>\$ 607,143</b>	\$ 174,005

See accompanying notes

## SASKATCHEWAN COLLEGE OF PARAMEDICS

### Notes to Financial Statements

Year Ended December 31, 2009

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#### 1. NATURE OF OPERATIONS

Saskatchewan College of Paramedics is established under the Paramedics Act of Saskatchewan. The College is a registered not-for-profit and is exempt from income taxes. The College is a self-regulatory body who administer the membership qualifications for practicing paramedics in Saskatchewan.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Capital management

Capital is comprised of the College's net assets and any debt that it may issue. As at December 31, 2009, the College's net assets equity was \$36,350 and it had no outstanding debt. The College's objectives when managing capital are to continue as a going concern to protect its ability to meet its on-going liabilities, and to maximize returns for members over the long term. Protecting the ability to pay current and future liabilities includes maintaining capital above minimum regulatory levels, current financial strength rating requirements and internally determined capital guidelines based on risk management policies.

##### Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of capital assets. Actual results could differ from these estimates.

##### Revenue recognition and fund accounting

The College uses fund accounting and has the following funds:

- a) General fund - reports the results of day to day operations of the College.
- b) Contingency fund - internally restricted fund which reports money set aside to provide for assistance to operations in the event of unforeseen circumstances.
- c) Legal fund - internally restricted fund which reports money set aside to provide for assistance to operations for unusual legal issues effecting the members.
- d) Registry fund - internally restricted fund which reports money set aside to provide for the development and/or replacement of the registry system.

Contributions are recognized using the deferral method where restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership dues are recognized in the year in which the memberships are valid. Donated capital assets are recognized when the value can be reasonably estimated.

(continues)

## **SASKATCHEWAN COLLEGE OF PARAMEDICS**

### Notes to Financial Statements

**Year Ended December 31, 2009**

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#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **Financial Instruments**

Cash and investments is classified as held-for-trade and is measured at fair value. Receivables are classified as loans and receivables and are measured at amortized cost. Accounts payable and accrued liabilities, are classified as other financial liabilities and are measured at amortized cost.

As at December 31, 2009 and December 31, 2008 the Corporation does not have any outstanding contracts of financial instruments with embedded derivatives.

##### **Capital assets**

Capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	30%	declining balance method
Computer software	30%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	5 years	straight-line method

The Company regularly reviews its capital assets to eliminate obsolete items.

#### **3. MARKETABLE SECURITIES**

	<b>2009</b>	<b>2008</b>
Cash	\$ 31	\$ 31
Mutual funds	<u>28,673</u>	24,864
	<b>\$ 28,704</b>	\$ 24,895

As per the College's adopted accounting principles, investments are recorded at their fair market value.

#### **4. CAPITAL ASSETS**

	Cost	Accumulated amortization	2009 <b>Net book value</b>	2008 Net book value
Equipment	\$ 1,195	\$ 119	<b>\$ 1,076</b>	\$ -
Computer equipment	11,152	3,611	<b>7,541</b>	4,908
Computer software	2,708	2,183	<b>525</b>	751
Furniture and fixtures	4,293	2,599	<b>1,694</b>	782
Leasehold improvements	<u>21,440</u>	6,185	<b>15,255</b>	18,184
	<b>\$ 40,788</b>	<b>\$ 14,697</b>	<b>\$ 26,091</b>	\$ 24,625

## SASKATCHEWAN COLLEGE OF PARAMEDICS

### Notes to Financial Statements

Year Ended December 31, 2009

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#### 5. BANK INDEBTEDNESS

The College has a \$200,000 operating line of credit of which none was drawn as at December 31, 2009 and 2008. Bank advances on the line of credit bear interest at 4.25%.

#### 6. FUND TRANSFERS

During the year the Council approved transfers from the Operating Fund to the Legal Fund, the Contingency Fund and the Registry Fund. As at year end, the full amount of the funds have not been transferred to the marketable securities.

#### 7. RESTRICTED FUNDS

	Legal Fund	Contingency Fund	Registry Fund	2009	2008
<b>Internally</b>					
Restricted Funds					
Transfer from general fund	\$ 25,000	\$ 10,000	\$ 30,000	<b>\$ 65,000</b>	\$ -
	<b>\$ 25,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>

#### 8. FINANCIAL INSTRUMENTS

The College's financial instruments consist of cash, accounts receivable, marketable securities, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

#### 9. CONTRACTUAL OBLIGATIONS

The College has entered into a contract with a supplier for office equipment rental for a term of five and a half years at \$1,777 per year. Additionally, the College has a lease commitment for rental of premises of \$1,133 per month expiring Sept. 30, 2011.

Subsequent to the year end the Collage entered into a contractual agreement for seconded services for a co-ordinator position for \$90,000 for one year with a minimum fee of \$30,000. The College also contracted a consultant for enhancement of the registry system for \$10,000.

## SASKATCHEWAN COLLEGE OF PARAMEDICS

### Notes to Financial Statements

Year Ended December 31, 2009

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#### 10. PRIOR YEAR'S FIGURE

The prior year's financial statements have been restated to account for the adoption of Canadian Institute of Chartered Accountants (CICA) recommendations for the accounting of financial instruments. Under section 3855 of the CICA Handbook financial instruments are to be categorized as held-for-trading, held-to-maturity, loans and receivables, available for sale or other financial liabilities.

The College has adopted section 3855 and is accounting for its investments as held-for-trading. The effect of this change was a decrease in the reported earnings of the College of \$3,045 in 2008 and a reduction in the reported investment balance and total assets of the same amount.



## SASKATCHEWAN COLLEGE OF PARAMEDICS

851 Argyle Street North  
Regina, SK  
S4R 8H1

### Staff

Executive Director: Lily Stonehouse  
Investigations & Research Coordinator:  
Cheryl Solonenko  
Office Manager: Louise Durnford  
Administrative Assistant: Patti Lewis

### WE'RE ON THE WEB!

[www.collegeofparamedics.sk.ca](http://www.collegeofparamedics.sk.ca)

Phone: (306) 585-0145  
Toll Free Phone: 1-877-725-4202  
FAX: (306) 543-6161  
Email: office@collegeofparamedics.sk.ca

### Paramedics: Trusted—Professional

#### MOST POPULAR CME TOPICS IN 2009

Cardiac Emergencies (all inclusive)	44
Soft Tissue Injuries/Musculoskeletal Injuries	33
Patient Assessment	28
Respiratory Emergencies	28
Diabetes	19
Seizures/Convulsions	19
Shock	18
Head Injuries	15
H1N1 and Communicable Diseases	14
Strokes	13
Eye Injuries	13
Chest Injuries	12
Summer Emergencies/Aquatic Emergencies	11
Abdominal Injuries	11
Thermal Injuries	10



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



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



Member at Large  
**Bob Fenner,**  
EMT-P  
Saskatoon; SIAST  
Chair:  
Education Ctte



Member at Large  
**Jon Antal,**  
EMT-P, Regina EMS  
Executive Ctte  
Registration Ctte



Member at Large  
**Kim Johnston,**  
EMT-P,  
Kindersley EMS  
Education Ctte



Member at Large  
**Len Protz,**  
EMT-P  
Saskatoon Fire  
Chair, Registration  
Ctte



Public  
Representative,  
**James Struthers, QC**  
Lawyer, Weyburn  
Discipline Ctte  
Legislation & Bylaws Ctte



Public  
Representative.  
**Karen Todd, PhD**  
Psychologist,  
Regina Beach  
Nominations Ctte



Public  
Representative  
**Karen Wallace,**  
Compliance Officer,  
White City  
Audit Ctte  
Education Ctte

(**Education Committee continued from page 11**) criteria for the provider to meet in order to be competent in these skills. The committee had opportunity for training in identifying and screening research. The workshop was provided by CADTH Coordinator, Brendalynn Enns.

I have appreciated the efforts of committee members this past year and the opportunity to serve our profession.

Bob Fenner, EMT-P  
Chair