

ANNUAL REPORT

Saskatchewan College of Paramedics • 2012 Annual Report
Paramedics: Trusted – Professional

Message from the President

The past year has been a busy and eventful one. We have seen monumental changes and advancements for the College, the profession and, most importantly, those that we serve and protect.

By far one of our biggest projects currently underway is the PCP Scope Change Plan. The project is focusing on enhancing PCP skills so that they align with the 2011 National Occupational Competency Profile (NOCP). This may seem daunting, but it is taking a proactive approach to ensure we are better serving our patients. Public safety cannot only consist of reactive responses when practitioners fail to provide optimal care but must include increased knowledge and treatment regimens to help practitioners meet the needs of the public. We have surveyed the membership and stakeholders in an effort to gather input on the needs provincially and on what practitioners see as the best way to deliver these new skills to members. A comparison with the 2011 NOCP has been made, and areas for skills and medication increase have been identified and approved by Council. The Education Committee has set forth to address the best avenues for delivery while maintaining a high level of competency. We are currently exploring areas of the protocol that will be affected and will require updating.

continued on next page



Members of the SCoP Council meet to discuss the strategic plan

SCoP Council

President

Derek Dagenais

Vice-President

Daniel Lewis

Members-at-Large

Lindsay Holm (Fire)

Karen Bullock

Jon Antal

Cari Evenson-Carleton

Public Representatives

James Struthers, Q.C.

Betty Hoffart

Tom Janisch



Table of Contents

Message from the President.....	1	Report of the Registrar	9
Report of the Executive Director.....	3	Education Committee Report.....	12
Progress on SCoP Strategic Plan	4	Nominations Committee Report.....	13
Discipline Committee Report	5	Executive Committee Report	13
SCoP's Three-Year Budget.....	6	Professional Conduct Committee Report	14
Audit Committee Report.....	7	Appendix	
Legislation and Bylaws Committee Report.....	8	Auditor's Report.....	16

From previous page

Message from the President

We continue on a tight deadline to ensure identified skill levels are consistent with those of new students graduating in 2014.

The College is focused on increasing skill sets at all levels and on advancing treatment protocols in collaboration with the Ministry of Health. This fits well with emerging trends in mobile health care. We support the utilization of paramedics in non-traditional roles, such as Community Paramedicine and Collaborative Emergency Centres, and look forward to the path on which Paramedicine is embarking within the province of Saskatchewan.

Saskatchewan Health's treatment protocols have seen many updates over the last two years and continue to move practitioners to a higher scope of practice with less prescriptive treatment regimens. These protocols continue to rely on evidence-based medicine to ensure quality patient care. The Provincial Emergency Services Practice Committee (PESPC) and the Education Committee have spent many long hours researching and debating care plans and treatment modalities to ensure we are meeting patient needs provincially. In addition, College staff have completed a business case on the EMS protocols and have identified needs and possible solutions on the future of protocols. The College is aware of what the protocols will need to include and is looking into how to make them both electronically accessible and "user friendly," ensuring best practices within the medical profession. The next step in this project is to identify vendors that can produce an electronic document which fits both our needs and our budget.

The automation of the College via the electronic registry has decreased the burden and workload for staff and has streamlined the process for practitioners. There were a small number of hurdles encountered, but College staff dealt with these challenges quickly and creatively. They continue to refine the registry system and develop additional areas that will streamline SCoP processes. We are also satisfied with the financial outcome of this project.

I'm pleased to announce that the Scope of Practice for Paramedic Professionals document has been completed. On the surface, it appears to be a short document, but creating a document that encompasses stakeholder input in defining the profession of Paramedicine was a long process. I encourage practitioners to review this important piece.

A total of 81 PCP candidates and 5 ACP candidates wrote the national exam in Saskatchewan in 2012, with positive results. Having a solid defensible national exam is another



Derek Dagenais
President
SCoP Council

feather in the hat of the paramedic profession. We continue to work nationally with Canadian Organization of Paramedic Regulators on exchanging ideas between regulators. This relationship ensures both consistency and best practices on a national level and is of benefit to SCoP. Our provincial EMR exam has also been implemented and

has been refined to ensure high quality knowledgeable practitioners. The jurisprudence exam has been developed, reviewed by practitioners and is now complete. College staff are working on electronic implementation for ease of access by practitioners, while ensuring that protocols and policies are understood and implemented.

In late 2012, Council reviewed and started the process of updating the College's Strategic Plan. This plan sets a solid direction for the Council and College staff. Stakeholder input was gathered through surveys and interviews. Needs, priorities and deficiencies were identified. Using the information gathered, the Council and staff have developed a plan that will reinforce the foundation and set the College's course for years to come. Because the future will bring new challenges, this plan is fluid and will adapt to the needs of patients and the profession, ensuring a strong and sustainable path for both the College and Paramedicine.

The Council and its committees encompass almost 40 positions. These practitioners and public representatives volunteer their time, and work tirelessly to ensure the mandate of the College, protection of the public, is met. I would like to thank all of these hard-working people for everything they have done over the 2012 year.

The Executive Director, Sheri Hupp, and the staff of the College as well need special thanks; they put in long hours and dedicate themselves to ensure quality results of any task they undertake. Their support to Council and its committees, as well as to individual practitioners, is second to none. Keep up the great work.

In closing, I would like to say the year has been a positive one with advancements and change. With change comes an increased workload for everyone involved, including practitioners. We appreciate and commend your professionalism and commitment in the important role you play in the lives of others.

A handwritten signature in black ink, appearing to read 'Derek Dagenais'. The signature is stylized and fluid, with a long horizontal stroke at the end.

Derek Dagenais
President

Report of the Executive Director

The Saskatchewan College of Paramedics has continued down its path of progress over the last year with many projects and goals on its agenda. SCoP and Council utilized the SCoP Strategic Plan to help identify which projects and activities should be the focus in order to achieve the goals identified in the plan. The three areas of focus in 2012 continued to be related to our stakeholders, the regulatory functions and our internal resources. As the SCoP Strategic Plan was a three-year plan ending in 2012, Council also began the process in November 2012 of creating an updated strategic plan to ensure continued progress in the years to come.

We continue to focus on ensuring that constructive relationships are being developed with our key stakeholders and work on helping the public understand the role of the profession and the College. Numerous meetings occurred throughout the year with stakeholders. Stakeholders were asked to provide feedback on major projects, including the scope of practice of a PCP and the updated strategic plan. In 2012, we completed a Scope of Practice for Paramedic Professionals document which is available to provide a clear description of the paramedic profession to the public and other health care professionals.

“We continue to focus on ensuring that constructive relationships are being developed with our key stakeholders and work on helping the public understand the role of the profession and the College.”

President Derek Dagenais and I continued to be very active with our counterparts across the country in the Canadian Organization of Paramedic Regulators (COPR). In 2012, COPR established national PCP and ACP exams, and Saskatchewan adopted these exams as licensing requirements. I was asked to chair the National Exam Committee and am pleased to represent Saskatchewan in that role. We also continue to have paramedic members volunteer on the Exam Working Group which focused on preparation of the actual exam questions and on standard settings for the exam.

In 2012, we registered over 2,200 members and completed another registration renewal cycle as reported in the Registrar’s Report. We also continued to implement more applications in eApplication and opened up ePortfolio to our members for the first time. SCoP and its staff have largely focused on the registry system over the past few

years. I am very happy to start seeing more and more applications and tools move online for our members. The majority of the feedback that we receive from members about our online progress is extremely positive, but it is still important to note that our movement to online applications and tools are a necessity for SCoP as they allow us to balance a small office with the many responsibilities and projects which our members hope that we achieve in each year.

We continue to rely upon and update the Policy Document which includes all policy decisions of Council since the proclamation of *The Paramedics Act*. It remains an important reference tool for staff and members. The *Administrative Bylaws* were revised in March 2012 and those revisions were supported at the Annual General Meeting (AGM). The *Regulatory Bylaws* and amendments were approved in September 2012. They reflect the

initial registration resolution voted on at the 2010 AGM, the new CME requirements, as well as clarifying a couple of areas such as labour mobility.

In 2012, SCoP saw stability in its staffing as there were limited changes in positions. The only slight change that occurred was the movement of our administrative clerk from a four-day a week part-time position to a full-time position.

In closing, I again marvel at how far SCoP has come over a very short and exciting time frame. I continue to wait for some downtime during the year but am slowly coming to realize that with our goals and projects planned over the next few years, we are unlikely to see any downtime any time soon in our small office of five. Having said that, I again have to acknowledge that our office could not function without the assistance of many others, including our Council and committee members, our stakeholders, our coordinators, agencies and employers and, of course, our members. I would like to again thank everyone for the hours and enthusiasm that they dedicate to the College, and I’d like to encourage others to find a way to get involved. I have no doubt that we will continue to grow and improve the College throughout 2013, and I look forward to continue working with everyone to accomplish great things.



Sheri Hupp
Executive Director
SCoP

A handwritten signature in black ink that reads "Sheri Hupp". The signature is fluid and cursive.

Sheri A. Hupp
Executive Director

Progress on SCoP Strategic Plan

Vision

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

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.

Strategic Goals for 2010-12	Accomplishments in 2012
<p>Stakeholders</p> <ul style="list-style-type: none"> ✓ SCoP has a constructive working relationship with key stakeholders. ✓ The public understands the role of the profession and of the College. 	<ul style="list-style-type: none"> ➤ Regular communication with members, coordinators and stakeholders via e-mails, website updates and three newsletters ➤ Met with the SEMSA Board of Directors to discuss key issues twice in 2012 ➤ Met regularly with Saskatchewan Health officials on numerous matters, including a large focus on community Paramedicine and Collaborative Emergency Centres ➤ Participated on the SIAST Advisory Group twice in 2012 and encouraged regular dialogue between SIAST and SCoP ➤ In the fall, made a presentation to the PCP and ACP classes at SIAST ➤ Provided Saskatchewan educational institutes with a two-page information sheet on SCoP to put in with their student information packages ➤ Participated nationally by attending regular COPR meetings ➤ Participated provincially by attending meetings of the Network of Inter-professional Regulatory Organizations (NIRO) ➤ Participated in the Saskatchewan Regulators Forum on Foreign Qualifications in September ➤ Finalized the Scope of Practice for Paramedic Professionals document so that a document is available that will provide a clear description of the paramedic profession to the public
<p>Regulatory Functions</p> <ul style="list-style-type: none"> ✓ SCoP members are competent, ethical practitioners who provide quality service to the public. ✓ SCoP processes are efficient, user-friendly and transparent. 	<ul style="list-style-type: none"> ➤ Registered over 2,200 members in 2012 ➤ For 2013 renewal, used eApplication for online renewal for the second year which greatly reduced the amount of paper received in the office and sped up the submission and approval process ➤ PCC continued to see a decrease in complaints for a total of 11 complaints received and reviewed in 2012 ➤ Discipline Committee held two hearings and one sentencing hearing ➤ Approved changes for 2013 resulting in a common need for CME credits in the amount of 20 for all licence levels and removing the ability to claim CME credit for mandatory skill requirements ➤ Approved a change to the mandatory skill requirements for King LT/LMA/Combi-tube to Supraglottic Airways ➤ Completed six CME audits in 2012 ➤ Offered 15 CME to members attending the 2012 AGM to emphasize the importance of participating in a member's profession ➤ Worked with the Ministry of Health to obtain approval on the new Deviation Protocol, as well as amendments to the MP8, MFI and Scope of Practice Chart in the Saskatchewan Emergency Treatment Protocols ➤ After consultation, determined that the PCP Scope of Practice will be expanded to meet the 2011 NOCPs and began the process of setting the requirements for a member to remain a PCP with an expanded scope ➤ Completed a business case in regards to options available for a revamped protocol manual ➤ Offered ACP exams and PCP exams provincially, twice in 2012, and then moved Saskatchewan to the national exam which implemented three times in 2012 ➤ Implemented an EMR exam in April 2012 and delivered it four times ➤ Developed a jurisprudence exam and began the process of determining how to implement in an electronic low-cost manner ➤ Expanded role in the national exam by having Saskatchewan chair the National Exam Committee ➤ Provided coordinator training in spring of 2012 ➤ Made <i>Administrative Bylaw</i> and policy changes, as supported at the AGM, to clarify that all pieces of a renewal need to be submitted to SCoP by December 1 in order to avoid late fees ➤ Made <i>Regulatory Bylaw</i> amendments in relation to currency of credentials for initial registration, labour mobility and CME requirements to maintain eligibility

Progress on SCoP Strategic Plan (continued)

Strategic Goals for 2010-12	Accomplishments in 2012
<p>Internal Resources</p> <ul style="list-style-type: none"> ✓ SCoP is appropriately resourced to accomplish its goals. ✓ SCoP has a stable, efficient work environment. 	<ul style="list-style-type: none"> ➤ Began the process of updating the SCoP Strategic Plan, which is ending in 2012, by holding a planning session in November <p>Financial</p> <ul style="list-style-type: none"> ➤ Audit Committee continued regular meetings to review expenditures to date and projected to year end and recommend adjustments to ensure expenditures remain within budget ➤ Licensing fee for 2014 was set at \$460 ➤ Reserve Funds continue to be invested as per the Council approved policy <p>People</p> <ul style="list-style-type: none"> ➤ Part-time administrative clerk was moved to full time in December ➤ In lieu of hiring additional SCoP staff as office space is limited, opted to hire paramedic consultants to assist with some of the project work ➤ Anticipating budget needs to allow for additional SCoP professional staff to be hired in future when office space permits it but have budget to hire consultants until that time <p>Committees</p> <ul style="list-style-type: none"> ➤ Welcomed a new vice-president to Council, two new public members and the return of one public member for a second term ➤ All Council and committee terms were shortened to two years ➤ Phased the Registration Committee back into the Education Committee ➤ Participated in a Ministry of Health/NIRO sponsored governance training in November by sending two Council members ➤ Members of PESPC, Council and the Education Committee participated in a CADTH and SCoP, with support from SIAST, half-day training session on the assessment of clinical evidence <p>Technology</p> <ul style="list-style-type: none"> ➤ Branded our online registration renewal process as part of eApplication ➤ Implemented a change of status application, a CME course approval application and a CME reporting application in October in eApplication ➤ Developed a reinstatement application and new applicant application to be implemented in eApplication in early 2013 ➤ Implemented ePortfolio for members to see their educational requirements submitted to the College ➤ Utilized the Informz system that was implemented in 2012 for communication purposes for online voting for the first time in 2013 ➤ Updated and added to office equipment to allow for more mobility and efficiency ➤ Continued investigation into improvement of conference call meetings through use of audio and visual technology

Discipline Committee Report

Discipline Committee Membership

Chair: Jamie Struthers,

Public Representative on Council

Members: Jeff Klein (Fire Representative), Rob Ferland, Cheryl Solonenko, Mike Hengstler, Brian M. Vanstone, Andrew Taylor, April Hampton

Public Representative on Council: Tom Janisch

The Discipline Committee is established pursuant to Section 29 of *The Paramedics Act* and is composed of at least one public representative and a majority of practising members, none of whom may be elected Council members. The committee is charged with holding hearings and making rulings on issues relating to the

conduct and competency of registered paramedics in Saskatchewan.

This past year has been a moderately quiet year for our committee. Three new matters came before the committee for hearing in 2012. Two matters have been concluded and one further matter is expected to be concluded soon. In 2012, there were four new members of our committee appointed to replace retiring members. They included Tom Janisch, Cheryl Solonenko, Jeff Klein and April Hampton. Many thanks to our continuing counsel, Merrilee Rasmussen, Q.C.

James Struthers, Q.C.
Chair

SCoP's Three-Year Budget

	2012 Actual	2013 Budget	2014 Forecast	2015 Forecast
Revenues				
License Fees	\$ 917,654.00	\$ 937,200.00	\$ 962,460.00	\$ 983,220.00
Other Registration Fees	50,720.00	35,000.00	35,000.00	35,000.00
Licensing Exam and Equivalency Assessment Fees	46,850.00	15,000.00	15,000.00	15,000.00
Fines and Orders for Costs	8,508.30	5,000.00	5,000.00	5,000.00
Other Revenue	15,473.69	10,000.00	10,000.00	10,000.00
Total Revenue	\$1,039,205.99	\$ 1,002,200.00	\$1,027,460.00	\$1,048,220.00
Expenditures				
Accounting, Audit, Legal, Insurance and Payroll Service	7,936.61	13,950.00	14,750.00	15,450.00
Legal Fees – PCC and Discipline	49,070.77	95,000.00	95,000.00	95,000.00
Licensing Exam and Equivalency Assessments	16,259.69	3,200.00	3,200.00	3,200.00
Consulting and IT Support	91,350.52	148,000.00	172,800.00	99,400.00
Memberships	8,218.70	22,000.00	22,000.00	22,000.00
Wages, Benefits, Staff Travel and Training (includes staff membership dues)	372,669.92	438,945.00	467,450.00	540,050.00
Council Expenditures (including AGM)	17,081.29	16,000.00	16,500.00	16,500.00
Committee Expenses	8,473.00	36,050.00	36,550.00	37,050.00
Office Expenses and Advertising	24,359.49	46,550.00	48,650.00	50,200.00
Utilities and Telephone	14,977.58	21,500.00	22,500.00	24,000.00
Rent, Occupancy Costs and Maintenance	35,965.77	56,400.00	110,000.00	164,500.00
Bank Charges and Interest Expenses	23,308.59	18,000.00	19,000.00	20,000.00
Amortization Expense	48,766.30	TBD	TBD	TBD
Total Expenses	\$ 718,438.23	\$ 915,595.00	\$1,028,400.00	\$1,087,350.00
Capital Expenses for 2012 (i.e., computer hardware and software, furniture, equipment, registry system)	39,146.81			
Total Expenses (including Capital Expenses)	\$ 757,585.04			
Surplus	281,620.95	86,605.00	(940.00)	(39,130.00)
Contribution to Reserve	195,000.00	42,000.00	42,000.00	
Net Income after Proposed Contribution to Reserve	\$ 86,620.95	\$ 44,605.00	\$ (41,060.00)	\$ (39,130.00)

SCoP's Three-Year Budget (continued)

SCoP Reserve Funds

Year	Contribution to or Expenditure from Reserve	Legal	Contingency	Capital	Registry	Projects
2009	Contribution: \$65,000.00	\$ 25,000.00	\$ 10,000.00		\$ 30,000.00	
2010	Contribution: \$90,000.00	25,000.00	10,000.00	\$ 5,000.00	50,000.00	
	Contribution: \$171,000.00	75,000.00	50,000.00	16,000.00		\$ 30,000.00
2011	Expenditure: \$80,000.00 for Registry System				(80,000.00)	
2012	Contribution: \$195,000.00	75,000.00	20,000.00	60,000.00		40,000.00
	Contribution: \$42,000.00 (proposed)	25,000.00	12,000.00	5,000.00		
	Expenditure: \$25,000.00 for Computer, Software and Meeting Improvements (proposed)			(25,000.00)		
2013	Expenditure: \$30,000.00 for Revamping of the Protocol Manual Project (proposed)					(30,000.00)
	Contribution: \$42,000.00 (proposed)	25,000.00	12,000.00	5,000.00		
2014	Leasehold Improvements (proposed)			(50,000.00)		
	Moving Expenses (proposed)		(5,000.00)			
2015	Nothing Proposed					
Total Estimated in Reserve at End of 2014		\$250,000.00	\$109,000.00	\$ 16,000.00	\$ 0.00	\$ 40,000.00

Audit Committee Report

The Audit Committee had some changes this year with Derek Dagenais leaving as the chair and the new VP, Dan Lewis, taking on that role. We also saw the addition of Betty Hoffart as a new committee member. Betty is a public representative on the College Council and is the Chief Executive Officer of CMA Saskatchewan. Betty brings extensive financial expertise to the committee and has made some wonderful suggestions throughout the year.

The College's finances were up again this year and were well managed in the office by the College staff. We ended the year able to put money in reserves and into projects we still need to carry out. Highlights of the year include:

- membership continues to increase, with more out-of-

Audit Committee Membership

Chair: Dan Lewis, Vice-President of Council

Member: Ross Reaburn

Public Representative on Council: Betty Hoffart

- province practitioners moving to booming Saskatchewan and being licensed and working here;
- fines and costs associated with the discipline process were paid this year for the first time;
- major savings in time and money at registration time because of online registering and no need for additional temporary staff. Giving away an iPad helped get the registration process moving earlier;
- College committees continued to save the College money by doing as much committee work as possible by phone and e-mail.

Cutting travel costs in this area is a huge saving;

- moved the bookkeeping process in-house which has many benefits, including reducing the cost;
- completed the registry project this year. We saw the benefit during registration time and will continue to see benefits as education documents can be uploaded any time during the year;
- much needed technology upgrades to the College office computers and software, and audio visual systems;

continued on next page

From previous page

Audit Committee Report

- the one remaining part-time employee was hired on full time this year; and
- Council underwent a two-day session to prepare a new strategic plan for the next three years. Included in this plan are stable finances for the future.

Some projects yet to be completed and requiring financing are:

- the PCP Scope of Practice changes to 2011 NOCP standards;
- revamped protocol manual that is technology friendly; and
- new office space. As the College continues to grow, there is need

for additional staffing and that requires more space. The cost of our current space is roughly a third of what new space will cost the College in the next couple of years. We are budgeting for this additional cost.

As a final note, I was able to attend a training session for boards of regulatory bodies and enjoyed the networking opportunity. One thing that surprised me was how much their members paid in fees for the operation of their regulatory bodies! We have among the lowest, if not the lowest, membership fee among regulatory bodies in Saskatchewan!

You can thank our executive director, business manager and office staff for allowing the College to operate so efficiently with low fees.

As we look to the future, there will be challenges. Paramedics in Saskatchewan are taking ownership of our profession and that requires people, work and finances. The Audit Committee is committed to keeping track of what is being done and securing a stable financial future for the College. Thank you for your support!

Dan Lewis
Chair

Legislation and Bylaws Committee Report

The Legislation and Bylaws Committee identifies options for Council to consider in regard to potential legislative changes affecting College members, or to revisions to the *The Paramedics Act* and its bylaws. This committee also receives resolutions from members and prepares for the Annual General Meeting.

In 2012, the committee was largely focused on revising SCoP's *Regulatory Bylaws*. Amendments to the bylaws were approved at the October 28, 2011, Council meeting. The currency of credentials bylaw was approved at the College's 2011 Annual General Meeting. The amendment focused on two areas.

- **Initial registration as a member, as it relates to currency of credentials for initial registration and labour mobility.** Bylaws regarding currency of credentials for initial registration are required as there is currently no guidance in the legislation or bylaws in regards to currency. We also took this opportunity to update the bylaws to accommodate labour mobility, as the bylaws were never updated after the labour mobility change was made to the legislation in 2010.
- **Maintaining eligibility as a practicing member, as it relates to how continuing medical education requirements can be set and changed.** The amendment moves the College towards a more consistent process by requiring standard CME for all license levels with continued differences in the mandatory skills each level requires.

The *Regulatory Bylaw* amendments were approved by the provincial government on September 25, 2012, and are

Legislation and Bylaws Committee Membership

Chair: Derek Dagenais, President of Council
Members: Brad Mee, Lennie Davis, Wayne Therres
Public Representative on Council: Jamie Struthers

available on the College website. They were also published in the *Gazette* on October 19, 2012.

The Education Committee recommended three changes to CME which will take effect when members renew for 2014. Council has accepted the committee recommendations, and the amendments to the *Regulatory Bylaws* support these changes.

The changes include:

- the amount of CME credits required each year for all license levels will be 20;
- mandatory skills will no longer be eligible for CME credits; and
- the King LT, LMA and Combi-tube Airways will now be known as Supraglottic Airways. Training will be required in the type(s) of airways that each member would utilize in their work.

The CME and Mandatory Summary of Requirements for 2014 can be found on the College website.

I would like to thank committee members for their commitment and hard work over the past year.

Derek Dagenais
Chair



Members at the 2012 Annual General Meeting held on April 20 in Prince Albert

Report of the Registrar

Acting as Registrar for the College continues to be a major focus of my time spent with the College each year, especially during our renewal period which lasts for numerous months. However, the time and energy that the College has invested into its technology, and specifically eApplication, are starting to make a difference during the last couple months of the year. For the 2013 registration renewal period, we utilized an online renewal application for the second time. There were far fewer challenges in the 2013 renewal period than ever experienced before, which I hope suggests that members are becoming more comfortable with submitting online and that the College's communication plan and investments are paying off.

There were some changes for the 2013 renewal year. The biggest change was the emphasis on ensuring that all pieces of a member's application were submitted by December 1 in order to avoid late fees. The renewal requirements included:

- the member's electronic renewal form on eApplication;
- evidence that the member had met his or her educational requirements to maintain eligibility as a member;
- a photo; and
- the renewal fee.

If any of those items were missing, the application was deemed incomplete. Late fees kicked in on December 1 and kept rising until a completed application was submitted. This emphasis on meeting all, and not just some, of the renewal requirements was approved by the membership at the 2012 AGM.

Yearly Registration Comparison

	Feb. 2009	Feb. 2010	Feb. 2011	Feb. 2012	Feb. 2013
EMR	319	312	330	382	380
EMT/PCP	1,077	1,086	1,114	1,175	1,230
EMT-A/ICP	206	218	225	218	219
EMT-P/ACP	188	206	215	238	270
Total	1,790	1,822	1,884	2,013	2,099

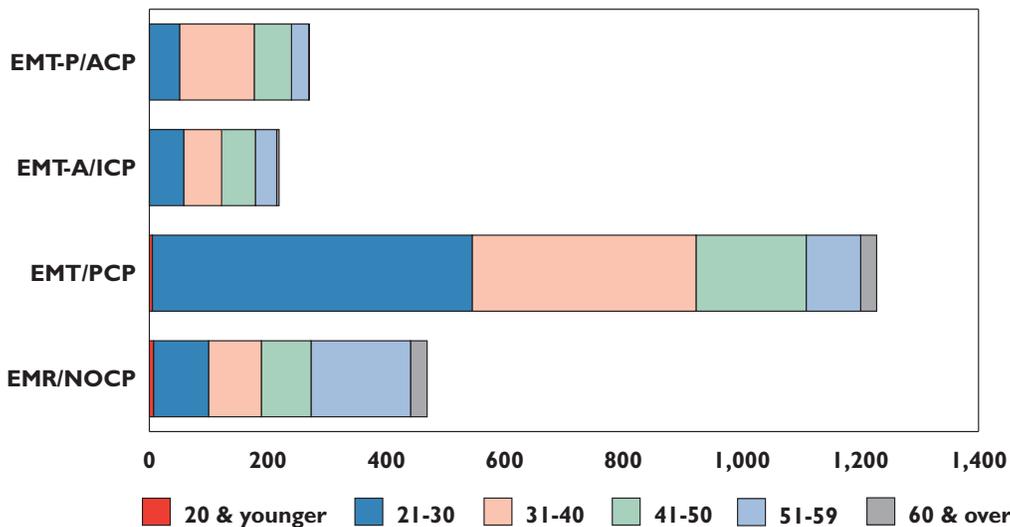
In order to assist members in completing their application on time, the College undertook an e-mail communication campaign that started in August 2012 and continued until mid-December 2012. In August, members were reminded that renewal was approaching and that they should ensure that their user names, passwords, etc., were still working. Numerous reminders went out over the next few months emphasizing the December 1 deadline until the middle of December when the 340 members, that had not yet renewed successfully, were advised that their license would be lapsing at the end of the month and they would not be able to practice in 2013. Many of those members choose to submit their application after receiving the e-mail, ensuring that their license did not lapse.

In addition to emphasizing the December 1 deadline and the renewal communication campaign, Council supported the suggestion of College staff to run an early bird draw for an iPad. The College sent out e-mail communication and posted information on our website encouraging

continued on next page

Report of the Registrar *(from previous page)*

SCoP Membership by Classification and Age



members to successfully complete their renewal by October 31, 2012, in order to be entered in a draw for the iPad. This early bird draw paid off as we approved almost 400 renewal applications by November 1 which helped the College avoid the expense and complications associated with hiring temporary part-time staff to assist with our busy renewal period. As those members were approved early in the process, the College staff were also able to send out many of their member cards and certificates ensuring that they had them long before the New Year began.

The College received far less paper documentation this year, reducing the

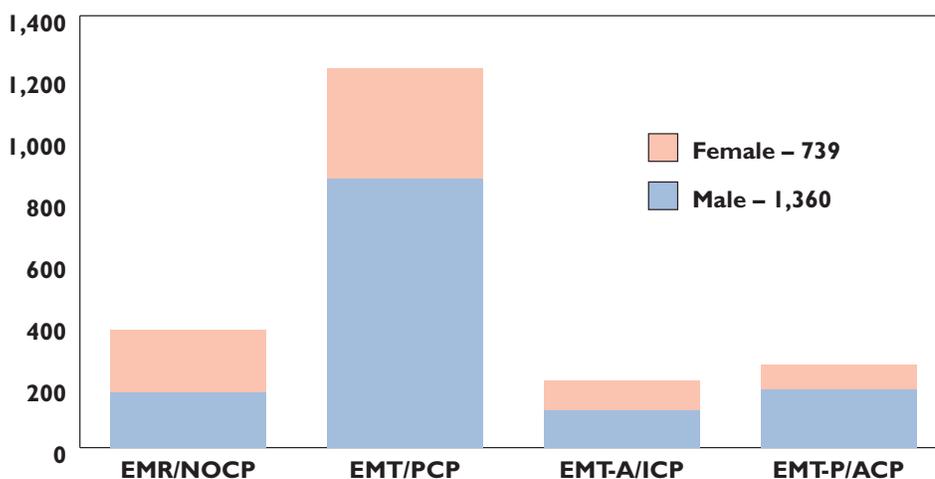
problems associated with manually compiling documents which occurred in 2012. Any member that completed the online renewal, successfully uploaded their supporting documentation and paid by credit card online was able to be reviewed and approved in an extremely fast manner. Any members that were lacking in one or more items received at least one e-mail from College staff advising them as to what they were missing in the hope that they could complete their application in a timely manner. Moving to e-mail communications rather than phone calls also allowed us to better manage the process. Members should still be reminded to check the list of

approved members on the website to ensure that their application is approved and watch their e-mails for notification of registration problems. As we do them in the order that we receive them, any members submitting at the last minute may not be advised that there is a problem until the deadline for renewal is past and late fees are owed. You should also note that certificates and member cards are also printed in the order that we receive them so that the earlier you submit, the sooner you will receive your documents.

In October 2012, the College turned on other parts of eApplication. The CME course approval application went live, allowing members and agencies to submit their CME objectives online for approval for CME credits. The CME reporting form also went live and members immediately began taking advantage of the CME reporting application by uploading missing pictures, ITLS certificates, etc., in order to submit the missing elements of their renewal application. It is our hope that by using the CME reporting form, we can avoid the rush to submit CME and mandatory requirements to the College in December, by encouraging members to submit their documentation to us immediately after they have completed their course and received their documentation. By allowing items to be reported throughout the year, it is thought that we could ease the pressure on agencies, coordinators and College employees to get all documentation into our doors and approved within a very short renewal time line.

Also in October, the College allowed members to access ePortfolio for the first time. This allowed members to confirm their CME and mandatories

SCoP Membership by Classification and Gender, February 14, 2013



continued on next page

Report of the Registrar *(from previous page)*

Type of Membership by Classification February 14, 2013

	EMR/ NOCP	EMT/ PCP	EMT-A/ ICP	EMT-P/ ACP	Total
Non-practicing	42	96	14	14	166
Practicing	338	1,134	205	256	1,933
Total	380	1,230	219	270	2,099

that they currently have with the College so that they know what is still required of them before the December 1 renewal date. We hope that members will utilize ePortfolio throughout the year to ensure that they are aware of, and are meeting, their educational requirements, including taking advantage of the ability to save their information into Excel or print it to share with an employer.

Looking forward, we hope to continue to move further onto an electronic system. Our expectation is that reinstatements will go online early in 2013 with the new applicant form following shortly thereafter. We will also be investigating whether other forms could go online, such as our exam registration forms and our draft jurisprudence exam.

I would like to thank those members that submitted a renewal form online, uploaded their required educational documents and ensured that their fees were paid by credit card. Your applications are very easy to review and approve and you make life a little easier during a heavy renewal process. I also thank all the College employees who work extremely hard during the renewal period and put forth so much effort to ensure that members attempting to be renewed are successful.

Moving to a slightly different note, we continue to see our membership growing slightly higher each year. As of December 31, 2012, we had 2,246 members which is higher than the 2,132 members licensed for 2011 by December 31, 2011. We also continue to increase our member numbers throughout the year as new graduates and labour mobility candidates join us for the first time.

As for licensing exams, Saskatchewan moved to the national exams at the PCP and ACP level in the summer of 2012. In 2012, we had 43 candidates write the PCP provincial exam with a passing rate of 65% and 25 ACP candidates write the ACP provincial exam with a passing rate of 75%. In addition, we had 81 PCPs write the national exam with a passing rate of 95% and five ACPs write the national exam with a passing rate of 60%. Saskatchewan is very involved with the continued development, implementation and delivery of the national exam. I have been appointed chair of the COPR National Exam Committee for a two-year term which started in 2012.

Impact of Labour Mobility – SCoP Members' Province of Residence

	Feb. 2010	Feb. 2011	Feb. 2012	Feb. 2013
Alberta	18	22	51	65
British Columbia	2	1	4	6
Manitoba	3	12	17	29
NWT		3	4	3
Yukon			1	1
Ontario	3	4	7	13
Saskatchewan	1,796	1,842	1,929	1,982
Total	1,822	1,884	2,013	2,099

This allows a unique opportunity to stay very connected to the national exam in its infancy and will allow Saskatchewan to stay tuned as the exam continues to grow and other provinces begin to join the four provinces that are currently writing the exam. It is very much our hope and goal to continue to add provinces into the national exam so that it can truly be delivered as a national exam in the coming years.

Another exam was added in April 2012 to support the College mandate of protecting the public. People wishing to register as an EMR were required to pass an EMR exam prior to being licensed. The EMR exam was written four times in 2012 with 80 candidates taking the exam. The passing rate was 39% over the course of all of the exams but with the pattern of an increased rate of pass with each writing. The lower passing rate for the EMR exam seems to be caused by a lack of understanding of Saskatchewan protocols which do touch 15% of the exam questions and make the exam difficult to pass if the protocols were not reviewed.

As Registrar, 2012 was again a very busy and rewarding year. We continue to improve our registry system and focus on our protection of the public mandate through the use of increased and better exams. This is all happening while our membership is growing which requires more focus on day-to-day registrations throughout the year. I know that in 2013 the College will continue moving forward with a focus on the registry system and continued exam development. I welcome the opportunity to participate as Registrar while Council and our members move us forward into a promising future.

Sheri A. Hupp
Registrar

Education Committee Report

The Education Committee met five times throughout 2012 and had a very busy but productive 2012 year.

I would first like to thank our outgoing committee members, Rob Bruce and Jennifer Larre; both members have put in considerable time and effort to our committee.

I would also like to welcome four new members to our committee:

John Jongeling and Connie Wilson join us after being members of the Registration Committee (which has now been dissolved), as well as Bryan Hyland (Fire Representative) and Gillian Gregorie (Public Representative).

The Education Committee was involved in many various activities this year which included a tremendous amount of work from our subcommittees: working closely with the Ministry of Health and the Provincial Emergency Services Practice Committee (PESPC), approving a very large number of Continuing Education requests, and making six CME audit visits around the province.

The two major projects that the Education Committee worked on this year were the PCP Scope of Practice change and the implementation of the e-Application system.

PCP Scope of Practice

A good portion of 2012 was focused on working towards an increased PCP Scope of Practice. Council asked the Education Committee to review and make recommendations on the training requirements for a move to an increased PCP scope. The Education Committee did a detailed review of the 2011 NOCPs, with the assistance of a consultant, and recommended to Council that each new or changed competency be placed into one of three categories: No Action Required, Highly Desirable, and Critical. Recommendations as to the training requirements for each

category were also made and preparation began on some core training requirements for those items deemed as critical.

In conjunction with this work, the PCP scope changes are being written into the protocol manual. This scope change still requires approval by the College of Physicians and Surgeons of Saskatchewan (CPSS) and we anticipate taking the changes to CPSS in the spring of 2013.

e-Application

CME course approvals and CME reporting are now available through SCoP e-Application on our website. We have already received over 150 CME courses for approval through our website and the feedback received from our CME approval subcommittee has been very positive. Individuals that have submitted courses for approval through the website have found the process to be timely, efficient and intuitive. The e-Application has greatly improved SCoP office efficiency and record-keeping capabilities. All members are now required to submit evidence of their CME mandatory skills and certificates by scanning those documents directly into e-Application throughout the year. Members will be able to access and view their educational requirement status on e-Portfolio.

Education Committee Membership

Chair: Jon Antal, Council Member-at-Large

Members: Brenda Fry, Brian Hyland (Fire Representative), Sharon Teske, Kyle Sereda, Donna Dohms, Connie Wilson, Tim Hillier, John Jongeling, Gillian Gregoire (Public Representative)

Protocol Manual Revamping

The College is also undergoing an initiative that will revamp the current Saskatchewan Emergency Treatment Protocol manual. It is hoped the process will provide for better document management, including version control features, better navigation within the document, moving away from complex protocol documents to flowchart patient care plans. This will allow the manual to be less prescriptive and move towards drug classifications instead of individual drug monographs. The document will also be reformatted to provide easier navigation throughout the manual. The end goal is to

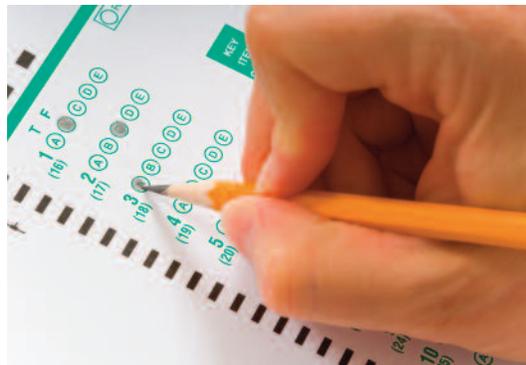
eventually have this manual available online, and have the capability for members to have access using mobile devices in an "App" format.

As my term on Council and on

the Education Committee expires, I would like to take this opportunity to thank all members of Council, committees and College staff for all the hard work and dedication that continues to happen daily to move our profession forward. I am amazed at the progress that has been made since the College was formed!

I look forward to continue working with the College in the future in some capacity.

Jon Antal
Chair





Nominations Committee Report

Nominations Committee Membership

Chair: Mike Hengstler, elected member
Members: Chris Warren (elected member),
Marie Stimson,
Brennen Schmidt (Public Representative)

Happy New Year from your Nominations Committee! This year has been a typical one for our committee. Last year, we saw the departure of our public representative, a member's term expired and my transition to chair; this movement created a few vacancies within the committee. It is with pleasure, I welcome Chris Warren (member), Marie Stimson (member) and Brennen Schmidt (public representative) to the Nominations Committee. With this welcome, I would like to say thank you and good luck with your endeavors to our outgoing member, Marion Blaine.

Some of the tasks our new team faced last year were:

- selecting and presenting a slate of candidates for the VP position (congratulations, Dan!);
- selecting and presenting a slate of candidates for the upcoming Member-at-Large election (good luck to ALL candidates!);
- recommending candidates for various committee vacancies; and
- planning for any upcoming vacancies.

Finally, I would like to take a minute and thank all of you, the membership, for your increasing interest in the College. This shows that we are growing and progressing like a profession should. Thank you again and I look forward to the year ahead.

Mike Hengstler
Chair

Executive Committee Report

The mandate of the Executive Committee is to make decisions and advise College staff on issues that need to be addressed in a timely manner and that cannot wait for regularly scheduled Council meetings. All decisions made at the Executive Committee level require final approval by Council, which has the ability to approve or reject the decisions of this committee.

The committee deals mainly with license extensions or appeals of late fees. These decisions require oversight and cannot be made by the executive director alone. The committee also advises on operational matters on which the executive director may seek further input.

All decisions that were made at the Executive Committee in 2012 were endorsed by Council.

I would like to thank my two fellow Council members and the executive director for their hard work. The number of decisions necessary and the volume of information can be daunting at times, yet they continue to make timely and informed decisions.

Derek Dagenais
Chair

Executive Committee Membership

Chair: Derek Dagenais, President of Council
Vice-President of Council: Dan Lewis
Council Member-at-Large: Jon Antal



At the 2012 Annual General Meeting, the incoming SCoP president, Derek Dagenais, presented the outgoing president, Brent Stewart, with an award of appreciation

Professional Conduct Committee Report

The year 2012 was another exciting and challenging one for the Professional Conduct Committee (PCC), as we said good-bye to Dan Lewis, following his successful bid for the vice-president's position, and welcomed Normand Beauchamp as a public representative and a non-member from Swift Current. Normand's addition to the committee not only brought new perspective to the committee, it also gave voice to the southwest section of the province.

As a committee, we faced numerous challenges in 2012, often finding ourselves in lively debate as we reviewed and carefully considered each complaint that came before us. Throughout the year, we opened 11 new cases to investigation. This number is down from a total of 15 complaints that were fielded by the committee in 2011; however, the number of complaints coming in from the public at large continue to increase.

As in the past, for each complaint that came before the committee, we followed a standardized review process in order to guarantee fairness and due diligence to both the accused and the complainant.

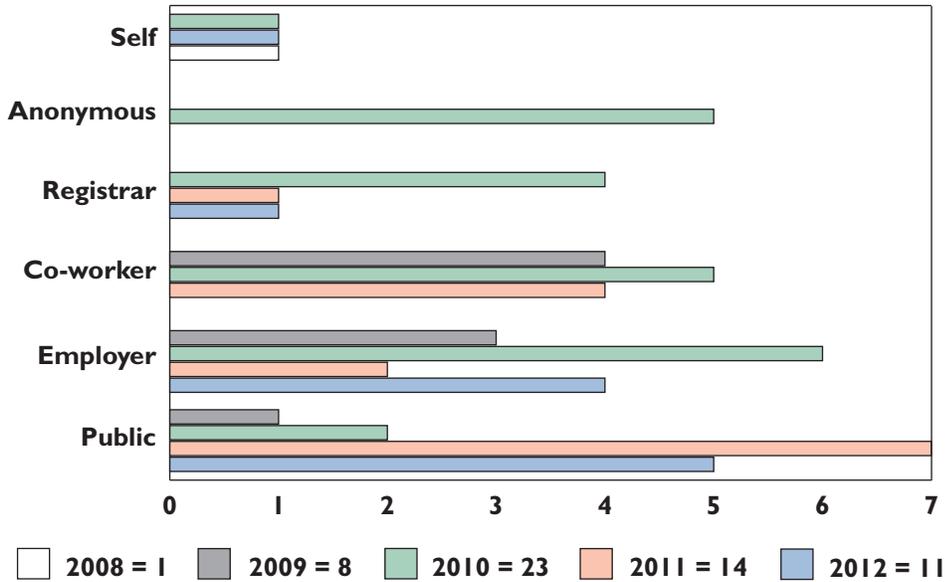
This process includes carefully reviewing all the documents that are received with the complaint and then asking three specific questions.

- Is the complaint frivolous or vexatious?
- Is the complaint within the jurisdiction of the Saskatchewan College of Paramedics?
- Is further investigation warranted?

If the committee then finds the complaint to be valid, within our jurisdiction and warranting further investigation, the question is then asked if anyone may have a conflict of

Professional Conduct Committee Membership
Chair: Kathy Christmann, member
Members: Brad Mee (former Council member), Barry Szeles (Fire Representative), Kirby Johns, Normand Beauchamp (Public Representative)

Professional Conduct Committee – Source of Report Trends



interest that they need to declare if they have not already done so. If a member does declare a conflict of interest, they will then remove themselves from any further discussion and any decision pertaining to that case file in order to guarantee that the process remains fair to all parties.

The investigation process itself will then begin with all parties being contacted for statements, evidence collected and witnesses interviewed. It is worth noting that every attempt is made to deal with all complaints in a timely manner as we all recognize the impact that a complaint can have on our members, their families, co-workers and sometimes their communities. But it is important to understand that the mandate of the Saskatchewan College

of Paramedics is to protect the public, not the member. This being said, every care is taken to ensure that each complaint is investigated fully, with all sides having their say before any decisions or recommendations are made by the PCC.

Through this process, we have also garnered and listened to, and appreciated feedback from, our members and the public regarding the wording in our complaint notification process, prompting the committee to re-evaluate our written communications.

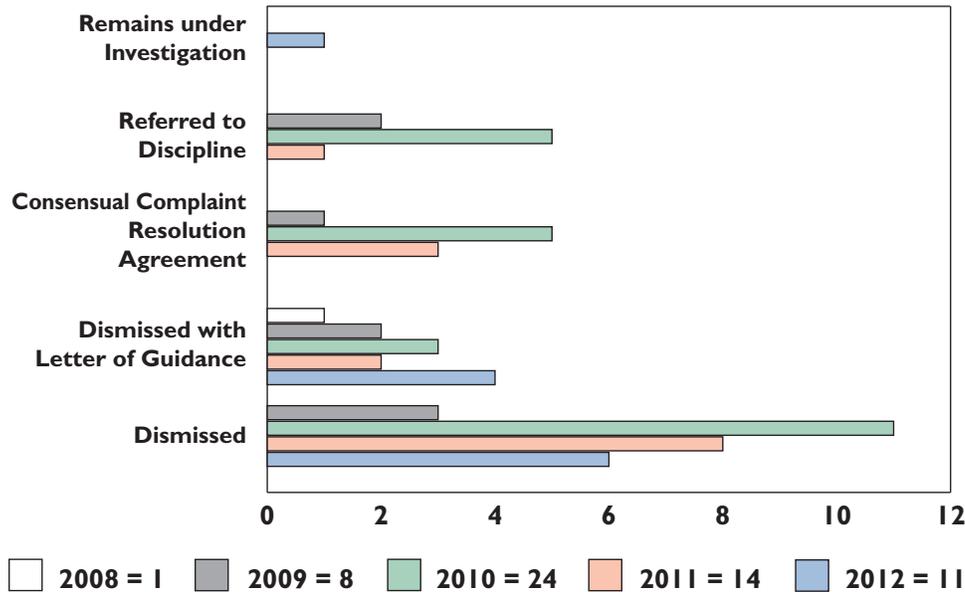
As I speak to the topic of communications another area of concern is social media. All of us must realize that as the popularity of social media, like Facebook and Twitter, continues to climb, so does our potential exposure to a complaint of "Unprofessional Conduct." I caution everyone to think about what they are posting on these websites and just how

continued on next page

From previous page

Professional Conduct Committee

Professional Conduct Committee – Disposition of Investigations



their comments and photos may be perceived by the public. We must remember that while we may think a comment or photo regarding a patient, a colleague or the College is only being shared with our friends, this is definitely NOT the case and, as a committee, we have already found ourselves having to deal with multiple complaints of this nature. Professionalism does not end when we leave our workplace. What we do in our communities, and how we

represent ourselves, may indeed reflect back to all members based on what the public perceives.

Another area of communication that we seem to struggle with is proper documentation. Often as the College has collected evidence from Patient Care Reports, and Incident Reports, we have noted a lack of clarity and quality in the information provided. Some are illegible, while others incomplete, leaving the individuals without a strong defence when questioned about

their actions and treatment. A strong reminder of what most of us have heard numerous times, “if it isn’t written down, it did not happen.”

It would also be prudent to remember that our patients are our customers. They are paying rent to ride in our units and are contributing to your wage while they are in your care. As such, they are demanding quality medical care, professionalism and courtesy from our members. Please continue to show them the respect and compassion that you would expect should your roles be reversed.

As members of SCoP, the committee knows only too well the challenges we all face in the field. We too know the frustrations of the street, the stress of the job and the impact of our sometimes unpredictable hours on our home lives. Yet, the reality of today is our profession is continuing to grow in both numbers and in our scope of practices, and it is up to all of us to ensure that our profession and integrity grow with it.

In closing, as I expect this to be my final report as chairperson of the Professional Conduct Committee, I would like to express my sincere thanks and gratitude to my fellow committee members, Barry Szeles, Brad Mee, Kirby Johns and Normand Beauchamp, for the opinions and professionalism they brought to the table, to Sheri Hupp and Dale Backlin for their encouragement, guidance and advice, and to you the membership for allowing me five years to learn and grow with this committee.

I encourage all of you to take an active role in our College, thereby allowing your voice to be heard and our College to evolve and strengthen.

Kathy Christmann
Chair

Allegations of Professional Incompetence and Professional Misconduct Reported 2012

Professional Misconduct	Professional Incompetence
Practicing outside of scope/ theft from employer	Lack of appropriate documentation/ needs identification and verbal reporting
Protocol breach	Patient abandonment
Breach of confidentiality (2)	
Providing false credentials	
False documentation	
Inappropriate patient questioning	
Unprofessional use of social media (2)	

SASKATCHEWAN COLLEGE OF PARAMEDICS

Financial Statements

Year Ended December 31, 2012

Management's Responsibility for Financial Reporting

The financial statements of Saskatchewan College of Paramedics have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Saskatchewan College of Paramedics reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Audit Committee. The Audit Committee is appointed by the Board and meets periodically with management and the auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Audit Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the members, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by Mintz & Wallace Chartered Accountants LLP, in accordance with Canadian generally accepted auditing standards.



Executive Director



Vice President/Chair of Audit
Committee

Regina, Sask
April 02, 2012

INDEPENDENT AUDITOR'S REPORT

To the Directors of Saskatchewan College of Paramedics

We have audited the accompanying financial statements of Saskatchewan College of Paramedics, which comprise the statements of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of revenues and expenditures, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our qualified audit opinion.

(continues)

Basis for Qualified Opinion

The College derives revenue from membership fees. In the prior year we were unable to verify the completeness of deferred revenue, and as this figure carries forward into the current year, we unable to verify the completeness of current membership fees. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the College and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenditures, current assets and net assets.

Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenues referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Saskatchewan College of Paramedics as at December 31, 2012, December 31, 2011 and January 1, 2011 and the results of its operations and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

Regina, Saskatchewan
April 2, 2013



Mintz & Wallace
Chartered Accountants LLP

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Financial Position

December 31, 2012

	December 31 2012	December 31 2011	January 1 2011
ASSETS			
CURRENT			
Cash	\$ 1,668,826	\$ 1,194,873	\$ 725,227
Investments (Note 4)	73,871	104,486	147,361
Accounts receivable	1,150	42,620	134,350
Prepaid expenses	17,993	7,949	9,167
	<u>1,761,840</u>	<u>1,349,928</u>	<u>1,016,105</u>
CAPITAL ASSETS (Note 6)	25,899	17,938	20,596
INTANGIBLE ASSETS - SOFTWARE (Note 7)	140,002	157,582	74,749
	<u>\$ 1,927,741</u>	<u>\$ 1,525,448</u>	<u>\$ 1,111,450</u>
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable	\$ 54,337	\$ 30,944	\$ 59,223
Wages payable	23,360	22,209	12,445
Employee deductions payable	11,128	6,309	9,666
Deferred membership fees	851,015	798,853	733,000
	<u>939,840</u>	<u>858,315</u>	<u>814,334</u>
NET ASSETS			
General fund	546,901	421,133	142,116
Restricted fund (Note 8)	441,000	246,000	155,000
	<u>987,901</u>	<u>667,133</u>	<u>297,116</u>
	<u>\$ 1,927,741</u>	<u>\$ 1,525,448</u>	<u>\$ 1,111,450</u>

ON BEHALF OF THE BOARD



Director



Director

See accompanying notes

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Revenues and Expenditures

Year Ended December 31, 2012

	2012	2011
REVENUES		
Memberships	\$ 917,654	\$ 863,520
Processing fees	97,570	119,620
Other revenues	9,701	1,405
Investment income	14,281	10,729
	<u>1,039,206</u>	<u>995,274</u>
EXPENDITURES		
Accounting, audit and legal	30,440	23,732
Amortization	11,553	7,271
Amortization of intangible assets	37,213	9,021
Bank charges and interest	23,310	22,441
Committee expenditures	8,473	14,710
Consulting fees	64,693	17,393
Council expenditures	17,081	9,789
Insurance	2,497	4,066
Legal fees - PCC and discipline	49,071	56,716
Licensing exams	16,260	13,008
Memberships	11,519	10,623
Occupancy costs	34,218	29,674
Office costs	9,404	8,690
Office equipment and rentals	7,100	8,567
Postage and courier	6,020	10,347
Printing	1,836	5,383
Repairs and maintenance	7,274	6,934
Secondment	-	46,054
Staff travel and training	10,925	10,509
Telephone	11,107	9,216
Wages and benefits	358,444	301,113
	<u>718,438</u>	<u>625,257</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ 320,768</u>	<u>\$ 370,017</u>

See accompanying notes

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Changes in Net Assets

Year Ended December 31, 2012

	General Fund	Restricted Fund	2012	2011
NET ASSETS - BEGINNING OF YEAR	\$ 421,133	\$ 246,000	\$ 667,133	\$ 297,116
Excess of revenues over expenditures	320,768	-	320,768	370,017
Transfers	(195,000)	195,000	-	-
NET ASSETS - END OF YEAR	\$ 546,901	\$ 441,000	\$ 987,901	\$ 667,133

See accompanying notes

SASKATCHEWAN COLLEGE OF PARAMEDICS

Statement of Cash Flows

Year Ended December 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ 320,768	\$ 370,017
Item not affecting cash:		
Amortization of capital assets	48,766	16,292
	<u>369,534</u>	<u>386,309</u>
Changes in non-cash working capital:		
Accounts receivable	41,470	91,730
Accounts payable	23,393	(28,277)
Deferred membership fees	52,162	65,853
Prepaid expenses	(10,044)	1,218
Wages payable	1,151	9,764
Employee deductions payable	4,819	(3,357)
	<u>112,951</u>	<u>136,931</u>
Cash flow from operating activities	<u>482,485</u>	<u>523,240</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(39,147)	(96,469)
Net investment activity	30,615	42,875
	<u>(8,532)</u>	<u>(53,594)</u>
Cash flow used by investing activities	<u>(8,532)</u>	<u>(53,594)</u>
INCREASE IN CASH FLOW	473,953	469,646
CASH - BEGINNING OF YEAR	1,194,873	725,227
CASH - END OF YEAR	<u>\$ 1,668,826</u>	<u>\$ 1,194,873</u>

See accompanying notes

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2012

1. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the College adopted Canadian accounting standards for not-for-profit organizations (ASFNPO). These financial statements are the first prepared in accordance with these standards. The adoption of ASFNPO had no impact on net assets as at January 1, 2011 or revenues and expenditures or cash flows for the year ended December 31, 2011 as previously reported in accordance with pre-changeover Canadian generally accepted accounting principles.

2. 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.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue recognition and fund accounting

The College uses fund accounting and has the following funds:

General Fund

The General Fund reports the results of day- to-day operations of the College.

Restricted Fund

The Board of Directors has internally restricted the following funds:

- a) Contingency fund - reports money set aside to provide for assistance to operations in the event of unforeseen circumstances.
- b) Legal fund - reports money set aside to provide for assistance to operations for unusual legal issues effecting the members.
- c) Registry fund - reports money set aside to provide for the development and/or replacement of the registry system.
- d) Capital reserve - reports money set aside for future capital purchases.
- e) Projects fund - reports money set aside for future major projects that are outside the scope of the normal day-to-day operations of the College.

Members are required to hold an annual membership license. The membership fees are recognized in the year in which the memberships are valid. A pro-rated fee is charged in the year of initiation.

Processing fees and other revenues are recognized in the year the service is provided.

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. Donated capital assets are recognized if the fair value can be reasonably estimated and amortized at the same rate as the asset.

(continues)

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2012

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

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. In the year of acquisition only a half-year of amortization is taken.

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

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

Intangible assets

The software license rights and trademarks are being amortized on a straight-line basis over their estimated useful lives of five years.

4. INVESTMENTS

	<u>2012</u>	<u>2011</u>
Term deposit - 2.30% maturing 5/20/2013	\$ 73,871	\$ 72,210
Term deposit - 2.15% maturing 10/27/2012	-	32,276
	<u>\$ 73,871</u>	<u>\$ 104,486</u>

5. LINE OF CREDIT

The College has a \$200,000 operating line of credit of which none was drawn as at December 31, 2012. Bank advances on the line of credit bear interest at 5.0%.

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2012

6. CAPITAL ASSETS

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Equipment	\$ 4,285	\$ 1,299	\$ 2,986	\$ 1,258
Computer equipment	24,377	12,573	11,804	4,171
Furniture and fixtures	14,257	5,539	8,718	5,830
Leasehold improvements	21,440	19,049	2,391	6,679
	<u>\$ 64,359</u>	<u>\$ 38,460</u>	<u>\$ 25,899</u>	<u>\$ 17,938</u>

7. INTANGIBLE ASSETS - SOFTWARE

	2012	2011
Computer software and registry system	\$ 186,065	\$ 169,098
Accumulated amortization	(46,063)	(11,516)
	<u>\$ 140,002</u>	<u>\$ 157,582</u>

8. RESTRICTED FUNDS

There were no transfers in the current year.

	Opening	Transfer from(to) General Fund	2012
Legal fund	\$ 125,000	\$ 75,000	\$ 200,000
Contingency fund	70,000	20,000	90,000
Capital reserve	21,000	60,000	81,000
Projects fund	30,000	40,000	70,000
	<u>246,000</u>	<u>195,000</u>	<u>441,000</u>
	<u>\$ 246,000</u>	<u>\$ 195,000</u>	<u>\$ 441,000</u>

SASKATCHEWAN COLLEGE OF PARAMEDICS

Notes to Financial Statements

Year Ended December 31, 2012

9. CONTRACTUAL OBLIGATIONS

The College has entered into a contract with a supplier for office equipment rental for a photocopier for a term of five and a half years at \$1,777 per year. Additionally, the College has renewed a lease commitment for rental of premises of \$1,417 per month, increasing by one dollar per square foot a year, expiring November 2014.

Contractual obligation repayment schedule:

2013	\$	15,382
2014		3,572
2015		1,404

10. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2012.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College is exposed to credit risk from members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The College has a significant number of members which minimizes concentration of credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources, and accounts payable. Through budgetary and other fiscal management it is management's opinion that the College does not have significant exposure to liquidity risk.

Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The College has adopted a low-risk investment policy and through combined other budgetary controls have resulted in reducing the College's exposure to market, currency, interest rate and other price risks.



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 Paramedics.

Our Vision

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

Our Strategic Plan

Strategic Goals

Stakeholders

SCoP has a collaborative working relationship with key stakeholders. Stakeholders are confident in the evolving role of the paramedic profession.

Regulatory

Practitioners have or are functioning at the full scope of practice.

- SCoP owns scope of practice.
- Licensing processes are efficient and effective.

Internal

SCoP is financially sustainable.

SCoP is appropriately resourced with staff and members.

SCoP is innovative.

Contact Us

Mail Saskatchewan College of Paramedics
851 Argyle St. North
Regina, Saskatchewan S4R 8H1

Phone 1.306.585.0145

Toll Free (voice mail) .. 1.877.725.4202

Fax 1.306.543.6161

E-mail office@collegeofparamedics.sk.ca

Website www.collegeofparamedics.sk.ca