



**SASKATCHEWAN
COLLEGE OF
PARAMEDICS**

COUNCIL MEETING MINUTES

Friday June 11, 2021

Present: Kyle Sereda (President), Matt McGurk (Vice President), Jason Farago (Fire), Mike Meyer, Chris Fay, Karen Gibbons (Public Representative), Joel Gritzfeld (Public Representative), Jacquie Messer-Lepage (Executive Director), Collette Parks (Communications Coordinator), Rashed Al-Mamun (Policy and Research Analyst), Tosin Adewusi (intern from Johnson Shoyama Graduate School of Public Policy), Louise Durnford (Director of Operations), Jodi Egeborn (Manager of Professional Practice), Jen Williams (Director of Professional Practice and Research); Jason Farago arrived 0916; Chris Fay arrived at 1038

Regrets: Bill Fischer (Past President), William Breen, Olumide Adetunji (Public Representative)

1. Call to Order

- Vice President of Council called the meeting to order at 0908

2. Approval of Agenda:

MOTION: To approve the agenda as presented. **Karen/Joel. Carried.**

3. Approval of Minutes April 9, 2021

MOTION: To approve the minutes from last Council meeting as presented. **Joel/Mike. Carried.**

3.1 Business arising from the Minutes

ACTION ITEM	ACCOUNT -ABILITY	Status	TIMELINE
1. Create a retention and destruction policy and include discipline and consensual resolutions. Council likes the CPSS reasons for keeping info and would like this reflected in the policy.	JML	Underway	Ongoing
2. Medicine Wheel Training/Indigenous Awareness	JML	Underway	Ongoing
3. Council to review the Terms of Reference of Committees.	Kyle et al	Underway	Ongoing
4. Send a letter to Ministry of Immigration and Career Training to thank for funding (June date permits us to send final report with letter)	JML	Underway	June 30, 2021; letter will go w final report

4. Progress on Strategic Priorities:

4.1 Strategic Outcomes Update

- Large number of job postings this year. Over 100 so far. Last year was 150 total, year before was 130, Where are the jobs coming from? New jobs in the Industrial sector including COVID-testers, and some services unable to fill positions
- SCoP Linked-in profile is up and running. Please like and share
- Will be doing a media release with Luxsonic on the VAPOC project now that the team is assembled, and the project charter is in place
- Have completed draft policy for hybrid hearings. Outlines the procedures for in-person and virtual hearings where we have a blended model.

ACTION: Circulate Hybrid/Virtual Hearings draft policy to Council

- Regulatory Standards Framework – regulatory standards relate to how we conduct our regulatory activity; draft is completed and ready for circulation

ACTION: Circulate draft Regulatory Standards Framework to Council

- Concern raised re: an unlicensed/untrained individual presenting as a paramedic; the police are currently pursuing through the courts

4.2 COPR National Exam Results

- Results were unavailable at the time of this meeting

4.3 EMR Exam Update

- Exam results for the first online EMR exam were not very strong; 25% pass rate for Saskatchewan, compared to 65% rest of country
- The results could speak to training inconsistencies and differing standards
- Range in number of training hours across country spans from 80 to 240. Sask is up to 120, however is inconsistent across programs (primarily St. John and Red Cross)
- Current policy requires instructors to be licensed at an EMR level somewhere in Canada
- We suspect that the current SK program is too short, and the material isn't being covered sufficiently
 - Alberta's course is 240 with 40h of driving (200 clinical instruction)
 - Will need to establish a new benchmark for duration and quality
 - Saskatchewan is heavily dependent on EMRs in rural areas

- Red Cross and St John's Ambulance need to be notified about this exam performance;
- SCoP could also arrange to have EMR instructors sit the national exam

ACTION ITEM: Executive Director and Director of Professional Practice & Research will come back with an update. Red Cross and St John's Ambulance need to determine why Saskatchewan students are struggling to pass the licencing exam.

Additional Updates – Executive Director

5.1 Committee Reports for Information

5.1.1 Executive Committee

- 2020 Budget surplus allocation decision:
 - The VAPOC (aka ITPCA project) requires embedded researchers to ensure that sufficient evidence is gathered to support the ongoing use of the technology being developed.
 - Executive Committee endorsed using budget surplus to fund project resource; Executive Committee Decision; Council motion required (see below)

MOTION: That the College allocate 2020 surplus funds to the SCoP consulting budget to support the recruitment of a Research resource for the ITPCA project. **Karen/Joel. Passed.**

5.1.2 Audit Committee:

- Minutes from last meeting (March 11) were circulated to Council
- Briefing Note: Response to Auditor
 - No issues with amounts remitted to CRA. Will continue to monitor
 - Financial reports presented to board – typically reconciliation is lagging slightly behind budget variance reporting. Current process is to note, report, and discuss variances at each audit committee meeting. Auditor suggested we include explanations in minutes instead of just a verbal update
 - Refund documentation and controls – we document refunds in member profile with ED sign-off

5.1.3 Legislation and Bylaws Committee

- Motion A:** To begin charging \$100 for extensions to restricted licenses
- Ongoing issue. No incentive for member to complete because extension is free. Members will go a full year with restrictions and still ask for another at renewal. Requires staff time and resources for ongoing monitoring and is a public safety concern
 - **Karen/Kyle. Carried.**
- Motion B:** To remove or amend the 60-day exam registration requirement to reflect exam availability and current processes
- Difficult to track and does not make a lot of sense. Students up to 2 years to write exam. This policy is challenging to enforce and does not seem necessary
 - **Jason/Joel. Carried.**
- Motion C:** To approve a mandatory requirement for member liability insurance coverage
- Leg & Bylaws Committee suggesting approval.
 - Give members a year to implement; a member education campaign will be required
 - What are the pathways for people who don't/cannot get this insurance? Some people may be uninsurable
 - This is group insurance, and some employers might have insurance that extends to members. But will that extend to all activities? Off-work, casual shifts at other services, etc.
 - Paramedic Association of Canada (PAC) still offers a good product
 - Not adding to licence because it is a conflict of interest for SCoP, and administratively will require significant resources. Alberta does administer insurance however their governance structure is different. Sask can only do this if 100% of members participate (with the same insurer)
 - **Kyle/Karen. Carried.**

Motion D: To remove proration of the late fees

- Progressive late fees currently increase weekly. SCoP checks renewal applications the night before fees increase to notify members if they need to submit additional information/documents
- There are also complications with members who start application with one late fee but complete it when it's changed
- SCoP incurs an annual cost to change these fees every year (system programming)
- The College is recommending a single late fee (lump sum) and members choosing to renew late will still have until the end of January to complete the requirements/process. This change will only impact the members who are late in renewing
 - SCoP will continue to have the ability to waive fees in extreme circumstances
 - Deadline should not be a surprise as it has always been December 1st. Renewal always opens in October of each year
 - Option 1: give members a cushion and have full late fee start on Dec 6?
 - Option 2: Send a reminder to members a week prior to the deadline
 - Discussion led to support for Option 2, which is the current process

ACTION: **Develop a robust communication campaign**

- Rationale: this is intended to increase efficiency while also reducing cost (programming and internal resources); it is not intended to be a revenue generator as quite the opposite may occur
- SCoP is expending significant resources monitoring a handful of people
- **Joel/Jason. Carried.**

5.1.4 Discipline Committee

- Two-day hearing coming up. Tentative date is late September
- Delay due to COVID and finding a date that works for all
- No details of individual cases were discussed

5.1.5 Professional Conduct Committee

- 21 complaints in 2021
- 1 dismissed upon receipt. 13 investigations. 1 dismissed at meeting. 2 being case managed. 3 or 4 waiting to be presented at next PCC meeting (June 20)

- Last meeting was May 26; 7 went to meeting. 3 dismissed, etc. Very busy but not backlogged
- Complaints are both from public and members including employers and self-report
- Most cases are misconduct. Typically, most cases relate to behaviour issues. Not usually a competence issue.
- Is the increase because of the online portal? Or is it because of the pandemic and people are burned out? Hoping numbers goes down as pandemic goes away
- No details of individual cases were discussed

5.1.6 Paramedic Practice Committee (PPC)

- Met May 20, short meeting to get back into regular routine
- EMRs to do nasal swabbing for rapid covid tests – approved and has been moved forward
- Next meeting August 24, 2021

5.1.7 Education Committee

- Just had a meeting; moved training for EMR swabbing forward
- Next meeting scheduled for June 25

5.1.8 Nominations Committee

- Suggestions for 2021-2022 SCoP Committee appointments circulated to Council for approval

MOTION: To confirm committee members as presented. **Matt/Chris. Carried.**

10:30 AM – Guest Presentation

5.2 Immersive Technology in Paramedic Competency Assessment (ITPCA) Project

- Presentation: Welcome Bonnie Jackson (PM); Arjun Puri and Mike Wesolowski (Luxsonic)

5.3 Annual General Meeting

- 154 people registered; 104 people voted
- New requirement for Business Case:
 - We will address this requirement if/when there is an identified need for fee adjustment; for now, the budget has been reworked based on the bylaw change
- SCoP might not be communicating to our members why what we're doing is important. We are in place to protect the public and it is hard to communicate the importance of that mandate
- NIRO omnibus legislation at MOH right now would remove ability of membership to vote on bylaw changes. If bylaw changes do not pass, SCoP should consider creating a committee to develop business case framework for use by the College
- The government understands if the College is not funded correctly, regulatory responsibilities will fall back to the government; implications for practitioners could be significant

5.4 Collaboration

5.4.1 SHA COVID staffing report

- Document was circulated to Council

5.4.2 Social Media Campaign

- Document was circulated to Council

5. Meeting and Training Updates:

6.1 Research/Funding Meetings

- Discussed in Strategic Update

6.2 Sandra Blevins, Dean of Health Sciences SK Polytechnic

- Dan MacKay has replaced Sandra Blevins in the interim
- New Associate Dean position has been created and filled

7. Other/New Business

7.1 Positive Criminal Record

- Member failed to renew on time and is now wishing to reinstate. Has been recently convicted of criminal code offenses and failure to comply (x2)

- Recommendation: licence denial due to number, nature, escalation, and failure to comply issues

MOTION: To deny this application. They can apply in a year with no guarantee of success.
Chris/Karen. Carried.

ACTION ITEM: Evaluate bylaw language to ensure application is consistent and addresses reinstatement requirements.

8. In Camera Session:

8.1 Council Item(s) with ED

8.2 Council Item(s): ED excused for this portion of meeting

9. Adjournment: Next Council Meeting Fall 2021 (0900-1300)

PENDED ACTION ITEM	ACCOUNTABILITY	Status	TIMELINE
1. Liability Insurance	JML	Leg & Bylaws Committee review April 6, 2021	Completed
3. Enterprise Risk Management	Olu/JML	Underway	
4. Evaluate options regarding diverse Council representation	JML	Underway	Pended 2021

MOTION: To adjourn at 1211. **Joel. Carried.**