



EMR Program Approval Form

The Saskatchewan College of Paramedics are the sole regulatory body for emergency medical responders (EMR) and paramedics within the province of Saskatchewan. It is the College's duty to ensure EMRs in Saskatchewan have attained minimum entry to practice standards as outlined within *The Paramedics Act*, Regulatory Bylaws, Standards of Practice, and Canadian Paramedic Competency Framework's Pan-Canadian Essential Regulatory Requirements (CPCF-PERRs). Only individuals who have completed their education through an approved program will be eligible for licensure and employment as an EMR in Saskatchewan.

This form is to be completed by the EMR program director or a designated individual representing the applicable organization. The program must adhere to the Educational Program Requirements for Emergency Medical Responder.

The approval review will focus on four main areas of evidence. These are Organization Framework and Administration, Program Framework, Program Curriculum, and Program Quality Assurance.

The information provided will allow for an informed approval process by the Saskatchewan College of Paramedics to ensure the minimal educational program requirements have been met.

Please complete this form in its entirety as well as submit all required documentation to support the approval of the proposed EMR program.

Once this form has been completed with all supporting documents, please submit it by email to office@collegeofparamedics.sk.ca.

Please allow 4-6 weeks for requests for program/course approval to be completed. If further information is required, you will be contacted by a staff member from the Saskatchewan College of Paramedics.

If you have any questions regarding the completion of this form, please contact the Saskatchewan College of Paramedics via email at office@collegeofparamedics.sk.ca.



General Information

Proposed Program:

Date of Application:

Organization delivering program/course:

Designated representative for approval process:

Contact information of designated representative:

Supplied Documents:

Organization Framework and Administration

****Evidence documents can include- certificate of government approval, internal governance policy manual, OH&S approval of all sites, proof of corporate/personal liability insurance, institute code of conduct and ethics. Evidence documentation must be crossed referenced and clearly show where the alignment to standards and requirements exist.*

1. Does the organization providing EMR education identify as a post-secondary or vocational educational institute?
If so, is there Ministry of Advanced Education approval to operate as such?
2. Is there an organization business plan providing an economic framework to ensure continued vitality of programs offered?
3. Does the organization have a well-defined internal governance with identified committees and sub committees for operation?
4. Does the organization have a defined organizational structure identifying individuals and/or committees responsible for human resources, health and safety, finance and registration services, program delivery and program curriculum development?
5. Do physical facilities offer a safe environment promoting learning and development?
6. Are facilities compliant to OH&S and public health legislation? This includes secondary facilities/campuses and contracted/associate institutes.
If yes, please provide confirmation of this.



7. Does the organization hold both corporate and personal liability insurance for its staff and for its learners?
8. Does the organization have policies and procedures addressing internal governance, and standards of operation/management?

Program Framework

****Evidence documents can include: program/course overview and objectives, sample of specific lesson plans, sample program/course manual, list of preceptor/clinical environments, clinical manual, and faculty mentorship policy. Evidence documentation must be crossed referenced and clearly show where the alignment to standards and requirements exist.*

1. Is the program description publicly available including prerequisites, curriculum overview, and program price?
2. Do the prerequisites allow an achievable starting point for program and allow for successful learning?
3. Does the program offer a learner orientation outlining study requirements and expectations to assist in learner success and development?
4. Does the program have adequate staffing for administration, facilitation/instruction, program director(s) and clinical coordinator(s)?
5. Defined roles and responsibilities for all program staff members?
6. Does the institution/organization have a mentorship policy/program for new faculty to ensure consistent program delivery and adherence to established program standards.
7. Does the program have the ability to adapt staffing compliment as required?
8. Does the program have a financial budget to allow for consistent quality paramedic education?



9. Does the program have well structured course delivery model. This includes resources, facilities, appropriate instructor to learner ratios, and appropriate time allotment? Please provide this as confirmation.

10. Does the program have a clinical manual allowing learners to achieve proficiency in entry to practice requirements? Please provide this as confirmation.

11. Does the program have an active roster of approved preceptors and clinical environments for learner mentorship?

12. Is there a program policy and procedure manual to be referenced to allow for consistent delivery of program education?

Program Curriculum

****Evidence documents can include: evaluation model with objectives and outcomes identified (rubric/skills sheets), program/course list of resources and references, medical oversight policy (medical director). Evidence documentation must be cross referenced and clearly show where the alignment to standards and requirements exist.*

1. Does the program have defined and achievable goals and objectives that align with the approved entry to practice standards?

2. Does the program have a well-structured outline, learning objectives, learning outcomes, lesson plan, and measurable assessment/evaluation criteria? Please provide this for all learning objectives.

3. Is there a logical progression of knowledge and application relying upon foundational learning from pre/corequisites?

4. Are there progressive and engaging integration methods that contribute to learner success and allow for proficiency in entry to practice standards? How is this provided?

5. What are the evaluation methods employed during didactic, psychomotor and clinical integration? Are these methods replicable and consistent to ensure learner proficiency in entry to practice standards?



6. What processes are used to ensure curriculum reflects current evidence-based approaches and addresses current industry needs while remaining compliant with the entry to practice standards?

Program Quality Assurance

****Required documents- sample of graduate COPR success scoring, policy/procedure for program/course revision, accreditation/approval documents from other jurisdictions (if applicable). Evidence documentation must be cross referenced and clearly show where the alignment to standards and requirements exist*

1. How is program stakeholder collaboration and relations maintained?
2. Is there a mechanism to allow for review and evaluation of graduate success in completing national entry to practice examinations and is this applied to overall program review?
3. Is there a policy or procedure for program evaluation to allow for curriculum revisions based upon objective data collection?
4. Is there annual collection and analysis of feedback from learners, program/course staff, and stakeholders for program revisions.
5. Is there a structured quality improvement program with inclusion of both internal and external stakeholder?
6. Are there policies and procedures to ensure ongoing program compliance with both government requirements and SCoP approval requirements?