





# College of Paramedics of Nova Scotia



2019-2020



ANNUAL REPORT

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# About the College

The College of Paramedics of Nova Scotia (the College) completed its third year of operation on March 31, 2020. As the regulatory authority for the practice of paramedicine, our objects are enshrined in the Paramedics Act. The College must:

- serve and protect the public interest in the practice of paramedicine
- preserve the integrity of the paramedic profession, and
- maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine.

Each Councillor, Committee and Paramedic member regardless of the class of licensure or geographical district, above all other things, is expected to represent the public's interests in the practice of paramedicine.



In 2020, the College will be consulting stakeholders regarding proposed amendments to the Paramedics Act and Regulation.

# Mission, Vision, Values

## The College's Vision is:

"Improving the Health of Nova Scotians through excellence in professional paramedic care."

## The College's Mission is:

"To protect the public and ensure public and member confidence by effectively regulating the paramedic profession."

## CPNS Values:

We value compassion, integrity, innovation, accountability and fairness.

1. Compassion – for everyone.
2. Integrity – doing the right thing even when people are not looking.
3. Innovation – remaining open to possibilities; demonstrating critical thinking; taking appropriate risks; and encouraging innovation to improve outcomes.
4. Accountability – to the public, government, members, and our stakeholders.
5. Fairness – impartiality and fairness in how we do our work and treat those we represent and interact with.

Through the College's Vision, Mission and Values, the College it will effectively carry out its mandate according to Section 4(1) of the Paramedics Act is to:

**"Serve and protect the public interest in the practice of paramedicine; preserve the integrity of the paramedic profession; and maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine."**

# President's Message

Once again, 2019/2020 has proven to be a busy year for the College of Paramedics of Nova Scotia. The Council held six formal meetings throughout the year and also conducted a steady flow of business via electronic means. A new option of secure communication via the Councillor's individual portals, an interactive electronic forum, has proven to be very productive. Further to the work completed by Council, I would also like to note the huge amount of work done by the Statutory and Standing Committees of the College. The dedication of the individuals who volunteer on the Council proper and the various committees is to be commended and is evident in the success of the College to date.

This year two major accomplishments were achieved, each with its own significant value.

First, the Council finalized a three-year strategic plan which established a framework to ensure the Council, Statutory Committees, Standing Committees, Ad-hoc Committees and College staff are working in concert to support the College's mission, "To protect the public and ensure public and member confidence by effectively regulating the paramedic profession."

The strategic plan will focus the organization's efforts and ensure we are all working toward a common goal, while managing and reducing risks.

The second major accomplishment was Council's approval of the Consultation Strategy for the Assessment on the Possible Amendment to the Paramedics Act and Regulations of Nova Scotia.

Those currently administering the Act have found a number of issues that have continued to create difficulties in its implementation. It will be in the Spring of 2020 that the College will engage a consulting firm to

guide the implementation of the College's consultation strategy.

These significant accomplishments will ensure the mandate of the College, protection of the public interest in the practice of paramedicine, is achieved in an optimal manner and that, going forward, legislation reflects modern and progressive regulation and that the practice of paramedicine affords the highest quality of care for Nova Scotians.

I must also acknowledge our College staff, Executive Director/Registrar Karl, our Administrative Coordinator Nicole (along with our newest staff member, Abraheem Elmorshedy, born May 8th!) and Beth our Interim Administrative Assistant, during Nicole's maternity leave. Thank you for all of your hard work and dedication.

As we begin a new year of operations, I would like to highlight the fact that self-regulation is a privilege we enjoy as paramedics in the Province of Nova Scotia. With that in mind, I encourage all registrants to engage in the consultations as we prepare our recommendations for revisions to the Act and Regulations. The public will certainly benefit from the input of those on the frontlines.

Finally, as we are practicing in unprecedented times, thank you for what you do and stay safe.

**Respectfully Submitted**

**Ryan Brown**

**President, College of Paramedics of Nova Scotia**



# Executive Director/Registrar's Message

## A Glimpse at College Operations

The 2019 – 2020 annual reporting year has been a busy and productive year for College staff as we continue to support the work of the Council and Committees.

While College staff in general are responsible to research and prepare information to assist Council in its efforts to make key strategic decisions that help to position the College to be an effective and efficient organization, they are also responsible for day to day operations.

In the area of registration and licensing College staff must ensure they adhere to the Paramedics Act and Regulations, Nova Scotia Human Rights Act, Nova Scotia Fair Registration Practices Act (FRPA) and the Canadian Free Trade Agreement (CFTA) when making registration and licensing decisions. College staff reviewed a total of 108 initial registration and licensure applications, as well as a total of 1393 annual license renewal applications.

Staff supported twenty-three meetings of the College's Council, Statutory, Standing and Ad-hoc Committees and represented the College at various organizations by attending forty-two external Committee meetings and provided no less than thirteen presentations on the College to various groups. The significance of participating on Committees from other organizations should not be under emphasized. It is because of these key relations that the Executive Director is able to report back to Council and Committees key information that impacts decisions within the College.

In relation to financial planning and management, College staff have since the College's inception been cognizant of the fact that the College cannot fail to meet its financial obligations as they relate to regulating the practice of paramedicine and thus encourages a

conservative approach to Council with respect to managing the College's finances. As an organization we continue to focus our efforts on the College's financial sustainability. Being fiscally responsible while effectively and efficiently allocating the budget to ensure it meets its regulatory mandate while anticipating any future financial demands.

Finally, regarding risk management, the Executive Director formulated a risk management tool that helps to capture key areas of risk for the College, which are reported during each Council meeting. Amongst other items the Executive Director keeps Council apprised on the College's compliance with its financial obligations, signing authority and insurance requirements, as well as conformity with legislation that impacts registration and licensing decisions.

In all day to day operations College staff focus on adhering to the College's values of compassion, integrity, innovation, accountability, and fairness. We look forward to providing ongoing support to the Council and College Committees.

**Respectfully Submitted,**

**Karl Kowalczyk, ACP BBA Executive Director/Registrar**





# Council

As we entered our third year of operations, the College was governed by a Council which consists of 8 elected paramedics, 4 public members and the Medical Director of Emergency Health Services. As the College has evolved in its ability to self-regulate the profession and govern itself, three positions on the Council have been eliminated in accordance with Section 105 (2) (d) (c) of the Paramedics Act. The representatives from the College of Physicians and Surgeons and the College of Registered Nurses ended their representation in April 2019 and the Provincial Medical Director term of office ends March 31, 2020.



Kevin Carey, Vice President  
Paramedic Councillor, Central District



Ryan Brown, President  
Paramedic Councillor, PCP Class of Licensure



Dr. Andrew Travers  
Public Councillor, Provincial Medical Director,  
Order-in-Council Appointment



Steve Menzies  
Paramedic Councillor, ICP Class of Licensure



Tanya Snow  
Paramedic Councillor, Eastern District  
Resigned Fall 2019



Ryan Grist  
Paramedic Councillor, Western District



Laura Hirello  
Paramedic Councillor, Northern District



James Williams  
Public Councillor, Order-in-Council Appointment



Elizabeth Mann  
Public Councillor, Order-in-Council Appointment



Sean Teed  
Paramedic Councillor, CCP Class of Licensure



Sharon Johnston-Legere  
Public Councillor, Order-in-Council Appointment  
Resigned Spring 2020



Jason MacKay  
Paramedic Councillor, ACP Class of Licensure



Doug Lloy  
Public Councillor, Order-in-Council Appointment

# The Wall of Appreciation for Serving on Council 2019-2020

Dedicated to the outgoing members of the Council, who were so dependable, supportive, encouraging and engaged in the College's objective to serve and protect the public interest in the practice of paramedicine. The College sincerely appreciates your time and dedication to the organization. Our outgoing members this year are:

Tanya Snow  
Paramedic Councillor, Eastern District  
Resigned Fall 2019



Steve Menzies  
Paramedic Councillor, ICP Class of Licensure



Sharon Johnston-Legere  
Public Councillor, Order-in-Council Appointment  
Resigned Spring 2020



Dr. Andrew Travers  
Public Councillor, Provincial Medical Director,  
Order-in-Council Appointment



# Governance and Strategic Planning

According to the Governance Today website governance can be defined as, **“The system by which entities are directed and controlled. It is concerned with structure and processes for decision making, accountability, control, and behaviour at the top of an entity. Governance influences how an organization’s objectives are set and achieved, how risk is monitored and addressed and how performance is optimized.”**

Therefore, recognizing the importance of implementing processes by which the organization will be directed, controlled, and held accountable, the Council engaged in the process of establishing a governance model among all their other regulatory work.

The outcome of their efforts saw Council approve the College’s Mission, Vision and Values statements in 2018 – 2019. Then, in 2019 – 2020 Council selected and began implementing a governance model, as well as a three-year strategic plan.

## Governance Model

During the October 18, 2019 Session 17 meeting Council finalized the governance model the College would use. In selecting a policy governance model, the Council established a framework such that the Council is responsible for setting the strategic priorities and direction of the College in order that the College will adhere to the objects prescribed in the Paramedics Act. Those objects are to:

- Serve and protect the public interest in the practice of paramedicine.
- Preserve the integrity of the paramedic profession.
- Maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine.

This policy governance model requires the Executive Director/Registrar to plan and execute the strategic priorities and direction established by Council.

Throughout the year Council began to clearly define those responsibilities for which they and the Executive Director/Registrar are responsible and will be continuing that work into 2020-2021.

## Strategic Planning & Priorities with Outcomes & Actions

At the October 18, 2019 Session 17 meeting Council approved a strategic plan for the College. Within the next 3 years, working from the values of compassion, integrity, innovation, accountability and fairness, the College will act toward achieving 4 strategic priorities. They are, in no particular order:

- 1) The public receives safe, culturally competent care from paramedics.

Action to be taken:

- Engage the public through a survey to determine their satisfaction with encounters with paramedic services.
- Engage paramedics through a survey to determine their knowledge of safe, culturally competent care.
- Establish if there is a requirement for a patient advisory committee.
- Develop a quality assurance program to assess individual and aggregate data on the quality of paramedic practice.

# Governance and Strategic Planning Continued

2) Members and stakeholders are confident in the ability of the College to regulate the practice of Paramedicine through right touch and relational regulation.

Actions to be taken:

- Develop an understanding amongst Council and staff of what right touch and relational regulation means.
- Review current policies and develop all future policies with a lens of right touch and relational regulation.
- Develop a member and stakeholder engagement plan to gather and disseminate information.
- Work with the DHW to recommend changes to the Paramedic Act to modernize the legislation.

3) Paramedic practice is optimized to meet the needs of the public of Nova Scotia in response to the changing health system demands.

Actions to be taken:

- Work with DHW to determine future needs of health system to optimize paramedic scope of practice within various delivery models and settings.
- Update the essential competency document based upon the health system needs and a risk assessment of the potential for harm.
- Develop a position statement on professional and individual scope of practice and scope of employment.
- Engage the members and stakeholders to better understand how paramedics practice within an inter professional collaborative model and provide clarity on autonomous, supervised, and collaborative practice.

4) The Council solidifies its governance model and establishes mechanisms of accountability to the public, stakeholders, and members.

Actions to be taken:

- Develop policy framework for CPNS based upon a policy governance model.
- Establish a process for monitoring and reporting on progress and achievement to Strategic Goals/Priorities.
- Establish a communication strategy with members, stakeholders and the public that includes an interactive website.
- Further develop strategic partnerships with various stakeholders including members, employers, educational institutions, other provincial health professional regulators and paramedic inter-jurisdictional regulators, and relevant government departments.

# Key Regulatory Accomplishments

Over the course of the past year, the Council has been working intently for the purpose of strengthening the College to fulfil its mandate of protecting the public interest in the practice of paramedicine. Whether it was the improvement of regulatory tools or obtaining advice to improve College operations, the Council had been focused on collaboration with our strategic partners. Here are some of the highlights from 2019-2020.

## **Pathway to Licensure for Critical Care Paramedics**

According to the Paramedics Regulation 17(2)(c) a person who wishes to obtain a critical care paramedic license must meet two specific criteria. First, they must hold a practicing licence as an advanced care paramedic and second, they must have completed an advanced care paramedic program and any additional education program in critical care paramedicine approved by the Council.

Within the first year of the College's operation the Council began to engage key stakeholders regarding the viability of a Critical Care Paramedic program, while consulting with Legal Counsel to ensure any Critical Care program would comply with the Paramedics Legislation.

This activity has resulted in the College contacting staff at the Health Workforce Planning and Regulatory Affairs System Strategy and Performance Division at the Department of Health and Wellness for the purposes determining whether the Department of Health and Wellness would engage key stakeholders in the development of a Critical Care Paramedic program that could be submitted to the College for Councils approval.

Representatives of the Department of Health and Wellness have provided strategic guidance, a mechanism for stakeholder engagement, as well as some financial support for the development of a critical care paramedic curriculum. It is anticipated that a critical care paramedic program

curriculum will be developed in 2020 and put forward to Council for their approval.

## **Medical Assistance in Dying Practice Guideline**

On June 17, 2016, the federal government enacted legislation regulating the provision of medical assistance in dying (MAiD). The legislation amended the Criminal Code, R.S.C. 1985, c C-46, (the Criminal Code), to permit medical practitioners and nurse practitioners to provide medical assistance in dying. This was in response to the Supreme Court of Canada's Carter v. Canada, 2015 SCC 5 decision delivered on February 6, 2015 which struck down the law prohibiting MAiD for Canadians who met certain conditions outlined by the court.

The Criminal Code only permits a medical practitioner or nurse practitioner (NP) to provide a person with medical assistance in dying. The Criminal Code defines a medical practitioner as a person who is entitled to practise medicine under the laws of a province.

The amendments to the Criminal Code do not specifically address the involvement of Paramedics in the MAiD process.

The Criminal Code does, however, provide an exemption for a person aiding the medical practitioner or NP. Accordingly, paramedics may be asked by a medical practitioner or NP to aid with the MAiD process. Paramedics aiding a medical practitioner or NP in the MAiD process must ensure that their actions are in accordance with the Criminal Code.

Given the role that paramedics play in end of life care, the Council felt that it was prudent to develop the MAiD practice guideline to help guide paramedics understanding of their professional accountabilities with respect to aiding in the provision of MAiD.

Where a practice guideline is the standard a paramedic is expected to meet, all paramedics are strongly encouraged to review this practice guideline, which can be found on the College's website.

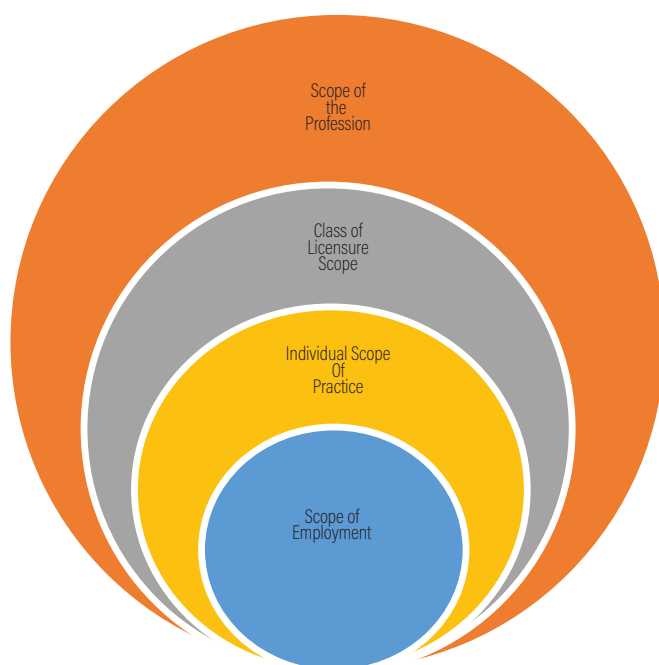
### **Scope of Profession, Class of Licensure Scope, Individual Scope of Practice and Scope of Employment Practice Guideline**

As self-regulating professionals, paramedics are always responsible and accountable for their own practice and actions. To assist the paramedic, and others, in understanding a paramedic's responsibilities as they relate to the scope of

the paramedic profession, as well as a paramedic's class of licensure scope, individual scope of practice and employment scope of practice the Council approved the "Scope of Profession, Class of Licensure Scope, Individual Scope of Practice and Scope of Employment Practice Guideline.

Where a practice guideline is the standard a paramedic is expected to meet, all paramedics are encouraged to review this practice guideline, which can be found on the College's website.

GRAPHIC DEPICTING THE RELATIONSHIP OF THE SCOPE OF THE PROFESSION,  
CLASS OF LICENSURE SCOPE, INDIVIDUAL SCOPE OF PRACTICE AND  
SCOPE OF EMPLOYMENT



Graphic reproduced and adapted to the College of Paramedics of Nova Scotia requirements with permission from the Nova Scotia College of Nursing

# Key Regulatory Accomplishments

## **Developments at the Canadian Organization of Paramedic Regulators (COPR)**

A number of developments at COPR have helped to support the College's regulatory efforts. They included the completion of an online national screening process for international applicants, which must be completed prior to the applicant applying for registration and licensure in a specific Canadian jurisdiction. This effort by COPR centralizes the expertise that a regulatory authority requires to conduct the initial screening of international applicants, making it more time efficient and effective.

COPR's also received approval to use federal funding to research the potential of creating a set of standards and competencies that might be adopted by paramedic regulators across Canada.

COPR will use federal funding to contract a researcher to identify:

- The needs of stakeholders including educators, regulators, employers, and associations.
- Gaps within the existing National Occupational Competency Profile.
- Models used in other professions.
- Future funding opportunities.



In the spring and summer of 2020, the College will engage its Registrants regarding proposed amendments to the Paramedics Act and Regulations.

# Responding to COVID-19

In the last 15 days of March 2020, during the College's renewal period, the Nova Scotia Government declared a state of emergency due to the COVID-19 Pandemic and concerns it would place a significant strain on the health care system of Nova Scotia.

The Nova Scotia Government contacted the College for the purposes of determining whether any formerly licensed members may be interested in potentially, on a temporary basis, returning to practice to support the health care system during the COVID-19 outbreak.

The Council held an urgent electronic discussion to determine the measures the College could take to assist in this effort. Council knew that the authority for deciding what measures should be implemented to allow a paramedic to return to practice resided with the Registration Committee. However, they also clearly recognized they could take measures to assist paramedics who may want to return to practice during the state of emergency by waiving the licensing fees.

While Council discussed waiving registration and licensing fees, the Registration Committee was busy determining a pathway to licensure for any paramedic who had transferred from Emergency Health Services Nova Scotia's Register to the College's Register and held a license within the past three years but was absent from practice. Additionally, the Registration Committee also considered measures it could implement for any licensed member who did not fulfil their annual license renewal requirements and anyone who did not meet the conditions of their license, due to the state of emergency declared by the Nova Scotia Government.

The outcome of the Registration Committees meetings was to direct the Registrar to follow specific guidelines in the process of licensing any paramedic who:

- Had registered with the College, within the past three years, but was absent from practice.
- Did not meet the continuing competency requirements to renew their license for 2020 – 2021.
- Did not meet the conditions on their license if any conditions existed.

The Registrar was also to report these specific licensing activities to the Registration Committee.

This entire process, from the Council waiving the licensing fees, to the Registration Committee providing direction to the Registrar with respect to licensing the groups identified above took less than two weeks to complete. This represented a truly effective, efficient, and measured response to the potential needs of the Health Care System in Nova Scotia.





# Consultations Regarding the Paramedics Act and Regulation

In February 2020, through the work of the Legislative Review Committee the College, in consultation with the Department of Health and Wellness, developed a consultation strategy that will be utilized over the next several months to engage key stakeholders in discussions regarding proposed amendments to the Paramedics Act and Regulations.

Since the inception of the College, those who have been charged with administering the Paramedics Act, including Council, Committees, the Registrar, and staff have found a number of issues that are creating difficulties in implementation.

The Legislative Review Committee met regularly over the course of more than a year to review the Act and its Regulations and to prepare recommendations to the Council for revisions. Council met in October 2019 to approve the recommendations from the Committee and to authorize the advancement of the proposed revisions to government.

The reasons for the consultations is to seek feedback and support from stakeholders in relation to current issues within the Paramedics Act and Regulations of Nova Scotia for the purpose of guiding the College's discussions with the Nova Scotia Government. The focus will be on proposed concepts related to the College's mandate, governance, the professions scope of practice, registration and licensure processes, professional conduct processes, fitness-to-practise processes, quality assurance initiatives, protected titles, and custodians.

The College wants stakeholders to be informed and educated about the proposed changes to the legislation and have accessible means to participate in the consultation process. Problem areas in the Act and Regulations that would benefit from amendments will be identified, along with rationales for proposed solutions and their benefits.

Feedback and measured support in relation to the areas for consideration of amendment will be collected. While, the results of the consultation process will be shared with Council, Department of Health and Wellness and stakeholders.

As the College involves stakeholders in the engagement process it will seek to not only understand the attitudes and positions of those affected, but consider alternatives when developing recommendations, options, or positions.

Prior to the COVID-19 Pandemic, the consultation process was to primarily involve the use of specific questions during face to face meetings, email communications and online surveys, as well as focus groups, telephone interviews, round table meetings and public meetings. At the time this report was finalized, the state of emergency in Nova Scotia remained in effect, so it is anticipated that a number of consultations will take place using virtual meeting spaces.

The intent of the College is to embark on the consultation process with all relevant stakeholders in the spring of 2020, to obtain feedback on the various proposals. That feedback will then be provided to government for further direction with respect to final concepts for inclusion in the amendments.

We look forward to the College's registrants, along with numerous other stakeholders participating in the process.

# Professional Conduct Process

Since the inception of the College, and at the writing of this report, the College had received a total of sixty-three (63) complaints.

Recognizing that the College received only two complaints during its initial year of operation, this means there has been an average of approximately 30 complaints per year.

A table outlining the type of complaints received, and their details is provided below. From this information, one can see that professional misconduct is the number one type of complaint the College has received and that the details of the complaint tend to be in relation to how the paramedic interacted and/or communicated with the complainant or member of the public.

Another trend, regarding complaints originating from the ground ambulance practice environment, is that the individual making the complaint tends to implicate both paramedics. While this information is not depicted within the table below, it is a trend worth noting.

Professional Conduct Process				
#	From	Type of Complaint	Details	Investigation Committee Outcome
001	Family Member	Professional Misconduct	Interactions, Treatment	Investigation Committee - Dismissal
002	Employer	Professional Misconduct	Breach of patient privacy, confidentiality	Investigation Committee-Disciplinary Settlement Proposal
003	Paramedic	Professional Misconduct	Interactions, Treatment	Registrar's Informal Resolution
004	Public - Pt	Professional Misconduct	Treatment	Investigation Committee - Council
005	Employer	Competence	Competence	Investigation Committee-Interim Suspension/Assesment
006	Employer	Professional/Conduct Unbecoming	Controlled substance thief, misuse	Fitness to Practice Voluntary Undertaking
007	Public/MFR Service	Professional Misconduct	Interactions with pt & others	Registrar's Informal Resolution
008	Employer	Professional Misconduct	Breach of patient privacy, confidentiality	Investigation Committee - Consent Reprimand

009	Registrar, Employer	Conduct Unbecoming	Interactions with public - assault	Investigation Committee - Caution and Counsel
010	Employer	Professional Misconduct	Controlled substance theft, misuse	Investigation Committee - Interim Suspension, Assessment
011	Registrar	Professional Misconduct	Breach of patient privacy, confidentiality	Registrar - Informal Resolution
012	Patient	Professional Misconduct	Interactions, Treatment	Registrar - Informal Resolution
013	Patient	Professional Misconduct	Interactions, Treatment	Investigation Committee - Dismissal with advice
014	Registrar, Employer	Conduct Unbecoming	Interactions with public - Sexual Assault	Investigation Committee - In- progress
015	Registrar	Professional Misconduct	Breach of patient privacy, confidentiality	Registrar - Informal Resolution
016	Public - Pt family	Professional Misconduct	Interactions, Treatment	Investigation Committee - In- progress
017	Public	Professional Misconduct	Interactions with public	Registrar - Informal Resolution
018	Public - Pt family	Professional Misconduct	Interactions, Treatment	Investigation Committee - Caution
019	Public/MFR Service	Professional Misconduct	Interactions with pt & others	Registrar - In-progress
020	Public - Pt family	Professional Misconduct	Interactions, Treatment	Investigation Committee - Counsel
021	Public - Pt family	Professional Misconduct	Interactions, Treatment	Investigation Committee - In- progress
022	Paramedic	Professional Misconduct	Interactions, Communication	Committee - In- progress

023	Patient	Professional Misconduct	Interactions, Treatment	Investigation Committee - Caution and Counsel
024	Patient	Professional Misconduct	Interactions, Treatment	Investigation Committee - In-progress
025	Patient	Professional Misconduct	Interactions, Treatment	Registrar - Dismissal (Unsubstantiated)
026	Patient	Professional Misconduct	Interactions, Treatment	Registrar - Dismissal (Unsubstantiated)
027	Registrar	Competence	Patient Care at Class of Licensure	Investigation Committee - In-progress
028	Patient	Professional Misconduct	Interactions, Treatment	Investigation Committee - Caution
029	Public	Conduct Unbecoming	Interaction	Registrar - Informal Resolution
030	Other Healthcare	Professional Misconduct	Interaction, Communication, Treatment	Investigation Committee - Counsel
031	Other Healthcare	Professional Misconduct	Interactions, Communication	Investigation Committee - Dismissal with advice
032	Registrar	Professional Misconduct	Interactions	Under Investigation
033	Registrar	Professional Misconduct	Interactions	Under Investigation
034	Employer	Professional Misconduct, Capacity	Controlled substance theft, misuse	Under Investigation
035	Employer	Conduct Unbecoming	Altering/Falsifying Documentation	Under Investigation
036	Employer	Conduct Unbecoming	Criminal Charges	Under Investigation

037	Paramedic Member	Professional Misconduct	Interactions, Patient Abandonment	Investigation Committee - Counsel
038	Paramedic Member	Professional Misconduct	Interactions, Patient Abandonment	Investigation Committee - Dismissal
039	Patient	Professional Misconduct	Interactions	Investigation Committee - In-progress
040	Patient	Professional Misconduct	Interactions	Investigation Committee - In-progress
041	Patient	Professional Misconduct	Interactions	Investigation Committee - In-progress
042	Patient	Professional Misconduct	Interactions	Investigation Committee - In-progress
043	Family Member	Conduct Unbecoming	Interactions	Registrar - Dismissal (Unsubstantiated)
044	Employer	Conduct Unbecoming	Interactions	Under Investigation
045	Employer	Professional Misconduct	Interactions, Communication	Under Investigation
046	Employer	Competence	Competence	Under Investigation
047	Employer	Professional Misconduct	Interactions, communication	Under Investigation
048	Employer	Professional Misconduct	Competence	Under Investigation
049	Paramedic Member	Professional Misconduct	Treatment	Under Investigation
050	Family Member	Professional Misconduct	Interactions, Treatment, Communication	Awaiting statement from complainant

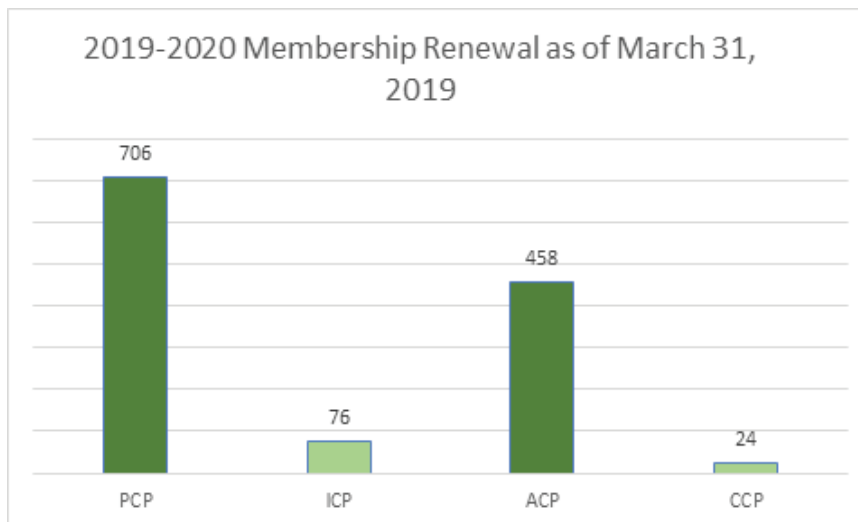
051	Community Member	Conduct Unbecoming	Communication	Awaiting statement from complainant
052	Community Member	Conduct Unbecoming	Communication	Awaiting statement from complainant
053	Registrar	Professional Misconduct	Interactions, Treatment, Communication	Awaiting statement from Respondent
054	Employer	Professional Misconduct	Communication	Awaiting statement from Respondent
055	Family Member	Professional Misconduct	Interactions, Communication	Under Investigation
056	Employer	Professional Misconduct	Interactions, Communication	Under Investigation
057	Employer	Professional Misconduct	Interactions, Communication	Under Investigation
058	Employer	Professional Misconduct	Termination	Under Investigation
059	Patient	Professional Misconduct	Interactions, Communication	Under Investigation
060	Patient	Under assessment	Communication, Treatment	Under Investigation
061	Patient	Professional Misconduct	Interactions, Communication	Under Investigation
062	Public	Professional Misconduct	Communication, Treatment	Under Investigation



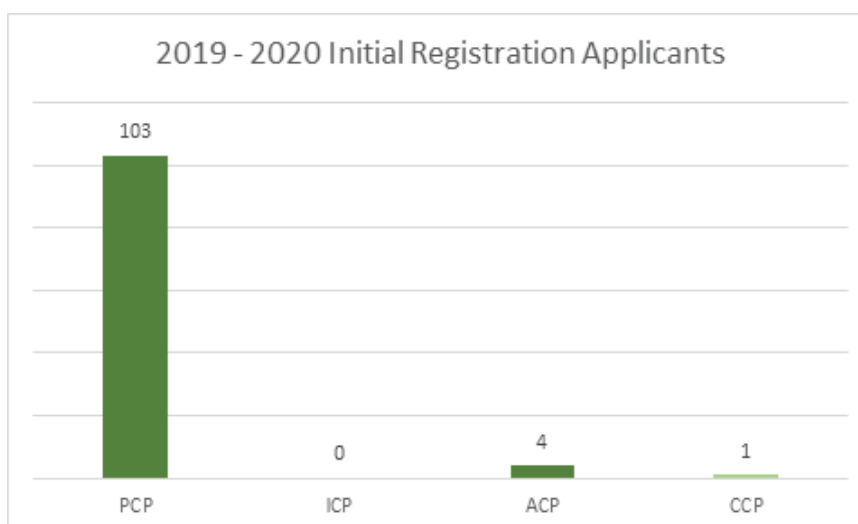


# Report on the Registrar & Rosters

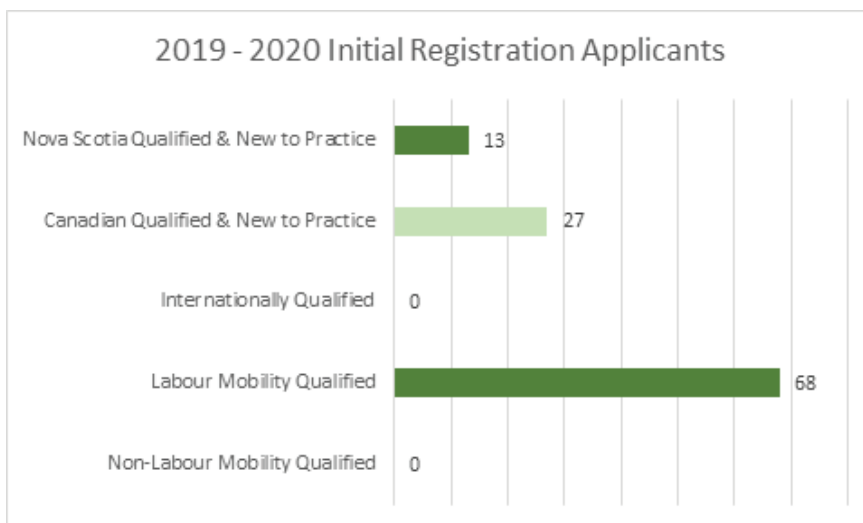
The College's Register contains the details of any member who has been and/or continues to be licensed in Nova Scotia. In accordance with Section 32(1) of the Paramedics Act, the Registrar, on an annual basis is required to publish the names of those persons listed in the Register. The Register contains separate rosters for each category of license, per Paramedics Regulation 5(2).



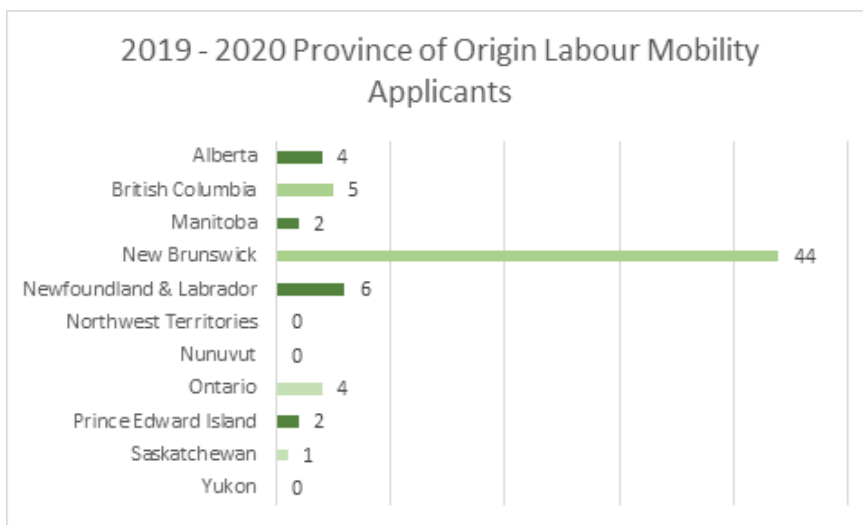
On March 31, 2019, the College had a total of 1264 members who renewed their licenses from 2018-2019 for the 2019-2020 licensing year. PCP = 706, ICP = 76, ACP = 458, CCP = 24



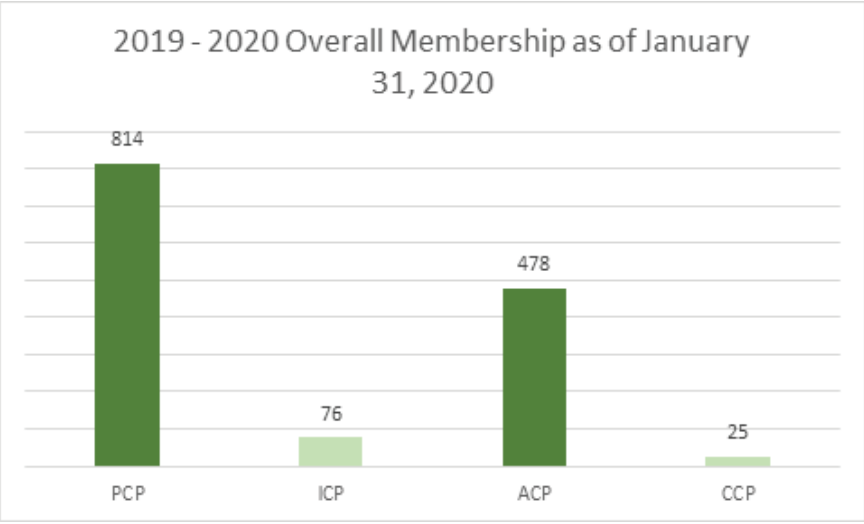
During the 2019-2020 licensing year the College registered and licensed a total of 108 new initial registration and licensure applicants.



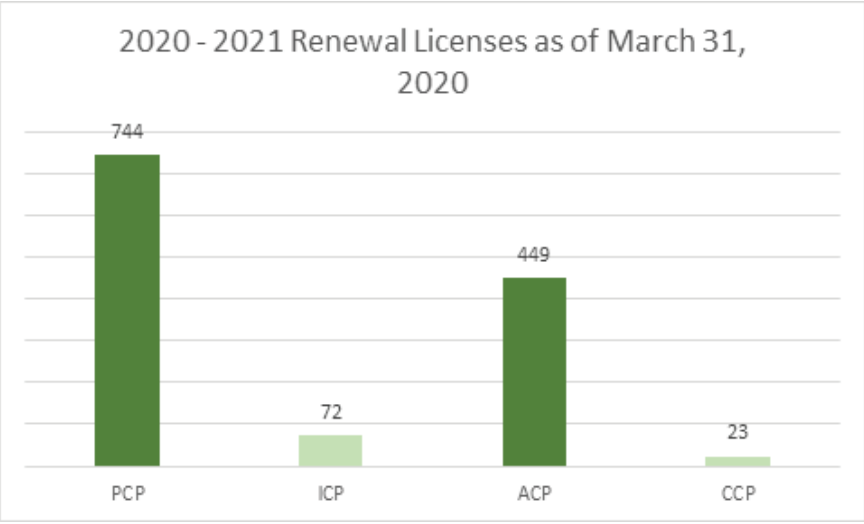
Initial registration and licensure applications are tracked for the purpose of reporting under the Fair Registration Practices Act of Nova Scotia. According to the available data there were 108 new members added to the Register and Roster's. NS Qualified and New to Practice = 13, Canadian Qualified and New to Practice = 27, Internationally Qualified = 0, Labour Mobility Qualified = 68, Non-Labour Mobility Qualified = 0



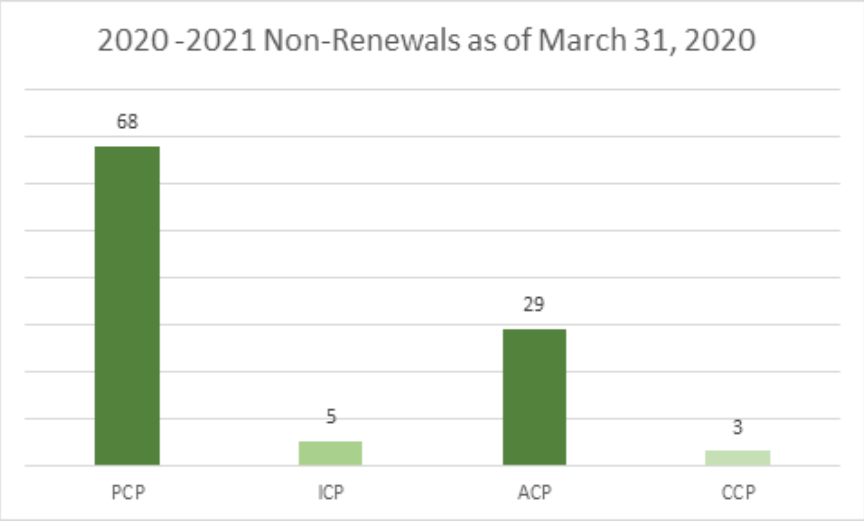
AB = 4, BC = 5, MB = 2, NB = 44, NL = 6, NT = 0, NU = 0, ON = 4, PE = 2, SK = 1, YT = 0



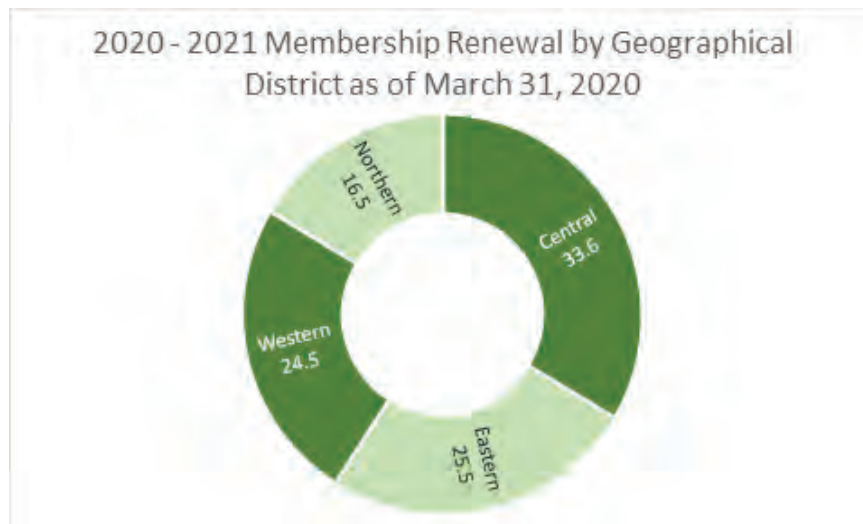
As of January 31, 2020, the College had a total of 1393 members who were eligible to renew their licenses for 2020-2021 licensing year. PCP = 814, ICP = 76, ACP = 478, CCP = 25



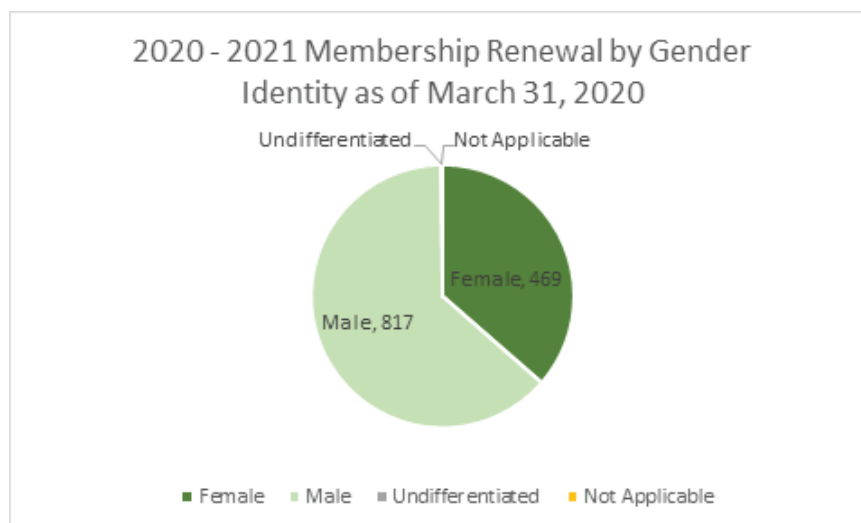
As of March 31, 2020 a total of 1288 members, who were eligible to renew their license did so. PCP = 744, ICP = 72, ACP = 449, CCP = 23



On March 31, 2020, the College had a total of 105 members who had not renewed their licenses from 2019-2020 for the 2020-2021 licensing year. PCP = 68, ICP = 5, ACP = 29, CCP = 3



On March 31, 2020, the College had a total of 1288 members from the following geographical districts renew for the 2020-2021 licensing year: Northern 212 (16.5%), Central 433 (33.6%), Eastern 328 (25.5%), Western 315 (24.5%)

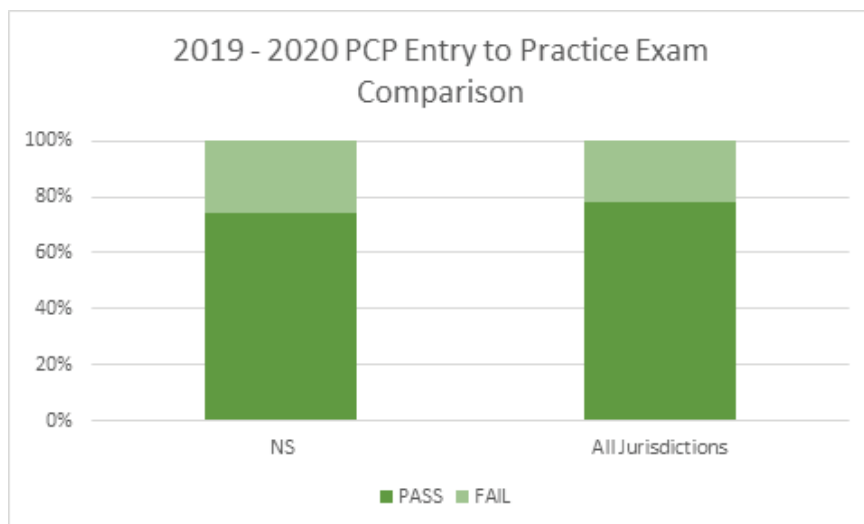


On March 31, 2020, the College had a total of 1288 members with the following gender identities: Male (817), Female (469), Undifferentiated (1), Not Applicable (1)

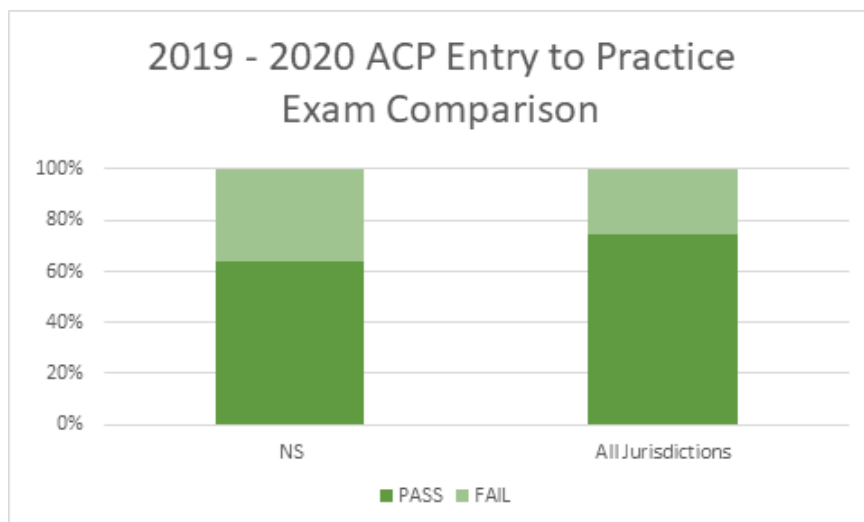
# Provincial Entry to Practice Examinations

The Canadian Organization of Paramedic Regulators (COPR) is the organization that administers the high-stakes entry to practice exam for Primary and Advanced Care program graduates on behalf of the College. When reviewing this data, it is important to note that exam writers include any individuals who completed a Council approved program and wrote their entry to practice exam in Nova Scotia; which means exam writers are from Nova Scotia, as well as other provincial jurisdictions. Additionally, where an exam writer may be afforded a total of 3 attempts to pass the exam, the data may include individuals who have written the exam more than once.

Finally, the term “all jurisdictions” referred to in the charts below refers to the Canadian Jurisdictions currently utilizing the COPR PCP and ACP examinations including; British Columbia, Saskatchewan, Manitoba, Prince Edward Island, Newfoundland, and Nova Scotia.



All Jurisdictions PCP Exam Writers = 731,  
Pass = 569 (77.84), Fail = 162 (22.16%)  
Nova Scotia PCP Exam Writers = 23, Pass =  
17 (73.91%), Fail = 6 (26.09%)



All Jurisdictions ACP Exam Writers = 121,  
Pass = 90 (74.38%), Fail = 31 (25.62%)  
Nova Scotia ACP Exam Writers = 22, Pass =  
14 (63.64%), Fail = 8 (36.36%)

# Committee Reports

## Appointments Committee Report

The Appointments Committee will consist of one (1) Paramedics Councillors, one (1) Public Councillor and one (1) College member and the CPNS Executive Director Ex-officio (non-voting).

*Chair – Jim Williams, Public Councillor*

*Councillor – Paramedic Councillor (Vacant), Public Councillor (Jim Williams)*

*Paramedic Members – Bruce Sangster (ACP)*

*Public Representative – Jim Williams, Chair*

In the College's third year of operation the Appointments Committee met at the request of Council to initiate a process of ensuring the membership of the College's various Committees was staggered. The Appointments Committee recognized the membership of each Committee must be staggered for historical knowledge retention and to ensure continuity in decision making during meetings.

The Committee recommended a change to the Appointments Committee Terms of Reference (ToR). The recommended change would allow the appointment of a member of the College, who is not a member of the Council to be a member of the Appointments Committee.

Next, in addition to recommending that the College begin the process of staggering each Committee's membership, the Committee made a number of other recommendations including the following:

- That a Councillor be appointed to the Registration Committee, as the previous Councillor's Bruce Sangster and Donna Denney were no longer serving on Council.
- Appoint another Councillor to the Registration Appeals Committee to replace Councillor Brown and determine the need, if any, to replace Louis Staple; as well as appointed a public representative to replace Councillor Travers.
- Replace member Brent Deveau on the Investigation Committee.
- Ensure the public representative position on the Hearing Committee, currently occupied

by Councillor Travers, is replaced.

- For the Nominations Committee, no other specific recommendations were made.
- Where there are currently two Paramedic Councillors on the Fitness-to-Practice Committee, determine which Paramedic Councillor would step down from their position and fill the vacant position with a paramedic member.
- For the Education Advisory Committee, appoint a public representative, to replace Councillor Travers, as well as a paramedic member and a person to Chair the Committee.
- Revise the Legislative Review Committee ToR to allow for the appointment of Non-Councillors to the Legislative Review Committee, with the caveats that:
- Most of the Committee members must be Councillors.
- Those who are appointed as Non-Councillors have a specific knowledge of the College's Regulations.
- Recognizing that the College undergoes an audit on an annual basis the Council should conduct an assessment to determine the need of an Audit Committee.

At the time of this submission the Committee awaits further direction from the Council.

***Respectfully Submitted,  
James Williams, Public Member of Council & Chair  
Appointments Committee***



## Registration Committee Report

The Registration Committee will consist of at least one (1) public representative and three (3) paramedics, one (1) of whom must be a member of Council.

*Chair – Bruce Sangster (ACP)*

*Councillor – Paramedic Councillor (Vacant)*

*Paramedic Members – Steve Crocker (CCP), Peter Hico (CCP), Zach Fitzsimmons (ACP), Kirk Outhouse (ACP)*

*Public Representative – Donna Denney (College Appointed)*

The Registration Committee is responsible for performing such registration and licensing functions as are set out in the Paramedics Act and Regulations, as well as the College's By-Laws.

As the Committee transitioned to completing work during the 2019-2020 licensing year, they established a monthly meeting schedule. This enabled members of the Committee to plan their schedules well in advance and College staff to prepare materials for meetings in a timely fashion.

This year, as in the previous year, the Committee spent a considerable amount of time obtaining background information and follow-up documentation from the applicants.

The Committee accessed Legal Counsel on a few files to ensure that they were complying with the best regulatory law practices and principles. The Committee continued to render decisions that helped to establish precedents for the Committee as they make future decisions.

Finally, at the end of the licensing year, the COVID-19 Pandemic resulted in the declaration of a state of emergency by the Government of Nova Scotia. The Committee held meetings to discuss actions that it could take to ensure the timely and effective registration and/or licensure of paramedics who wanted to support the Nova Scotia Health Care System. The outcome of the meetings was a process that enable the Registrar to issue Restricted Temporary Licenses to applicants who met specific criteria if they were absent from practice for three years, did not complete their continuing competency requirements for license renewal and/or did not meet the conditions that had been placed upon their license.

The Registration Committee will continue to meet the needs of applicants and members with professionalism, consultation, and regard to due process.

*Respectfully Submitted,  
Bruce Sangster, ACP Paramedic & Chair,  
Registration Committee*

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## Registration Appeals Committee Report

The Registration Appeal Committee will consist of at least one (1) public representative and three (3) paramedics, one (1) of whom must be a member of Council

*Chair – Vacant*

*Councillor – Andrew Travers (Public Councillor)*

*Paramedic Members – Louis Staple (ACP), Darryl Chickness (CCP)*

*Public Representative – Andrew Travers (Public Councillor)*

The purpose of the Registration Appeals Committee is described in Paramedics Act 24(4) which indicates that it shall perform such registration and licensing functions as are set out in the Act, the Regulations, and the College's By-Laws.

At the writing of this report, there have been no registration appeals submitted to the College or this Committee.

*Respectfully Submitted on behalf of the  
Committee  
Andrew Travers, Public Councillor*

## Investigations Committee Report

The Investigations Committee will consist of at least two (2) public representatives and three (3) paramedics

*Chair – Elizabeth Mann (Public Councillor)*

*Councillor – Elizabeth Mann (Public Councillor)*

*Paramedic Members – Jonathan Akin (ACP), John Bignell (ACP), Colleen Carey (ACP), Amber Humes (ACP), Stephen Leadlay (ACP), John (JJ) MacIsaac (ACP), Graham McAllister (ICP)*

*Public Representative – Elizabeth Mann (Chair), Jim Williams (Public Councillor)*

“Pursuant to Paramedics Act Section 49, the Investigation Committee shall investigate any complaint referred to it, or any other matter referred to it by the Registrar and perform such other duties as may be assigned to the Committee by the Council”.

Between April 1, 2019 and March 31, 2020, the Committee meet on four separate dates including April 29, Sept 12, and Dec 19, 2019, as well as February 26, 2020.

As the Committee conducted its work, it was mindful to ensure that conflicts of interest were removed from its decision-making process. To accomplish this, those Committee members, as well as respondents to the complaints were asked to declare any potential conflicts of interest prior to the Committee meetings and once again at the Committee meetings. On a number of occasions Committee members were required to recuse themselves from certain complaints due to conflicts.

This year a consultant hired to complete policy work related to the complaints process provided those policies to Council for their approval. The Committee has since implemented the use of those policies.

The Committee has also utilized additional support staff during their meetings including the Registrar and consultants from LafondSerran

Consulting. The Registrar is primarily utilized as a staff resource for the Committee, while LafondSerran consultants assist with the Committee’s decision writing.

Over the course of the past year, the Committee has rendered final decisions for eleven complaints and issued interim license suspensions and assessment requirements for two other complaints. This information is depicted in the table under the Professional Conduct portion of this annual report.

It is worth noting that the Registrar managed an additional seven complaints through the informal resolution process and dismissed an additional three complaints that could not be substantiated.

Most complaints being reported to the College are professional conduct in nature and relate to how the paramedic communicates and interacts with a patient or the public.

The Committee strongly encourages all paramedics to be familiar with the College’s Code of Ethics and Standards of Practice.

***Respectfully Submitted,  
Elizabeth Mann, Public Representative & Chair  
Investigations Committee***

## Hearing Committee Report

The Hearing Committee will consist of at least two (2) public representatives and five (5) paramedics

*Chair – Doug Lloy (Public Councillor)*

*Councillor – Andrew Travers (Public Councillor)*

*Paramedic Members – Paul Carr (ACP), Carley Collings-Robertson Alex Desaulniers (ACP), David Feargrieve (ACP), William Hill (CCP), Tyler MacCuspic (ACP), Mark Walker (ACP), Greg Wolfe (ICP), Matthew Vaughan (ACP)*

*Public Representative – Doug Lloy (Chair), Andrew Travers (Public Councillor)*

The Hearing Committee's mandate is the same as for the entire College as found in s. 4(1) of the Paramedics Act: to serve and protect the public interest in the practice of Paramedicine, to preserve the integrity of the paramedic profession and to maintain public and member confidence in the ability of the profession to regulate the practice of Paramedicine.

The more specific focus of the Hearing Committee is, through adjudicative inquiries into cases referred to it by the Investigation Committee, to regulate the practice of Paramedicine by

promoting and enforcing the standards of practice of Paramedicine. It differs from the Investigation Committee by being more adjudicative in nature.

To date, the Hearing Committee has not been convened, however as the newly formed College continues its gear-up to full operation, the Committee will commence function in the future.

***Respectfully Submitted,  
Doug Lloy, Q.C., Public Member of Council & Chair  
Hearing Committee***

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## Nominations Committee Report

The Nominations Committee will consist of at least one (1) Public Representative and two (2) practising paramedics.

*Chair – Jim Williams (Public Councillor)*

*Councillor – Not Applicable*

*Paramedic Members – Pamela MacLennan (ACP), William Wittmer (ACP)*

*Public Representative – Jim Williams (Public Councillor)*

On January 17, 2020, the Nominations Committee meet at the College's Offices in Bedford for the purpose of finalizing a slate of nominees to be sent to Council for the 2020 Council Elections.

To be considered for a position on Council, all nominees were required to sign a Confirmation of Acceptance of Nomination for Council Position Agreement, in which they affirmed their responsibility to represent the interest of the public in the practice of paramedicine before all others.

The Committee unanimously agreed to forward the following list of nominees to the Council. The list included, in relation to the:

- Eastern Geographical District – Brian Oliver, Max

Taylor (subsequently withdrew), Brian Oliver, Pamela MacLennan, Barry Tracey, and JJ (John) MacIsaac.

- Primary Care Paramedic Class of Licensure – Nizam Farah, Ryan Brown and Jonathan Oakley.
- Intermediate Care Paramedic Class of Licensure – Travis MacNeil, Jeff Bezanson and Scott Hamilton.

The Committee noted how pleased they were to see an increase in the number of members who expressed an interest in participating in this year's Council election process.

***Respectfully Submitted,  
James Williams, Public Member of Council & Chair  
Appointments Committee***

## **Fitness-to-Practice Committee Report**

The Fitness to Practice Committee will consist of at least one (1) Public Representative and three (3) practising members, one (1) of whom is a member of Council.

*Chair – Vacant*

*Councillor – Jason MacKay (ACP)*

*Paramedic Members – Sandee Crooks (ACP)*

*Public Representative – Vacant*

The Fitness-to-practise Committee is responsible to deal with issues of individual paramedic incapacity. Paramedics Act 21(2)(x). "Incapacity" means a medical, physical, mental, or emotional condition, disorder or addiction that renders or rendered a member unable to practise with competence or that may endanger or has endangered the health or safety of individuals. Paramedics Act 2(1)(n).

At the writing of this report, no files have been forwarded to the Fitness-to-Practice Committee.

***Respectfully Submitted, On behalf of the Committee***

***Jason MacKay, Paramedic Councillor***

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## **Education Advisory Committee**

The Education Advisory Committee will consist of five (5) Paramedics one (1) of whom is a member of Council and one (1) Public Representative and the CPNS Executive Director, Ex-officio (non-voting)

*Chair – Ryan Brown (Paramedic Councillor)*

*Councillor – Sean Teed (CCP)*

*Paramedic Members – Chris Carrier (CCP), Husein Lockhat (ACP), Dean Vokey (ACP)*

*Public Representative – Andrew Travers (Public Councillor)*

The Education Advisory Committee (EAC) is a Standing Committee of the College, and was formed in accordance with Article 29 of the CPNS By-laws, which is consistent with the Paramedics Act, provision 19, that indicates the Council may appoint committees from amongst the Council, or the College, as the Council considers necessary to assist in carrying out its duties.

The purpose of the EAC is to assist Council by making recommendations regarding program approval and competency development and assessment.

A key accomplishment for the EAC was Council's approval of the recommendations the Committee made with respect to the College of Paramedics of Nova Scotia Essential Competency Profile. In making their submission to the Council, the Committee consulted with Emergency Health Services Nova Scotia, the Nova Scotia Health Authority and Emergency Medical Care

Incorporated, as they took into consideration the various practice environments paramedics practice within.

The Committee also vetted a number of short courses submitted by the ground ambulance employer and recommended their acceptance by Council, which Council subsequently approved. These courses were added to the College's Continuing Competency Program and Annual License Renewal Information Guide/Logbook, as well as the College's portal.

Finally, Ryan Brown, has stepped down as the Chair of the EAC and the new chair will be announced by Council.

***Respectfully Submitted,  
Ryan Brown, Paramedic Councillor & Chair  
Education Advisory Committee***

## Legislative Review Committee Report

The Legislative Review Committee will consist of no less than 5 members, plus the College's Executive Director/Registrar as Exofficio (non-voting). Membership must include all the following: three (3) members of Council, no less than two (2) public members (either Council or College appointed public members), no less than three (3) paramedic members (either Council or College paramedic members) and the Executive Director/Registrar as Exofficio. Any increase in paramedic membership requires a proportional increase in public membership to ensure the College operates within the Government's expectation of no less than 1/3 of the membership being public. Any non-council members must have a specific knowledge of the College's Legislation.

*Chair – Donna Denney (College Appointed Public Representative)*

*Councillor – Laura Hirello (PCP)*

*Paramedic Members – Bruce Sangster (ACP)*

*Public Representative – Donna Denney (College Appointed), Doug Lloy (Public Councillor), Elizabeth Mann (Public Councillor)*

The Legislative Review Committee was established as a Standing Committee of the College to provide periodic review of the current Paramedic Act, Regulations and By-Laws for the purpose of recommending changes to the Council for approval and submission to DHW for their consideration. The Committee functions under the Terms of Reference approved by Council.

Over the course of the past year, the Committee met no less than ten times to review the Paramedics Act (2017) and Regulations (2019). The Committee engaged members of the Statutory Committees, the Educational Advisory Committee, the Council and the Executive Director/Registrar to inform and advise on the proposed changes. In preparing the proposed changes, the Legislative Review Committee was guided by specific principles that shaped the outcome of their work. Those principles were;

1. The legislation should reflect the current reality of the practice of paramedicine in Nova Scotia, and the anticipated evolution of the profession.

2. Statutory language should be enabling, to provide flexibility as the profession matures from a regulatory perspective.

3. To the extent other health professions in Nova Scotia have adopted changes to their legislative structure that are transferable to the regulation of paramedicine, consistency should be sought with these other statutes.

4. Amendments should be informed by the legislation in place for the other jurisdictions in Canada where there is comparable self-regulation of the paramedic's profession, ie, Alberta, Saskatchewan, Manitoba and New Brunswick. (While Ontario legislates certain aspects of the practice of hospital-based paramedics under the Ambulance Act, that regime is very different from the legislation in other Canadian jurisdictions and is not seen as an appropriate comparator).

5. The amendments should adopt where appropriate the principles set out in the government's Policy on Self-Regulation.

6. The legislation should be consistent with Nova Scotia's Fair Registration Practices Act.

7. Amendments should enable processes and practices that will better meet the health system needs of Nova Scotians in a timely way.

8. Procedures for various regulatory roles such as registration, licensing, investigations and hearings, should use clear, unambiguous language.

In consultation with the College's Legal Counsel, McInnes Cooper, we compiled a document detailing the proposed amendments to the Paramedics Act and Regulations, which was subsequently supported by Council. The proposed amendments have been categorized as follows and reflect the challenges the College has faced over the past two years with the interpretation and enactment of the Act and Regulations:

- Complaints/Investigation
- Fitness to Practice
- Scope of Practice
- Supervision
- Quality Assurance
- Changes to the Council responsibilities as per section 6(2) of the Act
- Volunteerism

An overview of the proposed amendments is described earlier in this annual report, so will not be mentioned here again.

The College is now positioned to move forward with its consultation plan. The Committee engaged the Department of Health and Wellness in moving forward with a broad consultation strategy which will be conducted between March 2020 and October 2020, pending the impact of the COVID-19 Pandemic on the consultation process.

*Respectfully Submitted,  
Donna Denney, College Appointed Public  
Representative & Chair Legislative Review  
Committee*

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## **Audit Committee Report**

The Audit Committee will consist of three (3) Paramedics (voting), one (1) of whom is a member of Council, one (1) Public Representative (voting), one (1) person with financial expertise who is not a member of the CPNS (voting) and the Executive Director, Ex-officio (nonvoting).

*Chair – Vacant*

*Councillor – Elizabeth Mann (Public Councillor)*

*Paramedic Members – Mitchell Crossman (ACP), Kris Ledaire (ACP)*

*Public Representative – Elizabeth Mann (Public Councillor)*

The Audit Committee has not met since the College's inception. However, it is important to note that the Council has required a full audit of the College's finances on an annual basis since the College's inauguration. Those audits have been conducted by Grant Thornton LLP.

The audits conducted by Grant Thornton LLP are done with the intent of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatements whether due to error or fraud. The audits also consist of an audit report that includes their opinion.

Additionally, per the Appointment Committee's recommendation, Council is further considering the need for an Audit Committee, as it recognizes that the Council itself is ultimately responsible for the College's finances.



## Reinstatement Committee Report

The Reinstatement Committee will consist of no less than three (3) members of the Registration Committee, with at least one (1) of whom must be a Public Representative (voting). The Council shall appoint a reinstatement committee upon receipt of an application for reinstatement following a revocation.

*Chair – appointed when required*

*Councillor – appointed when required*

*Paramedic Members – appointed when required*

The Reinstatement Committee is responsible for determining if a person's name may be restored to the register, along with any associated conditions or restrictions to that person's registration or licensure. Paramedics Act 28 (2)

The Reinstatement Committee will be appointed by Council upon receipt of an application for reinstatement. Paramedics Act 85 (1) The reinstatement committee shall, in the circumstances set out in the Paramedics Act and the Paramedics Regulation, review applications for reinstatement of registrations and licences and perform such other duties as set out in the Act and the regulations. Paramedics Act 86 (1)

A Reinstatement Committee had not been formed in the 2019 – 2020 operational year of the College.



# Financials

## College of Paramedics of Nova Scotia 2020 – 2021 Three-year Budget Forecast

Code	Revenue	2020-2021 Forecast	2021-2022 Forecast	2022-2023 Budget	3 Year Forecast Surplus/Deficit
4000	Licensing Fees	615,062.50	622,262.50	622,962.50	1,860,287.50
4003	Other Revenue	-	-	-	-
<b>Total Revenue</b>		615,062.50	622,262.50	622,962.50	1,860,287.50
Code	Expenses				
1070	Interest & bank charges	18,414.00	18,502.25	18,520.88	55,437.13
5000	Insurance	6,489.00	6,638.25	6,790.93	19,918.18
5010	Investigations	108,000.00	110,160.00	112,320.00	330,480.00
5011	Meetings & conferences	48,405.00	48,405.00	48,405.00	145,215.00
5015	Office	49,543.70	50,344.10	50,983.70	150,871.51
5025	Professional fees	98,797.12	99,148.93	100,943.34	298,889.39
5035	Rent	18,285.00	21,448.31	21,448.37	61,181.68
5036	Salaries & benefits	191,470.10	196,282.75	194,847.58	582,600.43
5037	Sponsorship & gifts (Contributions)	2,400.00	2,400.00	2,400.00	7,200.00
5038	Training	25,000.00	25,000.00	25,000.00	75,000.00
5045	Travel	9,380.00	9,380.00	9,380.00	28,140.00
<b>Total Expenses:</b>		576,183.92	587,709.59	591,039.80	1,754,933.31
<b>EBITDA</b>					
5055	Amortization	500.00	600.00	650.00	1,750.00
<b>Total EBITDA</b>		500.00	600.00	650.00	1,750.00
<b>Net Income</b>		38,378.58	33,952.91	31,272.70	103,604.19

# Financials

## Revenue Assumptions:

- 1) No change to licensing fees.
- 2) For 2021 – 2022 allowed for a slight increase in the number of members who will renew their licenses annually because of the increase in membership we have seen between 2019 and 2020.
- 3) Over the past three years there has been a trend where 100 new members join, and 100 current members do not renew. This has been allowed for in the revenue assumptions.

## Expense Assumptions:

- 1) Interest and banking charges – allowed for minor increases in 2022.
- 2) Insurance – allowed for 5% increase in 2021 and a 2% increase in each subsequent year.
- 3) Investigations – allowed for a 2% increase each year.
- 4) Meeting and conferences – no changes year over year.
- 5) Office – minor increases for database service provider, hardware, and software.
- 6) Professional fees – allowed for an increase of 2%.
- 7) Rent – allowed for a 2% increase.
- 8) Salaries and Benefits – allowed for an increase in costs for training temporary staff.
- 9) Contributions – no change
- 10) Training – no change
- 11) Travel – no change.

# Appendix 1

## Grant Thornton Audited Financial Statements





Financial Statements

College of Paramedics of Nova Scotia

March 31, 2020

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Statement of cash flows	6
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## Independent auditor's report

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To the members of  
**College of Paramedics of Nova Scotia**

### Opinion

We have audited the financial statements of the College of Paramedics of Nova Scotia (the "College"), which comprise the statement of financial position as at March 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College of Paramedics of Nova Scotia as at March 31, 2020, and its results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College of Paramedics of Nova Scotia in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.



### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Grant Thornton LLP*

Chartered Professional Accountants

Halifax, Canada  
May 21, 2020



# College of Paramedics of Nova Scotia

## Statement of financial position

March 31

2020

2019

### Assets

#### Current

Cash and cash equivalents	\$ 1,123,547	\$ 1,362,294
Prepaid expenses	6,483	983
HST receivable	-	14,546
	<u>1,130,030</u>	<u>1,377,823</u>

#### Investments

Capital assets (note 3)	404,001	-
	<u>1,384</u>	<u>1,685</u>
	<u>\$ 1,535,415</u>	<u>\$ 1,379,508</u>

### Liabilities

#### Current

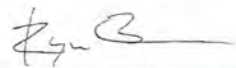
Payables and accruals	\$ 34,417	\$ 60,346
Deferred revenue	<u>572,225</u>	<u>563,235</u>
	<u>606,642</u>	<u>623,581</u>

### Net asset

Internally restricted	353,000	353,000
Unrestricted	<u>575,773</u>	<u>402,927</u>
	<u>928,773</u>	<u>755,927</u>
	<u>\$ 1,535,415</u>	<u>\$ 1,379,508</u>

Commitments (note 4)

On behalf of the Council



President



Executive Director & Registrar

See accompanying notes to the financial statements.

# College of Paramedics of Nova Scotia

## Statement of operations

Year ended March 31

2020

2019

Revenues		
Licensing fees	\$ 635,024	\$ 566,146
Interest	4,184	-
Other	903	-
	<u>640,111</u>	<u>566,146</u>
Expenditures		
Amortization	379	420
Insurance	6,180	5,846
Interest and bank charges	6,663	17,191
Investigations	113,520	33,143
Meetings and conferences	11,734	5,648
Office	33,839	27,703
Professional fees	108,308	129,813
Rent	17,998	19,953
Salaries and benefits	163,492	158,498
Training	3,146	-
Travel	2,006	9,519
	<u>467,265</u>	<u>407,734</u>
Excess of revenues over expenditures	\$ <u>172,846</u>	\$ <u>158,412</u>

See accompanying notes to the financial statements.

# **College of Paramedics of Nova Scotia** **Statement of changes in net assets**

Year ended March 31

	<u>Unrestricted</u>	<u>Internally Restricted</u>	<b><u>2020</u> <u>Total</u></b>	<b><u>2019</u> <u>Total</u></b>
Net assets, beginning of year	\$ 402,927	\$ 353,000	<b>\$ 755,927</b>	\$ 597,515
Excess of revenues over expenditures	<u>172,846</u>	<u>-</u>	<b><u>172,846</u></b>	<u>158,412</u>
Net assets, end of year	<b><u>\$ 575,773</u></b>	<b><u>\$ 353,000</u></b>	<b><u>\$ 928,773</u></b>	<b><u>\$ 755,927</u></b>

See accompanying notes to the financial statements.

# College of Paramedics of Nova Scotia

## Statement of cash flows

Year ended March 31

2020

2019

Increase (decrease) in cash and cash equivalents

### Operating

Excess of revenues over expenditures	\$ 172,846	\$ 158,412
Amortization	<u>379</u>	<u>420</u>
	173,225	158,832
Change in non-cash operating working capital:		
Prepaid expenses	(5,500)	(43)
HST receivable	14,546	(159,996)
Payables and accruals	(25,929)	27,703
Deferred revenue	<u>8,990</u>	<u>69,963</u>
	<u>165,332</u>	<u>96,459</u>

### Investing

Purchase of investments	(404,001)	-
Purchase of capital assets	<u>(78)</u>	<u>(436)</u>
	<u>(404,079)</u>	<u>(436)</u>

Net (decrease) increase in cash and cash equivalents (238,747) 96,023

Cash and cash equivalents

Beginning of year	<u>1,362,294</u>	<u>1,266,271</u>
End of year	\$ <u>1,123,547</u>	\$ <u>1,362,294</u>

See accompanying notes to the financial statements.

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# College of Paramedics of Nova Scotia

## Notes to the financial statements

March 31, 2020

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### 1. Nature of operations

The College of Paramedics of Nova Scotia (the "College") is a not-for-profit organization, established as a statutory body corporate pursuant to Bill No. 123 of the 2nd Session 62nd General Assembly Nova Scotia 64 Elizabeth II, 2015 Government Bill, Paramedics Act, on April 1, 2017 and assumed responsibility for regulating the practice of paramedicine from Emergency Health Services Nova Scotia ("EHSNS"). The College serves as the licensing and regulatory body for the paramedic profession within the Province of Nova Scotia. The College is a registered non-profit under the Income Tax Act and accordingly is exempt from income taxes.

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### 2. Summary of significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO"). The significant accounting policies are detailed as follows:

#### **Restriction on net assets**

The College follows a policy of appropriating surplus for future commitments. Surplus is allocated based on projected future requirements. Unrestricted net assets are available for future general use of the College.

Internally restricted net assets are funds which Council has restricted for the purpose of covering expenditures in excess of the College's operating budget. Internally restricted funds are not available for other purposes without the approval of Council.

#### **Financial instruments**

##### *Initial measurement*

The College's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred. Financial instruments consist of cash and cash equivalents, payables and accruals and deferred revenue.

##### *Subsequent measurement*

At each reporting date, the College measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets). The financial instruments measured at amortized cost are cash and cash equivalents, payables and accruals, and deferred revenue.



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# College of Paramedics of Nova Scotia

## Notes to the financial statements

March 31, 2020

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### 2. Summary of significant accounting policies (continued)

#### Financial instruments (continued)

For financial assets measured at cost or amortized cost, the College regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the College determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

It is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments. The College's main financial instrument risk exposure is detailed as follows:

#### *Liquidity risk*

Liquidity risk is the risk that the College will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The College manages its liquidity risk by monitoring its operating requirements. The College prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

#### Cash and cash equivalents

Cash and cash equivalents include balances on deposit with financial institutions.

#### Capital assets

Capital assets are recorded at cost. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. When a capital asset no longer contributes to the College's ability to provide services, its carrying amount is written down to its residual value.

Capital assets are amortized using the following methods and rates:

Furniture and equipment	20%	declining balance
Computer hardware and software	30%	declining balance

#### Deferred revenue

Deferred revenue includes licensing fees relating to the period after March 31, 2020. The College invoices and collects annual fees in advance of the year to which the fees relate.

#### Revenues

The College follows the deferral method of accounting for contributions.

Licensing fees are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated, the services have been provided and collection is reasonably assured.

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## College of Paramedics of Nova Scotia

### Notes to the financial statements

March 31, 2020

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#### 2. Summary of significant accounting policies (continued)

##### Use of estimates

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

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#### 3. Capital assets

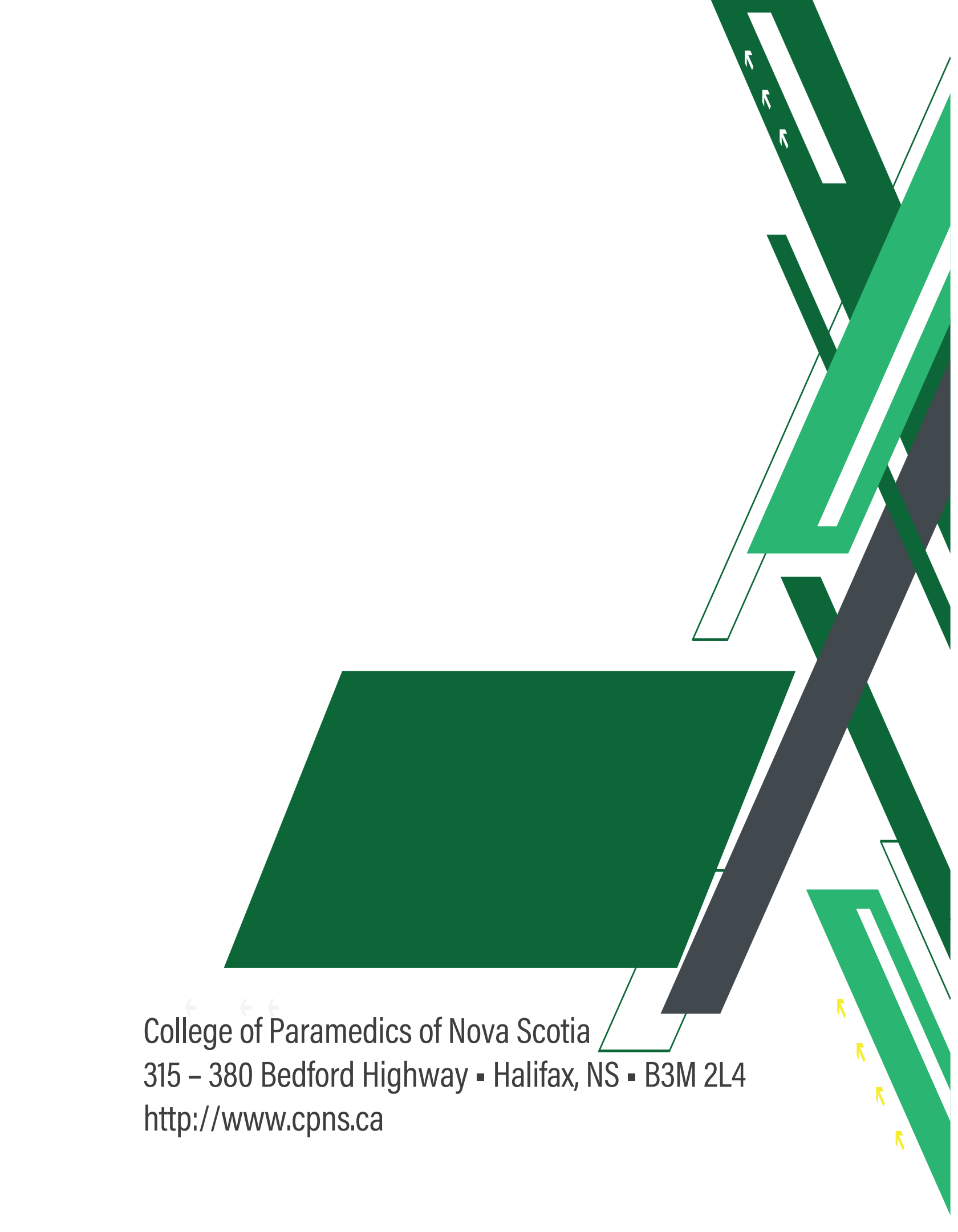
	<u>Cost</u>	<u>Accumulated depreciation</u>	<u>2020 Net book value</u>	<u>2019 Net book value</u>
Furniture and equipment	\$ 1,807	\$ 703	\$ 1,104	\$ 1,379
Computer hardware and software	<u>592</u>	<u>312</u>	<u>280</u>	<u>306</u>
	<u>\$ 2,399</u>	<u>\$ 1,015</u>	<u>\$ 1,384</u>	<u>\$ 1,685</u>

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#### 4. Commitments

The College has renewed its lease for office space commencing November 2019 for a 12 month term. Total rent including HST is \$1,524 per month.





College of Paramedics of Nova Scotia  
315 – 380 Bedford Highway ▪ Halifax, NS ▪ B3M 2L4  
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