

# Annual Report

| 2017



College of



Paramedics



Nova Scotia

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*“The College’s most important and significant mandate is to regulate the practice of paramedicine while serving and protecting the public interest”.*

# About the College

The College of Paramedics of Nova Scotia (the College) was established as the regulatory body for paramedics in Nova Scotia on April 1, 2017, under the Paramedics Act. The College assumed the role of regulating the practice of paramedicine from Emergency Health Services Nova Scotia, which had operated under the Nova Scotia Department of Health and Wellness.

The College regulates the practice of paramedicine in accordance with the Paramedics Act and Regulations and does so with a focus on serving in the best interest of the public. The objectives of the College are enshrined in the Paramedics Act. The objects of the College are clear, 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.

The Paramedics Act has established that the College's Council is responsible for managing and regulating the affairs and business of the College. To carry out these responsibilities, an inaugural Council was formed by the Nova Scotia Government's Department of Health & Wellness through an Order-in-Council.

The College must regulate the practice of paramedicine and govern its members through:

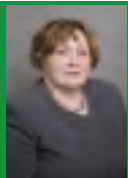
- the registration, licensing, professional conduct and other processes set out in the Act and the regulations,
- the approval and promotion of a code of ethics, and
- the establishment and promotion of standards for the practice of paramedicine, and a continuing professional development program; and
- do all such other lawful acts and things as are incidental to the attainment of the objects and purpose.

While the College of Paramedics of Nova Scotia continues to work toward complying with the legislation it requests the ongoing support of the public, as well as current and future Registrants, in fulfilling its objectives. It will be through the values of respect, integrity, fairness, accountability and professionalism that we establish a solid foundation for professional behaviour and good practice that we will achieve this goal.

The College's most important and significant mandate is to serve and protect the public interest as it pertains to the practice of paramedicine.



Dave Matheson



Donna Denney



Andrew Travers



Tanya Snow



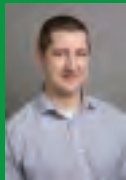
Jonathan Akin



James Williams



Sean Teed



Louise Staple



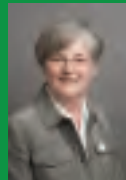
Doug Lloy



Ryan Brown



Bruce Sangster



Elizabeth Mann



Paul Landriault

## Message From The President

I am pleased to have this opportunity to speak about our professions past, present and future, as we begin to prepare for the College of Paramedics of Nova Scotia's first AGM.

I would be amiss if I did not start today by recognizing and thanking all those individuals who have served on the College of Paramedic Advisory Committee (COPAC) and its predecessor "the Nova Scotia College of Paramedics" which was formed in 1999 whose purpose was to advance the profession of paramedicine in Nova Scotia. Eighteen years of hard work by many individuals with one common goal.

On April 1st, 2017 the College of Paramedics of Nova Scotia became the twenty first self-regulated profession in the province. The inaugural meeting of the Council of the College of Paramedics of Nova Scotia was held at the offices of the Nova Scotia Department of Health and Wellness in Halifax.

Attending that event were some key individuals who helped in establishing the College, Leo Glavine, former NS Minister of Health and Wellness; Dr. Ron Stewart, Professor Emeritus, Faculty of Medicine Dalhousie University, Former NS Minister of Health; Bud Avery, former Manager of Paramedic Regulatory Affairs EHSNS, Michelle MacDonald and Shelley Arsenault (DHW), Ryan Baxter, Associate from McInnes Cooper and Dr. Bruce Holmes, Executive Director Regulated Health Professions Network.

At this inaugural meeting the election of the first College President and Vice President occurred. I had the privilege and honour to be elected as President and Donna Denney our College of Registered Nurses of Nova Scotia representative was elected as Vice President.

Confirmation of the hiring of Karl Kowalczyk as the College's Executive Director and Registrar took place.

I would like to acknowledge the tremendous amount of hard work that Council has accomplished in the past eleven months and to thank them for their dedication to these volunteer positions and to the Paramedic Profession.

Our College could not function if it were not for the long hours, dedication and hard work of our only two staff members, Karl, the Executive Director and Registrar and Cheina our Administrative Assistant.

Thank you both.

As we look ahead to 2018 and continue with the formation of College Committees, I want to thank those College and Council members who have volunteered their time to populate these important positions.

Without the College members stepping up we would not be able to move forward.

**Respectfully Submitted,  
Steven Menzies, President of the Council of the College of  
Paramedics of Nova Scotia**



## A Year of Development

I am honoured and privileged to be the first Executive Director/Registrar for the College of Paramedics of Nova Scotia and would like to take this opportunity to express my sincere appreciation to the inaugural Council for affording me the opportunity to support them in their efforts to establish the newest self-regulating health care profession in Nova Scotia.

The past year was a period of transition from regulation under Emergency Health Services Nova Scotia to the College which occurred between March 1st, and April 1st, 2017. While formidable, this has been and continues to be an extremely exciting time and I am pleased to have witnessed so many Paramedics standing up to assist the College in its development.

Whether you are someone who:

- joined the Council,
- applied to one of the College's statutory, standing or ad-hoc committees,
- considered joining one of the College's committees,
- engaged in educational events to learn more about the College,
- has taken time to contact the College about things that were concerning to you,
- has expressed thoughts in workplace discussions or on social media, or
- has even considered what the change to becoming a self-regulated profession means to their practice.

it shows you are passionate about the paramedic profession. We are grateful for your engagement, and we look forward to achieving our goals in a positive and professional manner together.

Over the past year, the College's actions have been focused on implementing processes that enabled it to fulfill the objectives under the Paramedics Act which are: 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.

As we continue to evolve as a College, one of the challenges we face is to assist members in understanding the differentiated roles of a College, a union and an association. Individuals have thought and/or may think our mandate is comparable to that of unions and associations; however, this is not the case. The College is a unique entity with one primary purpose, to regulate the practice of paramedicine while serving and protecting the public interest.

I strongly align with this purpose and am so pleased with everything that has been accomplished in the past year. While there is still so much more to do, I am excited for our next milestones to be achieved. The remainder of this report will speak to some of the work that has been accomplished by the College over the past year. I look forward to working closely with the Council and our strategic stakeholders in the upcoming year.

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



# Establishment of the College of Paramedics of Nova Scotia

## Government Support

Since the College could not officially exist until April 1st, 2017, it did receive a significant amount of support from the Department of Health & Wellness (DHW) before and on April 1st, 2017.

While no other individual or entity, including government, had the authority to establish any form of long-term business processes for the College the DHW assisted the College in a number of very significant ways.

First, they contracted a third-party entity, the Nova Scotia Regulated Health Professions Network (NSRHPN) to research obtaining a business number and establishing a bank account, as well as obtaining computers, cell phones, email accounts and a short-term lease for office space. The NSRHPN also assisted in the hiring of College staff, developing a landing page for registrants to aid in the process of transferring from the EHSNS Register to the College's Register and gathering cheque payments from registrants who did not make credit card payments.

Next, they developed the database service provider agreement, with OlaTech, in a manner that would allow the agreement to be assigned to the College, once the College was formed on April 1st, 2017. This enabled OlaTech to gather all the credit card payments on behalf of the College before April 1st, 2017 and continued until the College secured its own merchant solution.

Government also established April 1st, 2017 as the date to convene the inaugural Council, so that a President and Vice President could be elected, bylaws could be passed and signing authority could be established giving rise to the 21st Self-regulated Health Care Profession in Nova Scotia.

Finally, the Government offered a one-time financial grant. All this work and assistance on the Government's part aided in preparing the College to be operational by April 1st, 2017

## Governing Body for the College

With the Paramedics Act and Regulations coming into force on April 1st, 2017, it was imperative for the inaugural Council to meet and begin the process of establishing governance within the College. With the assistance of the Department of Health & Wellness, the first meeting of Council was convened during which a number of strategically important steps were taken to ensure the College had the appropriate organizational structure to operate. At the first meeting, the College's first President, Mr Steve Menzies and Vice-President, Mrs Donna Denney, were elected, while Mr Karl Kowalczyk, was appointed the first Executive Director/Registrar. Following, the President, with the support of the Council began the process of implementing the College's By-laws, policies and procedures, budget and assignment agreements. Signing authorities were identified and the Council identified the Executive Director/Registrar as their spokesperson for the College.

At this point, the College had an organizational structure, however, it was not considered a legal business entity, so Council directed the Executive Director/Registrar to obtain a business number and establish a bank account for the College.

Monday, April 3rd, 2017 the real work began. From this point forward, the College assumed the responsibility for regulating the practice of paramedicine in Nova Scotia and College staff began making registration and licensing decisions in accordance with the Paramedics Act and Regulations

### **Going Operational**

Obtaining a business number and establishing a bank account were key operational objectives that had to be accomplished within the first two weeks of operation. After approximately 1 week, and multiple conversations with different Revenue Canada agents, the College was assigned a business number, but it was unclear whether it should continue to charge the Harmonized Sales Tax (HST) on its registration and licensure fees, as each agent provided a differing opinion. However, with a business number, the College was in a position to open a bank account.

The next step was to secure the funds that were gathered by the Nova Scotia Regulated Health Professions Network (NSRHPN) and OlaTech. The process of securing all the College's funds took approximately a month which meant that the College operated on minimal funding, thus impacting its ability to pay staff. However, once all funds were received the College was in a stable financial position.

During this time College staff continued to engage Revenue Canada for a response regarding whether the College should charge the Harmonized Sales Tax (HST) on registration and licensure fees and we continue to await a written opinion from Revenue Canada.

### **Taxing of Membership Fees**

Within the first week of operation, the Executive Director pursued a response from Revenue Canada regarding the requirement to charge HST on registration and licensing fees.

It was recognized early on it this was important to currently registered and licensed paramedics, as well as new applicants.

At this point, the College has received correspondence from Revenue Canada indicating, "We have received your letter... and assigned case number...our policy is to respond to requests in the order in which they are received. When work on your file commences, an Officer of the GST/HST Rulings unit will contact you."

As of the writing of this report, the College continues to await further communication from Revenue Canada, but we will continue to pursue a response.

# Regulatory Tools Approved by Council

## **Code of Ethics & Standards of Practice**

On June 15th, 2017, the Council approved the implementation of the Code of Ethics & Standards of Practice, which are the foundation of self-regulation for the College. A Code of Ethics & Standards of Practice serves as a comprehensive framework to promote, guide and direct a Paramedic's conduct and practice. Therefore, it was strategically important that this document was developed early in the first year of the College. Paramedics now recognize that as health & public safety professionals they are obligated to hold themselves to a higher standard when compared to other members of society and that we must apply the values within the Code of Ethics & Standards of Practice not only in professional practice but also in life and society in general. The College recognizes and appreciates, the assistance of the Alberta College of Paramedics in providing our organization with permission to utilize their Code of Ethics and Standards of Practice in the development of ours.

## **Continuing Competency Program**

On June 15th, 2017, the Council also approved a revised Continuing Competency Program, one that would empower Paramedics to begin to develop their competencies based on an awareness of their own abilities. This program is intended to ensure practitioners remain current in their practice and to enhance and expand their competency. Through this program, paramedics are encouraged to identify and complete continuing competency activities that suit their individual practice needs, based upon the learning activities that have been approved by Council.

Council believes that all registrants possess the knowledge, as well as the professional responsibility and accountability to track and maintain their points without prior Council approval for each individual education/training/seminar/teaching/presentation/etc. session they attend. On November 2nd, 2017 all registrants received a memorandum indicating that points acquired under sections 1, 2 and 5 of the Continuing Competency Program were at the discretion of each individual Paramedic, thus allowing them to focus on their own individual practice needs.

## **Paramedic Program Approval**

One of the many functions of the Council is approving paramedic programming. Pursuant to Paramedics Regulations 35, the Council must set the criteria for and recognize paramedic programs that meet the requirements for entry in a roster for any class of license. The Executive Director worked closely with the Council to develop the policy, "Approved Paramedic Programs", which established the process for recognizing paramedic programs in Nova Scotia. Any program that formerly obtained Canadian Medical Association Accreditation and has subsequently retained accreditation under the Health Standards Organization/Accreditation Canada, is an approved program through the College. Any program that does not have an accreditation status must approach the College for program approval before they consider offering a program.



# Regulatory Tools Approved by Council

## Provincial Entry to Practice Exams

At the June 15th, 2017 meeting of Council, the Canadian Organization of Paramedic Regulators exam, that is administered by a third party known as Yardstick, was adopted as the PCP and ACP Provincial Entry to Practice Exams by the College.

## Establishment of Committees

The Council requires statutory committees to operate effectively. The Terms of Reference (ToRs) for each committee were written and each committee populated. The Executive Director worked with Council to develop the ToRs for each statutory (legislated) and standing (Council's discretion) committee required by the College. Council formed an Appointments Committee to assist them in appointing individuals to the Statutory, Standing and Ad Hoc Committees of the College. Mr Jim Williams, a public member of Council, was appointed Chairperson of the Appointment Committee, this meant that an impartial public member of the Council had significant input toward populating the committees.

The College sent out three (3) expressions of interest to all registrants seeking those who might be interested in participating on one of the College's committees. The response was very positive with over 50 individuals putting their names forward.

The Appointments Committee was comprised of James Williams, Chair, Ryan Brown & Bruce Sangster, Paramedic Members of Council, Executive Director, ex officio, and College Administrative Support, as the recorder.



*Empower Paramedics to begin to develop their competencies based on an awareness of their own abilities.*

They met on four separate occasions to formulate a list of names for Council for approval. James, along with Ryan and Bruce, made every effort to ensure that each committee was populated with individuals who had some form of experience for the committee to which they applied, while they looked to the Executive Director to confirm the members were in good standing (i.e. no complaints and payments up to date) with the College. They also endeavoured to ensure that there was representation based upon all geographical districts, classes of licensure and other salient factors. Finally, they ensured that every committee had public representation, thus ensuring the public interest was maintained on each committee.

In total, the College now has seven (7) statutory committees which include: Registration, Registration Appeals, Investigation, Hearing, Fitness to Practice, Nominations and Reinstatement. There are three (3) standing committees: Appointments, Audit and Education Advisory. This process took 8 months. Considering the College did not exist before April 1st, 2017, this was quite the accomplishment for Council, while numerous other operational requirements were undertaken.

Once all the committees were populated, an education day, under the direction of the College's Legal Counsel from McInnes Cooper, was held for all Committees and Council. Over 60% of all Committee and Council members attended the session and for those unable to attend the session was recorded for viewing at a later date.

Ms Marjorie Hickey, QC, and Mr Ryan Baxter, Associate, led the group in sessions on self-regulation, sources of and limits of authority for regulators, responsibilities of Council Members, protection for Council and Committee Members, right touch regulation, threats to self-regulation, duty of procedural fairness, the complaints process, how human rights legislation and the charter of rights apply to the College and finally, registration processes.



# Information about the Regulations

## Expanding the definition of “The Practice of Paramedicine” in Nova Scotia

Prior to April 1st, 2017, to be a paramedic in Nova Scotia, you had to be practising in a clinical environment, otherwise, you could not “re-register” with EHSNS. The Paramedics Act and Regulations of Nova Scotia opened the door for paramedics to remain “practising paramedics” as they branch off into different areas of practice. According to the Paramedics Act and Regulations, the “practice of paramedicine”, means the practices and procedures usually performed by a paramedic under the direct or indirect supervision of a medical practitioner and includes:

- conducting prevention, education and advocacy activities related to the practices and procedures performed by a paramedic,
- developing and evaluating policies and systems related to the practices and procedures performed by a paramedic,
- conducting research and providing education, consultation, management, administration and regulation in relation to the practices and procedures performed by a paramedic;

This means that paramedics may now move into full-time non-clinical roles to help grow and establish the profession in areas such as education, consulting, management, administration and regulation. So, as of 2017, the College has begun to register, and license paramedics based on what is now permitted within the Paramedics Act and Regulations.

## New Terminology

Over the past year, when a registrant contacted the College about “re-registration” they heard staff refer to it as license renewal. Gone are the days when a paramedic “re-registers” in Nova Scotia. Since April 1st, 2017, a paramedic now registers once and renews their license on an annual basis. Many people may be surprised to know that there are only a few ways a registrant’s entry in the College’s Register may be changed.

According to Section 26(1) of the Act once entered in the Register the only way to be removed from it is when:

- information has been entered incorrectly;
- the member dies;
- the registration of the member has been revoked;
- required by an investigation committee, as part of an informal resolution of the complaint,
- a Hearing Committee authorizes the resignation of the member from the register; or
- the Registrar, as part of an informal resolution of a complaint or otherwise, has, at the request of the member, authorized the resignation of the member.

It is only in the above-mentioned circumstances that a member’s name can be removed from the Register. So, it no longer makes sense to use the term “re-registration” because an individual actually only “registers” once and then renews on an annual basis.

Additionally, we will become more aware of the categories of licensure, or what we will be described as “rosters.” Everyone is familiar with the various classes of licensure, PCP, ICP, ACP and CCP, but this year you will hear more terminology around the categories of licensure/rosters which include “practising”, “restricted practising”, “temporary” and “restricted temporary”.

## Information about the Regulations (Con't...)

A registrant who is currently registered and licensed with the College, but does not have a Medical Practitioner providing direct or indirect supervision of their practice and/or Professional Liability Insurance will not be entitled to a “practicing” license, but will be granted a “restricted practicing” license, with conditions that they do not practice in a clinical environment unless they have a Medical Practitioner providing direct or indirect supervision of their practice and/or Professional Liability Insurance

### **Defining Direct or Indirect Medical Practitioner Supervision**

Council has directed that a Working Group is formed to define direct or indirect supervision offered by a Medical Practitioner licensed to practice in Nova Scotia. Council has formed this working group because, while this requirement is described within the Paramedics Act the Regulations are silent on what direct or indirect supervision of practice by a medical practitioner means. The Working Group consists of Paramedic Councillors' Ryan Brown and Bruce Sangster, College of Physicians and Surgeons Representative, Beth Mann, Vice-President, Donna Denney, EHSNS Provincial Medical Director, Andrew Travers and the Executive Director, Karl Kowalczyk.

The Working Group recognizes the fundamental significance of providing clarity to this language and will endeavour over the next few months to provide a recommendation to Council for their consideration.

### **Regulatory Amendments**

In this inaugural year of the College, we have had the opportunity to implement the intent of the Paramedics Act and utilize the Regulations for the purposes of registering and licensing initial registrants, as well as renew the licenses of current registrants. In all the work that we undertake, we do so with the intent of meeting the objects of the College. The objectives of the College stress the need for public protection through the establishment of a registration and licensing process that ensures only those who are qualified to practice paramedicine may do so.

In the past year, we have identified a few sections of the regulations that we believe require amendment. Therefore, the College with the assistance of Legal Counsel has been working with the Department of Health & Wellness to amend sections of the Paramedics Regulations. We are hopeful that the amendments will be in place within the next few months. If not, the College intends to uphold the intent of the Paramedics Act in registering and/or licensing applicants.

## Strategic Partnerships

### **Nova Scotia Regulated Health Professions Network (NSRHPN)**

The College, through an Order in Council dated September 19, 2017, from the Nova Scotia Executive Council, became a member of the NSRHPN, also known as the "Network." The Network is a forum where all of the self-regulated health professions in Nova Scotia work through collaborative regulation to uphold and protect the public interest. "The RHPN Act builds on the excellent regulatory systems already in practice. The Act authorizes regulated health professions in Nova Scotia to collaborate, on a voluntary basis and when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice and review of registration appeals."

The College is represented by the Executive Director on the Council of the Network and has been working to establish relationships with other health regulators that will benefit the College. There are now, four health profession regulators within the same business centre as the College including; the College of Occupational Therapists of Nova Scotia, the Nova Scotia Association of Medical Radiation Technologists, Nova Scotia College of Medical Laboratory Technologists and the Nova Scotia Dietetic Association.

As the newest self-regulated profession in Nova Scotia, the benefit of being a member of the Network and having access to the wealth of knowledge that already exists with other health regulators is invaluable. We can associate daily with regulators in the business centre which has proven to be valuable, not only to our College but the other regulators as well, as this group is very open to discussing regulatory processes together.

The College has reached out to other regulators such as the College of Registered Nurses of Nova Scotia and the Nova Scotia College of Social Workers, both of whom have willingly shared valuable information

with us, which has helped shape some policies and procedures within our organization.

Most recently, the College of Registered Nurses of Nova Scotia contacted the College to collaborate on their Collaborative Emergency Centre Question and Answer document, for the purposes of ensuring the document contains appropriate information regarding the practice of paramedicine in CECs.

### **Nova Scotia Department of Health & Wellness (DHW)**

The College also maintains a close relationship -with the DHW for two strategically important reasons. First, the DHW is a direct link to the government which has enabled the College to request amendments to the Regulations. Second, the College has signed an agreement DHW to provide them with information, which assists in their Health Workforce Planning processes.

The DHW has adopted a needs-based approach to health workforce planning in Nova Scotia. The Nova Scotia Regulated Health Professions Network (NSRHPN) members and DHW have collaborated in developing the data set that provides regulators with a framework for the collection of their members' annual licensing and registration renewal data. All data gathered is for the sole purpose assisting in the development of well informed and strategic decision-making processes. This relates to the College's objective to serve and protect the public interest in the practice of paramedicine.

It is quite clear that our relationship to the DHW is vital to benefiting not only the College but the public as well.

## Strategic Partnerships (Con't...)

### **Canadian Organization of Paramedic Regulators/Organisation Canadienne Régulateurs Paramédicaux (COPR/OCRP)**

COPR/OCRP is another strategic relationship partner for the College. In January 2018 the College officially became a Constituent Member of COPR and is represented by the Executive Director at COPR Council and Exam Committee meetings. The College is also represented by registrants on the Exam Working Group. Currently, Janel Swain and John Mosher are the Exam Working Group representatives for the College.

The purpose of COPR/OCRP is to facilitate collective and collaborative action in current and future interests of Pan Canadian Paramedic Regulation and to support the development of a common understanding of provincial and federal obligations that may impact regulator functions.

COPR/OCRP strives to bring together Canada's paramedic regulators to enhance open and transparent governance of the paramedic profession in Canada and to set guidelines and benchmark provincial rules and procedures. COPR/OCRP helps to promote the regulation of paramedicine and provides a forum for the exchange of information that is of mutual interest amongst its members.

Collaboration with COPR/OCRP has aided in removing barriers that made it more challenging for paramedics to move from one province to another for employment, through Labour Mobility, Chapter 7 of the Canada Free Trade Agreement.

More recently, COPR/OCRP has been working on a proposal to obtain federal funding to develop a process for vetting internationally educated paramedic practitioners, which in-turn should streamline the process for COPR/OCRP members. COPR/OCRP has been promoting excellence and leadership in standardizing regulations for paramedics, addressing education, scope of practice and patient care principles and supports the

accreditation of paramedic programming across Canada.

COPR/OCRP has been excelling in its delivery of the entry to practice exam for PCP and ACP graduates in those provinces that have adopted their entry to practice exam. Provinces that have adopted the exam include, NS, BC, SK, MB, PE, NS and NL. Finally, COPR/OCRP supports the evidence-based development of the profession such that all paramedic practice remains current and consistent with best practices.

### **Health Standards Organization & Accreditation Canada**

The Council is currently considering forming a relationship with HSO & AC. For many decades, the Canadian Medical Association (CMA) Conjoint Accreditation Services had provided accreditation services for a number of health sciences professions in Canada. The CMA oversaw the accreditation process of allied health programs under the Conjoint Accreditation Services which provided the administrative services, and the program governance.

On January 22, 2016, the CMA announced it would cease assessing and accrediting health education programs by February 1, 2018. To maintain a standard of quality for entry-to-practice Allied Health Science Professions in Canada sought a replacement for the CMA accreditation services. An Allied Health Science Professions Working Group (Working Group) was formed from amongst those previously under the CMA Accreditation process with the intent of identifying and working with an established accreditation body to implement an accreditation process to replace that of the CMA.

## Strategic Partnerships (Con't...)

Ultimately, the Working Group engaged in a request for proposal process and selected the Health Standards Organization (HSO), which is affiliated with Accreditation Canada (AC) to offer accreditation services. At this time, the Executive Director, under the direction of Council, is pursuing a formal agreement to become a Provincial Program Client Member.

### Registrants of the College

The relationship the College has with its Registrants is strategic. The Council views the College and its Registrants as a team; one with a common purpose, a purpose that is of great importance to our family members, friends, neighbours and public at large.

**Paramedics are here to serve and protect the public interest in the practice of paramedicine.** We all must preserve & uphold the integrity of the paramedic profession. We must strive to maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine.

The Council and its committees working in isolation cannot ensure that the College meets these objectives. They can only be accomplished when each individual who is registered with the College acts in the best interest of their patients and approaches all life situations in a professional manner at all times.



The College strongly encourages registrants to become actively involved in College activities by participating in an area where they feel they can add value to the College's objectives. The best way to learn, and grow is by working together.

In the coming year, there will be a number of projects where registrants will be offered the opportunity to provide feedback on the direction the College will take regarding the Continuing Competency Program, the Essential Competence Profiles for each level of practitioner, the College's visual identity and strategic plan.

The College needs a reciprocal relationship with registrants. Let's work together and make this province one that is served by the most professional population of paramedics in Canada so that anyone living in or travelling through this province will receive the best paramedical care.

*"Our relationship to the DHW is vital to benefiting not only the College but the public as well"*

## Report on the Register

Since this is the College's first year of operation, it is not clear how our licensure numbers will appear in the upcoming years. However, our most current data shows that we have licensed a total of 1362 registrants since April 1st, 2017. Of this number 806 were PCPs, 83 were ICPs, 450 were ACPs and 23 were CCPs. In 2017, we had a total of 94 individuals apply for registration and licensure with the College. Of these 94 individuals, only 61 of them received licenses while the remaining 33 were unable to be licensed due to the lack of a medical practitioner providing direct or indirect supervision to their practice or the requisite professional liability insurance.

Of these 94 individuals, 52 were new PCP graduates from programs within Nova Scotia, 44 of these were licensed, the other 8 lacked a medical practitioner providing direct or indirect supervision to their practice or the requisite professional liability insurance. Thirteen of the 94 were PCPs who graduated from paramedic program elsewhere in Canada, with 8 of them being licensed, 4 were lacking a medical practitioner providing direct or indirect supervision to their practice or the requisite professional liability insurance and 1 individual who withdrew their application.

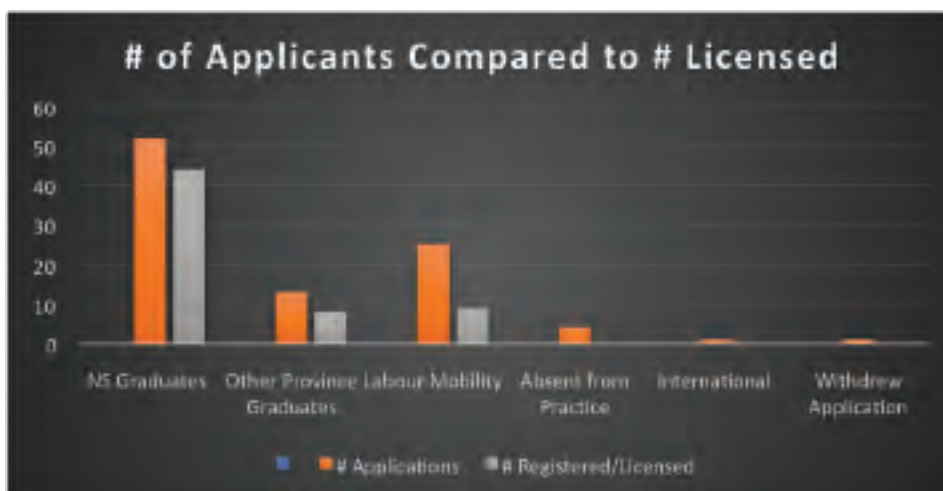
Twenty-five were a combination of PCPs (22) and ACPs (3) who held a license to practice in another Canadian jurisdiction and applied to the College as Labour Mobility Applicants through the Canada Free Trade Agreement. Of these applicants 9, (2 ACPs and 7 PCPs), were licensed to practice while 16, (1 ACP and 15 PCPs), lacked a medical practitioner providing direct or indirect supervision to their practice or the requisite professional liability insurance. The paramedics not licensed are searching for supervision and/or obtaining insurance.

Four were a combination of PCPs (3) and CCPs (1) who were absent from practice; none of them were registered or licensed at this time.

Finally, we had one ACP international applicant who withdrew their application.

Of the 13 PCP applicants who had graduated from programming in other jurisdictions, 9 graduated from programming in PEI, 1 from programming in BC, 1 from programming in NB and 1 from programming in Ontario.

On average the time from an applicant providing a complete application, which is the form and all supporting documentation, to registration and licensure was 1 to 4 days.





## Committee Reports

### Appointments Committee Report

## Appointments

The Appointments Committee will consist of two (2) Paramedics Councillors and one (1) Public Representative and the CPNS Executive Director Ex-officio (non-voting)

Position	# Representing	Member of Chair
Paramedic Councillor	2	Ryan Brown, Bruce Sangster
Public Councillor	1	Jim Williams (Chair)
Executive Director	1	Karl Kowalczyk

There were a few meetings held since the inception of the College in April 2017. The members of the Committee met in person and/or via teleconference. As the Committee deliberated on appointing members to the various Committees, they remained conscious of the need to ensure that all Geographical Districts and Classes of Licensure were represented. They were just as cognizant of trying to ensure the Committee structures represented the diversity of the College's Registrants. The Committee utilized the Executive Director in an ex-officio capacity to advise them of any complaints, restrictions, conditions or sanctions against the registrants who applied for the various committees, otherwise, the Executive Director was not involved in the decision-making process.

Over the course of their meetings, the Committee developed a list of candidates to populate the Registration, Registration Appeals, Investigation, Hearing Committee, Nominations, Fitness to Practice and Reinstatement Committees, as well as the Audit and Education Advisory Committees for Council approval.

The Appointment Committee was also tasked with recommending a Critical Care Paramedic for the CCP Class of License position that was vacant on Council.

The list of candidates was then presented to Council for their approval and the appoint of chairpersons. Members of this committee were also invited to attend the Education Day on January 24th, 2017 that was presented by Legal Counsel from McInnes Cooper.

Respectfully Submitted,

James Williams, Public Member of Council & Chair Appointments Committee

# Committee Reports

## Appointments Committee Report

### Registration

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

Position	# Representing	Member of Chair
Paramedic Councillor	1	Bruce Sangster (Chair)
Public Councillor	1	Donna Denney
Paramedic Members	4	Peter Hico, Zach Fitzsimmons, Steven Crocker Kirk Outhouse

The Registration Committee has met twice, December 15th and February 1st since the College was established in April 2017. The first Session commenced as an Education session for the committee. The objective was to assist members on the registration of licenced paramedics from other jurisdictions within Canada. Ms Kaitlin Ashley and Ms Tiffany Thorne, from the Department of Labour and Mobility in Nova Scotia, conducted the session with a presentation on Chapter 7, Labour Mobility of the Canada Free Trade Agreement. The session was both useful and informative for the committee. The Committee reviewed the Registration Committee's Terms of Reference (RCToR) in full. The Committee also reviewed documents on Licensure Criteria and Application Policy and Initial Registration Criteria and Application Policy. The main focus was to ensure the newly formed Committee and its members were educated and clearly informed on the mandate, policy, process and authority of the Registration Committee in accordance with Act and Regulations. The Executive Director forwarded two files to the Committee for review and decision. The first file referenced a Critical Care Paramedic licensure application. The Committee reviewed the file, reached a decision and communicated the outcome to the applicant.

As next steps, the Committee will bring forward discussion to the Council regarding approval of Critical Care programs. The second file reviewed was from an applicant from outside the province, (Ontario). The Committee requested the Executive Director gather additional information from the applicant before rendering a decision. Applicants were advised of the process for appealing any decision made by the Registration Committee. The second session of the Committee involved the review of multiple applications that were forwarded to the Committee by the Executive Director. One file was related to the eligibility to write the Entry to Practice Exam and the second file was regarding a lapsed license previously from formerly registered paramedic under the EHS Act in 2014. The remaining files reviewed were all out of province "absent from practice" applicants. The applicant scenarios were as follows, absent from practice less than two years, absent from practice over two years, registered with Ontario but not base hospital certified, therefore they never held a license with the Ministry in Ontario, applicants who graduated from a paramedic program from another jurisdiction who had not registered with the College within 1 year of graduation.

The Committee requested the Executive Director obtain additional information from the applicants to aid the Committee members in making appropriate decisions regarding the applicants. In the remaining cases applicants were notified of the decisions of the Committee and as part of the process, it included how to appeal a decision made by the Registration Committee. The Registration Committee will set a date for additional meetings as information is received from the above applicants, or if the Executive Director forwards addition applicants for review by the Committee

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

## Committee Reports

### Registration Appeals Committee Report

## Registration Appeal

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)

Position	# Representing	Member of Chair
Paramedic Councillor	2	Ryan Brown, Dave Matheson
Public Councillor	1	Andrew Travers
Paramedic Members	3	Louis Staples, Darryl Chickness

The College was formed April 2017. The Registration Appeals Committee (RAC) was appointed under the mandate of the Appointments Committee and is comprised of the members identified in the table above.

The Terms of Reference for the RAC was developed by the Executive Director, approved by Council and distributed to all members of the Committee. All Committee members were invited to participate in an informative Education Day in Dartmouth, NS by the College and its Legal Counsel on January 24th, 2018. This session was beneficial for the newly formed Committee.

At the writing of this report, no appeals have been submitted since the creation of College in April 2017, the first meeting is pending.

**Respectfully Submitted,**  
**Ryan Brown, Paramedic Councillor & Acting Chair Registration Appeals Committee**

## Committee Reports

### Investigations Committee Report

## Investigations

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

Position	# Representing	Member of Chair
Paramedic Councillor	0	Jonathan Akin, Paul Landriault
Public Councillor	2	Beth Mann (Chair), Jim Williams
Paramedic Members	3	Colleen Carey, John (JJ) MacIsaac, Mike Bourbonniere, Stephen Leadlay, John Bignell, Graham McAllister, Amber Humes, Brent Deveau

This past year, the Investigation Committee was formed and Council approved the Terms of Reference on Sept 25, 2017. The approval of committee members by the Council occurred on Nov 28, 2017.

The Executive Director & Registrar of the College organized an Education Day on Jan 24, 2018, for members of Council including Investigation and Hearing Committee members. Ms Marjorie Hickey, QC, and Mr Ryan Baxter, Associate, presented material on professional regulation, the investigation process, as well as definitions and examples of what constitutes disciplinary actions. The audience was engaged, questioned appropriately and benefitted greatly from the information provided and discussed.

Since the inception of the College, in April 2017, there have been 2 complaints. In both cases, the Executive Director & Registrar felt conflicted regarding the complaints and asked the Vice President to assume the Registrar's role and perform the initial review of the complaint.

In 1 case, Ms Denny referred the complaint to an Investigation Committee. An experienced investigator was hired to do the initial investigation and relevant interviews. At the writing of this report, the final investigation report is still pending. It has taken a longer time than I and the Committee would prefer, however, my experience with the College of Physicians has illustrated that the process of obtaining health care records can be very slow. Once we are in receipt of all the pertinent information the Committee will conduct its review following the process outlined in the Act and Regulations. The second case at this time is also in a pending stage and once all information is gathered the same procedures as outlined above will be followed. Findings and outcomes will then be communicated.

**Respectfully Submitted,**

**Elizabeth Mann, MD. College of Physicians & Surgeons Representative & Chair Investigations Committee**

# Committee Reports

## Hearing Committee Report

### Hearing

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

Position	# Representing	Member of Chair
Paramedic Councillor	1	Tanya Snowaul Landriault
Public Councillor	2	Doug Lloy (Chair), Andrew Travers
Paramedic Member	5	Mark Walker, Carley Collings-Robertson, Tyler MacCuspig, Greg Wolfe, William Hill, Alexa Desaulniers, David Feargrieve, Paul Carr, Matthew Vaughan

The Hearing Committee's mandate is the same 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.

Terms of reference surround the operation of the Hearing Committee. The Hearing Committee's operation was discussed in the Education Day held on January 24, 2018, including the statutorily mandated composition of the Hearing Committee.

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**

## Committee Reports

### Nominations Committee Report

#### Nominations

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

Position	# Representing	Member of Chair
Paramedic Councillor	0	
Public Councillor	1	Jim Williams (Chair)
Paramedic Member	2	Pamela MacLennan, William Wittmer

At this point in time, there is not much to report regarding the work of the Nominations Committee. We have sent out notices to all registrants seeking nominations for the Critical Care Paramedic Class of Licensure and Central Geographical District representatives for Council. The election for these two positions is being held in April 2018 and we will be reviewing all nominees to ensure they meet the criteria to be members of Council.

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

## Committee Reports

### Fitness to Practice Committee Report

## Fitness to Practice

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

Position	# Representing	Member of Chair
Paramedic Councillor	1	Tanya Snow
Public Councillor	1	Donna Denney
Paramedic Member	2	Jason MacKay, Sandee Crooks

This report consists of recommendations from the January 24, 2018, Council and Committee Education day. The Education day was a wonderful opportunity for all that attended to learn more about one another and gain practical information and greater understanding of how our member Committee will be better prepared to support registrants of the College.

As outlined in the TOR, the Fitness to Practice Committee is responsible to review and decide on matters that pertain to issues of individual paramedic incapacity. As stated in the Act, Paramedics Act 22(2)(x). "Incapacity" is defined as a medical, physical, mental or emotional condition, disorder, or addiction that renders or rendered a member unable to practice with competence or that may endanger or has endangered the health or safety of individuals. Paramedic Act 2 (1) (n)

Since the inception of the College in April 2017, we are pleased to report there are no cases to review.

**Respectfully Submitted,**

**Tanya Snow, Paramedic Member of Council & Chair Fitness-to-Practice Committee**

# Committee Reports

## Education Advisory Committee Report

### Education Advisory

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)

Position	# Representing	Member of Chair
Paramedic Councillor	1	Ryan Brown
Public Councillor	1	Andrew Travers
Paramedic Member	4	Sean Teed, Hussain Lockhat, Dean Vokey, Chris Carriere
Executive Director	1	Karl Kowalczyk

The Education Advisory Committee (EAC) was appointed under the mandate of the Appointments Committee and consists of the members identified in the table above.

In the forming of this Committee effort was made to include Paramedics from each class of licensure, however, there was limited interest in the PCP and ICP classes.

The Terms of Reference for EAC was developed collaboratively between the Executive Director and the EAC Committee Chair, approved by Council and distributed to all members of the Committee.

Committee members attended an Education day in Dartmouth, NS by the College and legal counsel on January 24th, 2018. This was an extremely educational and informative session.

This Committee will be focusing and undertaking a complete review of the Continuing Competency Program and the Paramedic Competency Profile. To date, the Executive Director has held a number of meetings with stakeholders to inform the development of the competency profile. Pending Council approval, membership and representation on National Committees such as COPR will be discussed. A jurisprudence exam will also be developed within the first year of the Committee sitting. This Committee will attempt to hold the first meeting either remotely or in person prior to the inaugural AGM in the spring.

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



## Committee Reports

### Audit Committee Report

Audit		
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 CPNS Executive Director, Ex-officio (non-voting)		
Position	# Representing	Member of Chair
Paramedic Councillor	1	Paul Landriault
Public Councillor	1	Beth Mann
Paramedic Member	2	Mitchell Crossman, Kris Ledaire
Public Representative	1	
Executive Director	1	Karl Kowalczyk

An Audit Committee report was not available before the publication of the 2017 annual report, as the fiscal year does not end until March 31st, 2018.

### Reinstatement Committee Report

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)

Upon receipt of an application for reinstatement following a revocation, the Council shall appoint a reinstatement committee. Paramedics Act 85 (1)

The Reinstatement Committee will consist of no less than three (3) members of the Registration Committee, with at least one of whom must be a public representative. Paramedics Act 85 (1)

A Reinstatement Committee had not been formed before the publication of the 2017 annual report.

# Statement of Financial Position

Finance - Statements College of Paramedics of Nova Scotia  
Budget Forecast to Year Ending March 31st, 2018

		Budget	Anticipated
All App Fees			
Initial Reg & License		-	-
Annual Renewal		619,344.00	600,821.58
Other		353,000.00	355,753.82
	<b>Total Revenue</b>	<b>972,344.00</b>	<b>956,575.40</b>
<b>Expenses</b>			
Merchant Solution Costs		25,000.00	-
Bank Fees		-	-
Refunds		-	-
Human Resources		180,000.00	162,032.61
Insurance		10,000.00	5,642.00
Legal Fees		40,000.00	57,571.44
Other Professional Fees		2000.00	15,000.00
Information Tech		35,000.00	33,500.00
Facilities		30,000.00	21,390.00
Office Operations		24,000.00	2,367.33
Telephone & Internet		5,000.00	4,844.29
Membership Fees		7,500.00	18,515.95
Training & Education		25,000.00	24,424.38
General Travel		8,000.00	4,000.00
Comms & Media		10,000.00	10,700.00
Legislative Services		57,000.00	13,505.87
Investigations		10,000.00	10,700.00
Projects		25,000.00	5,000.00
	<b>Total Expenses:</b>	<b>493,500.00</b>	<b>394,093.87</b>
<b>EBITDA</b>			
Interest		-	-
Taxes			90,123.24
Depreciation			-
Contingency Fund		<b>353,000.00</b>	<b>353,000.00</b>
Amoritization			
	<b>Total EBITDA:</b>	<b>353,000.00</b>	<b>443,123.24</b>
	<b>Net Income:</b>	<b>125,844.00</b>	<b>125,958.29</b>

## Summary of Forecast

It is important to note that this is a forecast focuses on how the College's year end may appear, as we have not completed our first full year of operation. Therefore, the numbers presented are not an accurate reflection of how the College's year-end will appear.

### 1) Regarding revenue:

- We did not meet the anticipated goal of the initial budget
- Revenue collected is primarily comprised of registration and licensure fees minus the merchant solution costs that were incurred. That is the 5% fee payable to the database service provider.
- Additional revenue is repayment of benefit fees from employees
- \$353,000 of revenue is a one-time grant from Government

### 2) Regarding expenses:

- The merchant solution fees were automatically deducted by the database service provider and therefore, we have not shown any of those fees this year.
- There were no refunds during the year.
- Human resources costs are under anticipated budget because we did not hire casual employees to cover vacation time, etc.
- Our insurance costs are not as high as anticipated and will be adjust going into 2018.
- Legal fees are higher than anticipated, based upon the regulator amendments we have been seeking.
- We anticipate our auditing fees will be higher than originally anticipated, as we continue to work on sound accounting and financial processes.
- Operation costs are significantly lower than originally anticipated and while we expect over the next year this will increase, this will be adjusted on next year's budget.
- Our facilities costs are lower than originally anticipated and will be reflected in the 2018 budget.
- Legislative services are under anticipated budget because most committees started to operate in the month of January 2018.
- Project costs were lower than expected, however, that is based upon the fact that most committees were not operational until January 2018.

3) We are accounting for the HST expense, in anticipation that Revenue Canada may require this to be charged.

4) The one-time grant from Government is expected to go into a reserve fund for unanticipated expenses. E.g. competency assessments, legal costs.

## A Year of Development

I am honoured and privileged to be the first Executive Director/Registrar for the College of Paramedics of Nova Scotia and would like to take this opportunity to express my sincere appreciation to the inaugural Council for affording me the opportunity to support them in their efforts to establish the newest self-regulating health care profession in Nova Scotia.

The past year was a period of transition from regulation under Emergency Health Services Nova Scotia to the College which occurred between March 1st, and April 1st, 2017. While formidable, this has been and continues to be an extremely exciting time and I am pleased to have witnessed so many Paramedics standing up to assist the College in its development.

Whether you are someone who:

- joined the Council,
- applied to one of the College's statutory, standing or ad-hoc committees,
- considered joining one of the College's committees,
- engaged in educational events to learn more about the College,
- has taken time to contact the College about things that were concerning to you,
- has expressed thoughts in workplace discussions or on social media, or
- has even considered what the change to becoming a self-regulated profession means to their practice.

it shows you are passionate about the paramedic profession. We are grateful for your engagement, and we look forward to achieving our goals in a positive and professional manner together.

Over the past year, the College's actions have been focused on implementing processes that enabled it to fulfill the objectives under the Paramedics Act which are: 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.

As we continue to evolve as a College, one of the challenges we face is to assist members in understanding the differentiated roles of a College, a union and an association. Individuals have thought and/or may think our mandate is comparable to that of unions and associations; however, this is not the case. The College is a unique entity with one primary purpose, to regulate the practice of paramedicine while serving and protecting the public interest.

I strongly align with this purpose and am so pleased with everything that has been accomplished in the past year. While there is still so much more to do, I am excited for our next milestones to be achieved. The remainder of this report will speak to some of the work that has been accomplished by the College over the past year. I look forward to working closely with the Council and our strategic stakeholders in the upcoming year.

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



Monday, April 3rd, 2017 the real work began. From this point forward, the College assumed the responsibility for regulating the practice of paramedicine in Nova Scotia and College staff began making registration and licensing decisions in accordance with the Paramedics Act and Regulations

### **Going Operational**

Obtaining a business number and establishing a bank account were key operational objectives that had to be accomplished within the first two weeks of operation. After approximately 1 week, and multiple conversations with different Revenue Canada agents, the College was assigned a business number, but it was unclear whether it should continue to charge the Harmonized Sales Tax (HST) on its registration and licensure fees, as each agent provided a differing opinion. However, with a business number, the College was in a position to open a bank account.

The next step was to secure the funds that were gathered by the Nova Scotia Regulated Health Professions Network (NSRHPPN) and OlaTech. The process of securing all the College's funds took approximately a month which meant that the College operated on minimal funding, thus impacting its ability to pay staff. However, once all funds were received the College was in a stable financial position.

During this time College staff continued to engage Revenue Canada for a response regarding whether the College should charge the Harmonized Sales Tax (HST) on registration and licensure fees and we continue to await a written opinion from Revenue Canada.

### **Taxing of Membership Fees**

Within the first week of operation, the Executive Director pursued a response from Revenue Canada regarding the requirement to charge HST on registration and licensing fees.

It was recognized early on it this was important to currently registered and licensed paramedics, as well as new applicants.

At this point, the College has received correspondence from Revenue Canada indicating, "We have received your letter... and assigned case number...our policy is to respond to requests in the order in which they are received. When work on your file commences, an Officer of the GST/HST Rulings unit will contact you."

As of the writing of this report, the College continues to await further communication from Revenue Canada, but we will continue to pursue a response.

# Information about the Regulations

## Expanding the definition of “The Practice of Paramedicine” in Nova Scotia

Prior to April 1st, 2017, to be a paramedic in Nova Scotia, you had to be practising in a clinical environment, otherwise, you could not “re-register” with EHSNS. The Paramedics Act and Regulations of Nova Scotia opened the door for paramedics to remain “practising paramedics” as they branch off into different areas of practice. According to the Paramedics Act and Regulations, the “practice of paramedicine”, means the practices and procedures usually performed by a paramedic under the direct or indirect supervision of a medical practitioner and includes:

- conducting prevention, education and advocacy activities related to the practices and procedures performed by a paramedic,
- developing and evaluating policies and systems related to the practices and procedures performed by a paramedic,
- conducting research and providing education, consultation, management, administration and regulation in relation to the practices and procedures performed by a paramedic;

This means that paramedics may now move into full-time non-clinical roles to help grow and establish the profession in areas such as education, consulting, management, administration and regulation. So, as of 2017, the College has begun to register, and license paramedics based on what is now permitted within the Paramedics Act and Regulations.

## New Terminology

Over the past year, when a registrant contacted the College about “re-registration” they heard staff refer to it as license renewal. Gone are the days when a paramedic “re-registers” in Nova Scotia. Since April 1st, 2017, a paramedic now registers once and renews their license on an annual basis. Many people may be surprised to know that there are only a few ways a registrant’s entry in the College’s Register may be changed.

According to Section 26(1) of the Act once entered in the Register the only way to be removed from it is when:

- information has been entered incorrectly;
- the member dies;
- the registration of the member has been revoked;
- required by an investigation committee, as part of an informal resolution of the complaint,
- a Hearing Committee authorizes the resignation of the member from the register; or
- the Registrar, as part of an informal resolution of a complaint or otherwise, has, at the request of the member, authorized the resignation of the member.

It is only in the above-mentioned circumstances that a member’s name can be removed from the Register. So, it no longer makes sense to use the term “re-registration” because an individual actually only “registers” once and then renews on an annual basis.

Additionally, we will become more aware of the categories of licensure, or what we will be described as “rosters.” Everyone is familiar with the various classes of licensure, PCP, ICP, ACP and CCP, but this year you will hear more terminology around the categories of licensure/rosters which include “practising”, “restricted practising”, “temporary” and “restricted temporary”.

## Strategic Partnerships

### **Nova Scotia Regulated Health Professions Network (NSRHPN)**

The College, through an Order in Council dated September 19, 2017, from the Nova Scotia Executive Council, became a member of the NSRHPN, also known as the "Network." The Network is a forum where all of the self-regulated health professions in Nova Scotia work through collaborative regulation to uphold and protect the public interest. "The RHPN Act builds on the excellent regulatory systems already in practice. The Act authorizes regulated health professions in Nova Scotia to collaborate, on a voluntary basis and when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice and review of registration appeals."

The College is represented by the Executive Director on the Council of the Network and has been working to establish relationships with other health regulators that will benefit the College. There are now, four health profession regulators within the same business centre as the College including; the College of Occupational Therapists of Nova Scotia, the Nova Scotia Association of Medical Radiation Technologists, Nova Scotia College of Medical Laboratory Technologists and the Nova Scotia Dietetic Association.

As the newest self-regulated profession in Nova Scotia, the benefit of being a member of the Network and having access to the wealth of knowledge that already exists with other health regulators is invaluable. We can associate daily with regulators in the business centre which has proven to be valuable, not only to our College but the other regulators as well, as this group is very open to discussing regulatory processes together.

The College has reached out to other regulators such as the College of Registered Nurses of Nova Scotia and the Nova Scotia College of Social Workers, both of whom have willingly shared valuable information

with us, which has helped shape some policies and procedures within our organization.

Most recently, the College of Registered Nurses of Nova Scotia contacted the College to collaborate on their Collaborative Emergency Centre Question and Answer document, for the purposes of ensuring the document contains appropriate information regarding the practice of paramedicine in CECs.

### **Nova Scotia Department of Health & Wellness (DHW)**

The College also maintains a close relationship -with the DHW for two strategically important reasons. First, the DHW is a direct link to the government which has enabled the College to request amendments to the Regulations. Second, the College has signed an agreement DHW to provide them with information, which assists in their Health Workforce Planning processes.

The DHW has adopted a needs-based approach to health workforce planning in Nova Scotia. The Nova Scotia Regulated Health Professions Network (NSRHPN) members and DHW have collaborated in developing the data set that provides regulators with a framework for the collection of their members' annual licensing and registration renewal data. All data gathered is for the sole purpose assisting in the development of well informed and strategic decision-making processes. This relates to the College's objective to serve and protect the public interest in the practice of paramedicine.

It is quite clear that our relationship to the DHW is vital to benefiting not only the College but the public as well.

## Strategic Partnerships (Con't...)

Ultimately, the Working Group engaged in a request for proposal process and selected the Health Standards Organization (HSO), which is affiliated with Accreditation Canada (AC) to offer accreditation services. At this time, the Executive Director, under the direction of Council, is pursuing a formal agreement to become a Provincial Program Client Member.

### Registrants of the College

The relationship the College has with its Registrants is strategic. The Council views the College and its Registrants as a team; one with a common purpose, a purpose that is of great importance to our family members, friends, neighbours and public at large.

**Paramedics are here to serve and protect the public interest in the practice of paramedicine.** We all must preserve & uphold the integrity of the paramedic profession. We must strive to maintain public and member confidence in the ability of the profession to regulate the practice of paramedicine.

The Council and its committees working in isolation cannot ensure that the College meets these objectives. They can only be accomplished when each individual who is registered with the College acts in the best interest of their patients and approaches all life situations in a professional manner at all times.



The College strongly encourages registrants to become actively involved in College activities by participating in an area where they feel they can add value to the College's objectives. The best way to learn, and grow is by working together.

In the coming year, there will be a number of projects where registrants will be offered the opportunity to provide feedback on the direction the College will take regarding the Continuing Competency Program, the Essential Competence Profiles for each level of practitioner, the College's visual identity and strategic plan.

The College needs a reciprocal relationship with registrants. Let's work together and make this province one that is served by the most professional population of paramedics in Canada so that anyone living in or travelling through this province will receive the best paramedical care.

*"Our relationship to the DHW is vital to benefiting not only the College but the public as well".*



# Committee Reports

## Appointments Committee Report

### Appointments

The Appointments Committee will consist of two (2) Paramedics Councillors and one (1) Public Representative and the CPNS Executive Director Ex-officio (non-voting)

Position	# Representing	Member of Chair
Paramedic Councillor	2	Ryan Brown, Bruce Sangster
Public Councillor	1	Jim Williams (Chair)
Executive Director	1	Karl Kowalczyk

There were a few meetings held since the inception of the College in April 2017. The members of the Committee met in person and/or via teleconference. As the Committee deliberated on appointing members to the various Committees, they remained conscious of the need to ensure that all Geographical Districts and Classes of Licensure were represented. They were just as cognizant of trying to ensure the Committee structures represented the diversity of the College's Registrants. The Committee utilized the Executive Director in an ex-officio capacity to advise them of any complaints, restrictions, conditions or sanctions against the registrants who applied for the various committees, otherwise, the Executive Director was not involved in the decision-making process.

Over the course of their meetings, the Committee developed a list of candidates to populate the Registration, Registration Appeals, Investigation, Hearing Committee, Nominations, Fitness to Practice and Reinstatement Committees, as well as the Audit and Education Advisory Committees for Council approval.

The Appointment Committee was also tasked with recommending a Critical Care Paramedic for the CCP Class of License position that was vacant on Council.

The list of candidates was then presented to Council for their approval and the appoint of chairpersons. Members of this committee were also invited to attend the Education Day on January 24th, 2017 that was presented by Legal Counsel from McInnes Cooper.

Respectfully Submitted,

James Williams, Public Member of Council & Chair Appointments Committee

# Committee Reports

## Registration Appeals Committee Report

### Registration Appeal

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)

Position	# Representing	Member of Chair
Paramedic Councillor	2	Ryan Brown, Dave Matheson
Public Councillor	1	Andrew Travers
Paramedic Members	3	Louis Staples, Darryl Chickness

The College was formed April 2017. The Registration Appeals Committee (RAC) was appointed under the mandate of the Appointments Committee and is comprised of the members identified in the table above.

The Terms of Reference for the RAC was developed by the Executive Director, approved by Council and distributed to all members of the Committee. All Committee members were invited to participate in an informative Education Day in Dartmouth, NS by the College and its Legal Counsel on January 24th, 2018. This session was beneficial for the newly formed Committee.

At the writing of this report, no appeals have been submitted since the creation of College in April 2017, the first meeting is pending.

**Respectfully Submitted,**  
**Ryan Brown, Paramedic Councillor & Acting Chair Registration Appeals Committee**

# Committee Reports

## Hearing Committee Report

### Hearing

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

Position	# Representing	Member of Chair
Paramedic Councillor	1	Tanya Snowaul Landriault
Public Councillor	2	Doug Lloy (Chair), Andrew Travers
Paramedic Member	5	Mark Walker, Carley Collings-Robertson, Tyler MacCuspig, Greg Wolfe, William Hill, Alexa Desaulniers, David Feargrieve, Paul Carr, Matthew Vaughan

The Hearing Committee's mandate is the same 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.

Terms of reference surround the operation of the Hearing Committee. The Hearing Committee's operation was discussed in the Education Day held on January 24, 2018, including the statutorily mandated composition of the Hearing Committee.

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**

## Committee Reports

### Fitness to Practice Committee Report

## Fitness to Practice

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

Position	# Representing	Member of Chair
Paramedic Councillor	1	Tanya Snow
Public Councillor	1	Donna Denney
Paramedic Member	2	Jason MacKay, Sandee Crooks

This report consists of recommendations from the January 24, 2018, Council and Committee Education day. The Education day was a wonderful opportunity for all that attended to learn more about one another and gain practical information and greater understanding of how our member Committee will be better prepared to support registrants of the College.

As outlined in the TOR, the Fitness to Practice Committee is responsible to review and decide on matters that pertain to issues of individual paramedic incapacity. As stated in the Act, Paramedics Act 22(2)(x). "Incapacity" is defined as a medical, physical, mental or emotional condition, disorder, or addiction that renders or rendered a member unable to practice with competence or that may endanger or has endangered the health or safety of individuals. Paramedic Act 2 (1) (n)

Since the inception of the College in April 2017, we are pleased to report there are no cases to review.

**Respectfully Submitted,**

**Tanya Snow, Paramedic Member of Council & Chair Fitness-to-Practice Committee**

## Committee Reports

### Audit Committee Report

Audit		
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 CPNS Executive Director, Ex-officio (non-voting)		
Position	# Representing	Member of Chair
Paramedic Councillor	1	Paul Landriault
Public Councillor	1	Beth Mann
Paramedic Member	2	Mitchell Crossman, Kris Ledaire
Public Representative	1	
Executive Director	1	Karl Kowalczyk

An Audit Committee report was not available before the publication of the 2017 annual report, as the fiscal year does not end until March 31st, 2018.

### Reinstatement Committee Report

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)

Upon receipt of an application for reinstatement following a revocation, the Council shall appoint a reinstatement committee. Paramedics Act 85 (1)

The Reinstatement Committee will consist of no less than three (3) members of the Registration Committee, with at least one of whom must be a public representative. Paramedics Act 85 (1)

A Reinstatement Committee had not been formed before the publication of the 2017 annual report.

## Summary of Forecast

It is important to note that this is a forecast focuses on how the College's year end may appear, as we have not completed our first full year of operation. Therefore, the numbers presented are not an accurate reflection of how the College's year-end will appear.

### 1) Regarding revenue:

- We did not meet the anticipated goal of the initial budget
- Revenue collected is primarily comprised of registration and licensure fees minus the merchant solution costs that were incurred. That is the 5% fee payable to the database service provider.
- Additional revenue is repayment of benefit fees from employees
- \$353,000 of revenue is a one-time grant from Government

### 2) Regarding expenses:

- The merchant solution fees were automatically deducted by the database service provider and therefore, we have not shown any of those fees this year.
- There were no refunds during the year.
- Human resources costs are under anticipated budget because we did not hire casual employees to cover vacation time, etc.
- Our insurance costs are not as high as anticipated and will be adjust going into 2018.
- Legal fees are higher than anticipated, based upon the regulator amendments we have been seeking.
- We anticipate our auditing fees will be higher than originally anticipated, as we continue to work on sound accounting and financial processes.
- Operation costs are significantly lower than originally anticipated and while we expect over the next year this will increase, this will be adjusted on next year's budget.
- Our facilities costs are lower than originally anticipated and will be reflected in the 2018 budget.
- Legislative services are under anticipated budget because most committees started to operate in the month of January 2018.
- Project costs were lower than expected, however, that is based upon the fact that most committees were not operational until January 2018.

3) We are accounting for the HST expense, in anticipation that Revenue Canada may require this to be charged.

4) The one-time grant from Government is expected to go into a reserve fund for unanticipated expenses. E.g. competency assessments, legal costs.

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