

FIFTH ANNUAL REPORT

FOR THE FISCAL PERIOD ENDING MARCH 31, 2015

Canadian Organization of Paramedic Regulators/Organisation Canadienne des Régulateurs Paramédicaux

COPR/OCRP

Toronto, Ontario

June 10, 2015

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On behalf of Council, I have the privilege of submitting the fifth annual report of the Canadian Organization of Paramedic Regulators/Organisation Canadienne des Régulateurs Paramédicaux (COPR/OCRP).

This annual report presents COPR/OCRP's activities and actions for the fiscal year ending March 31, 2015. This report also demonstrates progress made on committed strategies and sets the stage for the 2015-2016 strategic planning and budgeting processes by providing an opportunity to assess the accomplishments and identify how we may cooperatively build on past successes, as well as lessons learned, to continue to support Canada's paramedic regulators in their mandate of protecting the public.

Summary of Recent COPR/OCRP History

The initial purpose of establishing the COPR/OCRP was to:

- create a single national voice for Canadian paramedic regulators;
- create a better understanding of what regulation is and its positive impact on the paramedic profession in Canada;
- establish the potential for better sharing of information between regulators; and
- support the development of best practices amongst paramedic regulators.

The authority of COPR/OCRP is derived from its members. Membership includes paramedic self regulators, paramedic government regulators, and government appointed paramedic regulators from Canada's provincial jurisdictions (see Appendix 1). Presently the three Territories of Canada do not regulate paramedics.

Letters of support were provided by all provincial jurisdictions to confirm their support for the role and mandate of COPR/OCRP and provided funding for its operations. Elections were held, an Executive was formed, and standing committees were established (see Appendix 2).

In 2011, COPR/OCRP held its first strategic planning session and our vision and mission were articulated in COPR/OCRP's initial Strategic Plan as:

COPR/OCRP VISION

Leaders in paramedic regulatory practices that protect the Canadian public

COPR/OCRP MISSION

To facilitate collaboration of Canadian regulators in the development of a common approach to paramedic regulation

By-Laws for COPR/OCRP were drafted, an application for Incorporation was submitted, a visual identity was created, and a web site went live in 2011 (www.copr.ca). Significant progress was made to complete the Labour Mobility Project (LMP) on time and within budget.

Through the RFP process, Yardstick Inc. was hired as an expert testing company for paramedic exam development. It was determined that the National Occupational Competency Profile (NOCP) would be the foundation for the exam blueprints for the PCP and ACP exams.

During this time, the primary focus of activities for COPR/OCRP was the development of the PCP and ACP exams; with the first sitting scheduled for June 2012 and the second sitting planned for September 2012. A communiqué was released in March 2012 announcing the first offerings of COPR/OCRP's PCP and ACP exams.

Administrative Services were secured and have assisted COPR/OCRP to achieve its goals, by ensuring proper record keeping of its various committees, financial affairs and ensuring timely follow up with meeting decisions and projects.

In June 2012, the Incorporation of COPR/OCRP was finalized and a certificate of incorporation was shared with the Directors.

Activities in 2014-2015

In 2014/2015, the COPR/OCRP Council met seven (7) times and the Executive met ten (10) times.

COPR/OCRP Council met face-to-face in Saint John, New Brunswick in June 2013 and conducted its second strategic planning process. Council established six priority initiatives for 2013/2014, all relating to labour mobility, which included:

1. *Develop joint plan with Paramedic Association of Canada (PAC) regarding on-going revisions to the National Occupational Competency Profile (NOCP);*
2. *Develop process for ongoing dialogue with stakeholders;*
3. *Develop process to verify data in the AIT tool to keep it current;*
4. *Develop process to share information regarding practitioners licensed in multiple jurisdictions;*
5. *Develop process to share information regarding changes in scope of practice in a jurisdiction; and*
6. *Assist the six remaining jurisdictions to adopt the national exams.*

Following the AGM in June 2013, a number of pertinent infrastructure issues requiring immediate action and attention were raised during COPR Council meetings, COPR Executive meetings and several one-to-one dialogue, between individual jurisdictions and myself as COPR Chair which included:

1. *Proposed COPR by-laws;*
2. *Funding model to allocate annual membership dues;*
3. *Linkage between COPR strategic planning process and development of annual operational budget;*
4. *Stakeholder relations;*
5. *Accounting system;*
6. *Existing COPR Website;*
7. *Organization-wide risk management framework; and*
8. *COPR Administrative services.*

At the direction of Council, an ad hoc Strategic Planning Working Group was created. The working group met a series of four (4) times to conduct an analysis of COPR activities that took place in 2013/2014 and prepared synthesized information from their review to support the 2014/2015 strategic direction.

COPR/OCRP Council subsequently met face to face in Vancouver, British Columbia in June 2014 and established eight (8) priority actions for 2014/2015:

1. *Stakeholder Relations:* COPR to develop communications material to inform various stakeholder groups;
2. *Website:* COPR to assess its website requirements and develop recommendations for 2015/16;
3. *Risk Management Framework:* COPR to initiate work on the development of an organization-wide risk management framework for implementation by 2015/16;
4. *Administrative Services:* COPR to approve a revised Schedule A for Administrative Services;
5. *NOCP for Paramedics:* COPR to allocate funds for participation in the NOCP redevelopment project;
6. *AIT Labour Mobility Tool:* COPR to allocate funds for research and analysis to support the Information Sharing Working Group (ISWG) to keep the AIT Tool current;
7. *Information Sharing Between Jurisdictions:* COPR to develop recommendations for 15/16 regarding a common approach to information sharing between jurisdictions.
8. *National Exams:* COPR to continue to work towards sustainable national exams.

Accomplishments for 2014-2015

Notable progress had been made since the June 2014 planning session regarding the eight priority actions:

- A. COPR continues to participate on the National Occupational Competency Profile (NOCP) Steering Committee led by the Paramedic Association of Canada (PAC). Four COPR/OCRP Constituent Members represent the voice of regulators on this national collaborative.
- B. COPR's Information Sharing Working Group (ISWG), reporting to COPR Council, was re-activated in February 2014 and undertook a review of the existing structure and policy framework. In late 2014, a revised terms of reference for the ISWG was approved by COPR Council. In February 2015, the group selected a new Chair.

- C. In early 2015, a legal review of the proposed bylaws was completed. Version 15 of the proposed bylaws received endorsement (in principle) by all Constituent Members; pending final approval at COPR's next AGM in Toronto, Ontario in June 2015.
- D. The 2014/2015 operations budget is based on the new financial Chart of Accounts. The financial reporting of COPR's Examination Committee is now separated from the operations budget. Budgetary planning processes and timelines were re-aligned to coincide with Constituent Member requirements.
- E. COPR Council approved an amended Administrative Services agreement, expiring March 31, 2017. In early 2015, COPR Council, led by Executive, conducted a performance review of the administrative services agreement.
- F. COPR's Exam Committee welcomed the adoption and implementation of the exam program by the Province of Newfoundland and Labrador. Five jurisdictions currently utilize COPR's exam program as an entry to practice requirement.
- G. COPR Executive remains focused on building internal (jurisdictions) and external (Employment and Social Development Canada [ESDC], Labour Mobility Coordinating Group [LMCG], and other national bodies) stakeholder relations.

Financial Summary

Constituent Members (jurisdictional regulatory authorities) continue to financially support the operations of the organization. The financial contributions made by each jurisdiction allows COPR to remain committed to the development of a body of knowledge to advance the understanding of paramedic regulation in Canada, identify areas of mutual interest, and develop and implement strategies to assist Canada's paramedic regulators in achieving provincial and federal obligations that impact regulator function.

The accounting firm of MWC Chartered Professional Accountants LLP, from Regina, Saskatchewan, was appointed as auditor for COPR/OCRP for the fiscal year 2014/2015. The Auditor was provided with all relevant COPR/OCRP financial information and the 2014/2015 financial audit is now complete. Please see accompanying report by MWC Chartered Professional Accountants LLP.

Acknowledgements

An appreciation of the important work conducted by all parts of our organization is inherent to good governance.

Council recognizes the significant contributions made by each Director but also the noteworthy in-kind commitment demonstrated by each of their respective organizations in advancing the mission of COPR/OCRP as a national forum for paramedic regulators. Thank you to each of COPR/OCRP's Directors (Appendix 1) for their contributions and participation.

In 2014/2015, we welcomed the expertise and enthusiasm of Richard Simpson (British Columbia), Carl Damour (Alberta), Corene Debreuil (Manitoba) and Ken Driscoll (Newfoundland and Labrador) to Council.

The wisdom and expertise of COPR's administrative services, Dale Broemeling and Ben Maartman, has continued to be an invaluable asset to COPR as a whole and specifically in facilitating the on-going work of COPR Council and Executive.

Council acknowledges the continued work and dedication of COPR's exam program, directed by the professional leadership of Bud Avery, Chair of the Exam Committee and a founding member of COPR. Thank you to both Tammy Leach and Ben Maartman (Exam Management) for their continued assistance in supporting the Exam Committee and Exam Working Group with achieving their respective mandates.

Finally, a very special thank you for the immense support received and the countless hours of work done by the numerous volunteers of COPR, including all representatives from the Examination Committee, Exam Working Group and the Information Sharing Working Group.

I would also like to recognize Carl Damour, from the Alberta College of Paramedics for his visionary insight in re-focusing the important work of COPR's Information Sharing Working Group.

Once again this year, I extend a personal thank you as Chair, to Cathy Francis (Past Chair) for her support, patience, and mentoring since first being elected to COPR Executive.

Finally, following the 2014 AGM, Jacquie Messer-Lepage will assume the role of Council Chair. I would be remiss not to mention the tremendous contributions Jacquie has made since joining COPR in 2013/2014. My sincerest thanks and best wishes to you Jacquie!

The Future

As we come to the close of COPR/OCRP's fifth year, we must recognize that comprehensive renewal has taken a concerted effort by Constituent Members, COPR's Board members, volunteers, and support services all working in partnership to arrive at this point. Work is well underway by COPR's Strategic Planning Working Group in preparation for the 2015/2016 face-to-face meetings occurring June 9-10 in Toronto, Ontario. COPR Council looks forward to developing a new 3-5 year organizational Strategic Priority and Budget Plan.

Having a solid governance model will allow us to better understand the components of our structure and how we work together. Council anticipates the process of by-laws acceptance by all constituent members to be completed at the 2015/2016 Annual General Meeting. With these foundations in place, we will move forward as a team, remaining accountable to those we serve, and deliver transparent leadership.

The ongoing work of COPR's Information Sharing Working Group will play a key role in the continued growth of COPR and in facilitating the development of shared policies which supports efficient and effective paramedicine regulation and the labour mobility of paramedics in Canada.

Over the past two years, it has been a genuine pleasure to serve COPR/OCRP Council as Chair. In closing, I extend a sincere thanks to all members of the COPR/OCRP community for contributing your expertise, your time, and your energy during this exciting time in paramedicine.

I look forward to the future with optimism and hope as we continue to grow our capacity through sustainable infrastructure and strategic renewal to deliver on our mission, for the present, and the future.

Sincerely,

James A. Sullivan
Chair of Council (2013/14 and 2014/15)
COPR/OCRP

Appendix (1)

COPR/OCRP MEMBERSHIP

As of March 31, 2015

Richard Simpson	British Columbia Ministry of Health – British Columbia Emergency Medical Assistants Licensing Board
Carl Damour	Alberta College of Paramedics
Jacqueline Messer-Lepage (Chair Elect)	Saskatchewan College of Paramedics
Corene Debreuil	Manitoba Health, Healthy Living and Seniors – Emergency Medical Services Branch
Cathy Francis (Past Chair)	Ontario Ministry of Health and Long-Term Care, Emergency Medical Services Branch
Bud Avery	Emergency Health Services, Nova Scotia
James Sullivan (Chair)	Government of Prince Edward Island – Emergency Medical Services Board, Health PEI
Ken Driscoll	Provincial Medical Oversight, Eastern Health, Newfoundland and Labrador

Appendix (2)

COPR/OCRP ORGANIZATIONAL STRUCTURE

The COPR/OCRP Council consists of provincial jurisdictions that regulate paramedics; for which there is one Director each representing their respective Constituent Member (jurisdiction) within the COPR/OCRP Corporation.

