

FOURTH ANNUAL REPORT

FOR THE FISCAL PERIOD ENDING MARCH 31, 2014

**Canadian Organization of Paramedic
Regulators/Organisation Canadienne des
Régulateurs Paramédicaux**

COPR/OCRP

Vancouver, British Columbia

June 10, 2014

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On behalf of Council, I have the honour of submitting the fourth 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, 2014. This report also demonstrates progress made on committed strategies and sets the stage for the 2014-2015 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/OCR History

The purpose of establishing 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.

Membership includes paramedic self regulators and paramedic government regulators from provincial jurisdictions (see Appendix 1). Presently no Territory of Canada regulates 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 clearly articulated in the COPR/OCRP Strategic Plan:

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 2013-2014

In 2013/2014, the COPR/OCRP Council met seven (7) times and the Executive met eight (8) 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 include:

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. *Revised COPR by-laws (pending approval);*
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, a 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 have prepared synthesized information from their review to support the 2014/2015 strategic plan.

Accomplishments for 2013-2014

The strategic planning working group noted that progress had been made since the June 2013 planning session regarding the labour mobility initiatives.

Labour Mobility Accomplishments

- A. COPR was invited by the Paramedic Association of Canada (PAC) to participate on the National Occupational Competency Profile (NOCP) Steering Committee. Four COPR/OCRP Constituent Members now participate on the Steering Committee; which continues to meet face to face approximately every two months.
- B. In February 2014, COPR's Information Sharing Working Group was re-activated to champion labour mobility priorities set by Council. Currently, the working group is developing processes to update the AIT tool and to verify ongoing currency of the data.

Further action was hampered by infrastructure related issues (identified above) as well as heavy reliance on in-kind contributions and lack of synchronism between the operational budget and priority initiatives identified.

Infrastructure Accomplishments

A significant amount of time and effort was spent on addressing and advancing pertinent infrastructure issues during the course of 2013/2014. Notable progress has been made towards COPR's goal of long-term sustainability, which includes the following:

- A. COPR developed a new funding model based on population. Model was approved by Council on October 23, 2013;
- B. Operational budget increase of \$3,130 was approved by Council on December 12, 2013 to support infrastructure and labour mobility;
- C. COPR Council has linked all future strategic planning priorities with an annual operational budget;
- D. COPR revised the proposed bylaws to address concerns raised. Version 12 of the proposed bylaws has been approved by five jurisdictions; four jurisdictions are currently in review at the jurisdictional level;
- E. Directors / Officers liability insurance was implemented in 2013;

- F. A new financial Chart of Accounts was developed, the 2014/2015 operational budget is based on the new chart of accounts. The financial reporting of COPR's Examination Committee is now separated from the operations budget;
- G. A new bookkeeper was hired in 2013;
- H. Considerable amount of time spent building internal (jurisdictions) and external (Human Resources and Skills Development Canada [HRSDC], Labour Mobility Coordinating Group [LMCG], and other national bodies) stakeholder relations; and
- I. Executive, at the request of Council, has reviewed the administrative services contract and prepared information and recommendations for Council.

Financial Summary

Constituent Members (jurisdictional regulatory authorities) continue to financially support the organization; based on a newly achieved funding model. The financial contributions made by each jurisdiction allow COPR to remain committed to assisting Canada's paramedic regulators in order to develop a common approach to provincial and federal obligations that impact regulator function.

Upon receipt of payment from one Constituent Member, COPR/OCRP would have a small surplus for the 2013/2014 fiscal year.

The accounting firm of Mintz Wallace Chartered Accountants, from Regina, Saskatchewan, was appointed as auditor for COPR/OCRP for the fiscal year. The Auditor was provided with relevant COPR/OCRP financial information and the 2013/2014 financial audit is underway. The audit report was still pending at the time of this annual report.

Acknowledgements

Council recognizes the significant contributions made by each Director but also the noteworthy 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 2013/2014, we welcomed the passion and enthusiasm of Jacqueline Messer-Lepage (Saskatchewan) and Jacynthe Bouchard (British Columbia) to Council.

The wisdom and expertise of COPR's administrative support, Dale Broemeling and Ben Maartman, has been materially valuable in facilitating the on-going work of COPR Council and Executive.

Council acknowledges the continued work and dedication of Tammy Leach and Ben Maartman (Exam Management) in assisting the Exam Committee and Exam Working Group with achieving their respective mandates.

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 Judy Friesen, Tim Essington and Sheldon Thunstrom from the Alberta College of Paramedics for their collaborative engagement of COPR (with respect to the NOCP), their communication and overall professionalism.

A personal thank you as Chair, to Cathy Francis (Past Chair) for her unlimited patience and mentoring since being elected to COPR Executive. I credit you for converting my mistakes into lessons learned and new opportunities.

Finally, shortly following the 2014 AGM, we must bid a farewell to Brenda Gregory. I would be remiss not to mention the extraordinary contributions Brenda has made since the inception of COPR. As a founding member, Brenda has served in all Executive Council capacities and is currently the Chair of Exam Committee. Brenda, your unwavering leadership, tremendous contributions and visionary insight will be a tremendous loss for the organization. Our sincerest thanks and best wishes to you Brenda!

The Future

As we come to the close of COPR/OCRP's fourth year, we must now focus our attention forward onto the future. Work is well underway as recent work done by the Strategic Planning working group has identified nine potential priority initiatives for 2014/2015 for consideration and approval by Council at face-to-face meetings occurring June 9-10 in Vancouver, British Columbia. The organization will look forward to developing a collective action plan which reflects the priority initiatives outlined by Council.

Council anticipates the process of by-laws acceptance by all constituent members to be completed in the fall 2014.

COPR/OCR remains committed to participation in the on-going work done by the Paramedic Association of Canada (PAC) with respect to the redevelopment of the National Occupational Competency Profile (NOCP). COPR/OCR will continue to support on-going dialogue with decision makers and stakeholders in an effort to strengthen paramedic regulatory practices. This is complex and important work and requires the expertise and dedication of numerous organizations from across Canada.

COPR's Exam Committee continues to work toward sustainable national exams. On June 2, 2014, COPR received official notification from the Newfoundland and Labrador Department of Health and Community Services that the Province of Newfoundland and Labrador has formally adopted the COPR/OCR exams.

The ongoing work by COPR's Information Sharing Working Group will support the revitalization of an interprovincial AIT Labour Mobility Tool.

In closing, we have and continue to face challenges, but we must also take stock and reflect upon the successes and achievements of the only national forum for paramedic regulators. We will not always come to our collective table with the same thoughts or ideas. However, I continue to encourage each member of our organization to express opinions openly, as this is the kind of open dialogue that continues to propel this organization forward. Despite differences, we each share a unified and common principle, that being the protection of public interest.

Over the past year, it has been a genuine pleasure to serve the dedicated community of COPR/OCR as Chair. I look forward to another year of serving the organization.

Sincerely,

James A. Sullivan
Chair (2013-2014)
COPR/OCR

Appendix (1)

COPR/OCRP MEMBERSHIP

As of March 31, 2014

| | |
|--|---|
| Jacynthe Bouchard | Ministry of Health, British Columbia |
| Judy Friesen | Alberta College of Paramedics |
| Jacqueline Messer-Lepage | Saskatchewan College of Paramedics |
| Brenda Gregory | Ministry of Health, Manitoba |
| Cathy Francis (Past Chair) | Ministry of Health and Long-Term Care, Ontario |
| Dr. Colette Lachaine/ Raymond Bissonnette | Ministère de la Santé et des Services Sociaux du Québec |
| Bud Avery | Emergency Health Services, Nova Scotia |
| James Sullivan (Chair) | Health PEI, Prince Edward Island |
| Heather Lindsay (Chair Elect) | Ministry of Health and Community Services, Newfoundland and Labrador |

Appendix (2)

COPR/OCRP ORGANIZATIONAL STRUCTURE

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

