

Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics
Essential Requirements Committee (ERC)
Terms of Reference

Purpose

The COPR Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Essential Requirements Committee (ERC) reviews options and makes recommendations on the preferred framework(s) for the essential regulatory requirements document(s).

Accountability

The ERC will serve the term and purpose of the PERRs Paramedic Project and is accountable to the Project Steering Committee (PSC).

Responsibilities Specific to the PERRs Project

Under the leadership of the Content Consultant the ERC will assist in identifying the preferred framework(s) for the essential regulatory requirements document(s). Responsibilities will include:

- Reviewing the results of an environmental scan.
- Weighing the merits and appropriateness of potential framework(s).
- Making recommendations on the selected framework(s) to the PSC.
- Making recommendations on refinements to the selected framework(s) to the PSC (if or as required).

Fiduciary Duties

- ***Diligence and Respect:*** ERC members are expected to be prepared for meetings and to participate in meetings. ERC members are expected to treat others with courtesy and civility and raise issues and concerns in a timely and respectful manner.
- ***Confidentiality:*** ERC members have an obligation to keep COPR's information confidential, unless permitted to disclose. ERC members will be required to sign a confidentiality agreement.
- ***Conflict of Interest/Loyalty:*** ERC members must avoid participating in a decision where they are reasonably affected by a competing interest (such as a personal or financial interest). ERC members are expected to raise possible conflicts and consult as required; declare the conflict; not participate in the decision in issue; leave the meeting for the debate on the decision and not attempt to influence the decision.

Decision-Making

The ERC shall conduct its business using a consensus-building approach whenever possible. Unanimous approval is not required. Decisions will be reached by majority

consensus.

Membership

The ERC shall consist of:

- Five to eight members with expertise in regulation, entry-level education and evaluation.
- Up to 50% of the ERC members may be PSC members.
- A diversity of perspectives (e.g., four levels of paramedicine, practice areas, settings, urban/rural and geographic region).
- A diversity of ability, race (Black, Indigenous Peoples, People of Colour), sexual orientation, and gender identity or expression (LGBTQ2S+) where possible.

Group nominees will be recruited/appointed by the PSC.

Term of Office

Representatives appointed to the ERC shall serve until project completion or until the Content Consultant is notified that a representative has resigned. The project plan anticipates the ERC member involvement will be required throughout the fall of 2021 and early winter of 2021/2022 with attendance at approximately 3-6 meetings.

Officers of ERC

The ERC will be led by the PERRs Content Consultant.

Meeting Logistics

Business shall be conducted primarily via email and virtual meetings.

Quorum

A quorum of the ERC shall be 50% of representatives, plus one.