

**Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics**  
**Subject Matter Expert Committee (SMEC)**  
**Terms of Reference**

**Purpose**

The COPR Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Subject Matter Expert Committee (SMEC) will provide content advice necessary for the development of the essential regulatory requirements document(s).

**Accountability**

The SMEC 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 SMEC will:

- Contribute to the development of the draft document(s).
- Provide feedback on the draft document(s).
- Provide feedback on the validation survey tool.
- Review the findings from the survey.
- Make recommendations for revisions to the document(s) based on the survey findings.

**Fiduciary Duties**

- ***Diligence and Respect:*** SMEC members are expected to be prepared for meetings and to participate in meetings. SMEC members are expected to treat others with courtesy and civility and raise issues and concerns in a timely and respectful manner.
- ***Confidentiality:*** SMEC members have an obligation to keep COPR's information confidential, unless permitted to disclose. SMEC members will be required to sign a confidentiality agreement.
- ***Conflict of Interest/Loyalty:*** SMEC members must avoid participating in a decision where they are reasonably affected by a competing interest (such as a personal or financial interest). SMEC 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 SMEC 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 SMEC shall consist of:

- eight to ten members including:
  - a mix of educators and practitioners with a good understanding of entry to practice requirements;
  - representatives of the four levels of paramedics;
  - a diversity of perspectives (e.g., 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.

Nominees for the SMEC Group will be recruited and appointed by the PSC.

## **Term of Office**

Representatives appointed to the SMEC shall serve until project completion or until the Content Consultant is notified that a representative has resigned. The project plan anticipates the SMEC member involvement will be required throughout 2022 with attendance at approximately 6-9 half day meetings.

## **Honorarium**

SMEC members shall be paid an honorarium of \$250 per day (adjusted for scheduled meeting time and assigned preparation).

## **Officers of SMEC**

The SMEC 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 SMEC shall be 50% of representatives, plus one.