

**COPR**

Canadian Organization of  
Paramedic Regulators



**OCRCP**

Organisation Canadienne des  
Régulateurs Paramédicaux

**THIRD ANNUAL REPORT**

**For the fiscal period ending March 31, 2013**

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

**COPR/OCRCP**

**Saint John, New Brunswick**

**June 11, 2013**

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## **Introduction**

I am pleased to present the third annual report of the Canadian Organization of Paramedic Regulators / Organisation Canadienne des Régulateurs Paramédicaux (COPR/OCRP).

This report will outline a brief history of COPR/OCRP, relay the accomplishments during 2012 / 2013, present the financial status, and speak to some of the priorities of the organization.

2012 / 2013 was a significant year of transition and achievement for COPR/OCRP. The Labour Mobility Project (LMP) came to a successful close in November 2012 and COPR/OCRP began to independently offer a national exam for Primary Care Paramedics (PCPs) and Advanced Care Paramedics (ACPs).

## **Summary of Recent COPR/OCRP 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;
- support the development of best practices amongst paramedic regulators.

Membership includes paramedic self regulators and paramedic government regulators from all 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/OCRCP were drafted, an application for Incorporation was submitted, a visual identity was created, and a web site went live in 2011 ([www.copr.ca](http://www.copr.ca)). Significant progress was made to complete the 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/OCRCP was the development of the PCP and ACP national exam with the first offering scheduled for June 2012 and the second offering planned for September 2012.

A communiqué in March 2012 announced the first national exams for the paramedic profession in Canada.

Administrative Services were secured and have assisted COPR/OCRCP 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.

### **Accomplishments in 2012 / 2013**

COPR/OCRCP was committed to ensuring a seamless transition of exam development and offerings from the Labour Mobility Project to COPR/OCRCP -- with the first independent exam offering in June for Saskatchewan and Prince Edward Island.

COPR/OCRCP Council met four (4) times and the Executive met twelve (12) times.

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

Ben Maartman made presentations to SPEC and CNNAR on the status of COPR/OCRCP.

The Exam Committee was formalized in September 2012 and the Chair (Sheri Hupp, Saskatchewan) reported at each Executive and Council Meeting thereafter on numbers of candidates and pass rates, development and maintenance of exam policies and the Exam Handbook, proctor standards, processes for data sharing and exam administration. Development of an exam Study Guide was undertaken and feedback from students was collected after each exam offering and evaluated; aiding in process refinements and improvements.

The collaboration amongst all ten provinces continued with establishing a draft Terms of Reference for an Information Sharing Working Group.

The accounting firm of Mintz Wallace Chartered Accountants, from Regina, Saskatchewan, was appointed as auditor for COPR/OCRCP for the fiscal year.

The Nominations and Elections function was transferred to Administrative Services for action as necessary and the Organizational Chart was updated to reflect this change.

A COPR/OCRCP Communiqué regarding future exam dates was issued in October 2012.

A COPR/OCRCP Communiqué regarding the successful closure of the Labour Mobility Project was issued in November 2012.

The Report on COPR's direction on Foreign Qualification Recognition was finalized in November 2012.

The Labour Mobility Project Final Project Report was compiled by Ben Maartman and submitted to HRSDC, shared with Council Members and posted to the COPR SharePoint site in November 2012.

A dedicated post office box and teleconference bridge were secured for COPR/OCRCP.

Contracts with Yardstick Inc. for Exam Delivery and Exam Maintenance were renewed for a further three (3) years ensuring the stability and continued validity of this high stakes exam process.

Exam Management Services were secured with Ben Maartman and Tammy Leach as the successful candidates in the Expression of Interest process.

Certificates of appreciation were sent to the seventy (70) dedicated volunteers who contributed to the development of the COPR/OCRCP exams.

Planning to ensure an effective Strategic Planning session in June 2013 began with several teleconferences and information sharing to establish a current list of potential initiatives for COPR/OCRCP.

The Bylaws were finalized, translated and shared with Quebec to facilitate their further review. It is expected that the Bylaws will be finalized in June 2013 at the COPR/OCRCP Council Meeting.

It was determined that book keeping services for COPR/OCRCP were no longer going to be feasible as an "in kind" contribution from a jurisdiction. A six (6) month contract was prepared for a private company to carry out these activities. Based on a performance evaluation, the Executive will determine the renewal period and options.

A revised Governance Structure Proposal for COPR/OCRP was approved in principle and will be reviewed at the June 2013 Council Meeting. This new structure would have a smaller Executive Committee to make necessary decisions between Council meetings and more frequent Council Meetings. This will eliminate the duplication of work across Executive and Council and streamline the process and functionality of these groups.

The domain name for COPR/OCRP has been registered for the next 5 years.

The Exam Development Group was formalized in early 2013 and the Chair (Janel Swain, ACP, Nova Scotia) continued the coordination of work on exam development and planning the first face to face meeting of this group to be held in April 2013.

The AIT Tool was updated by nine (9) jurisdictions. This will assist with review and comparison of data by paramedics and regulators. This will also help to identify gaps to assist with labour mobility. The AIT Tool will be further updated to include a list of medications and a validation of “material” and “non-material” items listed in the tool.

### **Financial Summary**

All provincial paramedic regulators and/or government paramedic regulators continue to financially support the organization in order to develop a common approach to provincial and federal obligations that impact regulator function.

The Exam budget was modified from a calendar-based budget to fiscal. Exam revenues and expenditures were closely monitored by the Exam Committee and as of March 2013, the current financial position was on track with the budget approved by COPR/OCRP Executive in October 2012.

The budget for COPR/OCRP Operations and the COPR/OCRP Exam Program were consolidated into one document to help with analysis and planning.

The Auditor was provided with the relevant COPR/OCRP financial information and the 2012 / 2013 financial audit is underway. This report was still pending at the time of this annual report.

## **Acknowledgements**

Each of the Board members has been supported by their organizations to fulfill the mission of COPR/OCRCP and the Council is very grateful for this support.

The significant work and dedication of Ben Maartman and Dale Broemeling for COPR/OCRCP Administrative Services are gratefully acknowledged. Ben Maartman and Tammy Leach from Exam Management are sincerely thanked for their major contributions and assisting the Exam Working Group and Exam Committee and COPR/OCRCP as a whole in achieving their goals. The expertise of Dr. Greg Sadesky of Yardstick Inc. throughout the exam development, exam validation and standard setting process has been invaluable and will be pivotal to the evolution of the examination process for COPR/OCRCP in the years to come.

Special thanks to the Executive members of Brenda Gregory (Past Chair, Manitoba), Libby Maskos (New Brunswick), Derek Dagenais (Saskatchewan), Bud Avery (Nova Scotia), Judy Thompson (British Columbia) and James Sullivan (Chair-Elect, Prince Edward Island) for their insight, support and leadership over the past year.

At the time of this third annual report's reading, it should be noted that we have since bid farewell to Judy Thompson and welcomed Jacynthe Bouchard to COPR/OCRCP and the Executive.

Sheri Hupp will be moving on to another post and Brenda Gregory will take over as Exam Committee Chair.

Derek Dagenais will also be leaving COPR Executive and Council and will be replaced by Jacquie Messer-LePage.

Each of the COPR/OCRCP Board members' contributions has been appreciated. Thank you to Corey Banks (Newfoundland) and Dr. Colette Lachaine and Raymond Bissonnette (Quebec) and Judy Friesen (Alberta) for their contributions and participation.

## **The Future**

As we come to the close of COPR/OCRP's third year, we look forward to the future.

There will be continued work on the evolution of the national exam to ensure its continued validity, reliability and defensibility.

Other high priority initiatives to be considered include:

- Ensuring a joint plan is developed with PAC for the ongoing revisions to the competency profile;
- Developing a process for ongoing dialogue with stakeholders; including SPEC, Paramedic Chiefs of Canada, CNNAR, CMA and educators;
- Developing a standardized process for regulators to share information regarding non-compliant license holders, address issues relating to multiple license holders and ensure that the AIT Tool is current and maintained so that it can be utilized to verify registration forms more effectively;
- Continue to work with stakeholders to strengthen paramedic regulatory practices that protect the Canadian public.

## **Closing**

In closing, it has been a pleasure to work with all of you. You are the visionaries for paramedic regulatory practices that protect the Canadian public and your commitment and dedication to this year of transition have been invaluable. After one year, I relinquish the position of Chair with great confidence to James Sullivan of Prince Edward Island -- and look forward to another year of serving the organization in a different capacity.

Cathy Francis

2012 / 2013 Chair COPR/OCRP



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

**COPR/OCRCP MEMBERSHIP**

As of March 31, 2012

Judy Thompson	Ministry of Health, British Columbia
Judy Friesen	Alberta College of Paramedics
Derek Dagenais	Saskatchewan College of Paramedics
Brenda Gregory	Past Chair, Ministry of Health, Manitoba
Cathy Francis	Ministry of Health and Long-Term Care, Ontario
Dr. Colette Lachaine	Ministère de la Santé et des Services Sociaux du Québec
Libby Maskos	Paramedic Association of New Brunswick
Bud Avery	Emergency Health Services, Nova Scotia
James Sullivan	Ministry of Health, Prince Edward Island
Corey Banks	Provincial Medical Oversight, Eastern Health.

The COPR/OCRP Board consists of all provincial jurisdictions that regulate paramedics. There is one member representing each jurisdiction. There are ten members on the Board.

