

Role and Scope

The role of the Paramedic Education Program Review Committee (PEPRC) is to review documentation and to conduct site visits for new program applications and for comprehensive program reviews. It uses the information from the document review and site visit to formulate its recommendation to Council for the program's status. For a program that undergoes accreditation reviews, PEPRC may choose to utilize the documents that the education provider prepared for the accreditation review and site visit report from the accreditor to formulate their recommendation for approval status.

PEPRC's activities are coordinated by the Registrar or the Registrar's designate. PEPRC provides a recommendation to the Council on each program approval or review application that is referred to it. PEPRC may establish and update procedures, definitions, templates, and other documents and processes to streamline its activities and heighten reasonableness, consistency, fairness, defensibility and timeliness. PEPRC may also form working groups that will report to the Committee on their activities.

PEPRC makes program approval recommendations that are consistent with the *Health Professions Act*, Paramedics Profession Regulation, Code of Ethics, Standards of Practice, Bylaws and College policies.

PEPRC does not represent the College or speak on its behalf.

Structure

1. Potential members can apply to serve on the committee by submitting a complete application and resume.
2. Council selects the members of the Committee from interested applicants.
3. There shall be at least two representatives from two different approved paramedicine education programs, at least one representative from an education program in another regulated health profession, at least one representative from an employer and at least one current regulated practitioner, each selected by Council.
4. The Chair is a regulated practitioner designated by Council.
5. The Vice-Chair is designated by the PEPRC members.
6. Additional persons bringing particular expertise may be engaged as required for PEPRC to conduct its business and fulfill its mandate. Such persons will be considered non-voting and may participate in discussions at the discretion of the Committee Chair.
7. In the event a PEPRC member is not capable of personally carrying out the duties of membership, PEPRC can continue to carry out its mandate.

Terms of Office

1. PEPRC members will be appointed by Council to PEPRC for a three-year term.
2. PEPRC members may apply in writing to Council for reappointment to a three-year term to a maximum of six consecutive years.
3. PEPRC members who serve for six consecutive years must wait one full year before being reappointed.
4. The Committee Chair shall serve a three-year term and, at Council's discretion, may be appointed for an additional one or two-year term to a maximum of eight years.

Document Review and Site Visit Frequency

Document review and site visit frequency is dependent upon the number of new program applications and comprehensive reviews on the docket on an annual basis. All members must review the documents submitted by the education provider. A minimum of three members must be present for a site visit.

Meeting Frequency and Form

Each document review and site visit must be followed with a formal meeting to discuss the results. In this regard, the meeting frequency is dependent upon the number of new program applications and comprehensive reviews on the docket. The Chair will schedule each meeting. A PEPRC member may be requested to act as an alternate in the event that the Chair and Vice-Chair are not available to provide leadership at a meeting. A quorum of PEPRC is the Chair or Vice-Chair and three other PEPRC members. The committee members will arrive at program approval status recommendations through consensus.

Expectations of Members

1. PEPRC members shall conduct themselves at all times in a professional and forthright manner, consistent with the legislation and Code of Ethics and Standards of Practice.
2. PEPRC members will adhere to the oath of confidentiality, conflict of interest policies, and all College policies. Substantiated allegations of breach of confidentiality may result in a Council motion for removal from PEPRC.
3. PEPRC members shall participate in orientation and developmental sessions.
4. PEPRC members will perform the required due diligence by ensuring that they are well prepared for meetings and reviewing materials before meetings.
5. PEPRC members will inform the Chair if there may be a potential or perceived conflict of interest with respect to any program approvals or reviews.
6. PEPRC members may be expected to attend and/or participate in scheduled site visits and meetings. If a member is absent for two consecutive site visits or two consecutive meetings without notice, the Chair may recommend to Council that the member be replaced.
7. PEPRC members are expected to review the program approval or review documents submitted by education providers.
8. PEPRC members are expected to review the draft minutes of every meeting as well as any recommendations to Council before they are sent to Council for approval.
9. Breaches of decorum, such as undue disruptions or lack of respect, diligence, or attention shall be addressed by the PEPRC Chair, first by informal verbal discussion. If necessary to facilitate proper PEPRC functioning, the Chair may recommend to Council to remove the member. In the event that the decorum/behavior of the PEPRC Chair is in question, a PEPRC member may take up the concerns with the College Council through the President.

Administrative Support

The Registrar ensures that appropriate human, financial and technological resources are available to PEPRC.

Legislative Considerations

Section 3(1) of the *Health Professions Act* and Section 6 of the *Paramedics Profession Regulation* authorize the College Council to approve education programs in Alberta.

Section 19(1) of the *Health Professions Act* grants the College Council the power to delegate its powers and duties to evaluate and approve education programs to a committee, subject to restrictions under the College Bylaws.

Section 132 of the *Health Professions Act* states that Council must consult with the Minister of Health and the Minister of Advanced Education before granting full approval or withdrawing approval for an education program.