



## Emergency Response Services Education Provider Committee

### Terms of Reference

#### **Introduction:**

The Emergency Response Services Education Provider Committee is established to bring representatives from the approved education programs in Manitoba (EMR, PCP, ACP, CCP) together with the College of Paramedics of Manitoba. The purpose of the Education Providers Committee is to provide a forum for discussing issues and making recommendations to improve paramedic education requirements, standards, and preparation for entry to practice.

#### **Terms of Reference:**

The EMS Education Provider Committee will:

- Review current issues and challenges for paramedic education
- Provide advice related to the establishment and review of standards for paramedic education
- Provide advice related to the scope of paramedic education
- Provide advice related to the quality assurance process and requirements for paramedic education
- Receive information about the process and criteria for approval of paramedic education programs
- Provide advice related to the implementation of changes to approval process and criteria

#### **Membership:**

The Committee shall include:

- One representative from each approved paramedic education program
- One representative from the College of Paramedics of Manitoba
- Others at the invitation of the Committee

#### **Reporting/Recording:**

- A recording secretary - currently the Executive Assistant from the College of Paramedics of Manitoba shall take minutes for every meeting

#### **Decision Making and Governance:**

- A representative of the College of Paramedics of Manitoba will chair the Committee meetings.
- The chair will set the agenda and ensure it and minutes from the previous meeting is circulated one week prior to the meeting date
- As much as possible, decisions of the Committee shall be made by consensus
- If consensus cannot be reached, each member shall have one vote.
- No proxy vote will be permitted



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- Business of the Committee shall be conducted using principles contained within Robert's Rules of Order
- The Rules of Order should not become an encumbrance to the operation of the Committee

### **Quorum:**

- A simple majority will represent a quorum of the Committee on votes and attendance
- Members may nominate an alternate to attend the meetings on their behalf
- Members may attend via video conferencing or in person (when permitted)

### **Frequency of Meetings:**

- Meeting will be held monthly until such time it is determined by the members to meet less frequently
- The Committee shall meet no less that 4 times a year

