



College of Paramedics of Manitoba		
Policy Name: Council Orientation and Education	Policy Number: GP-14	Total # of Pages: 6
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 **PURPOSE**

This policy is designed outline the process for orienting new Council members and identifying and delivering ongoing education needs.

2.0 **POLICY**

Council Orientation

- 2.1 Continuous Council development will include orientation of new Council members in the Council's governance approach and process.
- 2.2 The Council will train and make a deliberate effort to orient new members to Council and increase existing Council member skills and understandings.
- 2.3 All Council members will have an opportunity to participate in the new Council member orientation within three months of joining the Council.
- 2.4 Orientation will:
 - Be mandatory
 - Provide an overview of the College of Paramedics of Manitoba Council and Governance
 - Provide an overview of the College of Paramedics operations
 - Provide an outline of key stakeholders and external relationships
 - Provide an overview of the industry environment (relevant ongoing trends in paramedic regulation)
 - Highlight key issues facing Council, past achievements of Council
 - Identify and provide relevant skill training (e.g. CLEAR Training, Manitoba Government Board Performance training)
- 2.5 Council members will be given access to and be made aware of how to access current Council policies, the appropriate documents such as the Regulated Health Professions Act (RHPA), bylaws, a reference list of relevant acronyms, the most recent Annual Report, and the most recent set of Council minutes.



- 2.6 Council members will be given access to and be made aware of how to access contact information for Council members and the Executive Director, the annual Council work plan with Council meeting dates, and relevant literature to ensure familiarity with current programs and services.
- 2.7 The Chair will be responsible for the filing and organization of Council documents and providing Council members a review of how to locate those documents.
- 2.8 Prior to attending their first Council meeting, all new Council members will review the annual Confidentiality Agreement, the Code of Conduct policy and the Conflict of Interest Policy and be prepared to sign relevant documents at their first Council meeting.
- 2.9 Current Council members should be encouraged to participate in new Council orientation to refresh their knowledge and to serve as a resource to new Council members.
- 2.10 New Council members will provide an evaluation of the Council orientation process after two quarters of Council involvement.

Council Education

- 2.11 Council education should be based on the products of, and gaps identified through Council Effectiveness Evaluations.
- 2.12 Council education shall be provided through:
 - Council education sessions at regular Council meetings and Council retreats
 - Individual training plans for Council members
- 2.13 Education will include trends identified through environmental scans, ongoing College operations, and Council's governance obligations.
- 2.14 Council members should bring a complementary blend of knowledge, skills, and other attributes. These may include, but are not limited to:
 - a) Financial management
 - b) Accounting
 - c) Business management
 - d) Human resource management
 - e) Industry knowledge, issues, and trends
 - f) Government relations
 - g) Political acumen
 - h) RHPA and legal knowledge
 - i) Strategic planning
 - j) Risk management
 - k) Information technology
 - l) Quality and performance management
 - m) Public affairs and communication
 - n) Ethics



3.0 ATTACHMENTS

Appendix A

- 1) **Education Matrix** (attached)

Appendix B

- 1) **Orientation Checklist** (attached)



Appendix A

Appendix A (Council Education)

This Appendix outlines the professional development/education opportunities available for Council members. The educational framework proposed will assist in the development of the Council budget, annually.

Chair:

Council on Licensure, Enforcement and Regulation (CLEAR) annual education conference or Canadian Network of Agencies for Regulators (CNAR) annual education.

Crown Services Secretariat Board Performance Training:

- Special Topics in Governance: The Role of the Chair
- Roles and Responsibilities of Effective Boards (Orientation)
- Director Liability for Public Sector Boards, Agencies, and Commissions
- The Role of the Board in Risk Oversight

Chair-Elect:

Council on Licensure, Enforcement and Regulation (CLEAR) annual education conference in year 1 as Chair-Elect.

Canadian Network of Agencies for Regulation (CNAR) annual education conference in year 2 as Chair-Elect.

Crown Services Secretariat Board Performance Training:

- Board Evaluation and Governance Assessment
- Roles and Responsibilities of Effective Boards (Orientation)

Governance Committee Members:

Crown Services Secretariat Board Performance Training:

- Board Evaluation and Governance Assessment
- Roles and Responsibilities of Effective Boards (Orientation)

Finance Committee Members:

Crown Services Secretariat Board Performance Training:

- Roles and Responsibilities of Effective Boards (Orientation)
- Financial Essentials for Directors
- Special Topics in Governance: The Audit Committee

Appeals Rosters Members:

Education regarding CPMB appeals and College Policies and Procedures, as provided by the College

Crown Services Secretariat Board Performance Training:

- The Fundamentals of Tribunal Decision-Making: What New Appointees Need to Know

All Council members:

Crown Services Secretariat Board Performance Training - Roles and Responsibilities of Effective Boards (Orientation).



Appendix B

Council Orientation Checklist

Initials	Date	
		Introduction to Council Chair and Chair-Elect
		Regulated Health Professionals Act
		Regulations and Bylaws
		Governance Model
		Council Policies
		Process for Policy Review and Monitoring
		Information on Director Liability Insurance
		Executive Director/Registrar Job Description and Performance Appraisal
		Council and Committee Expense Policy
		Application for Honorarium Form
		Oath of Office and Pledge of Confidentiality
		Code of Conduct Policy
		Conflict of Interest Policy
		Tour of CPMB Offices
		Introduction of CPMB Staff and Roles and Contact Information
		Ongoing Trends in Paramedic Regulation
		Mission, Vision and Values and Strategic Plan
		Orientation to Email/Council SharePoint Site
		Robert Rules of Order Quick Reference Sheet
		Policy on Processes for Council meetings



Initials	Date	
		Recent Annual Report and Recent Council Minutes
		Dates and Times of Council Meetings
		Council Education
		Attend Crown Services Secretariat Education - Roles and Responsibilities of Effective Boards

I have become familiar with the above information.

Date of appointment to Council _____.

Council member signature

Council Chair signature

Date: _____

Date: _____