



OAPC- Eastern Ontario Deputy Chiefs Committee  
Four Points Hotel and Suites,  
285 King St. E, Kingston, ON

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## AGENDA

Page

1. **WELCOME**
2. **APPROVAL OF THE AGENDA**
3. **ADDITIONS TO THE AGENDA**
4. **APPROVAL OF PREVIOUS MINUTES**
  
5. **DELEGATIONS**
6. **ONGOING BUSINESS**
  - 6.1) CTAS Implementation - J. Hendry
  - 6.2) Procedure Code "99" - J. Hendry
7. **NEW BUSINESS**
  - 7.1) Community Paramedicine Programs - J. Hendry
  - 7.2) Service Specific Instructors (Base Hospital Specific) - J. Hendry
  - 7.3) TOR at Scenes with Multiple Patients - R. Burns
  - 7.4) Compliance Override Audits and Approval - R. Burns
  - 7.5) Student Preparedness for Preceptorship/Work - R. Burns
  - 7.6) Auditing Calls for Appropriate Use of Warning Systems and Following Direction of CACC - R. Burns
  - 7.7) Pulse Checks for No Shock Indicated - R. Burns

3-8

**7. NEW BUSINESS**

- 7.8) Age Restriction for Supraglottic Airway - R.Burns
- 7.9) Assigned Code 4 when Stretcher Not Clear - R. Burns
- 7.10) Writing "All Times and Weights Approximate" on the ACR - R.Burns
- 7.11) Oxygen Delivery (Chest Pain and ROSC) - as per BLS Standards or as per RPPEO/Research Based Evidence Recommendations - M. Periard
- 7.12) Peer Reviews for Non-Delegated Medical Acts - M. Periard
- 7.13) Remediation Processes - Service Specific; Who Does What? - M. Periard
- 7.14) Informed Consent on Patients that did not Want to be Assessed (What is a Patient?) - L. Blanchard
- 7.15) Update on Recommendation to the OAPC Board Regarding Student Ability Coming Out of College - D. Brown
- 7.16) ACP Deactivation: Should Paramedics Work as PCP During Remediation? - M. Periard
- 7.17) Interdev Incident Reports (Break Out Session for Interdev Users) - All

**8. PRESENTATIONS**

- 8.1) Crestline Presentation - Mike Harbec - 4:30 PM (British American Room)

**9. MOH REGIONAL OFFICE UPDATES**

- 10.1) No Update for this Session

**10. ROUNDTABLE DISCUSSION**

**11. DATE AND LOCATION OF NEXT MEETING**

**12. ADJOURNMENT**



**EASTERN ONTARIO DEPUTY CHIEFS/MANAGERS-(OPERATIONS) COMMITTEE**  
 OTTAWA – HASTINGS QUINTE – LEEDS GRENVILLE – PETERBOROUGH – CITY OF KAWARTHALAKES – LANARK –  
 LENNOX AND ADDINGTON – PRESCOTT RUSSELL – NORTHUMBERLAND - RENFREW – HALIBURTON –  
 FRONTENAC - CORNWALL

**MINUTES**

**January 17<sup>th</sup>-18<sup>th</sup>-2013– Four Points Sheraton - Kingston**

<i>ITEM</i>	<i>DESCRIPTION</i>
<b>Members Attending</b>	Ed McPherson, Rob Burns, Gale Chevalier, Jo Ann Hendry, Chris Barry, Carl Bowker, Marc-Andre Periard, Ron McMillan, Leslie Wirth's, Kevin Newell, Jeremy Doherty, Andre Turbide, Bill Detlor. Newell. Guest: Alain Grouleau
<b>Call to Order</b>	The meeting was called to order at 13:00 hours by Chairman McPherson. Introductions of members with a welcome to Alain Groleau (MoHLTC-EHSB) who joined the group for this meeting.
<b>Approval of Agenda</b>	1.1 The Agenda as circulated was: Moved by: Chris Barry 2 <sup>nd</sup> by: Gale Chevalier The agenda as circulated was approved unanimously.
<b>Agenda Additions</b>	2.1 <b>Additional Items:</b> <b>1- Joint Educational Content</b> <b>2- Remediation</b> <b>3- Return to Work Education assistance by the RPPEO</b> <b>4- Trauma Bypass</b> <b>5- PPS Agreements</b> <b>6- ORNGE stretchers</b> <b>7- Preceptorships</b> <b>8- CBRN/Hazmat</b> <b>9- eACR Transmission</b>
<b>Minute Approval</b>	N/A
<b>Action Items- Previous Business</b>	N/A
<b>New Business/Issues/Discussion items</b>	<b>5.1 Election of Chairman</b> The election for a new chairman took place. This position should change every 2 years. Ed opened the floor for nominations. Nominations: Rob Burns- nominated by Chris Barry Rob accepted the nomination. No further nominations took place. Motion to appoint Rob Burns as Chairman of the Operations group for a 2 year period (June 2012-June 2012):  Moved by Gale chevalier

2<sup>nd</sup> by Ed McPherson  
The motion was approved unanimously.

Ed turned the chairing of the meeting over to Rob Burns.

**5.2 eACR Inputs for iMEDIC**

Across the Region there is a desire to remove the ability for medics to default to the Code 99 – “Other” box for Chief Complaint. The County of Renfrew will facilitate the process of gathering the processes currently in place and formulating recommendations for re-coding. Each service will submit suggestions to Leslie.

**5.3 Research Initiative- “closest most appropriate hospital”**

The County of Renfrew will be undertaking a research and implementation planning initiative to determine the most appropriate health care “destination” for County residents. The outcome of the project will be an amendment to the current deployment plan to provide the CACC with definitive direction regarding the “closest, most appropriate health care facility”.

Goals of the project include:

- To minimize the length of time for patients who have called 9-1-1 to reach definitive care
- To gain local support/approval from medical community and hospital administration for decisions taken related to transport diversion
- To develop a decision-support tool for Paramedics in the field and Ambulance Communications Officer to ensure appropriate destination is selected

Key Elements of the Project include:

- Historical utilization patterns
- Chief complaint
- Acuity
- Paramedic Assessment
- Available resources (both responder and community)
- Risk
- Time

Need to have a PPS to bypass local hospitals (for CTAS 3-4-5). Hope to complete by September.

**5.4 RPPEO Spring training**

There were a series of discussions related to the inconsistencies of service provided by the Base Hospital both within the RPPEO catchment area as well as between the RPPEO and CEPCP (Central East Pre-Hospital Care Program). A recommendation was forwarded to the Chiefs’ table that a representative from each of the Base Hospitals

be invited to participate in future meetings.

**5.5 CTAS Implementation**

The MOHLTC identified that the implementation of the new CTAS Guidelines was scheduled for early 2013, although the process for training has not been confirmed.

**5.6 Epi Preloads and other shortages/drug supplies**

The current and likely long-term drug shortage issue was discussed with the consensus that a region-wide contingency plan be developed. There was no recommendation related to who would coordinate such a project. Considerable dialogue related to alternative suppliers was undertaken with the suggestion that group purchasing through different vendors would be advantageous for the Region.

**5.7 Personal business while on duty**

A brief discussion related to Paramedics conducting personal business while on duty and/or while in uniform took place. Various options and policies were shared.

Peterborough- No Roaming  
Ottawa- No personal business

**5.8 Controlled Medication**

Discussion on usage/wastage- need policies for benchmarking for drug wastage.

**5.9 eLearning**

A considerable dialogue about the state of e-learning processes was undertaken with the recommendation that interested services in Region develop a process to share content for the purposes of building a considerable resource library within the Region. Several services are in the early development stage of creating e-learning programs for staff and it is anticipated that this project will be undertaken later in the spring/summer of 2013.

**5.10 Chute times from CACC**

A discussion related to the CACC Chute Times reporting processes was undertaken. There appears to be a discrepancy in the way that the Kingston CACC is reporting to its Services. The service supervisors were to be contacted when chute times are exceeded and this is not happening. Alain Grouleau will review further and provide any information he obtains.

**5.11 2013 Hiring**

In 2013 very few Services in the East Region are planning to hire new staff. The City

<p><b>Adjourn meeting until Friday September 14th</b></p>	<p>of Ottawa will hire 20 Paramedics, Hastings County is planning to hire 12-15 Paramedics and several other Services may hire 3-5.</p> <p><b>5.12 Management Certification</b></p> <p>The 144 required “on road” hours for Paramedic Service Management staff was discussed. This issue appears to only be an issue in the RPPEO area as the CEPCP Services did not seem to have issues. There are various ways throughout the region that Management Staff are being credited with time.</p> <p><b>5.13 Video messaging boards and PR Video</b></p> <p>Peterborough Paramedic Service provided information regarding a new video messaging system they have implemented in their base stations. Closed circuit TV is used to provide up to the minute messaging to staff. Peterborough and Ottawa also shared their promotional videos.</p> <p><b>5.14 Response Time Standards</b></p> <p>Services were queried regarding which data and how they are undertaking Response Time Standard reporting. Services reported challenges related to the new ADRS provided by the Ministry. A recommendation that the IT Cluster of the MOHLTC provide more timely and comprehensive assistance to the Services was formulated by the Chiefs’ group.</p> <p><b>5.15 iMEDIC queries</b></p> <p>The majority of Services in the region are using iMEDIC as the electronic Ambulance Call Report program. There was a brief discussion about the development of queries in iMEDIC and the consensus was that the 2013 Education session hosted by iMEDIC in February will be helpful.</p> <p><b>5.16 Private college Paramedic students</b></p> <p>Two services have taken students from a private college with varying results. The majority do not take students from a private college.</p> <p><b>5.17 RPPEO Focus Group</b></p> <p>Paramedics were invited to the RPPEO to review the upcoming training without the RPPEO first advising the services. Questions from employees as to compensation <b>etc. The Chiefs will discuss and provide direction to the RPPEO Director.</b></p> <p><b>5.18 Changes to Field Office</b></p> <p>Alain Grouleau provided an overview of the changes to the field office set ups and the direction for this region to send all IR’s to the Ottawa office. Alain will resend his</p>
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email to Ed for distribution to all on these directions.

At 16:00hours the following motion was put forward:

Motion: That the meeting adjourn until 09:00 on September 14<sup>th</sup>.

Moved by: Ed McPherson

2<sup>nd</sup> by: Chris Barry

Approved unanimously.

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**The meeting reconvened at 09:00 hours on January 18th with Rob Burns chairing the meeting.**

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#### **5.19 Joint Educational content**

Discussion focused on the various methods to provide education to the employees. Renfrew is developing an education team.

#### **5.20 Remediation**

Discussion focused on what each service does to provide remedial education to paramedics who are deactivated by the base hospital. Amount of time allowed and number of attempts at recertification was discussed.

#### **5.21 Return to Work Education assistance by the RPPEO**

**Discussion took place on whether or not your base hospital assists with education for those employees who have been off on leave.**

#### **5.22 Trauma Bypass**

Will be reviewed in 2013 as part of the BLS standards review.

#### **5.23 PPS Agreements**

Discussion on processes for different types of calls and the issues surrounding the current directives.

#### **5.24 ORNGE stretchers**

Discussion on the stretcher deck/wheel issue used by ORNGE and the liability involved with services allowing ORNGE to use their spare stretchers.

#### **5.25 Preceptorships**

Discussion on the charging of colleges (students) a fee for Preceptorships. Several services are now charging.

	<p><b>5.26 CBRN/Hazmat</b></p> <p>Several services have sent the suits back to Ottawa/MOH. No action or any further training scheduled by the MOH on this issue.</p> <p><b>5.27 eACR Transmission</b></p> <p>Issues with the transmissions of eACR's was discussed. One service having local issues with internet reception. Question of whether or not the hospitals are receiving the eACR's based on the time stamp.</p>
<b>Shared meeting with Chiefs - OPS Report</b>	Rob Burns presented the Chiefs with an overview of the meeting agenda and discussion/action items.
<b>Date of Next Meeting</b>	The next meeting of the EOAPC – Deputy Chiefs will have an <b>Operations</b> focus and will take place on April 18-19 in Kingston. A meeting of the CACC Advisory Committee will take place in the morning of the 18 <sup>th</sup> .
<b>Adjournment</b>	The meeting adjourned at 12:00 hours on January 18 <sup>th</sup> , 2013.