

BYE LAWS/PROPOSED

CONSTITUTION

OF

ASSOCIATION OF PARAMEDICS AND

EMERGENCY MEDICAL PROFESSIONALS

MOTTO: SAVING LIVES AND PROMOTING HEALTHCARE

2023

INTRODUCTION:

ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL PROFESSIONALS is a professional non profit organization of emergency care providers of all categories which include Emergency first respondents , first Aiders, Care givers, Health care providers, Profession paramedics of all cadre, Technician, Technologies, Corporate organization full practitioners in Nigeria, saving lives and promoting Healthcare at all level in Nigeria

WHAT IS PARAMEDIC

The paramedic is a healthcare professional who works in emergency medical situations. A paramedic may be best defined as a medical professional who provides medical care at an advanced life support level in the pre-hospital environment, usually in an emergency, at the point of illness or injury.

‘A paramedic works autonomously as a generalist clinician across a range of healthcare settings, usually in emergency, primary or urgent care. They may also specialize in clinical practice, education, leadership or research. Presently in our state and country there are no regulation in governing the practices and services of emergency medical professionals.

In recent years the paramedic profession has evolved from being a provider of emergency treatment and transportation in an ambulance to a provider of mobile healthcare. As a result of this evolution, paramedics can now be found working in multiple settings including general practice, minor injury units, urgent care centres, walk-in centres and accident and emergency (A&E) departments, telehealth and telecare services and in remote and offshore sectors. Paramedics in some of these settings often undertake advanced clinical assessments and take the responsibility for the ongoing care provided to patients, in addition to onward referral and discharge.

Paramedics are registered healthcare professionals who have a unique role that crosses healthcare, public health, social care and public safety, they work autonomously providing care in a range of situations. Most well-known for working within Ambulance Services providing immediate and emergency care in response to emergency calls made by the public, paramedics now also work in other areas of healthcare, for example GP practices, hospital emergency departments and police custody suites.

Paramedics are educated and trained to make decisions in complex and high-pressure situations in unfamiliar and often unpredictable environments. Paramedics are skilled at history taking, consultation skills and examination, judgement in diagnosis and management of a wide range of illness and injury from new-borns and babies to the elderly and those at the end of their life. Paramedics have expertise in dealing with critically ill and injured patients using complex equipment and a range of medications whilst getting the patient to the right hospital for their ongoing treatment. Paramedics also work closely with other healthcare teams, such as: GPs, Nurses, Mental Health Crisis Teams and Pharmacists to manage patients in the community or closer to their home. As well as contact with the patient and other healthcare colleagues, paramedics also deal with a patient’s relatives and friends and members of the public, some of whom might be highly distressed or upset. The ambulance paramedic often works alongside colleagues from the police, fire and rescue

services and the coastguard.

History of Paramedics

Early History

Throughout the evolution of paramedic care, there has been an ongoing association with military conflict. One of the first indications of a formal process for managing injured people dates from the Imperial Legions of Rome, where aging Centurions, no longer able to fight, were given the task of organizing the removal of the wounded from the battlefield and providing some form of care.

HISTORY OF PARAMEDICS AND EMERGENCY MEDICAL SERVICES IN NIGERIA

The first government official structure for emergency and ambulance services & training was in March 2001 by the Lagos State Government, prior to this time NGO's like the Nigeria Red Cross, ST. John's Ambulance, Religions institutions e.t.c. were carrying out training and services on emergency medical care, with support from international organizations.

In 2008, the University of Benin Teaching Hospital through her training school commences training programme in paramedics, other public and private institutions also commenced similar programme. The federal government noticing the need for this cadres of professionals in 2014 through the Federal Ministry of Health and the National Board for Technical Education develop a National Curriculum for the training of Paramedics in Nigeria at National Diploma and later Higher National Diploma in line with the policy thrust of the Federal Government. In 2018, the Federal Ministry of Health convey a National workshop of stakeholder for the purpose of developing a National policy on emergency medical services and the National Ambulance programme in Nigeria. This National policy is the only legal document that the Paramedics profession stand on till today.

THE CHALLENGES OF THE PROFESSION

- 1 Lack of National regulatory council of paramedics for the registration and license of paramedics
- 2 Lack of scheme of service for paramedics in the civil services
- 3 Lack of opportunity for international collaboration and networking
- 4 Lack of government recognition at local, state and National level

Services

Paramedics is a health profession focused on assisting individuals, families and communities attain, retain and maintain optimal health, often following acute or sudden onset of medical or traumatic events. These services include:

Patient Education

Clinical Problem Solving

Therapeutic communication

Treatment on scene or en-route to hospital

Fire emergencies, prevention and control

Response readiness

Training and retraining of officers for better performance

Scene management

Emergency vehicle operation etc.

A new and evolving role for paramedics involves the expansion of their practice into the provision of relatively basic primary health care and assessment services.

Some other areas include aviation medicine and use of helicopters, transfer of critical care patients between facilities. Other areas are, tactical paramedics working in police unit, marine paramedics, heavy urban rescue, oil and mineral exploration teams and in the military.

The medico legal frame work for paramedics is highly dependant on the overall structure of emergency medical services in the territory where they are working. In places where paramedics are recognized as health care professionals registered with an appropriate body, they can conduct all procedures authorized for their profession, including the administration of prescription medication and are personally answerable to regulator. In other places paramedics operate as a direct extension of a physician medical doctor, and practice as an extension of the medical director's license to practice medicine.

RESPONSIBILITIES OF PARAMEDIC TECHNICIAN

- 1. Distinguish between Paramedics And Emergency Medical Technology And Medical Technology**
- 2. Discuss the importance of clinical in the world and how this has changed over the past decades.**
- 3. Describe the current clinical system and the basic rules underlying this system**
- 4. Explain and discuss historic, current, and emerging clinical models in the global**
- 5. Discuss recent development in the field of Clinical Laboratory Technology**
- 6. Use an analytical framework to examine contemporary Paramedics And Emergency Medical Technology issues**
- 7. Discuss Paramedics And Emergency Medical Technology and the issues arising from the globalization of markets**
- 8. Discuss the concepts of Clinical Laboratory Technology, its importance to individuals,**

business, and the performance of national clinic, and how Paramedics And Emergency Medical Technology work

9. Analyze policy issues related to Clinical Laboratory Technology

RESPONSIBILITIES OF PARAMEDIC TECNOLOGIST

- a) Driving and staffing ambulances and other emergency vehicles
- b) Responding to emergency 999 call
- c) Assessing patients, providing emergency treatment and making diagnoses
- d) Monitoring and administering medication, pain relief and intravenous infusions
- e) Dressing wounds/injuries
- f) Using specialist equipment including ventilators and defibrillators
- g) Transporting patients to hospital and continuing to provide treatment while in transit
- h) Providing hospital staff with patient information including condition and treatment
- i) Helping providing patient care in hospitals and other medical facilities
- j) Communicating effectively wth patients and their relatives/friends

CONSTITUTION

ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL PROFESSIONALS

SECTION 1: NAME: ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL

PROFESSIONALS. And we hereby jointly and severally bind ourselves to this constitution subject to the law of the Federal Republic of Nigeria as a supreme instrument guiding and governing the Affair of **A ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL**

PROFESSIONALS Nigeria with the Aims and Objectives stated here in

SECTION 2: MOTTO: SAVING LIVES AND PROMOTING HEALTHCARE

1. ARTICLE 1: AIMS

- 2. Promotion and development of the paremedics profession.
- 3. To establish standard code of practice
- 4. To organize training and capacity development among members
- 5. To promote the interest an welfare of members
- 6. To promote contuue professional developmenta of members
- 7. To collaborate with relevant agencies locally and internationally.

ARTICLE 2: MEMBERSHIP

There shall be eight grades of membership which eligibility shall be determined by the council as follows:

1. **AFFILIATED MEMBERS**
2. **ASSOCIATE / EMERGENCY RESPONDANT/FIRST AIDERS/ CARE GIVER**
3. **MEMBERS/BASIC EMERGENCY TECHNICIAN**
4. **MEMBER ADVANCE EMERGENCY TECHNICIAN**
5. **MEMBER PARAMEDICS TECHNOLOGIST**
6. **MEMBER PARAMEDICS SCIENTIST/FULL PRACTITIONER**
7. **MERIT AWARD/HONOURARY FELLOWSHIP**
8. **CORPORATE MEMBERSHIP**

ARTICLES 3: BOARD OF TRUSTEES

The trustees of ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL PROFESSIONALS Nigeria for the purpose of the companies and allied matters act No 1 of 1990 Part C shall be appointed at a General meeting

Quorum: It shall be 2/3 majority of the members present at the General meeting.

Such Trustees (hereinafter referred) to as “The Trustees” shall not be less than Three (3) nor more than Thirteen (13) in number and shall be known as the incorporated Trustees of ASSOCIATION OF PARAMEDICS AND EMERGENCY MEDICAL PROFESSIONALS Nigeria. Note: in a situation where the CAC requirement is less than the total number of the Board members representing the different Zones on ground the six geo-political zone of signature of members from two each to one from each zone while the Chairman Board of Trustees will make up the required number of signature as demanded by the CAC requirement.

1. The Trustees shall hold office for five years (5) but a trustees cease to hold office if he/she
 - a. Resigns his office
 - b. Ceases to be a member of the incorporated Trustees of the Association
 - c. Becoming insane
 - d. Is officially declare bankrupt
 - e. Is officially of a criminal offence involving dishonesty by the court of competent jurisdiction.
 - f. Is recommended for removal from office by a Board of Trustee’ majority vote of members present at any General meeting of the Association
 - g. Ceases to reside in Nigeria.

4. Upon a vacancy occurring in the number of Trustees a General meeting will be held to elect eligible member of the Association from that affected zone.

5. FUNCTIONS OF TRUSTEES

a. The Trustees shall apply to the Register-General Corporate Affairs Commission for a Certificate of incorporation under the companies and Allied matters Act 1990

b. If such certificate is granted, the Trustees shall have power to accept and hold in trust all land belonging to the Association. And to acquire land on behalf of the Association subject to such condition as the Corporate Affairs Commission may impose.

c. The chairman of the Board of Trustees shall summon a meeting with the Executive Committee of the Association at least twice a year to renew the state of Affairs of the Association.

d. The board of Trustees shall be the arbiter in any issue or dispute Arising in the Association and its decision shall be binding provided it does not infringe on the fundamental human right of the person or persons affected

ARTICLE 4. BOARD OF TRUSTEES MEETING

- i. The Association Trustees comprising not more than 18 members shall be choosing from each of the Geo-political zone and one from F.C.T with the President and Secretary of the Association in attendance at meeting of the Board of Trustees
- ii. The Board of Trustees shall elect Chairman at its first meeting
- iii. The Board of Trustees shall meet at least quarterly.
- iv. The appointment of the members of Trustees shall be by nomination and assent by the relevant geo-politicalzones

THE COMMON SEAL

- a. The Trustees shall have a common seal
- b. Such common seal shall be kept in the custody of the SECRETARY-GENERAL/REGISTRAR who shall produce it when required for use by the Trustees

ARTICLE 5 MEETING OF THE ASSOCIATION

Executive Committee shall meet at least six times a year, with one month's notice before each meeting, except for Emergency meeting

The General meeting shall be held not less than twice a year with one month notice before the meeting

ARTICLE 6 THE EXECUTIVE OFFICERS OF THE ASSOCIATION

The Association shall have the following Principal Officers

- i. President

- ii. Six Vice President, one from each of the six Geo-Political Zones
- iii. Secretary General
- iv. Assistant Secretary General;
- v. Treasure,
- vi. Financial Secretary,
- vii. Publicity Secretary,
- viii. Internal Auditor
- ix. Two Ex-officio Members who should be the immediate past President (IPP) and the secretary-general
- x. Each zone will be empowered to elect its Zonal Executive or supporting staff.

ARTICLE 7: PROCEDURE OF ELECTING OFFICERS

This shall be through election by delegates of whom three shall come from each state and Abuja forming the Electoral College, the election shall be decided by simple majority.

ARTICLE 8: REMOVAL OF OFFICERS

This shall be by vote of no confidence subscribed to; by at least 2/3rd of the Electoral College arising from act of gross misconduct.

ARTICLE 9: REPLACEMENT OF OFFICERS

An officer who resigns or is removed from office shall be replaced by the Electoral College

ARTICLE 10: THE DUTIES OF THE EXECUTIVE OFFICERS

1. **THE PRESIDENT:** The president of the association shall

- a. Preside over national Executive Meetings
- b. Shall do all things with his or her executive members to promote and defend the integrity, policies and programmes of the association.
- c. Shall administer the Geo-Political Zones through the respective Zonal Vice President.

2. **THE VICE PRESIDENT**

- a. In the absence of the President one of the Vice Presidents shall be nominated, amongst themselves to preside at that meeting.
- b. Each Vice President shall be accountable to the President.
- c. Each Vice President shall coordinate activities of the zone under him or her through the state Chairman.

3. **THE SECRETARY GENERAL :-**

- a. Supervise the day-to-day activities of the Association as directed to it by the Executive.
- b. Shall see to the administrative and accounting duties of the Association, and cause to be issued, notice of meetings of the national Executive of the Association.
- c. Cause to be kept all records and minutes of the National Executive meeting.

- d. Render a written annual report of the Association and serve to all the states through the Zonal Vice President in the knowledge of the President and its deputy.
 - e. Shall carry out any other duties and assigned to him/her by either the National President or the National Executive Committee from time to time.
 - f. The seal shall be in the custody of the Secretary- General.
4. **THE ASSISTANT SECRETARY – GENERAL:** The Assistant Secretary –General shall assist the Secretary – General in the discharge of his/her functions, and shall act in his/her absence.
5. **PUBLICITY SECRETARY**
- a. Shall be the promoter and spokesperson for the Association
 - b. Shall have duties that include propagation of the Aim and Objective of the Association to the General Public.
 - c. Shall act as the principal image-maker of the Association.
 - d. Shall act to enlighten and sensitize the public on the activities of the Association.
 - e. Shall send out notices for all meetings and communicate all necessary information for public consumption.
6. **THE TREASURER**
- a. Shall receive all monies meant for the Association and promptly pay into the Association’s Bank Account within 48- Bank working hours of receipt.
 - b. Shall keep all financial documents of the Association; cheque books and Banks Statement inclusive.
 - c. Shall prepare and submit a yearly statement of Account and periodic report of all financial transactions as may be required.
 - d. Shall ensure that the yearly Statement of account gets to all state Chapters.
7. **THE FINANCIAL SECRETARY**
- a. Shall keeps records of all income and expenditures of the Association.
 - b. Shall prepare and submit proposal for raising funds for the Association.
 - c. Shall supervise budgetary control and financial report.
 - d. Shall protect assets of the Association and Institute operating procedures through internal control.
 - e. Shall establish and co-ordinates policies for the investment of funds to generate income for the Association.
 - f. Shall ensure that financial reports of the Association get to the States and all member of the executive.
8. **THE INTERNAL AUDITOR**

a. Shall be appointed by the members at the General meeting, to Audit the accounts of the Association at least once in a year.

b. The reports when due shall be submitted to the president who shall communicate same to the General meetings for an approval. These shall not be prejudice to any external auditor appointed by the executive committee, subject to the approval of the Board of Trustees, for the audit of the association's accounts.

ARTICLE 11: STATE AND LOCAL GOVERNMENT CHAPTERS+

There shall be established in each state and Local Government Area, a chapter of the Association with elected officers comprising Chairman, Deputy Chairman, Secretary, Assistance Secretary, Treasurer, Financial Secretary, Publicity Secretary, Internal Auditor as well as the immediate past Chairman and Secretary as Ex- Officio members.

ARTICLE 12:

ELECTION INTO THE EXECUTIVES OF STATE AND LOCAL GOVERNMENT CHAPTERS

Election of officers into the state and Local Government Chapters shall be by a simple majority of the State and Local Government Electoral Colleges, respectively. Three delegates from each of the Local Government Areas shall constitute the State Electoral College quorum while three delegates from each Electoral ward shall constitute the Local Government Electoral College quorum.

ARTICLE 13: COUNCIL OF THE ASSOCIATION

There shall be the Council of the Association comprising the National Executive officers and Chairman and Secretaries of the State Chapters.

ARTICLE 14: FUNCTION OF THE COUNCIL

The council shall receive and review reports of activities of Traditional Medicine from State Chapters.

ARTICLE 15: MEETINGS OF THE COUNCIL

The council shall meet at least twice in a year.

ARTICLE 16: ELIGIBILITY FOR HOLDING OFFICE

All officers to be elected into position at National State or Local Government Level shall be registered and in good standing, seen to be able and capable of performing the functions of their office. Without prejudice to other provisions of this Constitution, a member of the board of Trustees shall not be eligible to hold an elective office in the Association.

ARTICLE 17: TENURE OF OFFICE

The tenure of the Executive officers at the National State and Local Government Chapters shall be for a single tenure of (4) four years only and not more.

ARTICLE 18: FINANCES OF THE ASSOCIATION

The Association shall operate a Bank Account of which the following shall be signatories: president signatories, Secretary and Treasurer.

ARTICLE 19: FUNDS OF THE ASSOCIATION

The Association shall generate funds from the following sources:

- a. Membership subscriptions and registration fees, Note all members shall pay annual membership subscription to be determine and approve by the Council.
- b. Levies from State and Zones.
- c. Endowments, funds raising and gifts.
- d. Donations.

ARTICLE 20: STANDING COMMITTEES:

The Executive shall appoint Standing Committees to assist in achieving the Aims and Objectives of the Association.

ARTICLE 21: BOARD CERTIFICATION AND EXAMINATION

Their shall be establish within the association Professional Certification and Examination Board for the Examination and Certification of various categories of practitioners in collaboration with relevant instructions or Agencies

ARTICLE 22: PATRONS

The Association shall appoint patrons and patroness.

ARTICLE 23: AWARDS AND HONOUR

ARTICLE 24: QUORUM AT MEETINGS OF THE EXECUTIVE AND OTHER ORGANS

One third of the members of each of the bodies shall constitute a quorum at meetings?

ARTICLE 25: AMENDMENT OF THE CONSTITUTION

The Constitution may be amended, altered or replaced in whole or part by any person (s) deciding to make such Amendment, which shall take place at the General Meeting, and with a motion of two-third of the votes entitled to be cast by the member present at a General Meeting called for that purpose an approval by the Registrar-General, Corporate Affairs Commission, Abuja.

ARTICLE 26: INDEMNITY

The Executive or its delegated officer shall not be liable otherwise than as amembers for loss suffer by the association as a result of discharge of their duty on its behalf except such loss arose from their respective willful default and they shall be entitled to indemnity out of the asset of the Association for all expenses and liability incurred by them in discharge of their respectful duties.