



What is Continuing Medical Education (CME)?

CME allows paramedics to maintain and enhance their knowledge, skills and to learn about different clinical situations that occur less often in the field. SWORBHP strives to provide essential webinars, courses and new learning opportunities for paramedics through CME. In order for CME credits to be allocated, **the CME activity must enhance the clinical practice of paramedicine at the certification level of the paramedic.**

Our continuing goal is to provide all paramedics with the opportunity to self-direct their CME needs as much as possible. Our CME program provides paramedics a variety of options that can be taken advantage of in order to acquire all CME credits within the CME deadline.

What do I need to maintain certification?

ACPs are required to complete a minimum of 24 CME credits per calendar year. 8 CME credits will be attained for attending the annual mandatory CME course. The remaining 16 CME credits can be obtained through self-directed CME opportunities as outlined in the [SWORBHP CME Chart](#).

PCPs are required to complete a minimum of 8 CME credits per calendar year. PCPs attain their required 8 CME credits for attending the annual mandatory CME course. PCPs are highly encouraged to seek more than 8 CME credits for continued growth, improvement of skills and continued knowledge acquisition.

What is the responsibility of SWORBHP for CME hours?

The Emergency Health Services (EHS) Branch of the MOHLTC has stated that:

- PCPs require 8 hours of CME content including annual mandatory CME course;
- ACPs require 24 hours of CME content including annual mandatory CME course each year.

What is the CME deadline?

The deadline is January 15 of each calendar year. You must receive your required CME credits by this date including submitting your CME request(s) and any supporting documentation into the Paramedic Portal of Ontario ([see CME Training Bulletin](#)).

What happens if I do not complete my CME?

As per section 0.Reg.257/00.S.8 (1-3) of the Ambulance Act, paramedics who do not complete the CME requirement are subject to deactivation to perform controlled medical acts. The paramedic, the respective administrative service, and the Ministry of Health will all be notified of this change of status the next business day.

Can I be reimbursed for registration fees for external courses?

SWORBHP does not reimburse paramedics for any fees related to completion of CME credits.

Can I carry over CME from one year to another?

CME credits obtained in one CME cycle cannot be carried over to another cycle.

Are certain courses pre approved?

Yes, certain courses are pre-approved. A list of pre-approved courses can be found in the Paramedic Portal of Ontario ([see CME Training Bulletin](#)).

May I take a CME activity not outlined in the CME chart?

Yes, but CME credit pre-approval must be obtained from SWORBHP prior to attending the desired activity (see below on how to obtain pre-approval). CME credits may be accumulated at the discretion of SWORBHP.

What happens if I do a CME activity without pre-approval?

If you chose to take a CME activity without pre-approval, you risk not receiving CME credits if the activity does not meet our CME requirements. You will be required to submit the following information when submitting your CME request into the Paramedic Portal of Ontario ([see CME Training Bulletin](#)):

CME information to provide:

- a. Course name, date, location and contact hours
- b. Outline of learning objectives
- c. Explanation on how the CME enhances the clinical practice of paramedicine at your certification level
- d. Supporting documents (course syllabus, brochure, agenda, etc.)

The test for CME credit allocation is – "does the educational activity enhance the clinical practice of paramedicine at your certification level as a paramedic?". When submitting your pre-approval, please pay particular attention to answering this question.

How can I obtain pre-approval for a CME activity?

Please ensure you check to see if the CME activity has already received pre-approval ([see CME Training Bulletin](#)).

To obtain pre-approval, you can submit your request by completing our [SWORBHP CME Pre-Approval Form](#). It is important include any supporting documents (course syllabus, brochure, agenda, etc.). Your request will be reviewed and an appropriate amount of CME credit will be allocated.

The test for CME credit allocation is – "does the educational activity enhance the clinical practice of paramedicine at your certification level as a paramedic?". When submitting your pre-approval, please pay particular attention to answering this question.

How many CME credits will I be awarded for activities requiring pre-approval?

The CME activity will be evaluated for educational merit and assigned a number of CME credits. The number of credits may or may not equal the hours actually spent completing the specified CME activity depending on content. SWORBHP is the only organization authorized to allocate CME credits.

Approval will be granted only after determining:

- a) The relevancy to the paramedic's scope of practice, and
- b) Congruence with the Base Hospital's learning objectives expectation.

What do I submit into order to earn my CME credits?

After you have completed the CME activity, you will be required to submit a CME request into the Paramedic Portal of Ontario ([see CME Training Bulletin](#)). You will also be required to submit proof of attendance. It may be in the form of a certificate or letter from the course organizer. You will upload this documentation when completing your CME request in the Paramedic Portal of Ontario.

Can I obtain credits for a CME activity offered by other Base Hospitals?

Several opportunities exist for paramedics to attend CME delivered by another Base Hospital. Submission of a completion/participation certificate by the respective BH will be required to enable SWORBHP to award CME credit.