

<b>Policy:</b>	Continuing Medical Education (CME)	
<b>Owner of Policy:</b>	Regional Medical Director, Regional Program Manager	
<b>Department/Program:</b>	Southwest Ontario Regional Base Hospital Program	
<b>Approval By:</b>	Director, Emergency Services & Base Hospital	<b>Approval Date:</b> April 2014

<b>Original Effective Date:</b> April 2014	<b>Last Review Date:</b> June 2019	<b>Last Revised Date:</b> June 2019
	<b>Reviewed Date(s):</b> Nov 2014, Jan 2016, June 2017, June 2018,	<b>Revised Date(s):</b> Nov 2014, Jan 2016, June 2017, June 2018, Sept 2019

## POLICY

Once initial [certification](#) with the Southwest Ontario [Regional Base Hospital Program](#) (SWORBHP) has been achieved, [Paramedics](#) must complete the required [continuing medical education \(CME\)](#) points yearly. All Primary Care [Paramedics](#) (PCPs) must achieve eight (8) [CME](#) points which are obtained through annual mandatory [CME](#). All Advanced Care [Paramedics](#) (ACPs) must achieve a minimum of twelve (12) points of approved [CME](#) by December 31<sup>st</sup> of each calendar year in addition to the twelve (12) [CME](#) points obtained through annual mandatory [CME](#).

This policy details the process for maintaining PCP or ACP SWORBHP [certification](#) as per [Ontario Regulation 257/00, s. 8. \(1\)\(b\), and/or s. 8. \(2\)\(c\)](#). Failure to comply with all aspects of this policy may result in revocation of SWORBHP [authorization](#) to perform [controlled acts](#) through [deactivation](#) and/or [decertification](#) at the discretion of the [Medical Director](#).

## PROCEDURE

- All [CME](#) requires approval from the SWORBHP [Medical Director](#) of Education (or delegate). [CME](#) that is undertaken without preapproval may not be awarded points if it is deemed not to meet the objective of enhancing the clinical activity of the [Paramedic](#) at the [certification](#) level of the [Paramedic](#).
- Approval will be granted only after determining:
  - the relevancy to the [Paramedic's](#) scope of practice; and
  - congruence with SWORBHP's learning objectives expectation.
- [CME](#) activity must be completed by December 31<sup>st</sup> of each calendar year. Any [CME](#) activities taken after December 31<sup>st</sup> will be applied to the following [CME](#) cycle and will not be retroactively applied to the previous [CME](#) cycle.
- The deadline for [CME](#) submission is December 31<sup>st</sup> of each calendar year. [Paramedics](#) must have received and submitted supporting documentation regarding any activity by this date. ACPs who fail to submit their required [CME](#) points by December 31<sup>st</sup> of each calendar year may be [deactivated](#).
- [Paramedics](#) working during their first year as an ACP are required to achieve a prorated number of points (2 [CME](#) points per month certified as an ACP) based on the remaining time in the yearly [CME](#) cycle in which they began their employment as an ACP.
- [Paramedics](#) who are returning after clinical inactivity and have missed their annual mandatory [CME](#), will complete the Annual Mandatory [CME](#) (12 [CME](#) points) in addition to any other educational activities determined by the Local [Medical Director](#) and receive 4 [CME](#) points for their return to work review day(s).
- ACPs will require a prorated number of [CME](#) points (2 [CME](#) points per month certified as an ACP) based on the amount of time worked during and/or remaining time in the annual [CME](#) cycle.

8. After [CME](#) completion, [Paramedics](#) are required to submit proof of attendance/completion via the [Paramedic Portal of Ontario \(PPO\)](#).
9. [Paramedics](#) can obtain [CME](#) points through the options outlined in [Appendix 1](#).

## DEFINITIONS

### **Authorization**

Means written approval to perform Controlled Acts and other advanced medical procedures requiring medical oversight of a Medical Director.

### **Certification**

Means the process by which Paramedics receive Authorization from a Medical Director to perform Controlled Acts and other advanced medical procedures in accordance with the ALS PCS.

### **Continuing Medical Education (CME)**

Means a medical education program and confirmation of its successful completion as approved by the Regional Base Hospital Program (RBHP)

### **Controlled Act**

Means a Controlled Act as set out in subsection 27(2) of the Regulated Health Professions Act, 1991.

### **Deactivation**

Means the temporary revocation, by the Medical Director, of a Paramedic's Certification.

### **Decertification**

Means the revocation, by the Medical Director, of a Paramedic's Certification.

### **Medical Director**

Means a physician designated by a RBH as the Medical Director of the RBHP.

### **Paramedic**

Means a Paramedic as defined in subsection 1(1) of the Ambulance Act, and for purposes of this Standard a reference to the term includes a person who is seeking Certification as a Paramedic, where applicable.

### **Regional Base Hospital (RBH)**

Means a base hospital as defined in subsection 1(1) of the Ambulance Act, and provides an RBHP pursuant to an agreement entered into with the MOHLTC.

### **Regional Base Hospital Program (RBHP)**

Means a base hospital program as defined in subsection 1(1) of the Ambulance Act.

## REFERENCES

[Advanced Life Support Patient Care Standards Version 4.5](#)

Emergency Health Services Branch Ministry of Health and Long Term Care, May 1, 2018

[Ontario Regulation \(O.Reg.\) 257/00](#)





	<p>Application for CME point consideration will include:</p> <ul style="list-style-type: none"> <li>• Goals of the committee, agenda/topic of discussion</li> <li>• Description of how this activity will fit in with professional development in paramedicine</li> </ul> <p>CME points for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis.</p>		<p><b>content/committee</b></p> <p><b>Max 8/year</b></p>
<b>Clinical Settings</b>	<p>Paramedics may attend a variety of clinical settings: Emergency Department (in the presence of a BHP where possible), operating room (intubation skills), respiratory therapy, ICU, day surgery (IV skills). <b>Rotations should be completed by November 30th.</b> Specific goals and outcomes of the clinical experience (skills retention, disease A&amp;P) as well as supervisor signature should be submitted to the registry.</p>	No	<p><b>1/hour</b></p> <p><b>Max 6/year/ clinical setting</b></p>
<b>Research</b>	<p><b>Paramedics must apply via the Registry for consideration of research work.</b> Paramedics may do so in advance or concurrently with research work. Research material must be ongoing and relevant to Paramedicine and published or translated into English.</p> <p>Application for CME point consideration will include specific research techniques to be utilized, goals and expected outcomes of the research experience.</p> <p><b>CME points for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis.</b> <i>Note:</i> Presentation of this information at Rounds/Webinar will receive additional points.</p>	No	<b>Per Case</b>
<b>Publication</b>	<p><b>Paramedics must apply via the Registry in advance of the publication.</b> Work must be published in a recognized, professionally related Paramedicine/Prehospital Care journal.</p> <p>Application for CME point consideration will include specifics of journal article as well as information on the publication that article is being submitted to.</p> <p><b>CME points for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis.</b> <i>Note:</i> Presentation of this information at Rounds/Webinar will receive additional points.</p>	No	<b>Per Case</b>
<b>Presentation</b>	<p>Paramedics may choose to get together and present topics of relevance to one another. This activity will be self-organized. Paramedics must apply via the registry, at least 4 weeks in advance.</p> <p>Presentations must be relevant to Paramedicine/Prehospital Care. In order for this activity to be approved, the session(s) must be attended by a Base Hospital Physician or delegate.</p>	No	<b>Per Event</b>
<b>CME Opportunity</b>	<b>Description</b>	<b>Mandatory</b>	<b>Weight/Points</b>
<b>Community Paramedicine</b>	<p><b>Medics must apply via the Registry for consideration of CME credits for attendance or participation in any conference, workshop, course work, or presentation related to community paramedicine at least 2 weeks in advance of participation.</b> Courses attended without prior approval can be submitted for individual consideration, but may not be awarded CME credits based on content. Consideration will be given to the following:</p>	No	<p><b>Per Case</b></p> <p><b>Max 2/year</b></p>

	<ul style="list-style-type: none"> <li>• Topic of presentation or agenda of workshops</li> <li>• Description of how this activity will fit in with professional development in paramedicine</li> </ul> <p>CME credits for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis. A report of material covered and points learned may be required</p>		
<b>Professional Self Development</b>	<p>Courses, lectures or events aimed at professional self-development that have an impact on improving patient medical care. Sessions must be directed towards the field of prehospital care and taught by qualified personnel.</p> <p><b>Medics must apply via the Registry for consideration of CME credits for attendance or participation in any event related to professional self-development at least 2 weeks in advance of participation.</b></p> <p>This includes courses surrounding the psychosocial aspects of prehospital care (i.e. mental health, PTSD, communication skills, ethics). This must be preapproved prior to granting points.</p>	No	<b>Per Case Max 8/year</b>
<b>Other</b>	<p>Paramedics may apply via the Registry at least 2 weeks in advance for approval of a potential CME event. Applications should include the objectives of the event and how it will <b>enhance the clinical practice of paramedicine at the certification level of the paramedic.</b></p>	No	<b>Per Case</b>