

Policy:	Continuing Medical Education (CME)	
Owner of Policy:	Certification & Training	
SLT Sponsor:	Regional Medical Director, Regional Program Manager	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Approval By:	Regional Program Manager	Date: April 2014

Original Effective Date: April 2014	Reviewed Date(s): Nov 2014 Jan 2016 June 2017	Revised Date(s): Nov 2014 Jan 2016 June 2017
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PURPOSE

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 31st of each calendar year in addition to the twelve (12) CME points obtained through annual mandatory CME.

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

PROCEDURE

1. All CME requires approval from the 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.
2. 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.
3. CME activity must be completed by December 31st of each calendar year. Any CME activities taken after December 31 will be applied to the following CME cycle and will not be retroactively applied to the previous CME cycle.
4. The deadline for CME submission is December 31st 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 31st of each calendar year will be deactivated.
5. 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.
6. 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 testing.
7. 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.

References:

SWORBHP Policy – Maintenance of Certification – Primary and Advanced Care Paramedics

Ministry of Health and Long term Care (MOHLTC); Emergency Health Regulatory and Accountability Branch
Advanced Life Support Patient Care Standards v 3.4, Appendix 6 v2.0.

	<p>Application for CME point consideration will include:</p> <ul style="list-style-type: none"> • Goals of the committee, agenda/topic of discussion • Description of how this activity will fit in with professional development in paramedicine <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>		Max 8/year
Clinical Settings	<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). Rotations should be completed by November 30th. Specific goals and outcomes of the clinical experience (skills retention, disease A&P) as well as supervisor signature should be submitted to the registry.</p>	No	0.5/hour Max 6/year/ clinical setting
Research	<p>Paramedics must apply via the Registry for consideration of research work. 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>CME points for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis. <i>Note:</i> Presentation of this information at Rounds/Webinar will receive additional points.</p>	No	Per Case
Publication	<p>Paramedics must apply via the Registry in advance of the publication. 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>CME points for this type of activity will be at the discretion of the Medical Director and assigned on an individual application basis. <i>Note:</i> Presentation of this information at Rounds/Webinar will receive additional points.</p>	No	Per Case
Presentation	<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	Per Event
CME Opportunity	Description	Mandatory	Weight/Points
Community Paramedicine	<p>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. 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	Per Case Max 2/year

	<ul style="list-style-type: none"> • Topic of presentation or agenda of workshops • Description of how this activity will fit in with professional development in paramedicine <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>		
Professional Self Development	<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>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.</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	Per Case Max 8/year
Other	<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 enhance the clinical practice of paramedicine at the certification level of the paramedic.</p>	No	Per Case