

<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 2020	<b>Last Revised Date:</b> June 2020
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## POLICY

Once initial [certification](#) with the [Regional Base Hospital Program \(RBHP\)](#) 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 [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 the [RBHP authorization](#) to perform [controlled acts](#) through [deactivation](#) and/or [decertification](#) at the discretion of the [Medical Director](#).

## PROCEDURE

- All [CME](#) requires approval from the [RBHP's Medical Director](#) of Education (or delegate). [CME](#) that is undertaken without preapproval may not be awarded points if it is deemed to not 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 [RBHP'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](#) (8 points PCP, 12 points ACP) in addition to any other educational activities determined by the Local [Medical Director](#). The [Medical Director](#) of Education (or delegate) will determine additional [CME](#) that may be awarded for return to work review day(s) on a case by case basis.
- 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 of this document.

## 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

Ministry of Health and Long Term Care (MOHLTC); Emergency Health Services Branch [Advanced Life Support Patient Care Standards Version 4.7](#), Appendix 6 as updated from time to time.

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

Paramedic Portal of Ontario ([www.paramedicportalontario.ca](http://www.paramedicportalontario.ca))

APPENDIX 1

Southwest Ontario Regional Base Hospital Program  
CME CHART 2019

CME Opportunity	Description	Mandatory	Weight/Points
<b>BH Rounds/Webinar</b>	Rounds will be scheduled throughout the year and topics will be posted at least 2 weeks prior to the scheduled date. CME points will be awarded upon completion of the live webinar. If you cannot watch live, the webinar will be made available on the SWORBHP website. CME points will be applied once the webinar is viewed and the associated online quiz is successfully completed.	No	<b>1/webinar</b>
<b>Presentation at Rounds/Webinar</b>	Paramedics who wish to may present a relevant prehospital care topic. The presentation should not exceed 50 minutes. Upon approval from the Medical Director, paramedics will be paired with a SWORBHP team member who will assist with the development and presentation of the rounds/webinar	No	<b>8</b>
<b>Non-BH Rounds/Webinar</b>	Rounds attended (either in-person or on-line) from a non-BH source can be submitted by paramedics for CME points (ie. Ontario Teleconference Network webcasts from Medical Rounds).  Please note that the material and source must be applicable to the practice of paramedicine at the level of the paramedic.  Supporting documentation will be required for approval, including a copy of the lecture, source, lecture length, and paragraph submitted to the Document Manager on PPO including, 1) What have they learned from the non-BH rounds, and 2) How will it change their practice as a paramedic.	No	<b>1 point for 2 webinars</b>  <b>Max 8/year</b>
<b>Mandatory BH Training</b>	When the Base Hospital requires paramedics to be oriented to a new piece of equipment or procedure, they will receive points towards their CME obligation.	Yes	<b>1/hour</b>
<b>Annual Mandatory CME (in-class portion)</b>	Paramedics will attend a skills performance competency practice and evaluation day.	Yes	<b>8</b>
<b>Annual Mandatory CME Precourse (ACP)</b>	ACP Paramedics will complete an additional pre-course component prior to their in-class Mandatory CME day	Yes	<b>4</b>
<b>Operational Preceptorships</b>	Paramedics will receive a maximum of 4, one time, CME points for taking a preceptor course (if available). Additional points will be applied if the paramedic chooses to precept more than once in a calendar year.  <b>Preceptor Course 4 points</b> <b>PCP Student 4 points (final month)</b> <b>ACP Student 4 points (usually 6 weeks up to 140 hours)</b>	No	<b>Max 10/year</b>



CME Opportunity	Description	Mandatory	Weight/Points
<p align="center"><b>Committee Participation</b></p>	<p><b>Paramedics must apply via the Registry for consideration of CME points for committee work, at least 2 weeks in advance of participation.</b></p> <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 align="center">No</p>	<p align="center"><b>Varies depending on content/committee</b></p> <p align="center"><b>Max 8/year</b></p>
<p align="center"><b>Clinical Settings</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>1/hour</b></p> <p align="center"><b>Max 6/year/clinical setting</b></p>
<p align="center"><b>Research</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>Per Case</b></p>
<p align="center"><b>Publication</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>Per Case</b></p>
<p align="center"><b>Presentation</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>Per Event</b></p>

CME Opportunity	Description	Mandatory	Weight/Points
<p align="center"><b>Community Paramedicine</b></p>	<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> <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>	<p align="center">No</p>	<p align="center"><b>Per Case Max 2/year</b></p>
<p align="center"><b>Professional Self Development</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>Per Case Max 8/year</b></p>
<p align="center"><b>Other</b></p>	<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>	<p align="center">No</p>	<p align="center"><b>Per Case</b></p>