



Thunder Bay Regional
**Health Sciences
Centre**

Northwest Region
Prehospital Care Program

CME PROGRAM GUIDE and CATALOG

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WELCOME TO YOUR 2024 CME PROGRAM AND CATALOG!

1. GENERAL INFORMATION & FREQUENTLY ASKED QUESTIONS

1.1 WHAT IS CME?

Continuing Medical Education (CME) allows paramedics to maintain competence and learn about new and developing areas within their field. The goal is to enhance their existing knowledge, skill and abilities to strengthen the overall delivery of prehospital patient care. The Northwest Region Prehospital Care Program (NWRPCP) CME Program Guide and Catalog offers guidance and direction to paramedics regarding their CME requirements. Our continued goal is to provide all paramedics the opportunity to self-direct their CME to address their individual needs where applicable.

Accredited CME hours for Maintenance of Certification (MOC) will be applied for educational activity that enhances the clinical practice of paramedics at their certification level. For hours to be accredited, pre-approval of all educational activities by NWRPCP is required.

Paramedics are encouraged to engage in as many CME activities as possible to support continued growth and improvement of skills.

Annual MOC requires ACP's to accumulate a minimum of 24 hours of accredited CME and PCP's a minimum of 8 hours. All accumulated CME hours above the minimum requirements will be notated in the paramedic's professional file.

1.2 ACP CME REQUIREMENTS

In the current ALS PCS within the MOC, Advanced Care Paramedics (ACPs) must accrue at least 24 hours of Continuing Medical Education (CME) annually. Similar to previous requirements, 16 hours of credit are granted when a paramedic participates in educational sessions delivered as part of a MOC CME session by our Program Medical Director (PMD), Medical Leads (ML), and Clinical Education Team (CE). These CME sessions typically take place in the spring and fall, lasting between 4 to 8 hours, with the specific duration determined on an annual basis.

In addition to the 16 hours provided by the NWRPCP, ACPs must secure a minimum of 8 hours through clinical CME activities each calendar year. Should a clinical CME activity exceed the 8-hour requirement, the additional hours will be documented in their professional file.

1.3 PCP CME REQUIREMENTS

In the current ALS PCS within the MOC, Primary Care Paramedics (PCPs) must accrue a minimum of 8 hours of Continuing Medical Education (CME) annually. Similar to previous practices, these hours are earned when a paramedic participates in educational sessions delivered in the form of a MOC CME session by our Program Medical Director (PMD), Medical Leads (ML), and Clinical Education Team (CE). These CME sessions traditionally take place in the spring and fall, lasting between 4 to 8 hours, with the specific duration determined on an ongoing annual basis.

In instances where a PCP requires additional CME hours for remediation due to a lack of patient care contact or is seeking to enhance their professional development, they can follow the processes outlined in this program guide. It is important to note that the specified hourly credit may not be applicable to PCPs.

1.4 HOW DO I BEGIN SCHEDULING MY CME ACTIVITY?

This procedure is applicable to any CME requirement(s) not covered by the spring and fall education sessions offered by NWRPCP. The responsibility for scheduling CME sessions will continue to lie with the paramedic's service operator, unless otherwise specified.

Once a paramedic has selected a CME activity, they must submit the *CME Pre-Approval* form. This form can be located on the homepage of the NWRPCP Learning Management System under the FORMS Quick Access Tab <https://nwrpcp.myobh.ca/forms> .

Once approval has been authorized, and all applicable documentation has been submitted (e.g. TBRHSC E-Learning Modules), paramedics may begin to schedule their CME activity dependent on their own schedule, unless otherwise specified in this program guide. Paramedics must notify both the NWRPCP and their Service Operator of the placement activity date.

Following the CME activity, paramedics will be required to complete the *CME Completion* form and submit it to the NWRPCP prior to the MOC completion deadline outlined in subsection 1.5. The *CME Completion* form can be located on the homepage of the NWRPCP Learning Management System under the FORMS Quick Access Link <https://nwrpcp.myobh.ca/forms>. Paramedics must acquire pre-approval prior to attending any CME to obtain credit.

1.5 WHAT IS THE CME DEADLINE?

The fulfillment of all MOC requirements must be accomplished by **December 15** of each calendar year. In the event that this deadline falls on a weekend, it is expected that the requirements will be fulfilled by the subsequent business day. MOC CME requirements encompass all activities detailed in subsections 1.2 and 1.3, inclusive of the submission of any relevant documentation. Extensions will be subject to consideration at the discretion of the PMD.

1.6 WHAT HAPPENS IF I FAIL TO COMPLETE MY CME REQUIREMENTS?

In accordance with the ALS PCS, ACP's and PCP's must acquire a minimum of 24 and 8 hours of annual CME, respectively. Should a paramedic fail to attain the prescribed number of hours by the December 15 deadline, they may face administrative deactivation.

If a paramedic has been administratively deactivated due to incomplete CME, including the submission of any applicable documentation, they will remain deactivated until such time that all outstanding requirements are met.

1.7 CAN I CARRY OVER CME CREDIT FROM ONE YEAR TO THE NEXT?

As outlined in the ALS PCS, paramedics are not allowed to transfer credits from one year to the following year.

1.8 IS IT POSSIBLE FOR NWRPCP TO REIMBURSE ME FOR REGISTRATION FEES INCURRED IN EXTERNAL COURSES?

NWRPCP does not provide reimbursement for any fees associated with the fulfillment of CME hours. The eligibility for compensation for CME activity lies within the discretion of your service operator. It is advisable to engage in a discussion with your service operator before submitting your CME activity request.

1.9 CAN I OBTAIN CME CREDIT FOR AN EXTERNAL COURSE/EDUCATIONAL OPPORTUNITY NOT LISTED IN THE NWRPCP PROGRAM GUIDE?

Yes. If a paramedic is interested in obtaining credit for a CME opportunity outside of the program guide listings, they may submit a *CME Pre-Approval* form <https://nwrpcp.myobh.ca/forms> for consideration. Paramedics should ensure to include specific detail regarding how the activity/course will enhance their clinical practice.

If approved, an appropriate number of equivalent hours will be credited. The number of CME equivalent hours may or may not equal the number of hours actually spent completing the specified CME activity.

1.10 CAN I STILL OBTAIN CME CREDIT FOR PARTICIPATING IN OBSERVATION SHIFTS AT THE TBRHSC?

Yes. If you wish to attend a session in one of the pre-approved TBRHSC departments listed in this program guide, you must follow the pre-existing process and submit a *CME Pre-Approval* form <https://nwrpcp.myobh.ca/forms> outlining your interest (see subsection 2.2).

1.11 AS A RECENTLY CERTIFIED ACP, AM I FREE TO CHOOSE ANY CME OPPORTUNITY FROM THE PROGRAM GUIDE?

Newly certified ACPs share the same responsibility as other certified Advanced Care Paramedics in accumulating Clinical CME hours, provided their certification date falls before September 15th of the calendar year. However, the Program Medical Director may require newly certified ACPs to dedicate their first 4 hours of Clinical CME activity to shadowing the PMD or ML in the Emergency Department. Paramedics will receive notification of their clinical requirements at the time of their initial certification.

1.12 CAN I ATTEND THE SAME CME ACTIVITY 2 YEARS IN A ROW?

Aligned with the principle of taking ownership of your CME and fostering opportunities for clinical development, paramedics are prohibited from earning credit for the identical clinical activity two years consecutively. The NWRPCP presently monitors CME activity over successive years, and paramedics will be informed of any overlap upon receipt of their CME Pre-Approval form.

2. NWRPCP FACILITATED CME & CLINICAL OPPORTUNITIES

2.1 MAINTENANCE OF CERTIFICATION - BI-ANNUAL SESSIONS

Paramedics who attend the compulsory spring and fall CME sessions successfully will receive the corresponding number of hours credit. The scheduling of these CME sessions will be the duty of the service operator unless otherwise specified.

CME equivalent hours: 4 to 8 credits per session (16 annually)

2.2 TBRHSC DEPARTMENT OBSERVATION SHIFTS

- Cardiac Catheterization
- Cardio Respiratory Services – ECG Technician, Pacemaker Clinic, RT
- Emergency Department
- Labor and Delivery
- Neonatal Intensive Care Unit
- Operating Room
- Renal Unit

After obtaining approval from NWRPCP and ensuring that the paramedic's service operator possesses a valid Proof of Liability Insurance agreement, the following conditions must be fulfilled before the scheduling of any departmental training shifts:

- A signed copy of the Visiting Health Care Workers Safety Orientation Booklet (To be returned to NWRPCP)
- A signed copy of a confidentiality agreement, including release from Liability (Provided by TBRHSC)
- Immunization records (Upon request)

The Visiting Health Care Workers Safety Orientation Booklet can be accessed here:

<https://tbrhsc.net/education/orientation/trainees-other-organizations/>

Please note that these requirements are at the request of the TBRHSC and may be subject to change throughout the calendar year.

A member of the Clinical Education Team will arrange the scheduling of all TBRHSC Department shifts, considering the paramedics' availability. NWRPCP disclaims responsibility for canceling or rescheduling ambulance-related shifts to accommodate for CME-related hours. It is advised that paramedics undertake CME activities on their scheduled days off.

CME credit: one (1) CME equivalent hour; maximum of four (4) equivalent hours per year

2.3 SELF-DEVELOPMENT COURSES

CME equivalent hours will be granted for self-development courses that have been pre-approved.

- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Advanced Pediatric Life Support (APLS)
- Pediatric Education for Prehospital Professionals (PEPP)
- Advanced Trauma Life Support (ATLS)-observer/monitor only
- Neonatal Resuscitation Program (NRP)
- Prehospital Trauma Life Support (PTLS)
- International Trauma Life Support (ITLS)

Paramedics should anticipate receiving email notifications about educational learning opportunities offered by the TBRHSC's Interprofessional Education Department when they are available. The consideration of self-development course options outside the TBRHSC Interprofessional Education department is subject to the discretion of the PMD.

CME credit: One (1) CME equivalent hour; maximum of eight (8) CME equivalent hours per year

2.4 CONFERENCES

Paramedics who attend paramedic-centered conferences (e.g. Paramedicine Across Canada Expo) may be eligible to receive CME equivalent hours. In order to receive credit, paramedics must attend the conference in person, or virtually. A post-review of a recorded session will not be qualify for credit consideration.

CME credit: one (1) CME equivalent hour; maximum of eight (8) equivalent hours per year

2.5 JOURNAL ARTICLE REVIEW

Paramedics have the option to explore a contemporary and pertinent medical journal for CME credit. Paramedics may consider reaching out to a member of the Clinical Education Team to discuss potential topics and obtain a journal article review outline.

Following the review, the paramedic may be asked to deliver a concise summary of the chosen article(s) to their colleagues during an upcoming CME session. The presentation would be brief, lasting approximately 15 minutes.

CME credit: two (2) CME equivalent hours per journal review; maximum of four (4) equivalent hours per year

2.6 PODCAST REVIEW

Paramedics may review a webinar or podcast for CME credit. If the paramedic has not yet chosen a podcast, they can reach out to a member of the Clinical Education Team to discuss options and obtain a podcast review outline.

Following the review, the paramedic may be asked to deliver a concise summary of the chosen article(s) to their colleagues during an upcoming CME session. The presentation would be brief, lasting approximately 15 minutes.

Podcast episodes **MUST** be from a recognized source. Examples of pre-approved sources may include:

- Emergency Medicine Cases
- CRACKcast – CanadiEM
- EMRAP
- The Resus Room

CME credit: two (2) CME equivalent hours per podcast; maximum of four (4) equivalent hours per year

2.7 ON-LINE TRAINING

Paramedics may access content through a recognized academy or training institute to participate in a variety of online e-learning modules. Please note that subscription fees may apply and the NWRPCP does not provide reimbursement for the fulfillment of CME hours. The eligibility for compensation for CME activity lies within the discretion of your service operator.

The NWRPCP currently recognizes the following sources, which provide materials, approved through the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE):

- EMS 1 Academy (<https://www.ems1academy.com/>)
- Guardian CME (<https://guardiancme.com/>)
- Master your Medics (<https://www.masteryourmedics.com/>)

Note: Paramedics may submit a preapproval for any sources of training not listed above.

Kindly be aware that when submitting the CME Completion form, paramedics must include a copy of the certificate (or an image of the certificate) specifying the approved credit amount per module. This is necessary to ensure the accurate allocation of the appropriate amount of credit.

CME credit: one (1) CME equivalent hour; maximum of eight (8) equivalent hours per year

2.8 CASE DISCUSSION REVIEW

Paramedics have the option to examine a challenging 911-related call and generate a case discussion review centered on the events surrounding the clinical presentation. The aim of the case review is to enable paramedics to contemplate their assessment and decision-making processes while highlighting an expansion of their perspectives and knowledge. The act of sharing their experiences promotes a culture of peer learning and support.

Each presentation should last between 15 to 20 minutes and must incorporate a slide deck accompanied by a corresponding narrative, which may include audio or video voice-over components.

CME credit: eight (8) CME equivalent hours per case discussion.

3. INSTRUCTIONS REGARDING FORMS

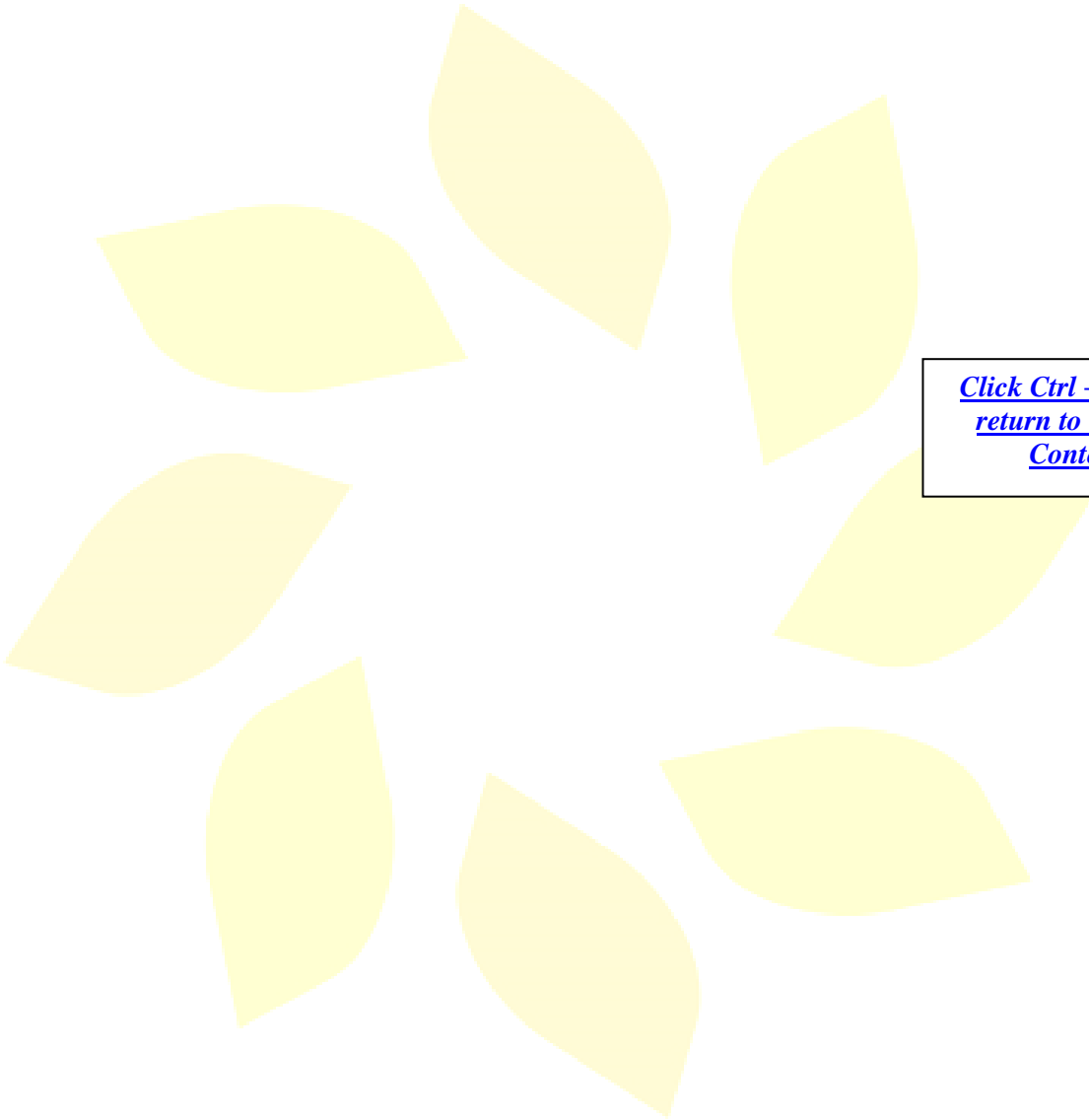
Both the CME Pre-Approval Request Form and CME Completion Form can be located on the homepage of the NRWPCP Learning Management System under the FORMS Quick Access Link.

The CME Pre-Approval form allows paramedics to highlight the clinical value of the activity and how this will enhance their practice. Paramedics are encouraged to include as much detail as possible about the activity, including the total amount of requested hours. Upon the review of your CME Pre-Approval form, you will receive an email notification indicating whether your activity has been approved, along with the approved number of hours. Please refrain from booking any CME activity until you have received official confirmation from the NRWPCP.

After the completion of your activity, paramedics must complete a CME Completion form. The CME Completion form allows paramedics to provide a summary of the clinical value gained and whether their initial goals/objectives were achieved. Paramedics may also attach certificates or supporting documents, where applicable. Following a review of your completion form, you will receive email notification of the credit that has been applied to your cumulative total. Upon successfully attaining the full 8 hours of Clinical CME credit, a separate email notification will be dispatched to both the paramedic and their service operator.



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