



**Thunder Bay Regional  
Health Sciences  
Centre**

Northwest Region  
Prehospital Care Program

**ACP CME PROGRAM GUIDE and CATALOGUE**

**2020**

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# 1 WELCOME TO YOUR 2020 CME PROGRAM AND CATALOGUE!

## 1.1 WHAT IS CME?

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

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

Paramedics are encouraged to engage in as many CME activities as possible to support continued growth and improvement of skills. Currently, this design will **only apply to paramedics at the Advanced Care Level**.

As per the MOC there is a minimum of 24 hours of accredited CME required per calendar year however all CME hours including that above the 24 minimum will be recorded in paramedic's files.

## 1.2 WHAT CME CREDITS AND/OR ONLINE MODULES DO I NEED TO COMPLETE?

In the current ALS PCS under the MOC a minimum of 24 hours of CME annually is mandated for ACP's. As in the past, 16 of these hours are accumulated when a paramedic attends an education session in the form of a Maintenance of Certification CME session delivered by our Program Medical Director (PMD), Medical Leads (ML) and Clinical Education Team (CE). These CME sessions usually occur in the spring and the fall and may be either 4 or 8 hours which will be determined on an annual basis.

In addition to successful completion of the 16 hours of CME from the biannual sessions, ACP's are required to obtain a minimum of an additional 8 hrs of Clinical CME during each certification year to complete the minimum number of hours required for MOC. For instance, if a paramedic participates in a PALS course that is 16 hours they would be credited with 8 CME equivalent hours and any additional hours over/above the required minimum 24hours will be noted in their file.

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### 1.3 HOW DO I BOOK MY CME ACTIVITIES?

Once a CME activity has been selected, all paramedics must submit an **ACP CME Pre-Approval Request Form**, located on the home page of the NWRPCP Learning Management System under the FORMS Quick Access Link <https://nwrpcp.myobh.ca/>. Once approval has been granted and any applicable supportive documentation has been submitted (E.g. TBRHSC E-Learning Modules), paramedics may begin to schedule their CME activity dependent on their own schedule. Paramedics must notify **both the NWRPCP and their Service Operator** of the placement date. Following **all** Clinical CME activity, proof of completion using the **ACP Clinical CME Completion Form** must be submitted by the CME Completion Deadline as outlined in subsection 1.4. The **ACP Clinical CME Completion Form** is located on the home page of the NWRPCP Learning Management System <https://nwrpcp.myobh.ca/> under the FORMS Quick Access Link.

### 1.4 WHAT IS THE CME DEADLINE?

All MOC requirements must be successfully completed by the paramedic no later than **December 15<sup>th</sup> of each calendar year**. Should the deadline fall on a weekend, the expectation is that the requirements will be fulfilled by the following business day. MOC CME requirements include all activities outlined in subsection 1.2 including all applicable documentation. It is the responsibility of each paramedic to ensure they have met the deadline for completion of all CME requirements. An extension may be approved by the PMD on an individual basis under special circumstances.

To be able to meet the December 15<sup>th</sup> deadline for completion, all CME requests must be submitted no later than **September 15<sup>th</sup>** of each calendar year to ensure that credit is applied towards your MOC. Should the deadline fall on a weekend, the expectation is that the CME request will be fulfilled by the following business day.

### 1.5 WHAT HAPPENS IF I FAIL TO COMPLETE MY CME REQUIREMENTS?

As per the provincial ALS PCS standards, ACP paramedics are required to obtain a minimum of 24 hours of annual CME. If paramedics are unsuccessful in obtaining 24 hours of CME by the December 15<sup>th</sup> deadline, administrative deactivation may occur. If a paramedic is administratively deactivated due to incomplete CME, including the submission of any applicable documentation, the paramedic will remain deactivated until such time that all outstanding requirements are met.

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

Paramedics will not be permitted to carry over credits from one year to the next as per the ALS PCS.

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### 1.7 CAN I BE REIMBURSED BY NWRPCP FOR REGISTRATION FEES FOR EXTERNAL COURSES?

NWRPCP does not reimburse paramedics for any fees related to the completion of CME hours. Only your service operator can determine if CME options will be considered for compensation.

We encourage you to discuss prior to completion &/or request with your operator early in the year for any consideration of reimbursement.

### 1.8 CAN I OBTAIN CME CREDIT FOR AN EXTERNAL COURSE/EDUCATIONAL OPPORTUNITY NOT LISTED IN THE NWRPCP CATALOGUE?

Yes.

If a paramedic is interested in obtaining credit for an external course that is not listed in the CME Catalogue, an **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>) must be submitted within the CME deadline criteria as outlined in subsection 1.4. Paramedics are required to include specific detail regarding how the activity/course will enhance their clinical practice.

Your request will be reviewed by the PMD and if approved an appropriate amount of CME equivalent hours will be given. The number of CME equivalent hours may or may not equal the number of hours actually spent completing the specified CME.

### 1.9 CAN I STILL OBTAIN CREDIT BY ATTENDING OPPORTUNITIES THAT WERE PREVIOUSLY AVAILABLE AT TBRSHC?

Yes. If you wish to attend a session in one of the pre-approved TBRHSC departments you must follow the existing process and submit an **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>) outlining your interest.

### 1.10 I AM A NEWLY CERTIFIED ACP. CAN I SELECT ANY CME OPPORTUNITY FROM THE CATALOGUE?

Newly certified ACP's are required to spend their first 8 hours of Clinical CME activity in the Emergency Department shadowing the PMD or ML. In going forward, newly certified ACP's may select a Clinical CME activity from the ACP CME Program Guide and Catalogue or an activity of their choosing.

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

In keeping with the philosophy of owning your CME and expanding on opportunities for CME, paramedics will not be permitted to submit credit for the same clinical activity 2 years in a row.

CME activity is tracked from year to year and paramedics will be notified of any overlap following the receipt of their ACP CME Pre-Approval Request Form.

## 2 NWRPCP DELIVERED CME

### 2.1 MAINTENANCE OF CERTIFICATION (MOC) SPRING & FALL SESSIONS

Paramedics who successfully attend the mandatory spring and fall sessions will be automatically credited with 16 CME hours. Booking paramedics into these biannual CME sessions will be the responsibility of the service operator.

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

### 2.2 TBRHSC DEPARTMENT PLACEMENTS

Cardiac Catheterization

Cardio Respiratory Services – ECG Technician, Pacemaker Clinic, RT

Emergency Department – Rounds with Medical Lead

Labor and Delivery

Neonatal Intensive Care

Operating Room

Renal Unit

Following NWRPCP approval, the following TBRHSC e-learning modules must be completed prior to booking your placement:

1. Ministry of Labor's Safety and Awareness Training (approx time to complete: 40 min)
2. WHMIS (Service Operator copy may be submitted if current)
3. Emergency Planning (approx time to complete: 30 min)

These modules can be accessed through

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

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Once complete, Paramedics must email a copy of each E-Learning certificate to the NWRPCP. Once received, you will be provided with the contact information for the corresponding TBRHSC department in order to begin scheduling your placement.

CME credit: 1 CME equivalent hour; maximum of 4 equivalent hours per year

### 2.3 SELF-DEVELOPMENT COURSES

The listed self-development courses will be awarded CME equivalent hours.

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 will be updated via email about learning opportunities made available through the Thunder Bay Regional Health Science Centre (TBRHSC) Interprofessional Education Department.

Note: These courses may be set up and delivered outside of the TBRHSC Interprofessional Education department. Consideration from the PMD will be given following the submission of the **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>).

CME credit: 1 CME equivalent hour; maximum of 8 CME equivalent hours per year

### 2.4 CONFERENCES

Paramedic's who attend paramedic-centered conferences (e.g. Paramedicine Across Canada Expo) may be eligible to receive Clinical CME equivalent hours. In order to receive credit for attending a conference, an **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>) must be submitted at least 2 weeks prior to the event.

CME credit: 1 CME equivalent hour; maximum of 8 equivalent hours per year

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## 2.5 JOURNAL ARTICLE REVIEW

Paramedics may review a current and relevant medical journal for Clinical CME credit. In addition to submitting an **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>), the paramedic will need to contact a Clinical Educator to discuss a potential list of journal articles (if not yet selected) as well as the journal article review outline.

Upon completion, the paramedic will be required to present a summary of the article(s) to their peers during one of the upcoming CME sessions. It is to be a short presentation of approx 15 min.

CME credit: 2 CME equivalent hours per journal review; one review per year

## 2.6 ELECTIVE WEBINAR/PODCAST REVIEW

Paramedics may review a webinar or podcast for Clinical CME credit. In addition to submitting an **ACP CME Pre-Approval Request Form** (<https://nwrpcp.myobh.ca/>), the paramedic may contact a Clinical Educator to discuss a potential webinar/podcast (if not yet selected).

Upon completion, the paramedic will be required to present a summary of the webinar/podcast to their peers during one of the upcoming CME sessions. It is to be a short presentation of approx 15 min.

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

Emergency Medicine Cases

CRACKcast – CanadiEM

EMRAP

CME credit: 2 CME equivalent hours; one per year

## 2.7 OTHER CME

Paramedics may request approval for any other potential Clinical CME opportunity not listed in the Program Guide. Please complete and submit the **ACP CME Pre-Approval Request Form** located on the <https://nwrpcp.myobh.ca/> homepage for consideration.

CME equivalent hour TBD/per case basis

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### 3 CME Approval Chart

CME APPROVAL CHART			
CME Activity	Description	Mandatory	Credit(s)
Spring & Fall CME Sessions	Paramedics will attend a skills performance competency practice and evaluation day delivered by our Program Medical Director, Medical Leads and Clinical Education Team.	Yes	16 Hrs
TBRHSC Department Placements	Paramedics will shadow a member of one of the approved department staff members to gain clinical insight not commonly seen in the pre-hospital	No	Max 4Hrs
Self Development Courses	Paramedics will receive appropriate credit for self-development through pre- approved educational course work.	No	Max 8/Hrs
Conferences	Paramedics will be required to submit documentation on conference as to the specificity towards Paramedicine.	No	Max 8Hrs
Journal Article Review	Paramedics will be required to submit documentation on each article as to the specificity of the provided journal outline.	No	Maximum 1 article=2Hrs
Webinar/Podcast	Paramedics may review elective webinars and/or a podcast selection from a pre- approved source. Completion of a quiz based on the material must be submitted for credit	No	Maximum 1 webinar/podcast = 2Hrs
Other	Paramedics must apply at least 2 weeks in advance for approval of a potential CME event. Applications should include the ACP CME Request outlining the objectives of the event and how it will enhance the clinical practice of Paramedicine at the certification level of the paramedic.	No	Per Case

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## Instructions for Forms Use

Both the **ACP CME Pre-Approval Request Form** and **ACP Clinical CME Completion Form** are located on the home page of the NRWPCP Learning Management System <https://nwrpcp.myobh.ca/> under the FORMS Quick Access Link.

Please ensure that each form is filled out with as much detail as possible. Once your **ACP CME Pre-Approval Request Form** has been reviewed you will receive email notification regarding whether or not your activity has been permitted. This will include the number of creditable hours being applied to your MOC. Please do not proceed with booking any CME activity until you have received a confirmation email.

The **ACP Clinical CME Completion Form** will allow for paramedics to capture all details relating to their clinical activity. This will include a field to upload documentation (E.g. Certificates of completion)

