



**Thunder Bay Regional
Health Sciences
Centre**

Northwest Region
Prehospital Care Program

CME PROGRAM GUIDE and CATALOGUE

2021

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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 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 Catalogue 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 under the MOC, ACP's are required to accumulate a minimum of 24 hours of CME annually. As in the past, 16 hours of credit are applied when a paramedic attends educational delivery in the form of a MOC CME session provided by our Program Medical Director (PMD), Medical Leads (ML) and Clinical Education Team (CE). These CME sessions historically occur in the spring and fall and are generally 4 to 8 hours in duration, which will be determined on an on-going annual basis.

In addition to the 16 hours of CME provided by the NWRPCP, ACP's are required to obtain a minimum of 8 hours of clinical CME activity during each calendar year. In the event that a clinical CME activity is set to be delivered outside of the 8-hour requirement, the remaining hours will be notated in their professional file.

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1.3 PCP CME REQUIREMENTS

In the current ALS PCS under MOC, PCP's are required to accumulate a minimum of 8 hours of CME annually. As in the past, these hours are applied when a paramedic attends educational delivery in the form of a MOC CME session provided by our Program Medical Director (PMD), Medical Leads (ML) and Clinical Education Team (CE). These CME sessions historically occur in the spring and fall and are generally 4 to 8 hours in duration, which will be determined on an on-going annual basis.

In the event that a PCP requires additional CME hours for the purpose of remediation/lack of patient care contact or, if looking to add to their professional development, they may utilize the processes outlined in this program guide. Please note that the outlined hourly credit may not be applicable to PCPs.

1.4 HOW DO I BEGIN SCHEDULING MY CME ACTIVITY?

This process applies to any/all CME requirement(s) outside of the spring and fall education sessions provided by NWRPCP. The scheduling of CME sessions will remain the responsibility of the paramedic's service operator unless otherwise indicated.

Once a paramedic has selected a CME activity, they must submit the **CME Pre-Approval** form. This form can be located on the home page of the NWRPCP Learning Management System under the FORMS Quick Access Link <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 of their own schedule. Paramedics must notify **both** the **NWRPCP** and **their Service Operator** of the placement 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 home page 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.

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1.5 WHAT IS THE CME DEADLINE?

All MOC requirements must be successfully completed no later than **December 15th of each calendar year**. Should this deadline occur on a weekend, the expectation is that the requirements will be complete by the following business day. MOC CME requirements include all activities outlined in subsection 1.2 & 1.3, including the submission of any applicable documentation. Extensions will be considered at the PMD's discretion.

To ensure that all CME activity is complete prior to the December 15th deadline, we ask that all requests are submitted no later than **September 15th**. Should this deadline occur on a weekend, the expectation is that the requirements will be complete by the following business day.

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

As per the ALS PCS, ACP's and PCP's are to obtain a minimum of 24 and 8 hours of annual CME respectively. If a paramedic is unsuccessful in obtaining the required number of hours by the December 15th deadline, they may be placed on an 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?

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

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1.8 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 activity is eligible for compensation.

We encourage you to discuss this with your service operator prior to 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 AS AN ACP, 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 you must follow the pre-existing process and submit a **CME Pre-Approval** form <https://nwrpcp.myobh.ca/forms> outlining your interest (see sub-section 2.2).

1.11 I AM A NEWLY CERTIFIED ACP. CAN I SELECT ANY CME OPPORTUNITY FROM THE PROGRAM GUIDE?

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. Following this initial requirement, newly certified ACP's may then continue to select a Clinical CME activity from the ACP CME Program Guide and Catalogue or an activity of their choosing.

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1.12 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 clinical growth, paramedics are not be permitted to acquire credit for the same clinical activity 2 years in a row.

The NWRPCP currently tracks CME activity from year to year and paramedics will be notified of any overlap following the receipt of their **CME Pre-Approval** form.

2. NWRPCP DELIVERED CME

2.1 MAINTENANCE OF CERTIFICATION (MOC) SPRING & FALL SESSIONS

Paramedics who successfully attend the mandatory spring and fall CME sessions will be credited with an appropriate number of hours. Booking paramedics into these CME sessions will be the responsibility of the service operator unless indicated otherwise.

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 – Rounds with Medical Lead

Labor and Delivery

Neonatal Intensive Care

Operating Room

Renal Unit

Following NWRPCP approval, the following TBRHSC e-learning modules are required 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 the modules are successfully completed and the e-learning certificates have been received by NWRPCP, contact information for the corresponding hospital department will be provided. Paramedics may only then begin to schedule their session.

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

2.3 SELF-DEVELOPMENT COURSES

These pre-approved 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 can expect updates on additional educational learning opportunities provided by TBRHSC's Inter-professional Education Department when available.

Note: Self-development courses may be scheduled and delivered outside of the TBRHSC Inter-professional Education department at the discretion of the PMD.

CME credit: 1 CME equivalent hour; maximum of 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 for attending a conference, a **CME Pre-Approval** form <https://nwrpcp.myobh.ca/forms> must be submitted at a minimum of 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 CME credit. In addition to submitting a **CME Pre-Approval** form <https://nwrpcp.myobh.ca/forms> , the paramedic may contact a Clinical Educator to discuss a potential list of journal articles (if not yet selected) as well as a journal article review outline.

Upon completion, the paramedic may 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 CME credit. In addition to submitting a **CME Pre-Approval** form <https://nwrpcp.myobh.ca/forms>, the paramedic may contact a Clinical Educator to discuss a potential webinar/podcast (if not yet selected).

Upon completion, the paramedic may 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 CME opportunity not listed in this program guide. Please complete and submit the **CME Pre-Approval** form located on the <https://nwrpcp.myobh.ca/forms> homepage for consideration. Paramedics should ensure to include specific detail regarding how the activity/course will enhance their clinical practice.

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	16/8 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 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 **CME Pre-Approval Request Form** and **CME Completion Form** are located on the home page of the NRWPCP Learning Management System <https://nwrpcp.myobh.ca/forms> under the FORMS Quick Access Link.

Please ensure that each form is filled out with as much detail as possible. Once your **CME Pre-Approval** 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 **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)

