

Policies, Procedures, Standard Operating Practices

CERT 900

Title: Expectations for Prerequisite and Additional CME	<input type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> SOP
Category: Certification Dept/Prog/Service: Northwest Region Prehospital Care Program (NWRPCP)	Distribution: NW Region Ambulance Operators & Paramedics, NW Field Office		
Approved: NWRPCP Medical Director & Program Manager	Approval Date: Reviewed/Revised Date: Feb 2020 Next Review Date:		

CROSS REFERENCES: Initial Certification (CERT-100), Maintenance of Certification (CERT-200), Cross Certification (CERT-300), Consolidation (CERT-400), Return to Practice (CERT-500), Remediation (CERT-600), Unsuccessful Certification (CERT-700), Decertification (CERT-800)

1.0 PURPOSE

- 1.1 Outline of expectations and requirements for completion of all mandatory Continuing Medical Education (CME) pre-requisite requirements and/or additional mandatory education.

2.0 POLICY STATEMENT

- 2.1 Any identified pre-requisite material and/or additional mandatory education requirements will be distributed through the NWRPCP Medic Learning Management System (LMS) with an accompanying memo outlining expectations and timelines.

3.0 PROCEDURE

- 3.1 Communication regarding upcoming CME will be electronically delivered a minimum of 45 days prior to the scheduled sessions. The memo will outline any pre-requisite requirements and will include a deadline for completion.
- 3.2 Paramedics and Employers will receive a minimum of two notifications of any pre-requisite deadline.
- 3.3 Paramedics who have not completed all pre-requisite materials and/or additional mandatory education requirements on the assigned deadline may be deactivated and may not be able to attend the scheduled session. Notice of deactivation(s) will be sent to the affected Paramedic, Emergency Health Services Branch Ministry of Health and Long Term Care (EHSB MOHLTC) and the associated Employer.
- 3.4 If deactivated, the Paramedic will be reactivated the following business day once the required prerequisite materials are completed and NWRPCP has been notified.
- 3.5 Should a Paramedic be unable to complete the pre-requisite material/ mandatory education by the assigned deadline because of extenuating circumstances, an extension may be granted at the discretion of the NWRPCP.
- 3.6 Vacation time and/or statutory holiday time is the responsibility of the paramedic and they must adjust their schedule accordingly to ensure completion of pre-requisite material and/or additional mandatory education requirements.
- 3.7 NWRPCP will track any Paramedic that routinely fail to comply with deadlines will be

trended and will be communicated with their respective Employer.

4.0 RELATED PRACTICES AND/OR LEGISLATIONS

- 4.1 Ambulance Act (Ontario) and Ontario Regulation 257/00
- 4.2 Emergency Health Services Branch (EHSB), Ontario Ministry of Health and Long-term care (MOHLTC) and Thunder Bay Regional Health Sciences Centre (TBRHSC) Performance Agreement (PA), 2008
- 4.3 Current EHSB MOHLTC Basic Life Support (BLS) & Advanced Life Support (ALS) Patient Care Standards (PCS)