



## College of Paramedics of Manitoba February 2021 Newsletter



### Message from the Executive Director Trish Bergal

Hello College registrants! It has been an incredibly busy 3 months and some important milestones have been reached. Our register of paramedics is now complete and renewals for the 21/22 practice year are now underway. We are excited to have an accurate email listing and look forward to communicating with you on a regular basis. This will include sending College Newsletters; sharing important information; notice of special items that require your attention; reminders related to due dates.

We encourage Registrants to read prior issues of the 9 College Newsletters as the content provides important information to enhance your understanding of a regulatory college. All the newsletters are found on the College website at <https://collegeparamb.ca/about/newsletter/>

#### ***Versions that are worthy of a read or re-read:***

*January/February 2019* – distinction between an employer/professional association/union/regulatory body

*June 2020* – Paramedics as Information Managers

*October 26, 2020* – Explains the Transition Application process and the 21/22 Renewal process

*December 2, 2020* – Our first newsletter as the official regulator!

## Registration Fast Facts and Information

To date the number of College Registrants are ~2212 but we are still dealing with incomplete transition applications and have many new applications in progress so that is a preliminary figure only. We will not be able to confirm registration numbers until we also convert prior registrants to their correct status etc.

EMR – 17%

PCP – 71%

ACP – 12%

CCP - .70%

During the Transition Application process, we received and answered ~ 2500 emails; reviewed and corrected 2212 applications (so far!); responded to ~ 25 phone calls per day for an approximate total of 1600 phone calls! Most used phrase? “Are you sure you are logging in via the New Applicant portal?”

Self Service guides for navigating your way around the Registrant Portal are under development and will be posted on the website very soon. The registrant portal is your means to update personal information such as change of address or email or employer (registrants are required to keep this information current as directed in the College of Paramedics of Manitoba General Regulation). The registrant portal will be where future registration renewals are managed; where the Program of Continuing Competency Module will be completed (installation date still to be announced); where invoices can be printed; where change of status requests can be generated, etc.



## **Tech Support**

If you are having account troubles please email the general College email at [Info@collegeparamb.ca](mailto:Info@collegeparamb.ca). Please: 1) state the topic of the issue in the subject line; 2) state your name and registration number (license number) (your name may or may not be determined by your email username); 3) details of the issue you are having; 4) include a screen shot if possible.

During the transition we have been responding to the Info email ~18 hours per day, seven days a week but will now move to monitoring this email Monday -Friday 0830-1630 h.

## **Trouble shooting Tips**

Email: make sure you know your email address on file! If you are not sure contact the College at [info@collegeparamb.ca](mailto:info@collegeparamb.ca). If you want to change it, log in with the old email and then update this in your profile information.

Forgot password: if you forget your password use this feature. The system will prompt you to enter password formats that are accepted.

Security Questions: the answers are case sensitive. If you cannot remember your security question answer, then please press the forgot password option and you will be prompted to reset or change your security questions.

## **New Graduates/Out of Province Applications**

At the same time as on-boarding all registrants, we also processed 49 applications for New Graduates and 12 applications for paramedics registered in another province who wish to be registered in Manitoba. Processing these applications was a rewarding experience, welcoming new members of the profession and welcoming experienced paramedics to Manitoba. We know that our existing registrants will embrace working with new colleagues and assist in their mentorship and growth.

## **Renewal 21/22**

In a self-regulatory model, renewal of certificates of practice are done every year. The College fiscal year is April 1 – March 31 of every year. In February of each year all registrants are required to complete their renewal to be issued their Certificate of Practice for the next year. In general, the renewal steps are: 1) update demographic information in the portal; 2) submit the program of continuing competency requirements; 3) complete any mandatory modules required by the College; 4) complete background checks if selected; 5) pay the registration fee for the next practice year.

The coming into force date and the requirements under regulation for the transition to the College coincided with the timing of the renewal for the 21/22 year. As such the renewal for the 21/22 year is more fragmented: 1) The verification of personal information has been completed and declaration questions answered as part of the transition application so these are not being collected again; 2) the program of continuing competency requirements have been deferred to April 1, 2021 to give registrants more time to learn the new requirements; 3) registrants will be selected to submit background checks but will be given several months to submit this information; 4) invoice reminders will be issued with a reminder to pay the fee for the 21/22 practice year by March 14, 2021. Please note we are aware that an error was made in the invoice due date and notices were issued with contradictory information. The software vendor remedied the error and are conducting a quality assurance review. We apologize for the confusion this may have caused.

## **Fees**

The fee for 21/22 is \$550.00 and is due March 14, 2021. Once we are in operation for one year, we will determine a method by which registrants can pay by pre-authorized payment of some kind. Council has a strategic priority of demonstrating transparency related to financial management and more information on the financial status of the College will be shared once our registration numbers are confirmed and the revenue for the 21/22 year is known.

## **Background checks**

The College of Paramedics of Manitoba General Regulation states in section 3.8 that "a member who holds a valid certificate of practice must provide the registrar with a satisfactory criminal record check, a satisfactory child abuse registry check and a satisfactory adult abuse registry check every five years after registration". The College plans to select 20% of registrants each year to fulfill this requirement and then place each registrant on their own five-year cycle. Normally background checks would be required as part of the renewal process but we were not able to communicate this in advance due to the late date by which the coming into force date was known.

As soon as our registration numbers are confirmed we will select 20% of the registrants and contact each individual to inform them of the requirement to submit their information as a late submission in compliance with the renewal requirements for the 21/22 practice year. Registrants will have ~3 months to submit this information to the College.

An additional 20% of registrants will be selected in ~October of 2021, and those registrants will need to provide the information as part of the 22/23 renewal.

## **Program of Continuing Competency**

The new Program for Continuing Competency is an opportunity for regulated members to discern, design and engage in self-directed learning to enhance their individual practice. Resource material including the PCC Handbook are posted on the College website (<https://collegeparamb.ca/continuing-competency/program-for-continuing-competency/>) There have been several "Ask Us Anything – PCC" webinars that have been well attended (~420 individuals). Thank you to those who have attended. Documentation tools will be available in the registration portal shortly. Each registrant will be notified when the document tools are available in the portal. Please ensure you are familiar with the PCC requirements for April 1, 2021.

### **EMR Provincial Exam**

The last sitting of the Provincial EMR exam will be March 17, 2021. Starting March 1<sup>st</sup>, registrations for an EMR exam will be for the COPR national EMR exam in May of 2021. More information about how to register for the May COPR exam will be posted on the College website as soon as all dates and arrangements are confirmed.

### **COVID-19 Response**

The College was pleased to see paramedics included in the Ministerial Orders related to COVID-19 Testing and Vaccination. Thank you to all EMR's and paramedics who are working through challenging times and providing service to Manitobans.

We continue to receive inquiries about whether Paramedics can perform nasopharyngeal swabbing in settings outside of the employers listed in the Ministerial order. Unless the paramedic has taken the micro-credentialling program at RRC, they cannot provide this service in any other practice setting than those stipulated in the Ministerial Order. The ability to perform this Reserved Act does not transfer to employers not listed in the Ministerial Order.

### **AGM/Approval of Bylaws**

College Bylaws will be approved at the first Annual General Meeting of the College. The exact date is not known at this time as we need to ensure the timing is coordinated with the availability of the audited financial statements. Due to the College coming into force on December 1, 2020, the appointment of an audit firm by Council has still not been confirmed and hence a timeline of activity has yet to be finalized. All registrants will receive notification of the AGM date as soon as it is known.

