



**College of Paramedics
of Manitoba**

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College of Paramedics of Manitoba

Program for Continuing Competency Handbook

June 2021



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INTRODUCTION

As Paramedicine in Manitoba is regulated under the *Regulated Health Professions Act (RHPA)*, all registrants are required to maintain currency in their practice and knowledge through the Program for Continuing Competence (PCC).

As per **RHPA 87(1)** A council must establish, by regulation, a continuing competency program to maintain the competence of the members and to enhance the practice of the regulated health profession. The program may provide for, but is not limited to,

- (a) reviewing the professional competence of members.
- (b) requiring members to participate in programs intended to ensure competence; and
- (c) conducting practice audits in accordance with this Act.

The PCC engages Paramedics in a professional practice model supporting currency in practice, enhancement and expansion of knowledge and skills. It is designed to foster individual improvement and growth of professional practice, enhancing the level of service and care provided to Manitobans.

PROGRAM PRINCIPLES

Continuing professional development is defined as learning activities that maintain, enhance, or expand paramedic knowledge, skill and overall competence.

“Paramedics integrate six roles to provide safe, compassionate and client-centered care in the varied settings and contexts of paramedic practice:

- *clinician*
- *professional*
- *educator*
- *advocate*
- *team member*
- *reflective practitioner*

The Paramedic Association of Canada (PAC)



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What does the College of Paramedics of Manitoba already believe in relation to Continuing Competency?

- Manitobans expect Paramedics to be current and competent in their practice.
- All Paramedics are committed to obtaining the knowledge, skill, and judgment they need in order to provide exemplary and innovative regulatory practice.
- Self-reflection improves empathy, listening, critical thinking and decision-making skills. It also allows Paramedics to improve their communication with others and enhances their leadership qualities.
- Paramedics will share professional knowledge, participate in mentorship, and be willing to learn and accept new knowledge shared by other.
- Paramedics will actively participate in quality assurance and quality improvement programs
- Paramedics maintain and enhance their competence through self-reflection, lifelong learning and integrating that learning into their practice.
- Paramedics who take time to reflect on their practice provide quality care.

What are the goals of the Program?

Engage self-reflection: Paramedics are able to assess their practice by completing a self-assessment, as well as receive feedback on their practice from peers and clients. Through self-reflection, Paramedics will develop skills in self-directed learning, increase their motivation to learn and improve the quality of care they provide.

Enrich practice: Paramedics have the opportunity to learn something new that they may be able to use in their practice.

Address learning needs: Paramedics demonstrate a commitment to lifelong learning by acting on what they discover about their practice (i.e. through self-reflection, feedback from others and goal setting).

Electronic documentation (Professional Portfolio): Paramedics demonstrate accountability to the PCC by documentation of annual accomplishments. This is achieved by the creation and maintenance of a Professional Portfolio – a combination of the self-reflection and learning goal documentation tools and other learning events and volunteer activities that have enhanced your practice over the PCC year.



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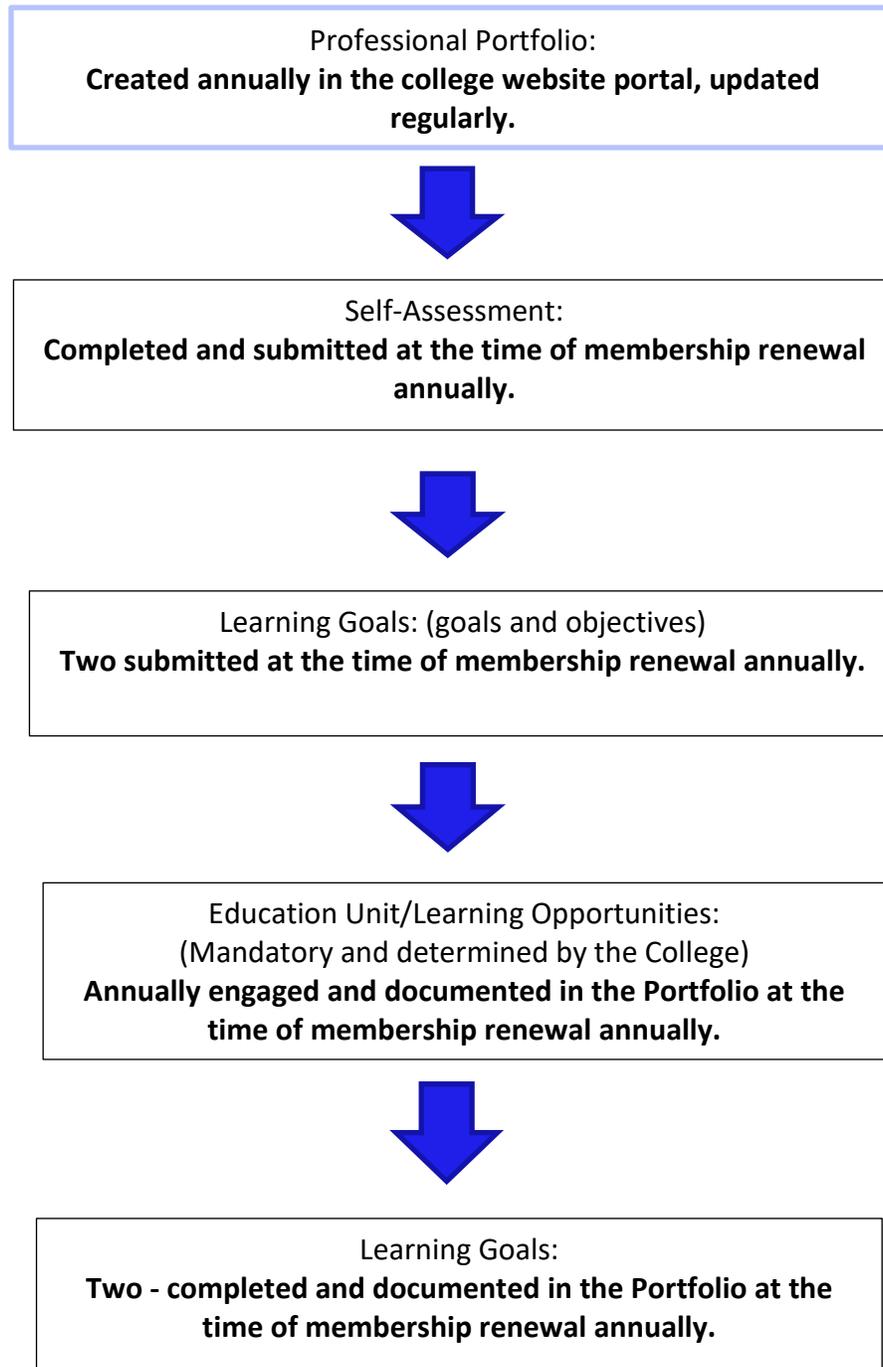
Who is required to participate in the Program for Continuing Competency?

All registrants with the College of Paramedics of Manitoba in the following classes:

- Full Membership
- Provisional Membership
- Non-practicing Membership



Annual Requirements - CPMB Program for Continuing Competency





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The PCC must be completed annually by registrants of the College of Paramedics of Manitoba who hold Full, Provisional, or Non-practicing memberships.

General Regulations 6.6

If a member fails to complete the continuing competency requirements or if practice issues are identified through a practice audit, the registrar may do one or more of the following:

- a) impose any conditions that the registrar considers necessary or advisable on the member's certificate of practice.
- b) require the member to successfully complete any examinations, tests, assessments, training, or education that the registrar considers necessary to establish that the member is competent to engage in the practice of paramedicine.
- c) direct the member to take any action the registrar considers necessary to address any issues identified in the audit.

Professional Portfolio:

Each registrant with the College of Paramedics of Manitoba participating in the PCC is **required** to create and maintain a **Professional Portfolio in the College website portal annually**. It is the **registrant's responsibility to regularly update the Portfolio**. The Professional Portfolio is your record of participation (and progress) in the PCC. It is the **annual** record of the required activities of the PCC and, if requested, should be updated within fourteen (14) days. It must include:

- Self-Assessment Tool
- Learning Goal Documentation Tools

It should also include other certifications/achievements not related to the PCC but related to your professional competence and practice as a paramedic. It may include:

- Recertification certificates
- Letters of commendation
- New Achievements within the profession (Reserved Acts additional training)
- Other activities (volunteer or paid) engaged that enhance practice.



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The up-to-date Professional Portfolio is what will be required on request of the College for audit or other purposes. Therefore, it is **imperative** that a registrant continue to **update it regularly** as learning goals are completed.

If requested by the College, a registrant will be required to have updated the portfolio **within fourteen (14) days.** The PCC auditing process is currently being developed by the College

Self-Assessment:

The self-assessment tool follows the **Standards of Practice for Paramedics**

<https://collegeparamb.ca/wp-content/uploads/2020/07/Standards-of-Practice-final-28-Aug-18.pdf>

Each registrant will utilize a standard form to reflect on:

- The Paramedic's personal practice and experiences.
- Gifts/skills the registrant possess that contribute to competent practice.
- Areas needing enhancement.
- Education opportunities engaged in past year.
- The impact learning opportunities have had on practice.
- Potential learning goals for the coming year.

To complete the self-assessment:

Review and reflect on each indicator and rate the extent to which you meet the professional expectation it describes using the rating scale. The Self-assessment tools will be summarizing your overall observations about your areas of strength, and areas for further development. Even if you assess that you consistently meet each indicator, you are encouraged to review:

- The CPMB Code of Ethics
- The CPMB Standards of Practice for Paramedics
- The CPMB Practice Directions
- The Regulated Health Professionals Act and Regulations

These resources are available on the CPMB website.



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You are also encouraged to consult colleagues about how they perceive your Self-Assessment results.

While this Self-Assessment form is an annual submission, it can also be used to track/reflect on practice any time. (after each call/tour, once a month, etc.)

Learning Goals:

Each year, a **minimum of two (2) Learning Goals must be identified**. A Learning Goal Documentation Tool, each identifying one (1) new learning goal for the year, must be completed and included in a registrant's Professional Portfolio.

Preliminary plans for two (2) Learning Goals for each year **must be submitted at the time of renewal of registration** with the College of Paramedics of Manitoba. (see Learning Goal Documentation Tool)

Goals should be identified after completing the self-reflection process, reflecting on current or future area(s) of practice and identifying the competencies required to meet client care/learning needs in that environment.



Learning goals should also be SMART:

S	Specific to your learning needs and applicable to your current or future practice.
M	Measurable, real objectives that can be achieved through planned learning
A	Attainable, accessible learning that can be accessed by you where you are.
R	Realistic for you to fit your learning needs, your life, and work environment.
T	Timely and achievable within the next few months or within the year.

From The Working Mind – Mental Health Commission of Canada

Acceptable learning goals should:

- Deepen and broaden paramedic knowledge
- Relate to current area(s) of practice, or a future area of practice
- Expand the individual's body of knowledge and build competence as a paramedic
- Help meet the needs of current or future client populations

Learning goals should not include:

- Reviewing entry-level knowledge that is expected of all Paramedics (e.g. CPR)
- Reviewing material that you previously learned (e.g. Care Maps)
- Renewing a certification required for your practice level (e.g. ACLS)
- Goals that are personal goals, which do not relate directly to Paramedic practice

Planned Interventions/Objectives

Once learning goals for the year have been determined, plan methods of acquiring the new knowledge, skill and/or experience needed to achieve those goals. You will need to designate a minimum of two (2) interventions/objectives per learning goal.

Options to consider include:

- Attending education sessions, workshops, in-services, or conferences



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- Completing a certificate course
- Consulting with or observing other health care professionals in the workplace and carrying out research to validate what has been learned
- Reading current peer-reviewed journal articles, textbooks, or other scholarly publications
- Webinars, on-line learning opportunities
- If a registrant plans to access information posted on websites, ensure an evaluation of the quality of the information is taken. Was the information posted by a credible person or organization, with the credentials necessary to speak as an authority on the topic? If the answer is no, or the registrant is not sure, stick to scholarly sources such as peer-reviewed articles and textbooks.

Completed Interventions

Throughout the year, update the Professional Portfolio by documenting the specific learning activities completed to meet the learning goals.

Make sure to record details such as:

- Dates and locations of workshops, conferences, or courses; the names of instructors or presenters; and the organizations that delivered the programs.
- Proper references for any textbooks or articles reviewed including author, title, volume or edition, and date of publication.
- The website address of any website consulted, the name of the individual or organization that posted the information, the date it was accessed, and any other information that validates the website as a credible source of paramedic knowledge.

Remember: two (2) learning goals must be completed every year.

General Regulations Records

6.4 A member must maintain a record of each continuing competency activity completed within the current year and the previous three years. On request, the member must submit copies of the records to the registrar.

Impact on Practice

As the practice year goes on and learning goals are met, the registrant adds to (completes) the learning goal documentation tool, describing the impact of the newly gained knowledge on the registrant's practice.

- What new knowledge was acquired?



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- In what ways has the learning contributed to competence as a Paramedic?
- How has the client care/learning changed and improved as a result?

Be sure that the impact on practice describes both of the following:

- what was learned.
- the impact on your paramedic practice.

It is important for the registrant to describe how their Paramedic practice has changed or improved as a result of the learning.

Evaluation of Learning

Finally, before completing the learning goal documentation tool, the registrant will evaluate the overall learning experience. This insight may help identify and plan additional learning activities for next year. The registrant may also find the Self-Assessment Tool helpful in identifying further learning goals. An evaluation tool is included within the learning goal documentation tool.

Education Unit Learning Opportunities (Mandatory)

1-2 **mandatory units annually** determined by the College, based on important and emerging professional issues.

This learning opportunity will also require documentation that is included in the professional portfolio.

Please use the Learning Goal Documentation Tool to document the education unit activity and the impact on practice.



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Note: This documentation tool is an approximate reproduction of the one found on the College website Portal. Please use the Tools in the portal to complete the PCC requirements.

Self-Assessment Tool

To complete the self-assessment:

Review and reflect on each indicator listed below in this tool and rate the extent to which you meet the professional expectation it describes.

1. I rarely meet the expectation of this indicator. This is a priority area of development for me.
2. I sometimes meet the expectation of this indicator.
3. I consistently meet the expectation of this indicator.

N/A This does not pertain to my current practice area.

Self-Assessment Tool

Year:	
Completion Date:	
Name:	Registration Number:



1: Professional and Practice Proficiency		Rating
I demonstrate accountability for clinical and technical practice by:		
1.1	Applying understanding of foundational knowledge within the practice of paramedicine.	
1.2	Being knowledgeable about the effects, side effects, interactions and safe administration of medications in the provision of care.	
1.3	Applying foundational knowledge and evidence in informed practice including clinical and social sciences, leadership, management, health and social services and public safety systems.	
1.4	Applying and evaluating knowledge developed through experience, clinical analysis and research findings.	
1.5	Establishing and continuously developing critical and clinical judgment.	
1.6	Exhibiting proficiency in technical and psychomotor skills.	
1.7	Ensuring appropriate infection control standards are maintained.	

2: Professionalism		Rating
I demonstrate accountability for professional practice by:		
2.1	Using clinical and professional judgement to ensure informed consent and informed refusal of care.	
2.2	Being accountable for the provision of care, advice provided, any failure to act, and any errors committed.	
2.3	Operating vehicles and equipment in a safe manner.	
2.4	Demonstrating willingness to initiate and participate in research projects.	
2.5	Ensuring knowledge of relevant legislation, regulations, code of ethics, standards of practice and understanding how to interpret and apply them to your practice of paramedicine.	
2.6	Initiating, maintaining and concluding the therapeutic paramedic client relationship.	
2.7	Maintaining documentation of client care and observations that are chronological, legible, clear, timely, accurate and concise.	



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3. Pedagogical (Education) Practice		Rating
In practice I:		
3.1	Provide professional preceptorship, mentorship, leadership and supervision to students and colleagues.	
3.2	Am accountable for documentation and communications completed by students and colleagues to ensure accuracy, clarity and timeliness.	
3.3	Share my knowledge and expertise that contributes to the improvement and advancement of the profession.	

4. Health and Social		Rating
I improve health systems, social systems, and public safety by:		
4.1	Providing health education and promotion, health awareness and injury and disease prevention.	
4.2	Seeking feedback from stakeholders in the planning, delivery and evaluation of health care provided to ensure safe practice and public safety.	
4.3	Incorporating appropriate evidence for quality and safety improvements in health care and public safety.	
4.4	Supporting the client to learn and access appropriate health and social care in order to maintain or improve health.	
4.5	Supporting and engaging in health care and public safety research that supports improvements in achieving health.	
4.6	Participating in the development, maintenance, and improvement of system-wide approaches to all aspects of client care.	
4.7	Supporting and engaging the principals of collaborative care.	



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5. Self-Regulation		Rating
I maintain current knowledge related to the profession by:		
5.1	Maintaining current registration.	
5.2	Maintaining current knowledge related to the regulation of the profession.	
5.3	Supporting the mandate of the College of Paramedics of Manitoba to protect the public.	
5.4	Maintaining an informed position with respect to regulatory changes, which affect practice.	
5.5	Practicing within the professions legislated Scope of Practice.	
5.6	Participating in professional meetings and activities.	
5.7	Practicing within the Standards of Practice of the CPMB	



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6. Continuing Competence		Rating
I assume responsibility for attaining and maintaining competence relevant to own practice by:		
6.1	Demonstrating appropriate knowledge, skills and judgment related to my own practice.	
6.2	Demonstrating awareness of the changing trends in paramedic practice, health and society that impact practice.	
6.3	Demonstrate good stewardship of new graduates entering the profession	
6.4	Continually assessing my own competence to identify learning needs and opportunities for growth and development.	
6.5	Using reflective thought and feedback from others when assessing own practice.	
6.6	Providing feedback to others to support their professional development.	
6.7	Participating in the College of Paramedics of Manitoba Program for Continued Competence.	
6.8	Incorporating knowledge gained into practice.	
6.9	Maintaining a record of professional activities.	



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Priority areas for development that I have identified include:

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Learning Goal Documentation Tool

Year	
Goal # _____	Goal (describe)
Completion Date:	
Name:	Registration Number:

Note: Before completing this template, be sure to consult the PCC Instruction Guide for learning plan criteria



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How many years have you practiced as a Paramedic?	
What is/are your current area(s) of practice?	
How many years have you practiced in this/these area(s)?	
Do you plan on changing your area of practice in the coming year? If so, to what area?	

Goal: Describe a specific learning goal you have established for yourself.



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Planned Interventions: Describe the learning activities that you plan to complete your learning goal.

Once you have completed this form for 2 Learning Goals and 2 Planned Interventions, please upload this to the College of Paramedics of Manitoba as part of your registration renewal.



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Completed Interventions: Describe in detail the learning activities you have completed to meet your goal. Include specific information such as **dates and locations** of workshops and courses, and **proper citations for articles or other publications**.

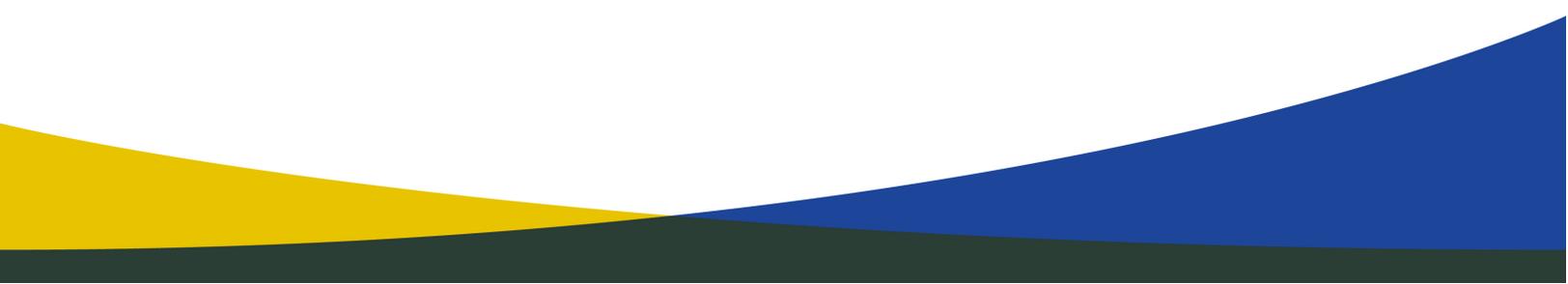


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Impact on Practice: Describe in detail what you learned and how the learning has impacted, or will impact, your paramedic practice. How has this learning enhanced your professional knowledge, skill and/or judgment? How have your clients been positively impacted by your learning?





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Evaluation of Learning: Evaluate your experience developing and carrying out this learning plan.

I now feel more confident that my Paramedic practice has been enhanced.

I now feel more confident about my ability to find evidence-based resources. I discovered research resources or continuing education options I did not know about.

I shared my new knowledge with colleagues and clients.

I received positive feedback on my learning from clients, colleagues, and/or managers.



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I identified topics for further learning in the future.

Other (specify)



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Note: This documentation tool is an approximate reproduction of the one found on the College website Portal. Please use the Tool in the portal to complete the PCC requirements.

Learning Unit Documentation Tool

Year	
Learning Unit/Opportunity (mandatory)	Completion Date:
Name:	Registration Number:

Learning Unit Opportunity: Describe in detail the learning activity you have completed. Include specific information such as **dates and locations** of workshops and courses, and **proper citations for articles or other publications**.

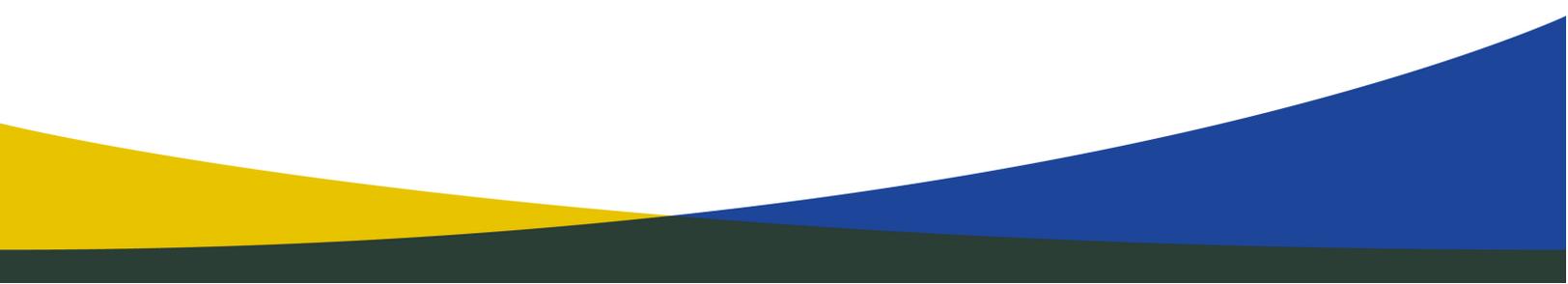


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Impact on Practice: Describe in detail what you learned and how the learning has impacted, or will impact, your paramedic practice. How has this learning enhanced your professional knowledge, skill and/or judgment? How have your clients been positively impacted by your learning?





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Evaluation of Learning: Evaluate your experience and how it has impacted your Paramedic practice.

I now feel more confident that my Paramedic practice has been enhanced.

I now feel more confident about my ability to find evidence-based resources. I discovered research resources or continuing education options I did not know about.

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