

**Documentation Tool Examples
Program for Continuing Competency
College of Paramedics of Manitoba**

June 2021

For additional information please refer to the Program for Continuing Competency Handbook

Self-Reflection 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, using a rating scale of 1-3 as follows:

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.

This Self-Reflection tool is to be submitted annually upon renewal of registration with the College of Paramedics.

Self-Reflection Tool

Year 2021	
Goal ____ 1 of ____	Goal (describe)
Completion Date: February 15, 2021	
Name: Lezlee Smith	License Number: 166670

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
1.2	Being knowledgeable about the effects, side effects, interactions and safe administration of medications in the provision of care.	2
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.	2
1.4	Applying and evaluating knowledge developed through experience, clinical analysis and research findings.	2
1.5	Establishing and continuously developing critical and clinical judgment.	1
1.6	Exhibiting proficiency in technical and psychomotor skills.	1
1.7	Ensuring appropriate infection control standards are maintained.	2

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.	3
2.2	Being accountable for the provision of care, advice provided, any failure to act, and any errors committed.	3
2.3	Operating vehicles and equipment in a safe manner.	3
2.4	Demonstrating willingness to initiate and participate in research projects.	1
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
2.6	Initiating, maintaining, and concluding the therapeutic paramedic patient relationship.	3
2.7	Maintaining documentation of client care and observations that are chronological, legible, clear, timely, accurate and concise.	3

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

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.	2

4.2	Seeking feedback from stakeholders in the planning, delivery and evaluation of health care provided to ensure safe practice and public safety.	2
4.3	Incorporating appropriate evidence for quality and safety improvements in health care and public safety.	3
4.4	Supporting the patient to learn and access appropriate health and social care in order to maintain or improve health.	3
4.5	Supporting and engaging in health care and public safety research that supports improvements in achieving health.	2
4.6	Participating in the development, maintenance and improvement of system-wide approaches that ensure safe medication administration and medication inventory management.	2
4.7	Supporting and engaging the principals of collaborative care.	2

5. Self-Regulation		Rating
I maintain current knowledge related to the profession by:		
5.1	Maintaining current registration.	3
5.2	Maintaining current knowledge related to the regulation of the profession.	3
5.3	Supporting the mandate of the College of Paramedics of Manitoba to protect the public interest.	3
5.4	Maintaining an informed position with respect to regulatory changes, which affect practice.	3
5.5	Practicing within the professions legislated Scope of Practice.	3
5.6	Participating in professional meetings and activities.	3
5.7	Practicing within the Standards of Practice for Paramedics of the College	3

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.	3

6.2	Demonstrating awareness of the changing trends in paramedic practice, health and society that impact practice.	3
6.3	Demonstrate good stewardship of new graduates entering the profession	3
6.4	Continually assessing my own competence to identify learning needs and opportunities for growth and development.	3
6.5	Using reflective thought and feedback from others when assessing own practice.	3
6.6	Providing feedback to others to support their professional development.	3
6.7	Participating in the College of Paramedics of Manitoba Program for Continued Competence.	3
6.8	Incorporating knowledge gained into practice.	3
6.9	Maintaining a record of professional activities.	3

7: Personal Health and Well-Being		Rating (1-3)
As I maintain my personal health and well-being I:		
7.1	Appreciate the benefits of an exercise program	3
7.2	Appreciate the benefits of having interests/hobbies/engaging with organizations that are not connected from my job	3
7.3	Appreciate the benefits of maintaining social contacts with friends outside my workplace	2
7.4	Familiarize myself with the College Code of Ethics and the requirement to maintain mental and physical fitness to practice	1
7.5	Appreciate the benefits of balancing professional and personal interests	2
7.6	Maintaining awareness and understanding of the signs and symptoms of stress related injury and illness and the resources available to address them	1

Areas of strength that I have identified include:
Continued Competence – I believe I am strong in all of these areas
Self-regulation – I have devoted extensive time and considerable effort to be familiar with all documents/regulations pertinent to Paramedic self-regulation
Professionalism - Using clinical and professional judgement to ensure informed consent and informed refusal of care, being accountable for the provision of care, advice provided, any failure to

act, and any errors committed, operating vehicles and equipment in a safe manner, initiating maintaining and concluding the therapeutic paramedic patient relationship, maintaining documentation of client care and observations that are chronological, legible, clear, timely, accurate and concise.

Personal health and well-being - Engaging in an exercise program regularly, having interests/hobbies that have nothing to do with my job, participating in an organization that has no connection with my job.

Priority areas for development that I have identified include:

Health and Social - Providing health education and promotion, health awareness and injury and disease prevention, seeking feedback from stakeholders in the planning, delivery and evaluation of health care provided to ensure safe practice and public safety, supporting and engaging in health care and public safety research that supports improvements in achieving health, participating in the development, maintenance and improvement of system-wide approaches that ensure safe medication administration and medication inventory management.

Professional and Practice Proficiency - Being knowledgeable about the effects, side effects, interactions and safe administration of medications in the provision of care, applying foundational knowledge and evidence in informed practice including clinical and social sciences, leadership, management, health and social services and public safety systems, applying and evaluating knowledge developed through experience, clinical analysis and research findings, ensuring appropriate infection control standards are maintained.

Professionalism - Demonstrating willingness to initiate and participate in research projects, 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.

Personal Health and Well-Being - Familiarize myself with the CPMB Code of Ethics and the requirement to maintain mental and physical fitness to practice, maintaining awareness and understanding of the signs and symptoms of stress related injury and illness and the resources available to address them.

Learning Goal Documentation Tool

Year: 2020-21	
Goal # <u> 1 </u>	Goal (describe) improve my knowledge of the effects, side effects, interactions and safe administration of medications in the provision of care
Completion Date: December 30, 2021	
Name: Lezlee Smith	License Number: 166670

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

How many years have you practiced as a Paramedic?	3
What is/are your current area(s) of practice?	PCP – full time
How many years have you practiced in this/these area(s)?	3
Do you plan on changing your area of practice in the coming year? If so, to what area?	No

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

I want to improve my knowledge of the effects, side effects, interactions, and safe administration of medications in the provision of care

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

Webinar: Safe medication administration

Video resource: Frequently administered medications for the Prehospital Care Provider

Review/Study: Pharmacology for Paramedics Textbook

Video resource: Pharmacology made easy

Once you have completed “Goal” and “Planned Intervention” please submit to the College of Paramedics of Manitoba. You must do so for two (2) goals at the time of registration renewal. As you engage in the activities that will help you fulfill your goals, complete this documentation tool.

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**.

Webinar: Safe medication administration – Canadian Association of Pharmacists November 22, 2021.

Video resource: Frequently administered medications for the Prehospital Care Provider – Manitoba Institute for Patient Safety – created June 2019, viewed November 21, 2021.

Review/Study: Pharmacology for Paramedics Textbook – Brady Publishers pages 10, 15-20, 26-27, 33-40 – Studied December 5, 2021

Video resource: Pharmacology made easy – University of Manitoba School of Nursing – created May 2018, viewed December 15, 2021

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 patients/clients been positively impacted by your learning?

I am much more confident in my knowledge of the pharmaceuticals that I am responsible to administer within my scope of practice, and those I am exposed to with other health practitioners. I feel more familiar with commonly prescribed medication as well and have a greater understanding of associated health concerns with those who have them prescribed. I have a greater understanding of medication incompatibility.

I have a far greater understanding of routes of administration – benefits and concerns – which allows me to make better choices when administering medication to a patient.

I am more confident to answer questions my patient, family, or colleagues may have regarding a medication and the route I am choosing for administration.

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.

Without question I feel I am more confident and competent in this area. I believe it has empowered me to make better choices and more competently interpret patient reactions to medication I have administered.

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 had no idea there were so many resources on this subject – and all very relevant to my practice. I have created a reference guide for continued review.

I shared my new knowledge with colleagues and patients/clients.

My colleagues have requested my reference guide. My patients appreciate the information I can give them about medications I am administering.

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

My paramedic partner, and Clinical Manager has provided positive feedback. I have had several patients thank me for helping them understand the medication I was administering, and how much more comfortable they were receiving it when they knew the benefits they would receive.

I identified topics for further learning in the future.

In the future I would like to explore frequently prescribed medication more – and incorporate medical colleagues' advice and experience in why/how they made medication prescription choices.

Other (specify)

I wish I had received more of this information in my training program but have appreciated the challenge to identify and develop my own learning plan. It was not as hard as I thought it would be!

Learning Unit Documentation Tool

Year 2020-21	
Learning Unit/Opportunity (mandatory) PACE Conference	Completion Date: September 29-31, 2020
Name: Lezlee Smith	License Number: 166670

Learning Module/Opportunity (mandatory): 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.

Addressing mental wellness in Paramedics was the mandatory Unit assigned for this PCC cycle. I attended the PACE Conference in Winnipeg. (link or brochure)

I attended a seminar on Mental Health for First Responders – “How to help and stay healthy” delivered by Dr. A Smith and Clinical Psychologist B Lee. It was 45 minutes in length with a 10 minute Q&A session following.

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 patients/clients been positively impacted by your learning?

I was introduced to the topic of “compassion fatigue” and the signs and symptoms one exhibits when suffering from it. I – when invited by the presenters – participated in a self-analysis which helped me identify the level of fatigue I personally experience and the ways I behave because of it. I had never made a connection between my behavior and verbal communication choices and compassion fatigue. I was able to obtain several resources to further understand the phenomenon, as well as ways to heal, and prevent further development of the fatigue. I now understand that it is normal, but not healthy, and I have to be more intentional about self-care. Once I have identified myself and the ways I am affected, I have been able to use some of the resource suggestions to address the adverse effects. I believe I have a better rapport with my patients, that I approach situations with more compassion, and I am able to adequately care for myself. My colleagues have commented on the positive changes they have observed. I feel better!

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.

This has been an eye opener into my level of self-awareness. I can now more easily identify those behaviors – gestures, emotions, verbal choices – that are a sign I am affected by compassion fatigue. I have learned to address them before they become entrenched. I believe I have improved my communication with patients, bystanders, and colleagues, and have become a more effective care provider as a result. I also find I feel healthier in my personal life and relationships.

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.

This seminar provided me with several resources so that I can continue my learning and continue monitoring my progress in addressing my compassion fatigue. I also made connections with other participants and we intend to meet regularly to share additional resources and serve as mentors/support for one another.

I shared my new knowledge with colleagues and patients/clients.

One of the suggestions in the seminar was to be intentional about connecting with a colleague and sharing my learning about myself – the connection between the fatigue and my behavior. I have done this. We are currently compiling a resource for colleagues to help them self-identify their own level of compassion fatigue, and suggested resources to help them address it.

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

My paramedic partner has noticed a significant change in the way I prepare, approach, and interact with patients, bystanders and other professionals. She tells me "I am not the same medic". It feels good to be able to interact and meet the needs of others without sacrificing myself – my happiness and mental health.

I identified topics for further learning in the future.

There were a few exercises – mental and physical – the two presenters suggested as a regular and routine way of letting go of stress and built-up emotions that contribute to compassion fatigue. I would like to learn more about them and begin to use them as routine part of my self-care.

Other (specify)

The Pace conference was well worth attending – I plan to attend again in 3 years.