



College of Paramedics of Manitoba Continuing Competency Committee

Terms of Reference

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).

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.

Annual requirement (Paramedics of Manitoba General Regulation)

6.3 Each year, a member must

- (a) satisfactorily complete the activities required under the continuing competency program, that may include
 - (i) activities that promote continuing competency in the provision of health care,
 - (ii) activities that promote continuing quality improvement in the provision of healthcare, or
 - (iii) any other approved activities; and
- (b) report on those activities at the time and in the form required by the registrar.

Further, as specified in the Paramedics of Manitoba General Regulation - Reserved Acts (Schedule 4.9), members may perform some Reserved Acts following additional training. The College of Paramedics of Manitoba is required to approve the content of the additional training.

Terms of Reference:

- a) The **Continuing Competency Committee (CC Committee)** is established to ***develop and implement*** a PCC audit/feedback process
- b) ***create or review*** in collaboration with employers, proposed education material required by some practitioners for access to Reserved Acts. (Additional Training)



(Please note PCC audit/feedback process, changes to enhance the PCC program, and proposed education material is required to be approved by the CPMB Council prior to implementation)

Membership:

Appointments committee of the College of Paramedics of Manitoba Council shall provide names to the CPMB Council for membership on the CC Committee.

The CC Committee shall consist of 10 members and a College staff person:

- One staff liaison from the College of Paramedics of Manitoba
- 7 members from the CPMB membership (Full, Retired)
- 3 non-paramedic public members

CC Committee members should have experience in or suitable knowledge of the practice of Paramedicine, an interest and/or background in education and evaluative process especially with regards to the purpose of a continuing education program, and appropriate additional education related to the Reserved Acts (those requiring additional training).

Terms of Office:

The CC Committee members shall serve for a three (3) year appointment with the option of one (1) additional re-appointment for a total of six (6) years.

Frequency of Meetings

The CC Committee shall meet bi-monthly or more frequently as mutually decided.

Reporting/Recording:

- A recording secretary - currently the Executive Assistant from the College of Paramedics of Manitoba shall take minutes for every meeting

Decision Making and Governance:

- A Paramedic representative will chair the Committee meetings.
- The chair (in collaboration with college staff liaison, will set the agenda and ensure it and minutes from the previous meeting is circulated one week prior to the meeting date
- As much as possible, decisions of the Committee shall be made by consensus
- If consensus cannot be reached, each member shall have one vote.
- No proxy votes will be permitted
- Business of the Committee shall be conducted using principles contained within Robert's Rules of Order
- The Rules of Order should not become an encumbrance to the operation of the Committee



Quorum:

- A simple majority which includes at least one public member will represent a quorum of the Committee on votes and attendance
- Members may attend via video conferencing or in person (when permitted)

Accountability

The CC Committee is accountable to the Council of the College of Paramedics of Manitoba.