



Program of Continuing Competency Audit/Review Process

Introduction:

The following Act/Regulation references refer to the Continuing Competency process for the College of Paramedics of Manitoba:

As per **Regulated Health Professions Act 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.

College of Paramedics of Manitoba General Regulations 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.

College of Paramedics of Manitoba 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.

To fulfill its mandate, the College of Paramedics of Manitoba will seek to audit/review 20% of registrants' Program of Continuing Competency submission(s) (once every 5 years) by the Continuing Competency Committee. The process is not meant to be punitive (except where a breach of professional responsibilities is found) but empowering to encourage registrants to improve their understanding and engagement of the Program of Continuing Competency.

If the audit/review process reveals a registrant has not completed the self-assessment document in its entirety, the registrant will be referred to the Executive/Registrar for further action as this is a breach of the College of Paramedics of Manitoba General Regulations.

The Continuing Competency Committee members will attempt to provide constructive feedback to audited/reviewed registrants in an attempt to enhance and encourage registrants to improve/enhance engagement of the Program of Continuing Competency. Following delivery of feedback to registrants, further monitoring/auditing/reviewing may be required.

The Continuing Competency Committee members will use the audit/review form (included) in the audit/evaluation process.



PCC Submission Audit/Review Rubric

Name of Registrant:	
Certificate of Practice #:	
Date of review:	
Practice year(s) being audited/reviewed:	

(Please use a separate rubric for each PCC cycle submission)

Question	Finding	Comments
1. Has the registrant completed the self-assessment in its entirety?	YES NO	
2. Does the submission reflect thoughtful engagement (variety of response levels – not all 3’s or 1’s, N/A used appropriately)?	YES NO	
3. Does the submission have the correct number of areas (goals) from the self-assessment chosen to prioritize for learning in the year? (2 or 4) depending on the situation, some registrants have been assigned 4 goals	YES NO	
4. Does the submission demonstrate an understanding and application of SMART goals? (See page 9 of the Handbook – have the areas identified for prioritization been narrowed down so they are measurable/achievable in the time allotted?)	YES NO	
5. Does the submission indicate at least 2 projected learning objectives/activities per goal? (a minimum of two learning activities per goal is required – there can be more)	YES NO	
6. Do the learning objectives/ activities relate/are relevant to the goal?	YES NO	



7. Does the submission indicate learning objectives/activity details that are complete? (Registrants are asked to: <i>"Describe in detail the learning activity you have completed. Include proper citations for articles or other publications used"</i> following the entry to a "completion" date	YES NO	
8. Does the submission include a comprehensive/genuine reflection on the impact of practice?	YES NO	
9. Does the submission include documentation to support completion of the learning objective?	YES NO	
10. Random selection of learning objective (select one learning objective/activity and connect to the resource documented)	This is a reminder step for the auditor. This is not an assessment question.	
11. Does the learning objective/activity exist?	YES NO	
12. Is the learning objective resource credible? (See resource: how to discern a credible internet source)	YES NO	
13. Has the learning objective/activity been used in previous submissions?	(N/A for the 21-22 cycle)	
14. Follow up required?	YES NO	
15. Date of follow up	For College use only	

Name of CCC Member Reviewing:	
Date feedback is submitted:	