



**College of Paramedics  
of Manitoba**

Protecting public interest through  
regulatory excellence in paramedicine

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# College of Paramedics of Manitoba

## Program for Continuing Competency Handbook

### January 2024



## 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))

## 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 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 others.
- 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 can 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).

**Documentation:** Paramedics demonstrate accountability to the PCC by establishing and maintaining documentation of annual accomplishments - a combination of self-reflection document, learning goal and learning activity documentation. The Professional Portfolio Additions form is available to registrants to record other learning events and volunteer activities that have enhanced practice over the PCC cycle (April 1-March 31) but that are either not associated with a designated goal, or are not eligible for the PCC.

### 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



# CPMB PROGRAM FOR CONTINUING COMPETENCY QUICK REFERENCE FLOW CHART

**Program for Continuing Competency:**  
Created annually, updated regularly. It includes:



**Self-Assessment:**

Completed at the beginning of the program cycle.  
Should contain thoughtful reflection on practice strengths and  
Weaknesses. (varying responses of 1-3)

March



**Learning Goals:**

Begin creating goals as soon as self-assessment is complete.  
Based on indicators you have identified as areas where knowledge  
enhancement is required & desired.  
Ensure correct number of goals.

March-April



**Learning Opportunities/ Activities:**

Selected based on your goals.  
Two per learning goal.  
Must include appropriate documentation.

April-November



**Completed PCC Submission:**

Must be completed prior to renewal.  
Self-assessment, two learning goals, & minimum two learning  
activities per goal

December



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.

### PCC Documentation: (\*NEW: PCC Documentation Guide)

Each registrant with the College of Paramedics of Manitoba participating in the PCC is **required** to create and maintain a continuing competency learning plan **annually**. It is **your responsibility to regularly update your PCC learning activities**. Your documentation is the record of participation (and progress) in the PCC. It is the **annual** record of the required activities of the PCC and, if requested, must be submitted. It must include:

- Self-Assessment
- Learning Goal and Activity Documentation

The **Professional Portfolio** is an additional document and should include other certifications/achievements not related to the PCC but related to your professional competence and practice as a paramedic. Activities that 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.

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



If requested by the College, a registrant will be required to submit their Professional Portfolio. The PCC auditing process is the responsibility of the Continuing Competency Committee. <https://collegeparamb.ca/professional-practice/continuing-competency-committee/>

### 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 the self-assessment form found in the registrant portal to reflect on:

- Their personal practice and experiences.
- Their gifts/skills that contribute to competent practice.
- The areas they identify that may benefit from enhancement.
- The education opportunities they have engaged in the past year.
- The impact learning opportunities have had on their practice.
- The potential learning goals for the next PCC cycle.

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. **NEW\* See Self-Assessment Supplement** resource. The Self-assessment will summarize your overall observations about your areas of strength, and areas for further development. If you assess that you consistently meet each indicator (majority of "3's"), or do not meet the indicator (majority of "1's"), 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](#).

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

While this self-assessment process is an annual requirement for the PCC, 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**. They are generated when they are identified as the area that will be focused on for the PCC cycle. Preliminary plans for Learning Goals for each year **should be considered at the time of registration renewal**.

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

**\*NEW** – See new policy **Advanced Education Eligibility for PCC**

**Learning goals should not include:**

- Repeat goals you have designated/engaged in the last three PCC cycles – **If you have chosen an indicator as a goal (ex., appreciating the benefits of an exercise program) within the last three years you cannot use it again.**
- Reviewing/recertification of entry-level knowledge that is expected of all Paramedics (e.g., CPR recertification)
- Reviewing material that you previously learned (ex., Employer Care Maps/Protocols)
- Renewing a certification required for your practice level/scope of work (ex., ACLS, PHTLS) **\*If the education is a requirement for employment, it cannot be used in your PCC.**
- Goals that are personal goals, which do not relate directly to Paramedic practice.



Remember, learning activities not eligible for the PCC may be included on the Professional Portfolio form.

### Planned Learning Activities:

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)** learning activities per learning goal. Learning activities can be:

- **Formal:** Learning activity that is structured and may require an evaluative process to achieve a credential (certificate) upon completion (example: a Course or additional training)
- **Informal:** Learning activity that is not structured and does not yield a credential (example: webinar, conference session)
- **Self-Directed:** Learning activity that is designed by you (example: reading a journal or publication, following an exercise schedule)

### Questions to stimulate thought:

- What is the predominant culture/cultures in the area where you work? How familiar are you with these cultures? Would engaging in additional study enhance your practice as a paramedic?
- Does the population you serve have a higher probability of chronic and acute illness and injury? (Example Diabetes, COPD, trauma). How familiar are you with these conditions and the clinical options within your scope? Would engaging in additional study enhance your practice as a paramedic?
- Have you experienced a patient whose condition challenges your knowledge? Would engaging in additional study of this condition enhance your practice as a paramedic?
- Medication administration for symptom relief is an integral part of paramedic practice. There are multiple options for some symptoms (like pain). How familiar are you with these options and their use? Would engaging in additional study enhance your practice as a paramedic?
- Is there a population you are less comfortable/less confident when assessing and making clinical decisions? (Pediatric, geriatric, palliative, dementia, etc.) Would engaging in additional study enhance your practice as a paramedic?





***Are you a new graduate?*** Looking for ideas for your PCC goals? Look at your entry to practice exam scores – Is there an area with a lower score that you can focus on in your PCC?

**Learning activity options to consider include:**

- Attending education sessions, workshops, in-services, or conferences
- 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. (See resource on “Credible learning sites” found on the CPMB website under Program for Continuing Competency.

### **Completed Interventions/Learning Activities**

Throughout the year, update your PCC 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 with a minimum of two learning activities per goal must be completed every year (unless otherwise determined by the College).**



## 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 (**\*NEW: PCC Documentation Guide**)

As the practice year goes on and learning activities are engaged and completed, you add to (complete) the learning intervention/activity documentation which included:

- What new knowledge was acquired?
- In what ways has learning contributed to your competence as a Paramedic?
- How has client care/learning changed and improved as a result?

Be sure that the documentation describes both of the following:

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

***It is important and required that you describe how your Paramedic practice has changed or improved as a result of the learning.***

Finally, take a moment to evaluate the overall learning experience. This insight may help identify and plan additional learning activities for next year. You may also find the Self-Assessment Tool helpful in identifying further learning goals.

### Education Unit Learning Opportunities (Mandatory)

**Mandatory units may be 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. A Mandatory Learning Goal Documentation Tool to document the education unit activity and the impact on practice will be provided.

Additional Resources available on the CPMB [website](#):

PCC Handbook January 2024 edition  
PCC Documentation Instructions  
PCC Self-Assessment Supplement  
Professional Portfolio Addition Form  
Professional Portfolio Addition Form Sample  
PCC Rubric  
PCC Credible Learning Sites  
PCC Documentation Guide