



College of Paramedics of Manitoba		
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Approval Signature: <i>Original Signed by J. Wade</i>	Section: Executive Expectations	
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1.0 **PURPOSE**

To outline the Council’s expectations of the Executive Director/Registrar with regard to operational delivery of the College of Paramedics of Manitoba (the College) regulatory requirements. The expectations meet the legislative requirements defined in *The Regulated Health Professions Act (RHPA)*

2.0 **DEFINITIONS**

N/A

3.0 **POLICY**

This policy is based on the mandate of the College to govern its registrants in a manner that serves and protects the public interests as outlined in the RHPA. The College protects the public from unsafe, unethical, and incompetent paramedic care.

3.1 **General Principles for Regulatory Requirements Operations**

The Executive Director/Registrar will ensure the following principles direct all regulatory operational processes:

- All decisions are made in the public interest
- All decisions are made based on the knowledge skills and judgements expected of registrants
- Decisions are guided by best practice in regulation, such as the Standards of Good Regulation from the Professional Standards Authority, or other type of research, expert opinion or benchmarking
- Policies and processes are clearly communicated to the public and registrants in order to be as transparent as possible
- Regulatory processes are timely, consistent, just, and balanced in approach
- Regulatory processes and policies are compliant with legislation and regulation
- Regulatory processes are outcome focused so that outcomes can be tracked to demonstrate effectiveness and impact on the public interest



- When outcome measures suggest a concern with regulatory effectiveness or impact, an appropriate review will be conducted.
- Regulatory processes are developed in a collaborative framework with input from the public, registrants, and other health care regulators

### 3.2 **Requirements for Registration**

The Executive Director/Registrar shall ensure the following principles direct the operational processes for Registration services:

- Requirements for registration are communicated and applied consistently
- Paramedics entering practice will demonstrate that they meet the entry to practice competencies established by the paramedic profession
- Paramedics renewing their license will demonstrate compliance with continuing competency requirements
- Paramedics applying for registration will demonstrate English language proficiency including in reading, writing, speaking and listening
- English language requirements are applied consistently to both North American and International Applicants
- Registrant processes are transparent, understandable, efficient, and user-friendly
- College staff assist registrants within 48 hrs. during College operating hours

### 3.3 **Standards of Practice, Code of Ethics and Practice Directions Governing the Practice of Paramedicine**

The Executive Director/Registrar shall ensure that the development of standards and practice directions meets the following principles:

- Practice standards, the Code of Ethics are used as the benchmarks for paramedic practice and are the foundation for guiding regulatory practices
- Standards of Practice, the Code of Ethics, and Practice Directions are brought to Council for approval prior to release
- All Standards, Code of Ethics, are reviewed every five years
- All Practice Directions are reviewed every three years

### 3.4 **Quality and Continuing Competency**

The Executive Director/Registrar shall ensure the Quality and Continuing competency requirements are met as follows:



- Guidance documents communicate that individual paramedics are accountable for their professional actions and answerable for their practice
- Guidance documents and individual consultations assist paramedics to use their knowledge, skills, and judgement in practice situations
- Support to paramedics in meeting practice standards, code of ethics, and practice directions requirements is provided in a timely and effective way
- Guidance documents and continuing competency requirements incorporate an expectation for individual paramedic self-reflection and an awareness of professional obligations and accountability mechanisms for safe and effective practice
- Continuing competency programs support continuous improvement for safe, quality professional practice across a variety of roles
- Continuing competency assessment programs are measured for their effectiveness and are revised as supported by research

### 3.5 **Professional Conduct**

The Executive Director/Registrar shall ensure that operational processes for professional conduct occur as follows:

- Appropriate and standardized processes options are in place to resolve practice concerns, as supported in legislation and regulation. This could include a formal complaint or an identified quality assurance concern
- Protocols are established and followed that ensure that professional conduct issues are managed confidentially, objectively, and in a timely manner. This includes a formal complaint, a quality assurance concern, or an employer report
- Consistent process for receiving and reviewing pertinent information related to the conduct matter are followed for registrants and complainants
- Appropriate actions, proportionate to the actual offence, following a decision of wrongdoing, are taken
- Inquiry decisions are disclosed appropriately to the public, in keeping with legislation, regulation and Council policy
- Outcome measures related to conduct processes and decisions are tracked to demonstrate effectiveness to the public



### 3.6 **Education Program Approval and Examination**

Executive Director/Registrar shall ensure that operational processes for education program approval and exam administration are followed:

- Consistent and fair criteria are established and communicated for paramedic education program approval
- Education approval occurs every at least every five years or more frequently if there are any demonstrated concerns
- Accreditation requirements for educational programs are achievable
- Exams are administered in a manner that is fair, respectful, transparent and unbiased