



**College of Paramedics
of Manitoba**

Protecting public interest through
regulatory excellence in paramedicine

collegeparamb.ca

PRACTICE DIRECTION

Self - Disclosure



About Practice Directions

The College of Paramedics of Manitoba (CPMB) has the legislated authority through the Regulated Health Professions Act (RHPA) to establish Council-approved practice directions.

Practice directions set out requirements related to specific aspects of the RHPA, regulations and paramedic practice. Practice Directions also explain, add, or guide paramedics with respect to the subject matter described in the regulation or any other matter relevant to the practice of paramedicine. Compliance with approved practice directions is required as described under section 86 of the RHPA.

Questions related to the information in the College practice directions, or the application of the information can be directed in info@collegeparamb.ca.

This Practice Direction was approved by the Council of the College of Paramedics of Manitoba on June 21, 2023.



CPMB Mandate

The mandate of the College of Paramedics of Manitoba (the College) is to regulate the profession of paramedicine in the Province of Manitoba, through protection of the public interest. This is accomplished by fulfilling the legislated mandate and authority granted to the College, as part of the Regulated Health Professions Act (RHPA).

The College regulates paramedic practice in Manitoba by:

- Ensuring that paramedics registered with the College possess the knowledge, skill and judgment required to practice in Manitoba.
- Approving paramedic education programs
- Setting the standards of paramedic practice
- Determining and monitoring the Program for Continuing Competency (PCC) to ensure that paramedics remain current in their practices.
- Providing consultation and education to paramedics, employers, and the public
- Receiving and investigating complaints about paramedic practice and taking appropriate action with fairness and transparency

Paramedics and employers should be familiar with the Code of Ethics, Standards of Practice for Paramedicine, and Practice Directions which can be found on the College's website at www.collegeparamb.ca

LEGISLATION

The College of Paramedics of Manitoba is the 4th profession to become self-regulated under the *Regulated Health Professions Act (RHPA)*.

The RHPA, the *Practice of Paramedicine Regulation* and the *College of Paramedics of Manitoba General Regulation* also specify which reserved acts paramedics may perform.

RESERVED ACTS

Reserved Acts are activities that can pose a risk to client/patient safety. Under the RHPA, there are 21 reserved acts, 9 of which are applicable to the practice of paramedicine.

Paramedicine will share in the performance of some of the Reserved Acts with other professions, however, the depth and breadth of that application can vary amongst the professions authorized to perform the same Reserved Acts. Performance of skills within each Reserved Act will require interprofessional collaboration and may look different for



each profession. Some skills within a Reserved Act may require the paramedic to obtain additional training.

To understand more about Reserved Acts, see the [College of Paramedics of Manitoba General Regulation](#), and the [Practice Direction - Scope of Practice](#)

This practice direction is based on the College of Paramedics of Manitoba General Regulation s. 2.19.

INTRODUCTION

Registrants of the College of Paramedics of Manitoba are required, under legislation (The College of Paramedics of Manitoba *General Regulation* s. 2.19), to self-report changes in their status and information as declared in their registration application or renewal. This information must be reported promptly.

Maintaining accurate registrant information allows CPMB to demonstrate its mandate by reflecting accurately a specific registrant's personal and professional information in its records.

This Practice Direction addresses the manner in which this reporting is to be completed.

DEFINITIONS:

Annual Renewal timeline: April 1 to March 31 annually

REPORTING REQUIREMENTS:

After initial registration or during the annual renewal process, registrants are required to ensure information that has changed since it was submitted to the college is up to date/accurate. This includes information related to their name, address, contact information, regulatory history, criminal charges or history, employment, physical and/or mental health status.

There may be circumstances where a registrant must self-disclose changes to their information between the annual renewal timelines. Those circumstances are described below.

Changes That Registrants Can Make:

Registrants must update the following information through their registrant portal as soon as possible:

- Changes to **contact information** including address, email address, phone number.



- Changes or additions to **employment**
- Changes to (update) **Professional Liability Insurance**

Changes that Require an application.

The following changes are made by accessing specific applications found on the left-hand menu of the Registrant Portal accessed through the CPMB website. Requests will be reviewed within 10 working days and approved upon submission of all required documentation:

When a Name Change occurs, Registrants must immediately submit a [Name Change Request](#) and upload supporting government documentation. A registrant's name in their registration portal must be their legal name as recorded on government documentation.

Registrants must submit a [Status Change Request](#) to update their level of education (example PCP to ACP), registration status (example Full to Non-Practicing). Please ensure that supporting documentation, such as proof of successful examination completion, is uploaded to the application.

Registrants must submit a [Document Request](#) to have CPMB send documentation to a third party. Example: request a COPR Labour Mobility Form be sent to another jurisdiction. Please upload the document that you are requesting to be completed.

Please note that if any of these applications are submitted without supporting documentation, an email will be sent to the registrant requesting that documentation prior to approval of the application.

Changes that Require Consultation

On initial registration and on each annual renewal, registrants are asked declaration questions. If there are changes to the answers of any one of the declaration questions between renewal periods, the registrant should consult CPMB regarding whether or not a self-disclosure is required. A consultation does not automatically result in the need for self-disclosure.

All consultations and disclosures are maintained in strict confidence. Disclosures will be retained on the registrant's file and may require monitoring of the registrant's situation.



Once disclosed, the answer to the related question below will always be “yes”, but no further reporting would be required unless there was a change from the original disclosure.

Example A: A registrant self-discloses a mental health issue to CPMB. After discussion, the registrant provides CPMB with documentation from their health care provider stating the diagnosis, treatment plan, and that the registrant is fit to continue practice. This registrant will answer “yes” to the appropriate declaration question each year going forward, and in the explanation section state “previously reported”. The registrant then has no obligation to take any other action unless they experience a relapse or exacerbation of the mental health issue, or a new health issue. If they experience a relapse, exacerbation or a new health issue, they must self-disclose that new information to CPMB. See Policy [AR-4 Disclosure of a Condition or Disorder Policy](#).

Specific circumstances may mean that the registrant will be required to move to the Non-Practicing class of registration. (Please see CPMB *General Regulation s. 2.13*) Consultation with CPMB staff will determine if this is required and will guide registrants through this process. See Policy [AR-2 Leave Types Non-Practicing Paramedics Policy](#).

Declaration Questions

Declaration questions, as found on the initial registration application and annual renewal, with a brief explanation follow:

1. Are you currently or have you ever been registered or held a registration with any health profession regulator in Canada (excluding Manitoba Health Emergency Medical Services Branch) or elsewhere?

Yes No

It may be necessary to submit a COPR labour mobility form from the other jurisdiction to CPMB. CPMB will advise the registrant if this is required.

2. Have you ever been the subject of a decision/finding/order by any complaints/investigation/discipline committee of a regulator of paramedicine or any other health profession in Canada or elsewhere?

Yes No

If you have been the subject of such a decision/finding/order, CPMB will request information related to that finding. The requested information will be



based on your individual situation, so consultation with CPMB staff would be necessary.

3. Have you ever been charged or convicted of or pleaded guilty to a criminal or regulatory offence in Canada or elsewhere?

Yes No

If you have a recent charge/conviction, CPMB will request information related to that charge/conviction, as well as documentation indicating compliance with any orders following that charge/conviction. The process and outcomes will be dependent on the nature of the charge/conviction and the disposition of those charges/convictions.

4. Have you ever been charged or convicted of or pleaded guilty to a charge of careless driving causing death under *The Highway Traffic Act of Manitoba* or similar legislation?

Yes No

- If you have a recent charge/conviction/guilty plea, CPMB will request information related to that charge/conviction/guilty plea, as well as documentation indicating compliance with any orders following that charge/conviction/guilty plea. The process and outcomes will be dependent on the nature of the charge/conviction/guilty plea.**

5. Has your name, or any other name you have previously used, ever been entered onto an adult abuse and/or child abuse registry and/or vulnerable sector check (this does not include for the purpose of searches)?

Yes No

Entry of your name on any of these searches will result in a positive finding on background check results, which are a legislated requirement for submission once every 5 years. If, during the 5-year period, your name is entered on any of these data banks, it is mandated that it be immediately reported to CPMB. As in all other cases, an individual assessment of official documentation will be made to determine what, if any, steps CPMB is required to take as a result.



6. Do you have a physical or mental condition/disorder, including an addiction to alcohol or drugs, that may impair your ability to safely engage in the practice or paramedicine?

Yes No

Registrants who have been diagnosed with a physical or mental condition/disorder that may impair their ability to practice paramedicine will consult with CPMB staff in order to determine the course of action required. Supporting documentation will be requested and reviewed. If the registrant has been removed from work by their healthcare provider, evidence from that healthcare provider will be necessary before the registrant returns to work.

Example B (related to Declaration Questions 4 & 5): A registrant is charged with domestic assault. It is a new charge since the registrant first applied. The registrant must contact the college to disclose the new charge. They will be asked to provide legal documentation of the charge, of the disposition of the charge, of the legal penalty and compliance with any legal orders.

CONCLUSION

Under the College of Paramedics *General Regulation s. 2.19*, registrants must report, through various mechanisms, changes to the information contained in their registrant portal. This includes changes to demographic information, physical and mental health conditions, criminal charges or convictions, and registration class. If you are unsure whether a change needs to be reported, or how to report the change, please consult with CPMB staff by emailing info@collegeparamb.ca