



College of Paramedics of Manitoba		
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PURPOSE

Paramedics are presented with diverse opportunities to engage in non-traditional roles or capacities, including professional business opportunities. This practice direction provides information regarding Self Employed Practice in Manitoba under *The Regulated Health Professions Act (RHPA)*.

This document will outline the minimum practice expectations for self-employed paramedics in relation to their self-employed business practice. It will clarify what the College expects, at a minimum, of self-employed paramedics and their businesses to ensure protection of the public interest.

DETERMINATION OF SELF-EMPLOYMENT

If a paramedic is not certain whether they fall into the category of self employed, they may consider the following questions to guide them:

- Do you own the business or practice you are engaging in?
- Do you profit from the business and/or are you at risk of personal financial loss?
- Do you control the activities of the business?
- Do you hire your own employees?
- Do you accept payment for the services you provide?
- Are you the trustee of the client's records?

If you are unable to determine if you are self-employed after answering these questions, please refer to *The Employment Standards Code* or contact Employment Standards.

SELF-EMPLOYED PARAMEDICS ARE ACCOUNTABLE TO, AND MUST COMPLY WITH:

- Federal, Provincial and Municipal Laws,
- *The Regulated Health Professions Act*,
- The College of Paramedics of Manitoba General Regulation,
- The College of Paramedics Practice of Paramedicine Regulation,
- The College of Paramedics of Manitoba Bylaws,
- The College of Paramedics of Manitoba Practice Directions,
- The College of Paramedics of Manitoba Practice Expectations,



OPENING A SELF-EMPLOYED PRACTICE

As a paramedic, you may only conduct self-employed practice if:

- You are a registrant in good standing with the College of Paramedics of Manitoba
- Your practice falls within your paramedic scope of practice.
- If the service model of the self-employed business involves medication administration, then the business must employ a medical director or other authorized prescriber to write standing medication orders as per College of Paramedics of Manitoba General Regulation (the General Regulation), reserved act 9.
- If partnering with another regulated health professional, you meet the requirements for a practice in association as defined in Part 5 of the RHPA.

If you choose to incorporate, you may be required to register with the College as a Health Profession Corporation (HPC). Please review Practice Directions on HPCs.

COMMUNICATING INFORMATION ABOUT PROCEDURES OFFERED

The College's Code of Ethics, Practice Directions and Practice Expectations highlight the requirements of consistently maintaining client confidentiality and privacy, both in person and online. This includes personal websites, blogs, email sharing, discussion boards and instant messaging, as well as social media and networking platforms.

When advertising or promoting procedures, including using social media and other online platforms, you must follow the applicable legislation, bylaws, policies, and practice directions of the College.

When advertising services, registrants must not use the paramedic designation to market services that are outside of their paramedic sub-register level's scope of practice.

This also means that conduct online and in person would be reviewed and examined in the same manner and held to the same standard as any registrant.

COMPETENCE

Maintaining competency in the services you provide is of utmost importance. As noted in the General Regulation, section 5.1(1), registrants have an obligation to ensure that they are competent to practice in a manner that is appropriate and safe.

If a client requires care beyond the scope and competency of the registrant they must refer a client to another practitioner, either paramedic or other professional.

If your self-employed practice includes a reserved act requiring additional training, you must meet the requirements in the Practice Direction Additional Training for Reserved Acts.



GUIDELINES FOR SELF EMPLOYED PRACTICE

We encourage registrants to do research prior to entering self-employed practice to gain a full understanding of all requirements of being self-employed. The College can help provide some guidelines that registrants must consider while starting and working in independent practice, which include the following:

- Ensure that you and your business are adequately insured.
- Self-employed registrants should be aware of their obligations as employers if hiring other staff.
- If you are providing service from a fixed location, ensure that your practice has sufficient space depending on the need for equipment and sufficient resources to manage occurrences and adverse events.
- Have reasonable precautions in place to protect professional boundaries and the privacy, safety, and well-being of the client.
- Implement adequate quality assurance and improvement programs.
- In keeping with Practice Environment requirements in the General Regulation section 5.5, ensure that all hygiene and sanitation of area and equipment practices are complete.
- In keeping with Equipment requirements in the General Regulation section 5.6, ensure all equipment is fit for the purpose it will be used, in proper working order and re-usable equipment is properly cleaned and disinfected. It is advisable to Ensure all medical devices are Health Canada or Canada, Canadian Standards Association (CSA) approved as applicable, and a system is in place for the proper cleaning, disinfecting, calibration, and maintenance of equipment used in the services your self-employed practice provides.

Self-employed registrants who own a paramedic staffing agency must ensure:

- You have a process in place to manage professional practice issues identified by your employees.
- As an employer, you understand and act on your obligations in identifying, managing, and reporting practice issues as per the Practice Direction "Registrant and Employer responsibilities".
- Records of care provided must follow direction in the General Regulation section 5.4 and Practice Direction on Documentation.
- Processes to ensure compliance with *The Personal Health Information Act* and a procedure to investigate breaches.

Where you employ, contract, or collaborate with another registrant to provide services:

- Clearly identify roles including who within the practice will act as the trustee of health records responsible for the long-term storage, retention, and access to the records.
- Ensure that others involved in your practice are competent to provide the care as is required in the General Regulation section 5.1.1.
- Establish a process to manage competence issues/concerns.



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- Establish a process for managing professional practice issues.
- Ensure that employees who are part of a regulated profession have established registration and are in good standing as required in the RHPA section 167.