


## CENTRE FOR PREHOSPITAL CARE STANDARDS

**CATEGORY:** Program Specific  
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**SUBJECT:** CONTINUING MEDICAL EDUCATION (CME)

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<b>Document Owner:</b> Regional Education and Certification Coordinator	<b>Name:</b> Corey Petrie
<b>Update Schedule:</b> Annually	
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<b>Approval:</b> Corey Petrie, Chair, HSN CPC Council Committee  	<b>Date:</b> February 26, 2025
Electronic signature:	

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### PURPOSE:

To outline the requirements of continuing medical education (CME) for Paramedics in Northeastern Ontario in accordance with the Regional Base Hospital Performance Agreement and the Ministry of Health and Long Term Care Emergency Health Regulatory and Accountability Branch, Advanced Life Support Patient Care Standard, Certification Standard.

### SPECIAL INSTRUCTIONS

Primary Care Paramedics (PCP) must accumulate a minimum of 8 CME credits annually and Advanced Care Paramedics (ACP) must accumulate a minimum of 24 CME credits annually to maintain certification with HSN CPC. Paramedics must have the required number of credits based on their scope of practice logged within the Paramedic Portal of Ontario no later than noon on the third Monday in January.

Annual CME generally consists of a spring and fall session. Should a mandatory spring session take place, Paramedics must complete the spring requirements no later than noon on the third Monday in June.

Failure to meet any mandatory requirements may result in a Paramedic review by the Medical Director or designate and/or the temporary deactivation of the Paramedic's certification.

In collaboration with the service provider, there may be some instances whereby a CME cycle may go beyond the proposed date in January or June. These will be rare occasions that may be dictated by mandatory education proposed by the Ministry of Health (MOH) or CPC Medical Council.

CME credit will not be allotted for initial certification, remediation, reactivation attempts or <10 patient contact curriculum.

Elective CME credits relevant to the paramedics' scope of practice may be granted for courses that have been pre-approved by the Base Hospital.

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### Method

1. HSN CPC will provide comprehensive, accessible CME activities to all Paramedics certified under its auspices.
2. HSN CPC will develop a CME curriculum annually to include the mandatory education requirements for maintenance of certification and elective educational activities. This curriculum will provide opportunities for Paramedics to strengthen their knowledge base as it relates to their scope of practice in the delivery of patient care.
3. HSN CPC will allocate CME credit hours for most activities deemed appropriate and this information shall be recorded in the Paramedic Portal of Ontario (PPO). On occasion, mandatory CME activities may include pre-learning material in addition to in-class or virtual attendance. In such cases, CME credit will be clearly outlined within the annual CME plan.
4. HSN CPC will award elective CME credit once the activity is cross-referenced with the National Occupational Competency Profile (NOCP). An annual maximum number of credits will apply based on the content of the education. Maximum annual credits per activity type are to establish a standardized approach among participating Base Hospitals in an attempt to promote relevant continuing medical education for paramedics. Paramedics may view elective courses multiple times; however, credits for each course are only awarded once per certification year.
5. Paramedics or service operators requesting CME credits for external activities must follow the pre-approval and approval processes outlined in "Course request for external elective CME" located under the resources section of the Paramedic Portal of Ontario website. Failure to comply will result in non-approval.
6. If a Paramedic is absent from a scheduled mandatory CME session due to extenuating circumstances such as bereavement or significant illness, the paramedic service or paramedic will notify the base hospital as soon as reasonably possible. In these circumstances, the base hospital will schedule an alternate date for attendance or prescribe education that will meet the objectives of the mandatory session, if no dates are available.
7. An ACP whose Certification has been for a period of less than a year and who has completed a minimum of eight (8) hours of CME, will have the remaining required CME hours adjusted proportionally.
8. Paramedics who have less than 10 patient contacts in an annual CME cycle will be required to complete additional education. Where a Paramedic is unable to assess and manage the minimum of ten (10) patients per year, the Base Hospital will notify the Service and Paramedic by the second Monday of December detailing the requirements for maintenance of certification. HSN CPC paramedics, who work for multiple EMS providers outside of HSN CPC, will be required to obtain a letter of confirmation from their respective base hospital, indicating they have met the criteria for maintenance of certification for the new certification year. Failure to meet the requirements by the third Monday of January will result in a review by the Medical Director or designate and may result in the temporary deactivation of the Paramedic's certification.

### CONTINUING MEDICAL EDUCATION CREDITS

1. Approved CME credits will be allocated as 1 credit per 1 hour of learning activity (1 hour = 1 credit).

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2. HSN CPC will provide the mandatory components for Maintenance of Certification, CME Credits allocated as follows:

Mandatory Components to Maintenance of Certification	CME Credits
Paramedic Rounds*	8
Clinical CME Day (ACPs only)	8
Pre-course Written Exams	N/A
Implementation of Auxiliary Medical Directives, Skill sets, etc.	up to 4

\* Paramedic Practice Round credits may be allocated over multiple sessions throughout the year.

CME Elective Credit assignment – NOCP Area (Credits = Hours)	Assigned Credits
NOCP 1 – Professional Responsibilities	1 per hour
NOCP 2 – Communication	0.5 per activity
NOCP 3 – Health and Safety	0.5 <sup>A</sup> per activity
NOCP 4 – Assessment and Diagnostics	1 <sup>B</sup> per hour
NOCP 5 – Therapeutics	1 <sup>B</sup> per hour
NOCP 6 – Integration	1 <sup>B</sup> per hour
NOCP 7 – Transportation	0.5 per activity
NOCP 8 – Health Promotion and Public Safety	0.5 <sup>C</sup> per activity

(A) Provider Mental Health, PTSD = 0.5/hour

(B) Excluding Journal Study which are assigned at 0.5/hour

(C) Incident Management System (IMS) = 0.5/hour

**\*\*Note 1\*\*** HSN CPC will consider CME allotment for paramedic led research initiatives

**\*\*Note 2\*\*** Credit allotment for (OSCE), Objective Structured Clinical Exam related activities utilizing the global rating scale will be reserved for sessions that occur within the HSN CPC offices or externally utilizing HSN CPC exam material, such as provincially created and approved scenarios

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Activity Type (As Authorized by the CPC)	NOCP	Annual Maximum
BH Delivered Programing	4,5,6	16
Presentation (Rounds/Webinar) BH confirmation Req.	4,5,6	8
Clinical Rotations	4,5,6	16
External Programs/courses (ACLS, PALS, ACP Program, etc.)	4,5,6	16
Conferences/Workshops	4,5,6	16
OSCE Global Rating Scale (GRS) Partner, Rater or Volunteer	4,5,6	8
<ul style="list-style-type: none"> <li>• Journal Study (as approved by the Regional Base Hospital)</li> <li>• Prehospital Care Journal article</li> <li>• Emergency Medicine Journal article</li> <li>• Critical Care Journal article (as approved by the Regional Base Hospital)</li> <li>• Landmark EMS / Emergency Medicine / Resuscitation article (as approved by the Regional Base Hospital)</li> </ul>	4,5,6	3
Other – As approved by BH	4,5,6	16
Other – As approved by BH	1,2,3,7,8	16

**References and Related Documents**

1. Regional Base Hospital Performance Agreement, 2009
2. National Occupational Competency Profile available at <http://paramedic.ca/site/nocp?nav=02>
3. Advanced Life Support Patient Care Standards, Maintenance of Certification Standard, Ministry of Health and Long Term Care Emergency Health Regulatory and Accountability Branch available at [https://www.health.gov.on.ca/en/pro/programs/emergency\\_health/edu/practice\\_documents.aspx](https://www.health.gov.on.ca/en/pro/programs/emergency_health/edu/practice_documents.aspx)