


Program Document No.: 6012.02	Subject: Paramedic Re-Registration Policy	Type: Policy
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Replaces: Policy 6012.01	Revision Date 04:	
Signature of Program Director: 	Signature of Program Document Coordinator:	

1.0 Purpose

- 1.1 To set out the requirements for “biennial” Re-Registration of Paramedics in the province of Nova Scotia.
- 1.2 This policy replaces Re-Registration Policy, 6002 effective January 1, 2007. Re-Registration Policy 6002 has been phased out completely.

2.0 Guiding Philosophy

- 2.1 To ensure that all paramedics registered in the province of Nova Scotia provide safe optimal patient care.
- 2.2 To encourage paramedics to select learning activities identified by assessments and self-recognized needs.
- 2.3 Learning activities must be relevant to the paramedics scope of practice, professional role and responsibility.
- 2.4 Commitment to professionalism requires an investment of time and effort to ensure competence is maintained over their career.

3.0 Definitions

- 3.1 **Case Studies:** Case studies are to be completed on a Case Study Form (see Appendix E), and are preferably calls paramedics attended. Case Studies must be submitted to the paramedics Medical Oversight Physician (MOP); if the paramedic does not have an MOP they can send their Case Studies to the Provincial Medical Director (PMD) for review/approval. Once the Case Studies are approved they are to be forwarded to the Emergency Health Services (EHS) Registrar in order to receive credit under Section 2, Self Learning Activities of the Re-Registration Policy. Case Studies can no longer be used in lieu of Morbidity and Mortality (M&M) Sessions.
- 3.2 **Committee Work:** A group of people delegated to perform a function, such as investigating, considering, reporting, or acting on a matter as it relates to prehospital paramedic practice.

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- 3.3 **Continuing Education Credits:** These are approved learning activities. All credits taken must reinforce, relate and enhance the paramedic’s current medical practices. The amount of credit earned is listed in the Paramedic Re-Registration Log Book and Information Guide under Self Learning Activities, Group Learning Activities, Certifications, Interactive Learning Activities and Professional Development.
- 3.3.2 Activities, courses &/or education not found in the Log Book must be referred for approval to the Registrar &/or Registration Committee. Documentation is to be provided for any Continuing Education approvals.
- 3.4 **Criminal Offence(s):** Where any person has been convicted or found to be guilty, by a court in or out of Canada, of any offence inconsistent with the proper professional behavior of a paramedic, including a conviction under the Criminal Code (Canada) or the Controlled Drugs and substances Act (Canada), for which a pardon has not been granted and such person applies for registration or re-registration, the Registrar may refuse to register such person, but the Registration Committee may at any time permit such person to be registered or to remain registered upon such terms and conditions as the Committee may direct following an appeal to the Committee.
- 3.4.1 The Criminal Records Check Form is a mandatory re-registration requirement to be completed and forwarded to the Registrar every two (2) years. However, if a Paramedic has been convicted or found to be guilty of a criminal offence(s) within that two (2) year period it is his/her duty to report this at the time of the conviction to the Registrar immediately in writing. If a Paramedic does not report his/her criminal conviction(s) to the Registrar disciplinary action will be taken. See Appendix G for the Criminal Records Check Form.
- 3.5 **Group Learning Activities:** Working together to accomplish shared goals, within cooperative situations. Individuals seek outcomes that are beneficial to themselves and beneficial to all other group members with the intent to maximize their own and each other’s learning.
- 3.6 **Hour:** One (1) hour equals sixty (60) minutes of continuous activity to reinforce and enhance the paramedic’s current medical practices.
- 3.7 **Interactive Learning Activities:** Structured learning activities planned and developed individually or in collaboration with other members of a group or community to address a question, issue or need, relevant to professional practice.
- 3.8 **Morbidity & Mortality Sessions (M&M’s):** Morbidity and Mortality are educational sessions chaired by a Field Training Paramedic (FTP), a physician or his/her designate . They center around actual cases and Preferably each case is presented by the paramedic(s) involved. All patient identifiers must be removed from the presentation.
- 3.9 **OSCE:** Objectively Structured Clinical Evaluation involves interactions of the paramedics with a live simulated patient or a simulator and a structured evaluation of the interaction.
- 3.10 **Patient Contacts:** It is the paramedics responsibility to submit the required number of patient contacts within the proper time period to the Registrar on the official Patient Contact Form , (see appendix A, Paramedic Re-registration Log Book & information Guide; page 10).

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- 3.10.1 Ground ambulance patient contacts refer to calls where paramedics are *either* the driver or the attendant. Paramedics will be credited as having patient contacts whenever their name and signature appear on a Patient Care Report (PCR) or applicable documentation.
- 3.10.2 Firefighter patient contacts are not equivalent to paramedic level patient contacts, but if the registered paramedic-firefighter can supply the MIN number that demonstrates that (s)he has provided patient care at his/her paramedic level then they can be used.
- 3.10.3 Patient contacts from Triage, Emergency Department & the Patient Transfer Unit will be accepted if the "Chief Complaint" and the "Hospital Unit" numbers are provided for each patient contact.
- 3.10.4 Patient Contacts from EHS LifeFlight are approved. They will be accepted if the "Mission number" and "Mission Location" are provided for each patient contact.
- 3.10.5 Paramedics who provide Advanced Life Support (ALS) backup may submit the MIN number for credit.
- 3.10.6 Patient contacts from offshore will be accepted if the "Chief Complaint" and the "Date" are provided on the official Patient Contact Form. This form must be signed off by their Medical Director or their designate.
- 3.10.7 Patient Contacts for Critical Care Paramedics can also be obtained in the ICU and must provide documentation containing the chief complaint and hospital unit number.
- 3.10.8 Return to practice patient contacts will only be accepted if signed by an EHS approved Preceptor and submitted on the official "Return to Practice Patient Contact Form," or if signed documentation is provided by the Education/Training Institution.
- 3.10.9 Paramedics who wish to have other types of documented patient contacts considered must submit their documentation to the Registrar for evaluation by the Registration Committee.
- 3.11 **Professional Development:** To improve and revise current knowledge and practice through involvement in Committee Work, Research and teaching.
- 3.12 **Scenario Management Evaluation Form (Megacodes):** A session involving the assessment and management of a patient - including skills according to paramedic registration level (may be simulated). The evaluation is to be documented on the approved Paramedic Competency Evaluation Form (see appendix B), by an FTP, a physician or his/her designate. Each successful evaluation is valued at four (4) credits. It is a mandatory requirement to have two (2) successful evaluations within each re-registration period.
- 3.13 **Self Learning Activities:** These are activities that the Paramedics use to address educational needs or gaps in knowledge or skills relevant to their professional practice.
- 3.14 **Simulation Session:** Structured learning activities involving a simulator and an instructor with specific learning criteria.

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4.0 Policy

- 4.1 Mandatory paramedic re-registration requirements are due biennially on the 1st day of the month issued by the Registrar. Failure to do so will result in a change of registration from Active to Inactive.
- 4.1.1 Paramedics will be required to send in their documentation by fax, mail or in person. Each individual Paramedic is responsible for submission of "ALL" requirements as listed in section 4.2, 4.2.5.
- 4.1.2 Once the Paramedic Registry is available on line, each individual Paramedic will be responsible for entering their requirements into the Paramedic Registry which will be maintained by the EHS Registrar. The Paramedic Registry will be accessible through the Emergency Health Services website at <http://www.gov.ns.ca/ehs/paramedics.htm> .
- 4.1.3 Paramedics are required to send in all applicable re-registration documentation to the Registrar no later than thirty (30) days prior to their re-registration expiry date. If documentation is not received within this time period there is no guarantee that the Paramedics re-registration will be processed before his/her expiry date and the paramedic may risk being registered as "Inactive" until the documentation is reviewed and approved.
- 4.2 **Re-Registration Requirements:**
- 4.2.1 Only Paramedics registered with EHS as Active may practice and/or be entitled to use or wear the designations of Primary Care Paramedic (PCP), Intermediate Care Paramedic (ICP), Advanced Care Paramedic (ACP) and Critical Care Paramedic (CCP).
- 4.2.2 A signed EHS Criminal Records Check Form (up to and including [2] two years from date of issue) is required for registration as a PCP, ICP, ACP and CCP.
- 4.2.3 Multiple levels of registration (endorsements) are required to provide only one (1) EHS Criminal Records Check Form to be renewed every two (2) years from the original date of issue (eg.: Community Paramedicine).
- 4.2.4 There will be a random audit issued by the EHS Registrar each month.
- 4.2.4.1 The Registrar will notify the Paramedic(s) by letter that they are being audited and request documentation.
- 4.2.4.2 The individual Paramedic will be responsible for submission of all **"hard copy"** re-registration requirements documentation (*Paramedic Re-Registration Log Book &/or all applicable documents eg Certificates etc.*) either by fax, mail or in person within thirty (30) days of the request. Failure to do so will result in a change of registration from Active to Inactive.
- 4.2.4.3 Paramedics are required to keep their re-registration log book &/or documents for auditing purposes up to two (2) years after they have successfully re-registered.

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4.2.5 **PARAMEDIC Re-Registration Requirements (all levels)**

- Minimum of two hundred (200) total credits are required from the following categories: *(Refer to Appendix A, Paramedic Re-Registration Log Book & Information Guide for approved/accepted activities, courses and educational options).*

4.2.5.1 **Clinical Section:** Minimum of twenty (20) patient contacts required, maximum of forty (40) credits.

- Patient Contacts earn one (1) credit per patient contact:

4.2.5.2 **Self Learning Activities Section:** Minimum of ten (10) credits required, maximum of thirty (30) credits.

- Self Education sessions are given one (1) credit per hour

4.2.5.3 **Group Learning Activities Section:** Minimum of twelve (12) credits are required, no maximum credits.

- Group Education sessions earn two (2) credits per hour

4.2.5.4 **Certifications Section:** Minimum of eight (8) credits required, no maximum credits *(mandatory credits – see below).*

- These include all Formal Courses (Provider or Instructor) & re-certifications of formal courses & any EHS Approved Preceptor Program.
- Certifications earn two (2) credits per hour

Mandatory credits in the Certifications section are as follows:

- Current BLS(C) Provider or Instructor Card

4.2.5.5 **Interactive Learning Activities Section:** Minimum of thirty two (32) credits required, no maximum credits *(mandatory credits - see below)*

- Interactive Learning Activities earn two (2) credits per hour

Mandatory credits in the Interactive Learning Activities section are as follows:

Scenario Management Evaluation (Megacodes)

- All Paramedics must complete a minimum of two (2) successful Scenario Management Evaluations per re-registration period
- Each Scenario Management Evaluation earns four (4) credits

M&M sessions

- All Paramedics must complete a minimum of four (4) M&M's per re-registration period
- Each M&M earns six (6) credits

4.2.5.6 **Professional Development Section (Teaching, Research & Committee Work):** No minimum or maximum credits are required.

- All Activities in this section earn two (2) credits per hour

4.2.5.7 **EHS Criminal Records Check Form (Appendix G).** This is a Mandatory requirement for each re-registration Period.

- *No credits are granted for this requirement*

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4.3 **Paramedics Attending Education Programs**

- 4.3.1 Paramedics who are attending an approved EHS ACP or CCP Paramedic Education Program do not have to complete their re-registration requirements for his/her level if their re-registration expiry date expires before they graduate from their Program.
- 4.3.2 The Paramedic will be re-registered as probational at their current level, and a temporary ID card will be issued with the proposed date of completion of their paramedic program.
- 4.3.3 Paramedics can be granted a probational status for their re-registration requirements if official documentation is received from their Paramedic Education Program along with a valid EHS Criminal Records Check Form.
- 4.3.4 If for any reason the Paramedic drops out, is academically dismissed or is unsuccessful in completing his/her Paramedic Education Program the Paramedics original re-registration expiry date will come into effect.
- 4.3.5 The Paramedic is responsible for forwarding the Registrar all the applicable re-registration requirements within 30 days of exiting their Education Program. Official documentation must also be received from the Education Program advising the paramedic's participated time frame.
- 4.3.6 Any questions regarding extended time periods will be brought forward to the Registration Committee. The Paramedic may retain their student probational status until a decision has been reached.
- 4.3.7 Paramedic's that fail to notify the Registrar that (s)he has exited the program will be referred to the Conduct & Competency Committee.
- 4.3.8 Paramedics who wish to re-register at their current level before graduating from his/her Paramedic Education Program may do so if all necessary re-registration requirements have been met.
- 4.3.9 **Successful graduates from a Paramedic Education Program**
When a Paramedic successfully graduates from a Paramedic Education Program and re-registers with EHS from one level to another (s)he is required to provide a current EHS Criminal Records Check form and a diploma. The Paramedic will lose all credits for re-registration on file. The Paramedic's expiry date will be changed and (s)he will have two (2) years to accumulate the re-registration requirements for their new level.

4.4 **EXTENSIONS, EXCEPTIONS, PROBATIONAL STATUS**

- 4.4.1 There are no extensions and/or exceptions.
- 4.4.2 Probational status is applicable only to those Paramedics in an approved EHS Education Program or those Paramedic's required to take mandatory inservice(s) under the direction of the PMD &/or Registrar.

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4.5 **CARRY OVER OF RE-REGISTRATION REQUIREMENTS**

If a Paramedic accumulates more than the required number of credits they cannot be carried over and used towards his/her next Re-Registration period.

5.0 Appendices

- 5.1 Appendix A: Re-Registration Log Book and Information Guide
- 5.2 Appendix B: Scenario Management Evaluation Form
- 5.3 Appendix C: M&M Form
- 5.4 Appendix D: Case Study Form
- 5.5 Appendix E. CEU Form
- 5.6 Appendix F: Criminal Records Check Form

6.0 Reports

None

7.0 References

- 7.1 Policy 6000: Essential Competencies
- 7.2 Policy 6001: Registration Policy
- 7.3 Policy 6003: Re-activation of Registration

8.0 Outcome Measurement

Compliance with this EHS policy will be monitored by the EHS Paramedic Registrar.

9.0 Revisions

Sections and sub-sections that have been changed / updated:

- 9.1 Sections 1.0, 3.0, 4.0 & 5.0
- 9.2 Previous Appendix A, Paramedic Re-Registration Information Guide and Appendix B, Paramedic Re-Registration Log Book have been combined.