

**Manitoba Continuing Competency Program for Paramedics
Ongoing Paramedical Education
"Credit" Submission Sheet**

Ongoing educational credits are awarded, based on the following:

- job applicability
- content
- recognized educational institution
- length
- preparation time
- degree of difficulty
- level of participation
- assessment
- impact

Agencies developing packages are required:

- to maintain records of participation for each individual.
- provide documentation to each participant listing the module title, date of completion and instructor

EMS personnel must maintain an individual portfolio for tracking of optional program credits. Proof of attendance / course completion is required to be kept in the individuals' portfolio for audit purposes.

Ongoing Education Credit Submission Form

Date of Application _____

Name of applicant _____

Address

Box # / Street		City
Province	Postal Code	Email

Date of Program _____

Title of program _____

Sponsoring Agency _____

Location of Program _____

Number of hours of learning activity (exclude breaks and lunches) _____

Please fill out this form, the program outline, and submit with support documentation to:

**Attn: Ongoing Education Evaluator
Emergency Service, Manitoba Health
Unit 7 - 1680 Ellice Avenue
Winnipeg MB R3H 0Z2
fax (204) 948-2531**

Incomplete applications will be returned without evaluation.

Ongoing Paramedical Education

This form must be filled out for each program.

Topic Identify the name of the program / subject to be covered. The topic should be a descriptive title of the program.

Prerequisites These are the minimum requirements for participation in the program.

Faculty List the instructors of the program and their qualifications.

Job applicability Identify the impact on provision of service that can be expected.

Impact: Identify who this program will directly impact:

Patient Health care team Community Other

Preparation List the program requirements prior to start (pre-read, on-line evaluation, etc.).

Teaching methods List the teaching methods and the % of time used. (Example lecture 25%, hands on 25%, small group discussion 25%, video 25%).

Program Objectives List the program objectives.

Testing / evaluation Identify type of evaluation (test / quiz / practical exam) if any.

For preparation or review of practice standards, patterns, etc Attach prepared documents and outline involvement in preparation of document, must be validated by project supervisor.

Preparation or participation in original EMS research Attach prepared documents, outline involvement in preparation of document, must be validated by project supervisor.

Conferences Attach conference pamphlet that identifies sessions, speaker and schedule.