

**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.