

MEMORANDUM

TO: All Paramedics and Paramedic Management of Beausoleil First Nations Paramedic Services, Muskoka Paramedic Services, Rama Paramedic Services , County of Simcoe Paramedic Services, Halton Region Paramedic Services, Peel Regional Paramedic Services and Toronto Paramedic Services

FROM: Jeremy Kieffer, Coordinator, Paramedic Practice

DATE: September 2, 2020

RE: **Elective CME: Options for 2020**

This is to provide and update regarding Elective CME for 2020.

All Advanced Care Paramedics and applicable Toronto Level II's are required to complete education requirements for Maintenance of Certification as described in the Appendix 6 of the ALS PCS.

Based on consideration related to the COVID-19 pandemic, Sunnybrook Regional Base Hospital has amended the options for completing Elective CME for 2020:

1. Sunnybrook Regional Base Hospital is currently offering two online courses for Elective CME:

Improving Resuscitation Team Management: An Introduction to Crisis Resource Management
<https://paramedicportalontario.ca/course/view.php?id=1356>

This course will be available starting **September 14 at 0900**

COVID-19 for the Prehospital Professional
<https://paramedicportalontario.ca/course/view.php?id=1359>

This course will be available starting **the week of September 21**

For course descriptions, and to enroll in the course, **first** log onto the Paramedic Portal of Ontario, and **then** enter/click the link above.

2. Paramedics may take a course that has been "pre-approved" for meeting the requirements for Elective CME. ***NOTE: all external courses require submission of an official certificate of completion. Any cost is the responsibility of the paramedic.**



To view the pre-approved courses, log onto the Paramedic Portal, and enter/click this link:

https://paramedicportalontario.ca/local/document_expiry/new.php?view=1&course_id=1

A quick reference guide is attached with this memo to assist you in accessing the pre-approved courses and the upload instructions for your proof of completion document.

3. Paramedics may submit education activities for consideration for Elective CME. These activities should be submitted **PRIOR** to attending the event to ensure that it meets the requirements for Elective CME as per policy.

All Advanced Care Paramedics and applicable Toronto level II's are responsible for completing Elective CME requirements by **December 31, 2020**.

Reminder emails will be sent to the email on file until Elective CME requirements are marked complete.

For any issues related to the Paramedic Portal of Ontario, please email paramedic.portal@sunnybrook.ca

If you have any questions, please feel free to contact me by the methods listed below.

Sincerely,



Jeremy Kieffer, AEMCA, ACP
Coordinator, Paramedic Practice
Jeremy.kieffer@sunnybrook.ca
Tel 416.667.2200, ext. 243

Uploading External courses

Getting started

STEP 1: Go to www.paramedicportalontario.ca and Log in with your account

Paramedic Portal of Ontario

Username
Password
 Remember username
Log in
Forgotten your username or password?

Helpful Tip

If you can't log click here, if that doesn't work email:

Paramedic.portal@sunnybrook.ca

STEP 2: Click CME Requests

Certification
View certification details of your current Base Hospital Certification.

Transcript
View all courses and CME credits that have been assigned to you.

CME Requests
Upload your elective continuing medical education documents.

Certification Letter
View and print your official Base Hospital certification letter.

STEP 3: Select Submit Request for Approval

Select a Document type

▼ Upload a document

Submit Request for New Course Approval

Submit Proof of Completion for Pre-Approved Course

Pre-approved list:

ACLS (Credits: 12)

New Document Upload

STEP 4: Fill out the form then click Upload Now

Upload supporting document(s)

• ? Course Name

• ? Upload Document(s)

Files

You can drag and drop files here to add them

• Course Date(s)

28 August 2020

Comments (optional)

Upload now! Cancel

STEP 4: Base hospital will accept or reject your application

Name	Document Name	Course Date	Status	Action	Credits	Course	Type	Edit
Test Paramedic	Test Course	2020-08-28	Pending admin approval	Waiting for admin.	N/A	N/A	upload	⚙️✖️

Helpful Tip

You can review the status of your upload by checking:

https://paramedicportalontario.ca/local/document_expiry/index.php