

October 8, 2021

To: All Paramedics

From: Jamie Burnett
A/Commander, Education and Development

Re: **2021 Mandatory Base Hospital CME – Action Required**

In keeping with Public Health Ontario guidelines, Sunnybrook Regional Base Hospital will deliver the 2021 Mandatory Continuing Medical Education (CME) as an online education package. The CME will take approximately 12 hours to complete.

The online CME package will be made available on **October 20, 2021, and must be completed no later than November 30, 2021, at 23:59**. The CME can be accessed via the Paramedic Portal of Ontario (<https://paramedicportalontario.ca>). Please review the attached Base Hospital memorandum carefully.

Compensation

Full-time Paramedics who complete the online education package on their own time, prior to the deadline, will be compensated with 12 hours of overtime pay or lieu hours earned.

Part-time Paramedics who complete the online education package on their own time, prior to the deadline, will be compensated with 12 hours at the applicable rate. The "applicable rate" could either be straight time or time-and-one-half depending on the total hours worked within the six week cycle. For hours in excess of 240 hours within the six week cycle, the applicable rate will be time-and-one-half.

If you will be unable to complete the CME as detailed above, you **must contact CME@toronto.ca no later than October 29, 2021**, and select one of the two options below:

- **Option #1**

If you do not have the technological resources to complete this CME on your own, please contact CME@toronto.ca. Our CME leads will book an appointment for you to use an Education and Development computer to complete the online packages. These appointments will be booked on a scheduled day off at a mutually agreeable time. You will be compensated as detailed above if you select this option.

- **Option #2**

If you are unable to complete this CME for any other reason, please contact CME@toronto.ca to arrange to complete the training during regular work hours. You will be scheduled to complete the online training package on a regularly scheduled shift. If you select this option, you will not be entitled to additional pay or lieu hours earned.

If you are currently administratively deactivated by the Base Hospital, **do not** complete this CME. This content will be incorporated into your return-to-practice education. If you are unsure of your status with the Base Hospital, please contact Eunice Lubbe (eunice.lubbe@sunnybrook.ca).

Required Documentation

As part of CME completion, the *2021 Influenza Immunization Declaration* must be submitted to the Education and Development Unit no later than November 30, 2021. Documentation may be submitted by:

- 1) Email (CME@toronto.ca);
- 2) CheckMarket (<https://cotsurvey.chkmkt.com/psdocumentation>); or
- 3) Scanning the QR code below.



Completed influenza declaration forms can also be submitted to any Operations Superintendent to be sent to the Education and Development Unit for processing.

NOTE: This must be submitted for your 2021 CME to be considered complete.

Upon CME completion, and verification of your *2021 Influenza Immunization Declaration* form, the 12 hours of pay or lieu, as applicable, will be processed for the December 23, 2021, pay date.

Any questions can be directed to CME@toronto.ca.

Sincerely,

(Original signed by)
Jamie Burnett

c.: P. Raftis, Deputy Chiefs, Operations Commanders, Base Hospital, Communications Review, Multimedia