

Alternative Route to Maintenance of Licensure

Participation

All EMS personnel registered and licensed with Manitoba Health Emergency Medical Services will be eligible to participate in the Alternate Route to Maintenance of Licensure program.

Program Cycle

The maintenance of licensure cycle is three years.

EMS personnel must begin the Alternate Route program immediately after receiving licensure to ensure that the 3 year cycle is complete prior to their license expiry.

Confirmation of completion of annual requirements must be submitted 30 days prior to the license anniversary date (example: license expiry is July 31/09, the anniversary date is July 31, and submission must be received by June 30). Any activities not reported by this deadline will be invalid and ineligible for program credit.

- Successful completion of the 3 year cycle requirements will result in a new license being issued for a three year term

The Alternate Route program must be completed in 3 consecutive years

- personnel that complete year 1 but do not successfully complete year 2 of the three year cycle will be required to maintain their license via the examination route prior to license expiration
- personnel that complete year 1 and 2 but do not successfully complete year 3 of the three year cycle will be required to maintain their license via the existing examination route prior to license expiration

Temporary leave from the program will be considered on an individual basis.

- Maximum leave from the program is 1 year. If the personnel is on leave for a period greater than 1 year, they are not eligible to maintain licensure via the Alternate Route program.
- Extenuating circumstances will be considered on an individual basis.

Personnel must submit a letter to the ARML program coordinator requesting a leave of absence from the program within 90 days of commencement of the leave.

Program Requirements

a) Mandatory Core Competencies

EMS personnel must maintain a level of proficiency that is consistent with their level of education and licensing, and in keeping with standards as established under regulation.

The following table indicates requirements for mandatory core competencies.

Level		Option 1	Option 2
Dispatch Technician or Technician-Paramedic	yearly credit requirement	4 mandatory sections	200 EMS calls
	3 year credit requirements	14 mandatory sections	400 EMS calls & 6 mandatory sections or 600 EMS calls & 2 mandatory sections
Technician	yearly credit requirement	4 mandatory sections	100 EMS calls
	3 year credit requirements	14 mandatory sections	200 EMS calls & 6 mandatory sections or 300 EMS calls & 2 mandatory sections
Technician Paramedic	yearly credit requirement	4 mandatory sections	100 EMS calls
	3 year credit requirements	14 mandatory sections	200 EMS calls & 6 mandatory sections or 300 EMS calls & 2 mandatory sections
Technician Paramedic Advanced	yearly credit requirement	4 mandatory sections	200 EMS calls
	3 year credit requirements	14 mandatory sections	400 EMS calls & 4 mandatory sections or 600 EMS calls & 2 mandatory sections

EMS personnel have 2 options for maintenance of core competency:

Option 1

Personnel must complete all fourteen (14) sections over the three year period, with a minimum of four (4) sections per year.

Option 2

Personnel that have an EMS call volume of at least 100 calls at the Technician and Technician-Paramedic, or 200 calls at the Technician-Advanced Paramedic level, in a one year period may submit these calls as an alternative to the four (4) mandatory sections per year.

- all EMS calls must be audited by the licensed EMS Service's Medical Director or designate
- the same EMS calls cannot be used for both mandatory and optional credits
- a record must be kept on file with the service of all audited EMS calls
- sign-off will be required on a yearly basis by the EMS Service Medical Director

b) Ongoing Educational Credits

Ongoing education credits are in addition to the mandatory core competencies.

Level		Option 1	Option 2	Option 3
Dispatch Technician	yearly credit requirement	40 credits	100 EMS calls & 25 optional credits	200 EMS calls & 10 optional credits
	3 year credit requirements	155 credits	300 EMS calls & 110 optional credits	600 EMS calls & 65 optional credits
Dispatch Technician-Paramedic	yearly credit requirement	60 credits	100 EMS calls & 40 optional credits	200 EMS calls & 20 optional credits
	3 year credit requirements	220 credits	300 EMS calls & 160 optional credits	600 EMS calls & 100 optional credits
Technician	yearly credit requirement	40 credits	50 EMS calls & 25 optional credits	100 EMS calls & 10 optional credits
	3 year credit requirements	155 credits	150 EMS calls & 110 optional credits	300 EMS calls & 65 optional credits
Technician Paramedic	yearly credit requirement	60 credits	50 EMS calls & 40 optional credits	100 EMS calls & 20 optional credits
	3 year credit requirements	220 credits	150 EMS calls & 160 optional credits	300 EMS calls & 100 optional credits
Technician Paramedic Advanced	yearly credit requirement	75 credits	60 EMS calls & 40 optional credits	120 EMS calls & 20 optional credits
	3 year credit requirements	270 credits	225 EMS calls & 165 optional credits	360 EMS calls & 105 optional credits

EMS personnel have 3 options for obtaining ongoing educational credits

Option 1

Technician

Personnel with a license at the Technician level must obtain 155 credits over the three year cycle, with a minimum of 40 optional credits per year.

Technician-Paramedic

Personnel with a license at the Technician-Paramedic level must obtain 220 credits over the three year cycle, with a minimum of 60 optional credits per year.

Technician-Advanced Paramedic

Personnel with a license at the Technician-Advanced Paramedic level must obtain 270 credits over the three year cycle, with a minimum of 75 optional credits per year.

Option 2

Technician

Personnel with a license at the Technician level must obtain 150 EMS calls and a minimum of 110 optional credits over the three year cycle. The minimum requirements per year are 50 EMS calls and 25 optional credits.

Technician-Paramedic

Personnel with a license at the Technician-Paramedic level must obtain 150 EMS calls and a minimum of 160 optional credits over the three year cycle. The minimum requirements per year are 50 EMS calls and 40 optional credits.

Technician-Advanced Paramedic

Personnel with a license at the Technician-Advanced Paramedic level must obtain 225 EMS calls and a minimum of 165 optional credits over the three year cycle. The minimum requirements per year are 60 EMS calls and 40 optional credits.

Option 3

Technician

Personnel with a license at the Technician level must obtain 300 EMS calls and a minimum of 67 optional credits over the three year cycle. The minimum requirements per year are 100 EMS calls and 10 optional credits.

Technician-Paramedic

Personnel with a license at the Technician-Paramedic level must obtain 300 EMS calls and a minimum of 100 optional credits over the three year cycle. The minimum requirements per year are 100 EMS calls and 20 optional credits.

Technician-Advanced Paramedic

Personnel with a license at the Technician-Advanced Paramedic level must obtain 360 EMS calls and a minimum of 105 optional credits over the three year cycle. The minimum requirements per year are 120 EMS calls and 20 optional credits.

What are core competencies?

A template has been developed for each licensing level that breaks down the EMS levels into core competency sections. Fourteen (14) sections have been identified as mandatory core competencies (see # 2(a) above), the balance of the sections can be used for optional credits with pre-assigned values.

The core competency template ensures that section packages developed meet a consistent minimum standard. Each template includes:

- Table of contents
 - listed by section
 - indication of mandatory sections
 - listed credit values for each optional section

Each section includes:

- goals
- cognitive elements
- affective element
- psychomotor elements
- accepted models for education delivery and assessment
- options to supplement education delivery
- options to supplement assessment

Individual core competency packages will not require approval from Manitoba Health Emergency Medical Services for validation. Program validation will occur through random audits.

EMS personnel must maintain an individual portfolio for tracking of each core competency section. Delivery agencies of the program are required to provide each participant with documentation listing the module title, date of completion and instructor.

How do I acquire optional credits?

Optional credits can be acquired in three ways:

- Completion of the optional core competencies sections. These sections have pre-assigned credit values and are generally provided through a Regional Health Authority.

EMS personnel must maintain an individual portfolio for tracking of each core competency section. Delivery agencies of the program are required to provide each participant with documentation listing the module title, date of completion and instructor.

- Pre-approved ongoing educational programs
A number of educational programs have received pre-approval for educational credits. A listing of these programs can be found on the following web site: www.gov.mb.ca/health/ems/arm/credit.html

Educational delivery agencies can apply for on-going education credits prior to delivery of a specific program. Please click here for a copy of the [Ongoing Educational form for educational agencies submission](#)

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

- Educational program submission
Educational programs that are not found on the web site can be submitted by EMS personnel for approval of on-going educational credits. Please click here for a copy of the [Ongoing Education form for personnel submission](#).

What constitutes an EMS call?

EMS personnel must provide documented active assessment and management of the patient:

- medical first response personnel are eligible for credit under this section provided they are the one that provides the documented active assessment and management
- 'refusal to transport' EMS calls are eligible provided there is documented active assessment and management of the patient
- 'inter-facility transport' calls are eligible provided there is documented active assessment and management of the patient

Personnel must be the primary attendant at 50% of the EMS calls:

- both transporting ambulance personnel may acquire credit for the same EMS call, however at least 50 of the 100 calls must be as the EMS attendant
- in the case of multiple medical first response personnel response to the same EMS call, only the personnel that provides the documented assessment and management are eligible

50% of the EMS calls must include transport of the patient

- medical first response personnel are eligible for credit under this section provided the EMS call results in transport of the patient by ambulance

Reporting annual Alternate Route activities

EMS personnel maintaining their license through the Alternate Route program must submit an Annual Status Report form 30 days prior to their license 'anniversary' expiry date. Personnel that do not submit this form annually, prior to their 'anniversary' expiry date, will not be eligible for re-licensure via the Alternate Route program. They will be required to renew their license via the examination route.

EMS personnel who do not meet the minimum requirements of the program in any given year will not be eligible for re-licensure via the Alternate Route program. They will be required to renew their license via the examination route. Personnel will again be eligible for the Alternate Route program following successful renewal of license by the examination route.

Click here for an [Annual Status Report](#) form.

Program Validation

Agencies developing packages under the approved competency module outline, for each level, will be required to:

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

Each calendar year, agencies developing module packages may be subject to a review. The review is to ensure that the Alternate Route program modules meet the content criteria identified in the template.

Each calendar year, a random sample of up to 10% of EMS personnel who have completed their maintenance of licensure activities in the previous year may be required to validate their reports of participation to Manitoba Health Emergency Medical Services.

Each calendar year, a random sample of up to 10% of EMS personnel who have completed their maintenance of licensure activities in the previous year may be required to participate in a written and / or practical evaluation of core competency elements. The evaluations will be carried out by Manitoba Health Emergency Medical Services, and may directly impact on an individual EMS personnel's license.

It is the responsibility of EMS personnel to ensure an accurate and up-to-date record of all alternate program components.

Non-compliance

EMS personnel who do not meet the minimum requirements for maintenance of licensure via the Alternate Program will:

- be notified through by Manitoba Health Emergency Medical Services within 30 days of their submission that they have not met recommended minimum yearly program credits and / or activities
- be given an opportunity to explain any discrepancy that may exist between their records of requirements and those on record with Manitoba Health Emergency Medical Services

EMS personnel who do not meet the minimum requirements of the program in any given year will not be eligible for re-licensure via the Alternate Route program. They will be required to renew their license via the examination route. The personnel will again be eligible for the Alternate Route Program following successful renewal of license by the examination route.

It is the EMS personnel's responsibility to keep records of any and all Alternate Route Program activities. It is also the personnel's responsibility to ensure these records are forwarded to Manitoba Health in a manner that ensures credit for the activities.