



## **Ongoing Paramedical Education "Credit" Submission Sheet Educational Agencies 2006**

Educational delivery agencies can apply for on-going education credits prior to delivery of a specific program.

Ongoing educational credits are awarded based on the following:

- job applicability
- content
- 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

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Title of program: \_\_\_\_\_

Date of application: \_\_\_\_\_

Educational Agency Name: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Phone number: \_\_\_\_\_

Organization Address: \_\_\_\_\_

(Box # and Street)

(City)

(Province)

(postal code)

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Date(s) of Program: \_\_\_\_\_

Number of hours of learning activity: \_\_\_\_\_  
(exclude breaks and lunches)

Location(s) of Program: \_\_\_\_\_

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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 to the sponsoring agency.

## Ongoing Paramedical Education Program Outline

This form must be filled out for all programs.

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

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

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**Faculty:** List the instructors of the program and their qualifications. The faculty should be qualified through academic qualifications, preparation, and experience to teach the topics identified. Evidence should indicate faculty expertise in the area of assigned instruction.

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### **Curriculum:**

Purpose: Why is this program being offered? What is the goal you hope to accomplish by conducting this program?

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Learning Objectives: What do you expect the participant will be able to do after he/she has completed the program?

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**Reference Material:** List the resource material used to plan the course. These might include, textbooks, magazine articles, Emergency Treatment Guidelines, Internet sites.

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**Teaching methods:** List the teaching method and percentage of time used. (Example: Lecture 50%, hands on 25%, small group discussion 25%.)

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**Program Outline:** Outline the material to be presented. List the expected time frames for each section.

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**Testing / evaluation:** If a test / quiz / practical exam will be used in a course, it must be listed here. Please provide of copy of the evaluation.

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